

**WACTC Instruction Commission
Baccalaureate Leadership Council (BLC)
Bylaws (DRAFT 2022)**

PREAMBLE

The Washington Community and Technical College Baccalaureate Leadership Council was established by the Washington Association of Community and Technical Colleges (WACTC). Based on a consistent and sustained growth of both the number of overall baccalaureate degrees being offered and the number of community and technical colleges offering these degrees in the state, this formal council exists to support the work of the Instruction Commission, as appropriate, on matters relating to baccalaureate policy, procedures/processes, and promotion.

ARTICLE I – BACCALAUREATE LEADERSHIP COUNCIL

The name of this unit will be the Baccalaureate Leadership Council (BLC).

ARTICLE II – PURPOSE AND OBJECTIVES

The purpose of this Council will be:

- To explore mechanisms for developing, supporting, and expanding baccalaureate pathways for students of the Washington community and technical colleges.
- To improve communication, liaison, and share best practices and processes among community and technical colleges in the State of Washington regarding conferring baccalaureate degrees.
- To study, evaluate, develop, and promote pathways from Associate to Baccalaureate and Baccalaureate to Master's degree programs.
- To inform and advise as appropriate operational processes and procedures of campus baccalaureate programs across the colleges and other formal state councils and commissions.
- To plan and convene an ongoing statewide conference, when feasible, to provide a consistent forum to connect community and technical colleges, share best practices, and provide a learning community for staff working with or interested in developing baccalaureate degrees.
- To advise other Washington State Community and Technical College councils and commissions regarding policies related to baccalaureate degrees.
- To effectively connect and engage with other key statewide commissions, councils, and groups including, but not limited to: the Centers of Excellence, Intercollege Relations Commission, Articulation and Transfer Council, Council of Basic Skills, the Workforce Education Council, Library Leadership Council, and the Joint Transfer Council.
- To serve as the Washington State liaison to the national Community College Baccalaureate Association.
- To promote diversity, equity, and inclusion (DEI) within baccalaureate programs across the colleges.
- To promote and advocate for baccalaureate pathways within member institutions and beyond.

ARTICLE III – MEMBERSHIP & REGULAR MEETINGS

Section 1. Voting Members

- One voting member from each accredited public community and technical college (wishing to participate and designated by the VPI) in Washington State.

Section 2. Non-Voting Members

- For multi-college districts, one member from the district administration office.
- One representative from the professional staff of the State Board for Community and Technical Colleges.
- One representative from the Washington State Instruction Commission for Community and Technical Colleges.
- Additional members will be approved by the Executive Board.

Section 3. Voting Privileges

- Each voting member as identified in Section 1 is entitled to one vote on matters brought before the Council.
- If a voting member is unable to attend a meeting, an alternate from the representative college may attend with full voting privileges.
- Official actions may be authorized between scheduled meetings by a majority vote of all voting members and may be conducted by telephone or electronic means.

Section 4. Voting

Major impact decisions must be voted and quorum reached to move on a matter. Quorum is defined as 50% of members + 1.

Section 5. Responsibilities

Members, or their designated representative, are committed to attend and participate in the BLC meetings and activities and to support the organizational objectives as stated herein and/or determined by action of the BLC.

Section 6. Membership Registration and Meeting Attendance Fees

The annual membership registration fees for each college (voting) member will be set by the Executive Committee subject to the concurrence of the members at a regular meeting of the council.

A meeting attendance fee will be charged for each member (voting/non-voting) who plans to and/or attends each meeting. Guests will be charged the meeting attendance fee as appropriate (e.g. a guest speaker may not pay the fee whereas a second college representative would).

ARTICLE IV – OFFICERS

Section 1.

The officers of the Council will be a Chair, Past-Chair, Vice-Chair, Treasurer, Secretary, and a Member-at-Large. The officers will be elected by a majority vote of the voting members present at the meeting designated for such elections. Any BLC member, whether voting or non voting, may stand for an officer position. When possible, nominees for Member-at-Large will be drawn from non-voting participants in the BLC. In the event the Chair discontinues association with the Council, the Vice-Chair shall assume the role of chair.

The officers make up the BLC Executive Board.

Section 2.

The officers will be elected so as to provide the Council with continuity of leadership. The Vice-Chair will be considered as Chair-Elect, succeeding the Chair following the incumbent's term of office. Elections for any positions that will be opening will take place at the spring meeting during each academic year. Candidates for Secretary will include, but are not limited to, nominations set forth by the Executive Board.

In the event of a tie vote, the Chair will break the tie by either (1) choosing one individual to fill the vacant role or (2) allowing both individuals to fill the vacant role, thereby allowing for a dually-held position. Only the positions of Chair, Past-Chair, Vice-Chair, and Member-at-Large may be dually-held and there may be only one dually-held position at any time. If a position is dually-held, then the succession of both individuals to the higher office will be allowed, unless one of the individuals no longer seeks that office.

Section 3. Terms of Office

The term of office will be one year TWO YEARS with the exception of the Treasurer which will be a three-year position.

Subsequent terms of office for elected members of the Executive Board can be up to three four years with the exception of the immediate past-chair. An Executive Board member may be elected chair-elect at the end of a third year of Executive Board membership and may be elected Chair in the subsequent year. In such circumstances, the maximum term and voting rights on the Executive Board will be no more than five years.

Section 4. Vacancies

Any vacancy on the Executive Board may be filled by appointment by a majority of the remaining members of the Board, with the exception of the Chair, as governed by Article IV, Section 3. Any such appointment shall become effective immediately and shall be approved by a majority vote of the membership at the next regular meeting.

Section 5. Voting

All members of the Executive Board shall have an equal vote at Executive Board meetings. Voting members running for office shall represent their college and may vote for themselves in the election process.

ARTICLE V – MEETINGS

Section 1. Number of Meetings

The Council shall meet a minimum of three times during the academic year. Additional meetings, including a summer meeting, may be established by the Executive Board if and when feasible and appropriate. The meeting times, locations, and frequency will be established by the Executive Board with the concurrence of the host campus representative.

Section 2. Committee Meetings

Executive Board, other committees, or work-groups established by the BLC may meet at the time and location established by the committee or Council Chair and may include electronic meetings.

Section 3. Meeting Governance

Robert's Revised Rules of Order will be the guiding document for the governance of all council meetings.

ARTICLE VI – GOVERNANCE

Section 1. Activities and Program of the BLC

The BLC will determine an annual work plan, reviewed each academic year by the Executive Committee and shared with the Instruction Commission. The BLC may have standing and ad hoc committees determined by the BLC work plan to address specific issues of interest to the membership. Committees can include non-voting members. The principles of equity and inclusion will be the foundation of all BLC committees.

The Executive Board may create new committees as needed.

The Chairperson will attend the Instruction Commission as the BLC liaison. The BLC liaison will attend the Articulation and Transfer and/or the Workforce Education Committee meetings of the Instruction Council. A substitute liaison from the BLC Executive Board may attend the Instruction Commission meetings if the BLC Chairperson is unable to attend.

Section 2. Executive Board Duties

The Executive Board shall develop, plan, and execute all activities of the BLC subject to the concurrence of the members at the regular meetings.

Section 3. Executive Board Quorum

A simple majority of the Executive Board meeting in person or electronically will be necessary and sufficient to constitute a quorum.

ARTICLE VII – FISCAL PROCEDURE

Section 1. Fiscal Year

The fiscal year of the Council will coincide with the fiscal year of the Washington Association of Community and Technical Colleges.

Section 2. Fiscal Reporting

The Treasurer of the BLC shall present an accounting of monies received and disbursed at each of the BLC regular meetings.

ARTICLE VIII – AMENDMENTS

These Bylaws may be altered or amended by a two-thirds vote of a quorum of the members present at any scheduled meeting of the BLC.

Proposed amendments must have been submitted, in written form, to the entire membership at least 30 days in advance of the scheduled meeting.

Before becoming effective, all changes to the Bylaws approved by the Council will be reviewed by the Instruction Commission.

ARTICLE IX – COMMUNICATION

Two listservs administered by the SBCTC may be used for communication to members and non-members of the BLC. The BLC listserv may only be used for official communication to BLC voting members regarding BLC business and electronic voting. The BAS listserv may be used to disseminate general BLC information to all interested parties.