



BYLAWS CHAIRS COUNCIL LaGuardia Community College, CUNY

ARTICLE I – PURPOSE

Section 1.1. The Chairs Council has been formed to uphold and advance the college's commitment to shared governance and provide the department chairs with a collective voice in the governance process.

Section 1.2. Nothing in these bylaws shall be construed to limit a Chair's authority under Section 9.3 of the CUNY Bylaws.

ARTICLE II - ORGANIZATION

Section 2.1. Membership of the Chairs Council consists of all those bearing the title of chair of an academic department of the college. Acting and interim chairs are members of the Chairs' Council during their tenure.

Section 2.2. Each member of the Chairs Council will serve for the duration of their term as department chair.

Section 2.3. The officers of the Chairs Council shall consist of:

- a. A Chair who shall be elected by the department chairs in accordance with the following procedures:
 1. The Chair shall be elected each spring following department chair elections and serve in this role for one (1) academic year.
 2. Proxy or email voting is prohibited.
 3. All nominations for Chair must occur at the election meeting itself. All nominations must be seconded to be placed on the ballot. Any member of the Chairs Council may nominate or second a nomination for Chair.
 4. Elections will be by secret ballot. Ballots will be counted by the outgoing Chair.
 5. The votes of a majority of the chairs are required for the election of Chair.
 6. If the Chair is on leave or otherwise unable to serve for any portion of the one-year term, the Deputy Chair will serve as Acting Chair for such period.

b. A Deputy Chair. The election procedures for Deputy Chair shall be the same as for elections for Chair.

ARTICLE III - MEETINGS AND RULES OF ORDER

Section 3.1. The Chairs Council will meet as often as necessary for the purpose of discussing institutional policies and other matters of concern to the group and the college.

Section 3.2. The Chairs Council will meet at least once in Fall I and Spring I.

Section 3.3. Additional meetings may be called at the discretion of the Chair. The Chair must call a meeting of the Chairs Council within five (5) working days at the request of any member.

Section 3.4. Written notice of Chairs Council meetings shall be sent to all members no less than two (2) working days in advance of the meeting date. An agenda of the meeting shall accompany such notification.

Section 3.5. Meetings shall be open to members of the Chairs Council only, but the Chair may choose to open a meeting or portion of a meeting to others as appropriate.

Section 3.6. The presiding officer at all meetings of the Chairs Council shall be the Chair. If the Chair does not attend a meeting at which a quorum is present, the Deputy Chair may call the meeting to order and preside. If neither the Chair nor the Deputy Chair will be present, the Chair shall designate another member to call the meeting to order and preside.

Section 3.7. A quorum shall consist of a majority of the members of the Chairs Council.

Section 3.8. Except as herein otherwise specifically provided, the Chairs Council shall be governed in its procedure by parliamentary rules and usage as set forth in the most recent edition of Robert's Rules of Order.

Section 3.9. Decisions regarding all issues shall require a majority vote of all members of the Chairs Council and shall be by a show of hands except in the case of elections, which will be by secret ballot.

Section 3.10. Minutes shall be taken at all meetings, which shall consist of a record or summary of all motions, proposals, resolutions, and any other matters formally voted upon, and the vote thereon.

Article IV – RESPONSIBILITIES OF CHAIR OF THE CHAIRS COUNCIL

Section 4.1. The Chair of the Chairs Council will serve as the representative of the Council for all purposes. As such, the Chair will receive and may answer communications addressed to the Council.

Section 4.2. The Chair of the Chairs Council will represent the Council on the Governance Leaders Committee.

Section 4.3. The Chair of the Chairs Council will submit recommendations, comments, and/or questions to the President, Provost, Senate, Faculty Council, or other appropriate party.

Section 4.4. The Chair of the Chairs Council shall be the presiding officer at all meetings of the Council and shall be entitled to vote at all meetings.

ARTICLE V – RESPONSIBILITIES OF THE DEPUTY CHAIR

Section 5.1. The Deputy Chair shall preside, in the absence of the chairperson, at all meetings of the Council and shall be entitled to vote at all meetings. If the position of Chair of the Chairs Council is vacant, the Deputy Chair shall exercise all the duties of the chairperson.

ARTICLE VI - AMENDMENTS

Section 6.1. All proposed amendments to these Bylaws shall be submitted in written form to all members of the Chairs Council at least five (5) working days in advance of the meeting at which the proposal is to be considered.

Section 6.2. Any amendment to these Bylaws shall become effective upon the approval of a majority of the members of the Council and shall be by a show of hands.

Section 6.3. Any amendment to these Bylaws shall be published and disseminated to the College Senate as an informational item.

Section 6.4. The *Bylaws of the CUNY Board of Trustees* and the *Governance Plan of LaGuardia Community College* shall supersede any Chairs Council Bylaw which conflicts with any provision of these documents.

ARTICLE VII - WAIVER OF THE BYLAWS

Section 7.1. Any other provision of these bylaws may be waived for a particular purpose at any meeting of the Chairs Council by the affirmative vote of a majority of the members present.