Allegany College of Maryland

President's Advisory Team Bylaws

ARTICLE 1

Name

The name of this committee shall be the Allegany College of Maryland "President's Advisory Team" (hereinafter referred to as the PAT).

ARTICLE II

Membership

A. The PAT shall consist of the following members:

President (Chair)
Senior Vice President of Instructional and Student Affairs
Vice President of Advancement and Community Relations
Vice President of Finance and Administrative Services
Associate Dean of Institutional Effectiveness, Research, and Planning
Director of Human Resources
Chair, Faculty Senate
Vice-Chair, Faculty Senate
Faculty Senate Member * (PA representative)
Chair, Professional and Administrative Support Staff Committee
Vice-Chair, Professional & Administrative Support Staff Committee
Past Chair, Professional Staff
Chair, Associate Support Staff Committee
Vice-Chair, Associate Support Staff Committee
Past Chair, Associate Support Staff
Member of Student Government Association (SGA)

B. The President of the College also serves as the Chair of the All-College Assembly. The President may appoint a member of the PAT to preside at a meeting of the All-College Assembly. (*All-College Assembly Constitution, Article II, Section B).*

ARTICLE III

Purpose

The purpose of the PAT is to provide advice and counsel to the President about the overall operation of the College.

ARTICLE IV

Duties

The President's Advisory Team shall:

A. consist of membership as determined by its bylaws and that includes senior administrative leadership, representatives of employee constituency associations, and student representatives;
B. gather and communicate information about major institutional matters to the College;
C. advise the president on major institutional matters;
D. receive reports and recommendations from its sub-committees
    i) Policy Review
    ii) Committee Assignments
E. review, deliberate, and tally support or non-support for proposals related to
    i) new or revised discretionary institutional policies;
    ii) new or revised discretionary institutional procedures;
    iii) major institutional matters; and
    iv) new or revised bylaws for direct governance and operational bodies
F. prepare an agenda for the All-College Assembly meeting that may include, but is not limited to:
    (i) action items requiring a vote **(which shall be so designated);**
    (ii) informational items; and
    (iii)professional development.
G. advance approved policies, operations, and bylaws to the All-College Assembly for a vote;
H. review and provide input to mandatory matters before they are presented to the Board of Trustees;
I. appoint committees and task forces; and
J. maintain, update, and disseminate the committee list. (*All-College Assembly Constitution, Article V, Section H.4).*

ARTICLE V

Procedures

A. The PAT will meet monthly during the academic year with the meeting schedule being organized and distributed at the beginning of each semester.

B. The Chair may call emergency meetings, which may occur during the calendar year with 24-hour notification to each member. Members may also request that a meeting be called by notifying the President and other members in writing. The President will determine if a meeting should be called.

C. Any student or employee may attend PAT meetings.

D. A quorum shall consist of the members present at any meeting. If less than a majority of the membership is present action taken by the Committee must be published to all members, and a five working day waiting period observed before the action becomes final. A special meeting can be called to reconsider the issue.

E. The Chair, or a designee, will send a pre-published agenda and documents for each meeting to all members and internal stakeholders five working days before the scheduled meeting. Post-PAT summary will be provided to the PAT membership and internal stakeholders no more than five working days after the PAT meeting. (*All-College Assembly Constitution, Article V, Section G.)*

F. The Chair will designate a member to take minutes, including those present and absent at each meeting, and make electronically available the minutes to all members of the committee and the college community. Minutes shall be archived.

G. The Chair, or a designee, will submit an end-of-year report to the Committee and Task Force Subcommittee of PAT.

H. The PAT operates on consensus. At the request of the President, a tally will be used to determine support/non-support. [The President's Advisory Team does not vote; instead it determines the support or non-support for proposals and makes a recommendation to the President.] (*All-College Assembly Constitution, Article VII, Section P).*

ARTICLE VI

Amendments

These bylaws can be amended by two-thirds majority vote of those present and voting, 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.