Bitterroot College Advisory Council Bylaws

ARTICLE I Name and Purpose

Section 1 The name of the council shall be the Bitterroot College Advisory Council (BC Advisory Council).

Section 2 The Board of Regents is the legal governing body of the Montana University System and nothing within these bylaws shall be construed as granting the BC Advisory Council the authority to act outside the policies of the Board of Regents. The Board reserves the right to suspend, amend or otherwise alter these bylaws if it finds, at any time, that the provisions of these bylaws are contrary to its policies.

Section 3 The purpose of the BC Advisory Council is to provide local and professional involvement in the development of the Bitterroot College (BC) University of Montana (UM) as a provider of affordable, responsive, and sustainable college and continuing education opportunities to the residents of Ravalli County.

Section 4 The BC Advisory Council shall work with the BC Director to:

a. assess the needs of Ravalli County as related to program offerings and student support services;
b. assess program and course offerings, student support services, operations, and finances;
c. assist in the development of long-range plans for program and course offerings and student support services;
d. formulate recommendations for the enhancement of facilities and equipment;
e. serve as an avenue of communication between Ravalli County and the University of Montana;
f. serve as an avenue of communication between education/training and business/industry/government;
g. evaluate and review annually program and course offerings, student support services, operations, finances, and long-range program plan.

Section 5 The BC Advisory Council shall work with the UM Provost to:

a. select the BC Director;
b. annually evaluate the BC Director.
ARTICLE II  Membership

Section 1  The Council shall consist of twelve [12] members. Four [4] Council Members shall be appointed by the President of the University of Montana (UM) and eight [8] Council Members shall be local representatives of Ravalli County chosen by election of the Council majority upon recommendation of the Nominating Committee (Article V, Section 2). Of the eight [8] local members, one [1] shall be a BC student while the remaining seven [7] shall represent a broad base of community interests. A broad base of community interests shall involve selection criteria respecting community affiliation, economic-sector affiliation, educational-sector affiliation, and government-sector affiliation. Election and appointment of members will take place at the final regular meeting of each fiscal year. All terms will begin July 1 and end on June 30. All members will have full voting rights.

Section 2  The seven [7] local Council Members representing a broad base of community interests shall serve staggered three-year terms. Initially, three members will be elected for a one-year term; two members will be elected for a two-year term; and two members will be elected for a three-year term. Thereafter, all seven [7] local Council Members will be elected for three-year terms on a staggered basis. This establishes a cycle of re-electing approximately one third of the seven [7] local representatives every year.

Section 3  The number of consecutive terms the seven [7] local Council Members may serve is two, for a total of six years; at that point, the member must step down for at least one year. Those members initially elected or appointed due to a vacancy (Article II, Section 6) to less than a three year term shall be eligible for two additional three-year terms. The one [1] BC student Council Member shall serve a one-year term, with the option to serve a second one-year term if so desired by the student and approved by the Council at the end of the student’s first term. The four [4] members appointed by the UM President will normally serve staggered three-year terms renewable at the President’s discretion.

Section 4  A Council Member may be removed for cause. Cause for removal shall include egregious acts, failure to fulfill duties (excepting absenteeism, refer to Article II, Section 5), or conflict of interest violation (Article V, Section 1). Removal of a Council Member shall begin with a motion for removal from any member followed by a majority vote of the membership. If the initial recommendation for removal passes, the Chair shall provide the Council Member subject to removal written notice of the removal recommendation at least fifteen [15] business days prior to the next Council meeting. The Council Member may appeal in writing to the membership within five [5] business
days of the next scheduled meeting or in-person at the next scheduled meeting. After a reading or hearing of the appeal, or if no appeal is requested, the recommendation for removal shall be subject to a final vote of the membership. The removal recommendation passes by a two thirds [2/3] majority. The member recommended for removal does not vote in the initial or final removal vote nor is the member recommended for removal included in the majority calculations of the membership for the initial or final removal vote.

Section 5 A member of the Council who has failed to attend two [2] consecutive, regularly scheduled meetings or over half of the regularly scheduled meetings in a twelve-month period (whichever comes first) will be notified by the Chair thirty [30] days prior to the next regular meeting that he or she is in danger of losing his or her Council membership. At the regular meeting following the notification, the Chair, after inquiring concerning the reason for the absences, may then recommend that the Council Member resign and the vacancy be filled according to Article II, Section 6.

Section 6 A mid-term vacancy on the Council due to member resignation or removal shall be filled by a nomination from the Council Chair (Article III, Section 1) and a majority vote of the membership.

ARTICLE III Leadership

Section 1 Officers shall include a Chair and Vice Chair, elected by the Council. One of these two positions shall be filled by a local member and the other shall be filled by a member appointed by the UM President. The Nominating Committee (Article VI, Section 2) shall provide a slate of candidates and additional nominations may be made by the Council. Officers shall be elected at the final regular meeting of the fiscal year and shall take office July 1. Officers shall serve for one [1] year and may be re-elected for one or more one-year terms.

Section 2 The Chair will preside at all Council meetings and shall appoint special committees in consultation with the Vice Chair as the need arises. The Vice Chair will act as Chair at Council meetings in the absence of the Chair.

Section 3 The Vice Chair shall succeed to the Chair if the individual in that position resigns, is removed (Article II, Section 5), or loses a vote of confidence (Article III, Section 4). If the Vice Chair succeeds to the Chair or if the Vice Chair resigns, is removed (Article II, Section 5), or loses a vote of confidence (Article III, Section 4), then a new Vice Chair shall be selected by a majority vote of the Council.
Section 4  An Officer may be removed from leadership mid-term if the officer loses a vote of confidence. Any Council Member may make a motion for a vote of confidence at any meeting. Loss of a vote of confidence requires a two-thirds [2/3] majority of the membership. Officer in question does not vote in the confidence motion nor is the Officer in question included in the two-thirds [2/3] majority calculation of the membership for the vote of confidence.

ARTICLE IV  Meetings

Section 1  The regular meeting day of the BC Advisory Council shall be determined by the Council. There will be a minimum of four [4] regular meetings per year, and special meetings may be called at the request of the BC Director or three [3] or more Council Members. A majority of the membership at a meeting or via electronic means shall constitute a quorum for conducting any official business. All meetings of the Council will be conducted in accordance with Roberts Rules of Order, except where Montana Code regarding open meeting law supersedes Roberts Rules of Order.

Section 2  The Council, through the BC Director, shall publish the regular meeting schedule at the start of each fiscal year and shall give notice of any special meetings to all members at least three [3] days before the special meeting. Public notice of a meeting of the BC Advisory Council shall be given in accordance with applicable Montana laws and regulations.

Section 3  Agendas and supplemental agenda materials shall be prepared and disseminated by the Council Chair, in consultation with the Executive Committee and BC Director (Article V, Section 2), to all members at least three [3] business days in advance of all regular meetings. Council Members wishing to bring an issue to the Council may do so through the Chair no later than five [5] business days prior to regular meetings. All meeting documents will be available to the public by request of the Council Chair three [3] business days in advance of all regular meetings.

Section 4  Draft minutes from all meetings will be prepared by the Director and submitted to the Council Chair no later than five [5] business days following all meetings. The Council Chair will be responsible for disseminating draft meeting minutes to Council Members in advance of the following Council meeting.
Article V  Conflict of Interest Policy

Section 1  No Council Member shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family has a potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, the member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting until discussion is over on the matter involved. The Council Chair is expected to make inquiry if such conflict appears to exist and the member has not made it known. Violation of conflict of interest policy may result in member’s removal from the Council (Article II, Section 4).

ARTICLE VI  Standing Committees

Section 1  The BC Advisory Council will be assisted in its purpose by standing committees. Standing committees may be added or terminated by a majority vote of the Council.

Section 2  The following standing committees shall assist the BC Advisory Council:

Executive Committee
a. the Executive Committee shall consist of Council Officers (Article III, Section 1);
b. prior to each Council meeting, the Executive Committee shall consult with the Bitterroot College Director regarding preparation of the meeting agenda and supplemental meeting materials;
c. between Council meetings, the Executive Committee and the Bitterroot College Director shall communicate concerning emerging issues, problems, and initiatives.

Nominating Committee
a. the Nominating Committee will be selected by majority Council vote; the committee shall consist of three members; committee membership shall be renewable by majority Council vote;
b. the Nominating Committee shall provide the Council with a slate of nominees to fill vacancies on the Council and the Council Officer positions at the second to last regular meeting of each fiscal year.
ARTICLE VI  Amendment of Bylaws

Section 1  These bylaws may be amended by an affirmative vote of two-thirds \( \frac{2}{3} \) of the Council after said amendment has been circulated to members of the Council at least five \( 5 \) business days prior to the vote.

AGREED TO:

On Behalf of the Bitterroot College Advisory Council:

__________________________________________  ____________________________
Chair, Bitterroot College Advisory Council       Date

On Behalf of the University of Montana:

__________________________________________  ____________________________
President, University of Montana              Date