

Gavilan Community College
Directors and Confidentials Council By-Laws

ARTICLE I
NAME

1.1 NAME

This organization shall be known as the Gavilan College Directors and Confidentials Council (DCC) and is an advisory council to assist in the shared governance process in the Gavilan Community College District.

ARTICLE II
PURPOSE

2.1 PURPOSE

The purpose of the DCC is to enhance the abilities of directors and confidentials to act as a resource for the district, and to enhance the leadership, professional development, advocacy, communication, and peer-mentoring skills of the directors and confidentials. Objectives include, but are not limited to:

- 2.1.1 To improve communication amongst directors and confidentials in areas such as administrative services, student and instructional services, and research and grant management.
- 2.1.2 To act as a resource for the district in the shared-governance decision making process by functioning as a formal operational committee.
- 2.1.3 To act in an effective and informed advisory role to other district constituent groups.
- 2.1.4 To recognize and promote the professional identity of directors and confidentials.
- 2.1.5 To assist the members of the DCC in improving the operation and quality of service in their respective departments or areas, and to assist members with supervisory issues.
- 2.1.6 To orient and mentor new members of the group in the operation, policies, and procedures of the Gavilan College District.
- 2.1.7 To study district issues and to find ways to continuously improve operations at all levels.
- 2.1.8 To provide a forum for discussion of common concerns.
- 2.1.9 To provide representation and input to the district's general participatory committees.

ARTICLE III MEMBERSHIP

3.1 MEMBERSHIP

Membership shall consist of directors and confidentials who are not represented by an exclusive or other bargaining agent.

- 3.1.1 Directors and confidentials are automatically included as members of the DCC unless a written request is made to a DCC chairperson stating that they do not want to be part of the DCC group.
- 3.1.2 Any member not participating in two special votes as described in Article V (5.1.3) will remain a member of the DCC, but will no longer retain voting rights until the following academic year.
- 3.1.3 A chairperson or two co-chairpersons will be elected at the first meeting of the academic year with a term of one academic year. Duties of the chairperson or chairpersons include facilitating meetings, providing agendas, posting meeting times, and other duties as assigned.
- 3.1.4 A secretary will be elected at the first meeting of the academic year with a term of one academic year. Duties of the secretary include recording of minutes, distributions of minutes, and corrections of minutes.
- 3.1.5 The election of officers will adhere to the voting rules described in Article V.

ARTICLE IV MEETINGS

4.1 MEETINGS

- 4.1.1 Meeting dates and times shall be set by members based upon need and work schedules. General meetings will be held monthly.
- 4.1.2 Special meetings may be called by a Chairperson.
- 4.1.3 Meetings shall be open to the college.
- 4.1.4 Meeting minutes will be recorded by the secretary.
- 4.1.5 Meeting agendas will be created by a Chairperson, and should be distributed three days prior to a general meeting. An annual report of committee business will be prepared by the Chairperson with input from the committee members. The Chairperson will submit the annual report to the President's Council.

ARTICLE V
VOTING

5.1 VOTING

- 5.1.1 At general meetings, a quorum vote is reached by simple majority of those participating in the meeting. The meeting agenda must state that a vote will take place, in order for members to express their vote in case of absence.
- 5.1.2 During the first meeting of the academic year when officers are elected, a quorum vote is achieved as described above in Article V (5.1.1).
- 5.1.3 Occasionally, a *special* voting process may be called by any member. When this occurs, every member must vote on the decision, either in person, email, or voice. Members shall be given at least 5 business days at most to vote, after which the vote will count as a missed vote as described in Article III (3.1.2).

ARTICLE VI
ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

6.1 ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

Robert's Rules of Order, (most current revision), shall be the authority on order of business and parliamentary procedure in both regular and special meetings.

- 6.1.1 Amendments to the bylaws may be proposed at any regular meeting of this committee. Amendments shall be adopted by a majority vote of the voting membership.