Stella and Charles Guttman Community College

LEGISLATIVE COMMITTEE

Bylaws

March 8, 2019
The Stella and Charles Guttman Community College Governance Plan, hereafter “Governance Plan”, defines the Council as “the governing body of the College and, subject to the authority of the Bylaws of the CUNY Board of Trustees. All Standing Committee meetings shall be conducted in conformance with Robert’s Rules of Order, Latest Edition, except as otherwise required by law or CUNY Bylaws. The bylaws for the Standing Committees of the College Council of Stella and Charles Guttman Community College, hereafter “Guttman”, shall conform to the requirements of the Open Meetings Law of the State of New York (Public Officers Law, Article 7) governing public institutions. The Council and its Standing Committees shall be organized to serve Guttman Community College of the City University of New York, and its policies, practices, and resolutions shall be interpreted to only apply to this College. The bylaws for the College Council will apply to all meetings, recommendations, and resolutions determined by the body.

I. Powers and Function

The Legislative Committee shall:

a. Facilitate nomination and election procedures for the Council.
b. Nominate, appoint, or facilitate the election of members to ad hoc or special committees, as created by the Council.
c. Inform Council of vacancies in Council and its Standing Committees and fill those vacancies through appointment or special election.
d. Receive and hear grievances relating to elections and make appropriate recommendations to the Executive Committee.
e. Assess the governance plan on a biennial basis and make recommendations to the Council.
f. Review and propose amendments to the bylaws of the Council and standing committees in consultation with the committees.
g. Review and evaluate how changes to the CUNY Bylaws or PSC-CUNY Collective Bargaining Agreement may impact the bylaws of the College Council or its standing committees and recommend changes as needed.
h. Act as custodian of all minutes, agenda and election results from College Council and all standing committees.

II. Membership

The membership of the Legislative Committee shall be organized as described by the Governance Plan. The composition of the membership shall not be altered unless through formal amendment and approval of the Governance Plan.

a. Attendance: Attendance at Legislative Committee meetings is mandatory for those elected to serve on the Legislative Committee. Members are expected to notify the Chair of the Legislative Committee at least two (2) days prior to the scheduled meeting if he/she is to be absent. Members are permitted two (2) absences from the Legislative Committee per academic year unless otherwise arranged with the Chair for extended absences.

b. Membership Action: The Legislative Committee may, by a majority vote at a regular meeting, reprimand or remove an elected member for failing to abide by membership requirements of the Legislative Committee, including more than two unexcused absences or other sufficient cause. The member may choose to respond
to the proposed action prior to the scheduled vote.

c. **Quorum:** A majority of the voting members of the Legislative Committee must be present to constitute a quorum and for passage of a measure within the Legislative Committee’s authority.

### III. Legislative Committee Elections

The Legislative Committee shall elect a Chair and a Secretary in accordance with the bylaws of the College Council. Each will be elected to serve a one-year term and can serve no more than three consecutive terms.

### IV. Duties of Legislative Committee Chair

The Chair of the Legislative Committee shall preside over all Committee meetings, shall call each meeting to order, and shall adjourn each meeting. The Chair shall serve as the moderator of Legislative Committee meetings and shall be responsible for adhering to the requirements of Open Meetings law of the State of New York and Robert’s Rules of Order, latest edition. The chair of the committee shall serve for one (1) term and shall not be elected for more than three (3) consecutive terms.

### V. Meetings of the Legislative Committee

a. **Time of Meetings:** The Legislative Committee shall meet at least twice per semester as per the Governance Plan at dates and times determined by the Legislative Committee Chair.

b. **Agenda:** The Legislative Committee Chair shall also prepare the agenda for Committee meetings, and distribute the agenda to the college community electronically by the publicly accessible pages on the College’s website reserved and dedicated to Council matters, including the agendas of the standing committees.

c. **Meeting Protocol:** The Chair shall call the meeting to order and adjourn the meeting upon majority vote at the time listed on the agenda or before if all agenda items have been addressed. The Legislative Committee meetings shall be held as listed on the Council’s calendar as determined by the Legislative Committee each academic year. The Chair shall be responsible for adhering to the meeting’s scheduled time and shall be responsible for moderating the meeting according to Robert’s Rules of Order, latest edition. The Chair shall ensure that all resolutions are recorded in the minutes and forwarded to the College Council for vote within one (1) week of the committee meeting.

d. **Minutes:** The Secretary of the committee shall take minutes at each committee meeting. Minutes shall be forwarded to the Secretary of the Council for public presentation within two (2) weeks of approval of the minutes. Minutes shall include a record of attendance.

e. **Conduct of Meetings:**
   i. **Resolutions:** All resolutions must be voted on by the College Council.
Committees of the College Council are responsible only for drafting resolutions and providing the requisite materials needed for a vote by the College Council.

VI. Ad Hoc Committees

a. The Legislative Committee may establish and abolish committees as needed to advance the activities of the Legislative Committee.