

**Gavilan Joint Community College District**

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**Latino Advisory Council  
By Laws**

Draft Date: September 20, 2017

**ARTICLE I Purpose**

The mission of the Latino Advisory Council is to serve in an advisory capacity to the Superintendent/President on matters pertaining to the achievement of Latina/o students' educational or career goals. The Latino Advisory Council will collaborate with local business/industry leaders, non-profits, the public sector and students of Gavilan College to support the mission of empowering Latina/o college students.

**Objectives**

- A. Recommend ways to foster beneficial external relations and collaborations locally as well as statewide and nationwide that enhances support for our HSI programs.
- B. Propose leadership training initiatives that build institutional capacity and enhance diversity; recommends skill-building and leadership development opportunities for faculty, staff and students.
- C. Identify and enact strategies to increase the amount of types of engagement opportunities that support Latina/o students, as well as increase diverse program offerings to all students.
- D. Improve access to and the quality of post-secondary education opportunities to Latina/o students.
- E. Provide recommendations to the College President and Cabinet that would identify opportunities to address Hispanic-Latina/o issues or promote programs of interest to the Hispanic-Latina/o community both internally and to the larger, outside community.

**ARTICLE II Council Operations**

- A. Meetings will be held at 6 p.m. on the third (3<sup>rd</sup>) Wednesday of September and February unless otherwise specified.
- B. At least ~~three~~two meetings will be held each year. The exact number of meetings will be determined by the need.
- C. Meetings shall be open to the ~~college~~public.
- D. The Council Chair and the President of the College will develop an agenda for each meeting.
- E. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
- ~~F. A quorum will consist of a simple majority of present members.~~
- ~~G.F.~~ Discussion to obtain consensus will be the prevailing procedure used at meetings.
- ~~H.G.~~ Clerical responsibilities for agendas and meeting notes shall be assigned and coordinated by the executive assistant assigned to the Superintendent/President.
- ~~I.H.~~ Meeting minutes will be recorded for each meeting. They will be distributed to each member and appropriate officials.
- ~~J.I.~~ Amendments to the bylaws may be proposed at any regular meeting of this council. Amendments shall be adopted by a majority vote of the voting membership.

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**ARTICLE III Subcommittees**

- A. Ad Hoc Committees will be established to address specific issues.
- B. Subcommittees may be of any size, but will usually include three or four members.
- C. Subcommittees will elect their own chairs.

| **ARTICLE IV - Officers**

- A. Officers will be elected by a simple majority. Officers will serve a two year term and may be re-elected.
- B. Officers will include a chair and a, vice chair, ~~and a secretary~~.
- C. Officers will be elected at the first meeting of each academic year.

| **ARTICLE V Member Responsibilities**

- A. Each member is expected to attend meetings and to participate in committee activities.
- ~~B. Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process. 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.~~
- ~~B.C. Each member shall defer media questions to the district's Public Information Officer as spokesperson.~~

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