

THE COMMUNITY COLLEGE OF BALTIMORE COUNTY  
CATONSVILLE CAMPUS FORUM BYLAWS  
[Proposed, 10/4/04]

- I. **NAME.** The name of the campus forum shall be the Catonsville Campus Forum of The Community College of Baltimore County (CCBC), or hereinafter the Catonsville Campus Forum (CCF).
  
- II. **AUTHORITY.** The Catonsville Campus Forum is a recognized forum of the CCBC College Senate (X. Campus Forums: Senate Constitution 4/28/04). The Catonsville Campus Forum shall be an advisory body to the campus and offer a forum for the Catonsville campus to establish and maintain regular communications between the college Senate and the campus members. Additionally, CCF shall have the authority to consider and make recommendations on all matters of policy and concern that affect the campus and report directly to the campus President and Senate. However, matters that are covered by union contracts or are the subject of collective bargaining shall be dealt with outside this system of shared governance.
  
- III. **RECOMMENDATIONS.** CCF will receive communications on matters of campus policy and or proposals from College shared governance bodies. The Forum shall make its recommendations to the campus President and or to the college Senate.
  
- IV. **MEMBERSHIP.**
  - A. All elected Senate\* officials are members of CCF.
  - B. All employees (full-time, part-time faculty\*, professional personnel\*, classified, and administrative staff\*) of the Catonsville Campus and any outreach center may participate as members in CCF.
  - C. Students currently taking classes on the Catonsville Campus may participate as members in CCF.
  
2. **Representation.** A quorum is defined as one half of the representatives of the Forum. It is expected that all Senate members, representing Catonsville Campus, will be in attendance at each forum meeting.
  
3. **Voting:** During each meeting, all members (defined under membership) will have voting privileges. Voting will be majority rules and will follow Robert's Rules of Order.
  
4. **Duty of Care.** All members of the Campus Forum shall keep as their highest concern the well-being of The Community College of Baltimore County. The Forum's recommendations should reflect the principles and goals of a learning centered institution. Service in the Campus Forum shall be recognized as a part of an employee's services to the College.
  
- \* Defined under the College Senate Constitution
5. **Terms of Office.** College Senators will follow their elected terms for CCF. Other representation from other constituency may follow a pattern of interest based on the published agenda. Officers of the Forum, may be elected from either College Senate

members, or interested parties as defined under membership. Terms shall begin on June fifteenth. If a member leaves office before the completion of a term, the forum shall elect a replacement member to serve the remainder of that term. Members shall be eligible to serve consecutive terms.

6. Initial Provisions.

During the first two years of the Catonsville Forum (2004-2006), representatives will be used from the previous elected Campus Senate roster. This will expedite the development of the goals, and function of the Campus Forum. Members listed on the roster who choose not to continue will have their membership terminated.

V. OFFICERS. The officers of the Campus Forum shall consist of the following, whose powers and duties, in addition to those specified herein, and shall be determined by the Campus Forum. The Campus Forum may also establish such additional offices as it may from time to time desire.

A. Chair of the Campus Forum shall be elected by its members each year. The Chair shall preside over meetings of the Forum. The Chair shall not vote on business before the Forum except in the event of a tie vote. The Chair shall select the agenda, with input from the Executive Committee, for the meetings.

B. Vice Chair of the Campus Forum shall be elected by its members each year. The Vice Chair shall oversee the meetings of the Forum when the Chair of the Forum is unable to preside. The Vice Chair is responsible for concerns extension/ outreach faculty that may not be able to attend the meetings. The Vice Chair shall not vote on business before the Forum except in the event of a tie vote.

C. A Secretary of the Forum shall be elected each year by its members to oversee the preparation, distribution and maintenance of meeting agendas, minutes, studies, reports and communications of the Forum.

D. A Parliamentarian of the Forum shall be elected each year by its members to be responsible for seeing that Forum meetings are conducted in an orderly and appropriate way in accordance with the Forum rules. Robert's Rules of Order will be followed by the Forum

E. Election of the Chair, Secretary and Parliamentarian of the Forum shall take place each year at the last regular meeting of the spring semester.

F. Executive Committee. The Chair, Vice Chair, Secretary and Parliamentarian of the Campus Forum shall constitute the Forum's Executive Committee. The Executive Committee shall decide if an issue is appropriate for Campus Forum consideration; appoint members of the Forum to standing committees and task forces. Materials determined to be outside of the Campus Forum auspices may be referred to outside committees or be sent to other groups. One member of the Executive Committee of the Campus Forum should also serve the CCBC College Senate.

## VI. STANDING COMMITTEES.

A. Standing Committees Generally. Where appropriate and as directed, matters before the Forum may be referred for consideration to one or more of the Forum's standing committees, which shall report their work to the Forum for its consideration and action.

B. Standing Committee Membership. The membership of the standing committees shall be determined by the Campus Forum at the beginning of each academic year. Members of the Forum, and each standing committee may be expanded to include additional campus personnel drawn from outside the Forum.

C. Standing Committee Organization. At the beginning of each academic year, each standing committee shall select as its chair one of its members, who is a member of the Forum. Other than as directed by the Forum or its By-Laws, each standing committee may determine its own procedures, provided that these include the keeping of minutes and or the production of written reports/ proposals to the Forum.

D. Forum Standing Committees. The Campus Forum Standing committees shall develop by-laws for its internal organization and operation if needed. The Catonsville Campus Forum's current standing committees and function are as follows:

1. Student and Community Affairs Committee. This committee examines Catonsville Campus student and or community issues. Recommendations from the Student and Community Affairs shall be forwarded to the Campus Forum. As appropriate, the Catonsville Campus Forum will vote on recommendations from the committee. Additionally, proposals which may affect the entire college student body or community will be brought forward to the CCBC Senate for consideration.

The Campus Scholarship Committee is a subcommittee of SACA.

2. The Catonsville Campus Planning Committee. This committee examines trends in education for the future. The committee makes recommendations to the Campus President of futuristic ideas. The Chair of the Catonsville Campus Planning Committee report to the Catonsville Forum.
3. Forum Bylaws Committee. This committee will be responsible for reviewing the Bylaws of the Forum. The committee will review the bylaws and make recommendations to the Forum for alterations. Amendments to the Bylaws will be based on the continued changing needs of the College, Campus Forum and or change in philosophy of the governing unit.

IX. BY-LAWS for Standing Committees. The Campus Forum Standing committees shall develop by-laws for its internal organization and operation if needed.

VII. MEETINGS. The annual term of the Campus Forum shall be from June fifteenth to the following June fifteenth. The Forum shall generally meet every other month or more frequently, from September through June on the first Monday of the month, or the second Monday if the first Monday is a holiday. Additional meetings may be called by the Chair, or by the Executive Committee, based on workload of the Forum. Except as otherwise provided by Forum by-laws, parliamentary procedure shall follow Robert's Rules of Order. All meetings of the Forum, its committees and its delegations shall be open to all members of the Campus community.

VIII. Attendance. Attendance is an obligation, as is absence reporting. Representatives shall report absences to the Forum Secretary. All Catonsville College Senators are expected to attend the Forum meetings as part of their professional obligation to their elected Senatorial positions.

X. SUPPORT. To assure the effective and orderly working of the Campus Forum, CCBC shall provide the Forum with adequate support, facilities and supplies.

XI. CAMPUS FORUMS. Additional uses for the Catonsville Campus Forum are to provide scheduled time for open meetings for the campus faculty and staff for discussion of campus issues, sharing of ideas and communication of concern.

XII. AMENDMENTS. An amendment to these Bylaws may be adopted by majorities of not less than two-thirds of the Catonsville Campus Forum.

XIII. ADOPTION. These Bylaws shall take effect when it has been approved by the Catonsville Campus Forum.

Proposed- 10/04  
Revised: 11/2/04