PREAMBLE

The College Council of Hawai‘i Community College (hereinafter referred to as the College) will convene as the Chancellor’s means to maintain and strengthen communication.

ARTICLE I. NAME

The name of the organization will be known as the College Council of Hawai‘i Community College. The College Council will be referred to hereinafter as the Council.

ARTICLE II. PURPOSE OF THE COLLEGE COUNCIL

Section 1. The purpose of the Council is to serve as a college-wide organization with representatives from all major campus constituencies and ex-officio members (see Art. III. Section 2.). The Council’s primary purpose is to serve as the Chancellor’s forum to facilitate dialogue on college-wide issues. The Council advises the Chancellor on issues that affect the entire College and that are not exclusively governed by another body, such as the Academic Senate, ASUH-HawCC, etc.

Section 2. Issues under this Charter mean matters of College concern. The Chancellor will bring College-wide issues to the Council that include but are not limited to the following areas:
   a. budget
   b. strategic planning
   c. facilities planning
   d. health and safety and emergency planning
   e. community relations
   f. accreditation
   g. Vision Statement, the Mission and Imperatives
   h. the College Hour
   i. coordination of committees

Section 3. In order to accomplish its advisory function, if the Council deems it appropriate and necessary, it may create a task force to assist in developing recommendations to the Chancellor. A task force must include at least one Council member who will serve as chair, and may also include faculty and staff who are not Council members. The charge for a task force will be explicitly stated in writing. A College Council’s task force will normally be created for a period of one year or less unless it has been renewed for a year as approved by the College Council after considering the rationale. Task forces may be annually renewed thereafter as approved.
ARTICLE III. COMPOSITION OF THE COUNCIL

Section 1. Membership eligibility Ex-officio members and representatives must be full-time administrators, BOR-appointed faculty, or APT and clerical regular hires. Constituencies to be represented and ex-officio members are determined by the Chancellor and the Administration in consultation with the Council. Ex-officio members and representatives are hereinafter referred to as Council Members.

Section 2. Council Members Ex-officio members and constituencies for Council representation are determined by the most current Organizational Chart to ensure college-wide participation. Appendix A is the current list of Council members who are either ex-officio or who represent constituencies, which are also listed. The current Organizational Chart can be found in: the Chancellor’s Office and both Vice Chancellors’ offices.

Section 3. Officers of the Council Officers include a Chair and Vice Chair. The Chair of the Council will announce a call for nominations at the penultimate meeting of the academic year. Nominations for the new Chair shall be made by and from representative Council Members. Written nominations will be submitted to the current Chair. The Chair will include names of nominees on the agenda for the last meeting of the academic year, at which time the Chair will be chosen. The Vice Chair will be chosen at the first meeting of the academic year from among the Council Members.

Section 4. Terms of membership The term for ex-officio members is unlimited. Representative members serve for a 1 year term. The Chair and Vice-chair are each elected to serve a 1 year term. The Chair and Vice-chair can be re-elected to serve one additional consecutive one-year term. A person in the position of Chair or Vice-chair, after serving a second consecutive year, must wait two years before being elected to the same position again, at which time the additional consecutive one-year term 'rule' is applicable.

Section 5. Duties of the Chair The College Council Chair will receive at least three (3) credit hours of reassigned time or the equivalent each semester and will have the following duties:
a. Preparing a draft Schedule for College Hour Meetings for the following academic year, presenting it for approval to the College Council at its April meeting, and once approved, distributing it appropriately.
b. Planning Council meetings using the approved College Hour schedule.
c. Under the advisement of the Chancellor, planning the agenda for each meeting of the Council.
d. Serving as presiding officer of the Council. In the absence of the Chair, the Vice Chair will serve as the presiding officer. When participating in discussion, the presiding officer will temporarily relinquish the chair for the duration of the discussion.
e. Transmitting recommendations and actions of Council to the Chancellor and others as appropriate.

f. Representing the Council impartially.

g. Meeting with the Chancellor at mutually agreed-upon regular intervals.

**ARTICLE IV. RESPONSIBILITIES OF INDIVIDUAL COLLEGE COUNCIL MEMBERS**

Section 1. **Representation** Because the purpose of the Council as a College-wide group is to maintain and strengthen communication for the decision making process and planning at the College, representative members are responsible for seeking input from their respective constituencies and reporting back information as needed. A representative unable to attend a meeting may send a substitute.

**ARTICLE V. MEETINGS**

Section 1. **Frequency of meetings** Council meetings will be held monthly during the academic year. The College Hour schedule of meeting times will be followed as closely as possible unless there are conflicts with instructional units. Council meetings will be rescheduled to accommodate instructional meetings. Emergency meetings of the Council may be held when requested in writing by a majority of the members of the College Council.

Section 2. **Conduct of Meetings** Parliamentary procedure will be governed by *Robert's Rules of Order, Revised*. In the event of procedural conflict, the College Council Charter will be the final authority.

The quorum to meet is ten (10) members of the Council including, the Chair or the Vice-chair who must convene the meeting.

Section 3. **Agenda** The Council Chair, under the advice of the Chancellor, will plan the agenda for each meeting. The agenda and the draft of the previous meeting’s minutes will be distributed no fewer than five (5) working days prior to the next scheduled Council meeting. Any member of the Council may submit a written proposal, using the Proposed Items for College Council Agenda form, to the Chair requesting that an item be placed on the agenda. The Chair will present the item to the Council for approval as an agenda item. If the item is not approved, the Chair will provide written feedback to the proposer.

Section 4. **Open Meetings** All Council meetings are open. Only those present who are recognized by the Chair can participate in the discussion or address those assembled. When deemed appropriate and legal according to the State “Sunshine Law” (*Hawai‘i Revised Statutes*, Chapter 92), the Council may go into executive (closed) session for the consideration of confidential or sensitive matters.
Section 5. **Matters Requiring Approval** If matters require the Council’s approval, they will be reviewed at scheduled meetings. Approval of such matters requires the consent of the majority present at the meeting. If preferred by a Council member, approval may be determined by a secret ballot.

Section 6. **Record of Meetings and Actions** The job of recorder will be performed by a member of the clerical or secretarial staff. The recorder will prepare draft minutes of the proceedings, including motions, actions, votes, summary reports, and topics of discussion.

The College Council Chair will review a draft of the unapproved minutes, edit as appropriate and distribute the draft with the agenda for the next meeting. Once the minutes have been approved, the Chair will distribute them to the College via the campus listserv.

**ARTICLE VI. COMMITTEE ON COMMITTEES**

Section 1. **Purpose** The Committee on Committees (COC) reports to the College Council and serves as the College’s work group to coordinate and centralize the College committee structure. The COC reviews and approves all proposed committees, to confirm there is no overlap in function or purpose. The COC provides oversight to ensure committee work is equitably distributed among faculty and staff. The COC makes a recommendation to the Council, which can endorse, not approve or table the recommendation. The action will be reported in the Council’s minutes.

Section 2. **Function of COC** The Chair of the COC gives regular reports at College Council meetings about a committee being proposed, disbanded or reorganized. The COC: fills committee membership by soliciting volunteers, appoints members or conducts elections as needed, and conducts a periodic review of the College’s committee structure and makes recommendations if needed.

**ARTICLE VII. AMENDING THE CHARTER**

Section 1. **Amendments** Any Council member can present a proposed amendment to the Council Charter by submitting the Proposed Items for Agenda form identified in ARTICLE V. Section 3. A rationale for the amendment must be included.

Approved by College Council, May 2, 2008