

KODIAK COLLEGE ADVISORY COUNCIL**BYLAWS****CHAPTER 1****ARTICLE 1. AUTHORITY OF COLLEGE COUNCILS**Section A. Authority of the Council

The Kodiak College Advisory Council is authorized to operate under Regents' Policy, Part II – Administration, Chapter 2.04 and Section P02.04.240 et seq. In recognition of the importance of citizen involvement in the planning and implementation of higher education programs and services for the state of Alaska, the board hereby establishes local College Councils for the University of Alaska Anchorage. These councils, advisory in nature, shall offer guidance to each local educational unit and serve as a link for its public constituencies to the University of Alaska Anchorage Council and the board. The chancellor shall appoint no fewer than 7 and no more than 15 persons to serve on a council in each community or region where a university college is located. Council membership should be broadly representative of the constituencies served by the college (Authority: *Regents' Policy* P02.04.240 (A) (06-06-07)).

Council members shall serve without compensation but may be reimbursed for reasonable and necessary travel expenses in accordance with *Regents' Policy and University Regulation* (Authority: *Regents' Policy* P0.04.240 (B)).

Section B. Council Powers, Duties, and Responsibilities

The power, duties, and responsibilities of the Kodiak College Advisory Council shall be as follows:

1. Advocate the interests of the college;
2. Participate in the recruitment, selection, and periodic evaluation of the Director of the college as requested by the UAA Chancellor;
3. Review the development of new program proposals, proposals to change existing programs, and proposals to eliminate programs;
4. Participate in the development of Kodiak College's and the University of Alaska Anchorage's mission statements, master and annual plans;
5. Participate in the development and review of Kodiak College's proposed annual capital and operating budget requests before their submission to the UAA Chancellor;
6. Review and recommend, through appropriate administrative channels, changes in Regents' Policy and University Regulation;
7. Assist the Director of the college in the identification and development of private and public sources of revenue; and
8. Nominate members to serve on the University Council (Authority: *Regents' Policy* P02.04.260 (A-H) (04-14-04)).

ARTICLE II KODIAK COLLEGE ADVISORY COUNCIL

Section A. Council Members

1. Selection and Qualifications

- a. Council members shall be residents of the Kodiak Island Borough.
- b. Council members should be broadly representative of the constituencies served by the College and shall include one representative of the Kodiak Island Borough Assembly. As much as possible, members are to represent: business and industry, government, public schools, ethnic minority groups, rural sites, the military and the lay public.
- c. Permanent employees of the University of Alaska or the Kodiak College and their immediate family shall not be eligible to serve as Council members.
- d. Ex officio members may be added to the Council as needed. At a minimum, the Council should invite the following to be ex officio members: the Kodiak College Student Body President, Rural Principal, Kodiak Island Borough School District Superintendent or designee, and a Kodiak High School Student Representative.
- e. Council members shall be appointed for terms not to exceed three years. Terms of membership will be staggered to provide overlap of incumbent and new members, and members shall be eligible to serve a maximum of two consecutive terms. Past members who have served two consecutive terms shall again be eligible for membership after an intervening period of one year.
- f. All terms of appointment shall expire on June 30. At least three months prior to the expiration date of an appointment, the Council shall solicit nominations for new members: The Council will establish a systematic procedure for announcing vacancies to assure that all potentially interested parties have an opportunity to be nominated.
- g. The Council will review the nominations and forward a list of nominees, through the Kodiak College Director, to the UAA Chancellor at least 30 days prior to effective date of the new appointment. Appointments will be made by the Chancellor. Vacancies occurring during a term shall be filled in a similar manner, and replacements shall complete the unexpired portion of the term. The Council may make recommendations concerning membership. (Authority: *Regents' Policy P02.04.245 (A-D) (02-18-2011)*).
- h. Resignation from the Council shall be effective upon receipt of written notice to the Chair.

2. Method of Removal

- a. Members who miss three (3) or more consecutive meetings may be replaced by a majority vote of the Council seats currently filled.
- b. A Council member may be removed for cause by a majority vote of the seats filled.

Section C. Orientation

New Council members will be informed of the mission of the Kodiak College, their responsibilities, and their powers by the College Director and the Chair of the Council. At the first fall meeting of the Council, an overview of College programs and a tour of the facilities shall be scheduled on the Council meeting agenda.

Section D. Council Officers

1. Officers

- a. The officers of the Council shall consist of a Chair, and Vice Chair/Treasurer.
- b. The College Director, or Director's designee, shall serve as Executive Secretary to the Council.

2. Election and Terms of Office

- a. Officers shall be elected and installed at the first fall meeting of the Council. Officers shall continue to serve until successors have been installed.
- b. The Chair and Vice Chair/Treasurer shall be eligible to serve a maximum of two consecutive, one-year terms. Past officers shall again become eligible to serve after an intervening two-year period.
- c. The Vice Chair/Treasurer shall succeed to the Chair in the event of permanent vacancy of the office of Chair and shall serve out the remainder of the term.
- d. The Vice Chair/Treasurer shall then be declared vacant, and the membership will elect a replacement at the next regular meeting.

3. Duties and Powers of Council Officers

- a. The Chair of the Council shall preside at all meetings of the Council: and shall appoint all committees of the Council: and shall perform such other and further duties as may be provided by these Bylaws, the University of Alaska, and the laws of the State of Alaska.
- b. The Vice Chair /Treasurer of the Council shall, in case of absence of the Chair, perform the duties of the Chair until the Chair returns or is replaced in accordance with these Bylaws. The Vice Chair/Treasurer shall, as may be applicable, oversee the Council operational Budget and chair the Council Budget Committee if one is appointed.
- c. In the absence of the Chair and Vice Chair/Treasurer, another Council member may be appointed acting Chair by the Kodiak College Director if a quorum is present.
- d. The Kodiak College Director, or Director's designee, shall keep a permanent set of minutes of each meeting of the Council and will provide each Council member and the following University representatives with a set of minutes as soon as possible after the meeting: President of the University, University of Alaska Anchorage Chancellor, and Secretary to the Board of Regents, if requested.

Section F. Meetings of the Council

1. Meetings open to the public

Meetings of the Council, both regular and special, shall be open to the public, except during Executive Session authorized as AS.44.62.310. No action shall be taken during Executive Session, and the Chair shall notify all in attendance of the approximate time for reconvening the open meeting and whether or not subsequent action may be forthcoming.

2. Times and Locations of Meetings

Regular meetings will be held as scheduled by the Council. Special meetings may be called by the Chair, Kodiak College Director, or at the request of a majority of the seats filled. The time and place of special meetings will be scheduled through the Kodiak College Director's office.

3. Notice of Meetings

The College Director, or the Director's designee shall be responsible for notification of members for a regular or special meeting. The College Director, or designee, will forward the preliminary agenda to all members of the Council, and to other concerned individuals, prior to the time of the meeting. The preliminary agenda and accompanying information may be forwarded by regular or electronic mail. All meetings shall be public; announcements will be sent by regular or electronic mail in sufficient time for publication or, in the event of an emergency meeting, telephoned to the media. The Council shall make the final determination of all disputes concerning the giving of notice or the existence of a quorum.

4. Conduct of Meetings

a. Presentations. Procedures outlined in Roberts Rules of Order, latest edition shall prevail. The Council will be receptive to presentations by individuals or groups internal and external, in matters relating to overall College policy or programs at regular Council meetings. Such presentations shall be limited to agenda items at special meetings. The Chair of the Council may limit the length of a presentation.

b. Agenda. The Agenda shall be prepared by the Chair and the College Director and shall be distributed at least seven (7) calendar days prior to regular Council meetings. The first order of business shall be to adopt the agenda for the meeting. Emergency items or new business may be taken up at any regular meeting if a majority of the seats currently filled are present.

c. Quorum. A simple majority of the seats filled, lawfully assembled in a regular or special meeting, shall constitute a quorum for transaction of business.

d. Action. In an effort to expedite the operation of the Council, any noticed agenda items may be introduced, discussed, and acted upon during any regularly scheduled meeting. Action may be taken as a result of a poll by regular or electronic mail or telephone but must receive unanimous Council support, and the action must be confirmed at the next meeting of the Council.

e. Minutes. The approved Minutes of the Council meetings are the official record of Council actions. The approved minutes of the Council shall be available for public inspection. The minutes of Council meetings shall reflect the statement of issues, recommendations, actions taken by the Council, and a record of the vote.

ARTICLE III: NONDISCRIMINATION

It is the policy of the University of Alaska and Kodiak College that discrimination against any individual for reasons of race, color, religion, national origin, or sex is specifically prohibited. There will be no unlawful discrimination because of age, marital status, or physical handicaps under any program or activity for which the College Council is responsible.

ARTICLE IV: AMENDMENT TO BYLAWS

The Bylaws may be amended by two-thirds of the Council as a whole, but any proposed amendment must be acted upon at a meeting subsequent to the one in which the amendment is introduced.

Section A. Action by the Council

1. Action: The Council may take such action by motion as may be consistent with these Bylaws.
2. Effective Date of Council Actions: The actions of the Council shall become effective on a stated date.

CHAPTER II

ARTICLE I: BUDGET AND PROGRAMS

All budgetary requests and program recommendations shall be reviewed by the Council at the meeting prior to or immediately following submission to the office of the Chancellor of the University of Alaska Anchorage or his/her designee.

ARTICLE II: LIABILITY OF OFFICERS, EMPLOYEES, AND COUNCIL

The University of Alaska will defend, indemnify, and hold harmless all Kodiak College officers, and employees, including the College Council from any and all liability or damage arising out of actions on behalf of the College done either the course and scope of duty.

ARTICLE III: REPEAL AND REPLACEMENT OF PREVIOUS BYLAWS

Bylaws, and any subsequent amendments, were repealed and replaced by the Kodiak College Advisory Council on April 21, 2016

Reference: University of Alaska Board of Regents. (n.d.) *Regents' Policy and University Regulations*. available at <http://www.alaska.edu/bor/policy-regulations>