

# Allegany College of Maryland

## Strategic Planning Council Bylaws

### ARTICLE 1

#### *Name*

The name of this committee shall be the Allegany College of Maryland Strategic Planning Council.

### ARTICLE II

#### *Membership*

##### A. Council Membership

The Strategic Planning Council shall be comprised of the following representative individuals:

1. President
2. Senior Vice President of Instructional & Student Affairs
3. Vice President of Advancement and Community Relations
4. Vice President of Finance & Administration
5. Associate Support Staff (2)
6. Faculty (2)
7. Professional & Administrative Support Staff (2)
8. Dean of Career Education
9. Dean of Arts and Sciences
10. Dean of Continuing Education and Workforce Development
11. Dean of Educational Services
12. Dean of Student and Legal Affairs
13. Dean of Information Technology
14. Associate Dean of Research, Planning and Institutional Effectiveness
15. Director of Human Resources
16. PA Campus representatives (3)
17. Students (2)

Up to 23 voting members

### ARTICLE III

#### *Purpose*

The Strategic Planning Council serves the following purposes for the institution:

1. Develop, facilitate and lead the strategic planning process
2. Serve as the primary body responsible for evaluating the assessment of the plan
3. Ensure institutional renewal and effectiveness

### ARTICLE IV

#### *Procedures, Quorum and Voting*

While this council is advisory in nature, there may be an instance where the council would choose to present a formal recommendation on an issue that arises from the council's work. The council may vote and communicate the vote where appropriate to the President for consideration when making a final decision. The President will make a recommendation to the Board of Trustees.

1. A quorum will consist of twelve voting members present at the time the voting takes place.
2. Members who are not physically present at the time of the meeting, but who can utilize electronic means (phone, skype, or other conferencing methods) may vote and are considered in the quorum.

### ARTICLE V

#### *Agendas, Minutes, and Annual Report*

1. An agenda will be distributed to the council prior to the meeting.
2. Minutes and a record of those attending each meeting shall be recorded by the Secretary and made available prior to the next scheduled meeting.
3. The meetings will be scheduled according to the strategic plan timeline. Additional meetings may be added as necessary.
4. These bylaws will be reviewed by the council at the first meeting of the academic year. Proposed amendments will be made in accordance with Article VII.
5. A report will be prepared annually according to the strategic plan timeline.

### ARTICLE VI

#### *Election of Officers & Appointment of Council Members*

1. The Council Chair will be appointed by the President.
2. At large Council Members will be appointed annually by the President from respective associations or unit areas.

3. Rotation for student members will occur when a student can no longer serve on the council or wishes to be removed from the council. At that time a council member will solicit recommendations for students who would be interested in serving on the council. Students will be contacted and voluntarily serve on the council.

## ARTICLE VII

### *Amendments*

These bylaws can be amended by two-thirds majority vote of the quorum (physically or electronically as described in Article IV) provided that written notice has been given to all members at least five working days before the meeting during which the amendment will be considered. The proposed amendment shall be consistent with the Policies and Procedures of the College and the law of the State of Maryland.

### *Bylaw History*

Professional College Staff approval, September 26, 2016.

Third Draft July 26, 2016

Second Draft June 23, 2016

First Draft May 12, 2016