

Advisory Council By-Laws

1. Name and Status. The legal name of this body shall be the Arapahoe Community College Advisory Council, and it shall have all the powers set forth in the provisions of the Community College and Occupational Education Act of 1986 (CRS 23-60-206) and delegated to it by the State Board for Community Colleges and Occupational Education (BP 2-25).
2. The Council shall consist of seven members whose appointment cannot exceed two consecutive four-year terms.
3. Officers. The officers of the Council shall be a Chair and a Vice-Chair who shall be elected by the Council at the first meeting of each fiscal year.
4. Vacancies. In the event a vacancy shall occur in the office of Chair or Vice-Chair, the Council shall elect another member for the remainder of the unexpired term and until a successor shall have been elected and qualified.
5. Duties of Officers:
 - a. **Chair.** Chair shall preside at all meetings of the Council and shall sign any written documents to which the Council may be a party, and which have been approved by the Council.
 - b. **Vice-Chair.** Vice-Chair shall preside at all meetings of the Council during the absence of the Chair.
6. Conduct of Business. The Council conducts its business only when it is in regular or special session. Unless expressly arranged otherwise by the Council those wishing to communicate or transact business with the Council shall do so in writing through the Office of the College President. The Office of the President shall be responsible for the keeping of the minutes of all meetings.
7. Regular meetings of the Council shall be held quarterly (4 times per year) in a conference room of the College except as otherwise specified or as unforeseen circumstance may require, with appropriate notification, publication, or posting. Additional meetings may be called by the College President.
8. Attendance at Meetings. In addition to the members of the Council, the College President shall be seated at the table. At the request of the College President, members of the administrative staff may also be seated at the table. At the request of the Council, one representative of the Faculty Senate, one representative of the Student Government, one representative from the Foundation, and one representative from the Classified staff may also be seated at the table. All meetings are open to the public.
9. Special meetings may be held upon the call of the Council Chair as is deemed necessary, or upon written request of a majority of the members of the Council.

10. Quorum. A majority of the members of the Council then in office shall constitute a quorum for the transaction of business at any regular or special meeting.
11. The conduct of meetings shall be determined by Robert's Rules of Order. The ruling of the Council Chair shall be final on all questions of parliamentary procedure.
12. Agenda for meetings of the Council shall be compiled by the College President. Those wishing to place items on the agenda must deliver supporting documents to the College President's Office not less than ten days prior to the next meeting of the Council except as otherwise authorized by the Council through the Council Chair. The Council may consider items not on the regular agenda with majority approval of the members of the Council.
13. The order of business at all meetings of the Council, unless modified by the unanimous consent of all members present, shall be as follows:
 - a. Call to Order
 - b. Approval of Minutes of previous meeting
 - c. Financial Report
 - d. President's Report
 - e. Reports from College Department or Community Partners
 - f. Unfinished Business
 - g. New Business
 - h. Adjournment

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