Stella and Charles Guttman Community College

Strategic Planning and Budget Committee
Bylaws

October 9, 2018
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 Guttmann 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 Strategic Planning and Budget Committee (SP&BC) shall:

1. Be the consultative body of representatives to the Council whose primary responsibility is to be informed by and to provide feedback to the College Council, the Strategic Planning Committee and/or various operating areas;
2. Review the strategic and financial plans for the College to ensure alignment among planning, budget, and assessment;
3. Recommend strategic priorities to the Council;
4. Review and analyze the College's budget, aided by budget presentations from the Office of the Vice President for Finance and Administration to ensure continued support of strategic priorities.

The Strategic Planning and Budget Committee shall periodically report to the Council. Committee recommendations are subject to Council review, modification, approval or rejection.

II. Membership

The membership of the SP&BC 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 SP&BC meetings is mandatory for those elected to serve on the SP&BC. Members are expected to notify the Chair of the SP&BC at least two (2) days prior to the scheduled meeting if he/she is to be absent. Members are permitted two (2) absences from SP&BC per academic year unless otherwise arranged with the Chair for extended absences.
b. Membership Action: The SP&BC may, by a majority vote at a regular meeting, reprimand or remove a SP&BC member for failing to abide by membership requirements of the 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:** As per the Governance Plan (IV. 2), a majority of the voting members of the SP&BC must be present to constitute a quorum and for passage of a measure within the SP&BC’s authority.

III. **Duties of the Strategic Planning & Budget Committee Chair**

The Vice President for Finance and Administration shall serve as Chair of the SP&BC in accordance with the Governance Plan. The Chair shall preside over all Committee meetings, shall call each meeting to order, and shall adjourn each meeting. The Chair shall serve as moderator of SP&BC 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.

IV. **Meetings of the Strategic Planning & Budget Committee**

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

b. **Agenda:** The Committee Chair shall prepare or approve the agenda for SP&BC meetings and shall distribute the Agenda to the college community electronically, as well as posting it to publicly accessible pages on the College’s website dedicated to Council matters. Any member of the SP&BC may propose a relevant agenda item for discussion and or approval. Any member of the Council may similarly request the Chair consider placing an item on the agenda, subject to the Chair’s discretion.

c. **Meeting Protocol:** The Chair shall call 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. SP&BC Committee 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 if necessary for vote within one (1) week of the SP&BC meeting.

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

b. **Conduct of Meetings:**
   a. **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.

V. **Ad Hoc Committees**
a. The SP&BC may establish and abolish sub committees as needed to advance its work, and membership on a sub-committee will not be limited to the members of the Council. Any administrator, faculty, staff or student at Guttman Community College may be invited to serve short term on a SP&BC sub-committee.