**The Policy Committee**

**Purpose**

The Policy Committee guides the development, review, and communication of policies and with college-wide impact and prepares them for endorsement by College Council. Policies are written expressions of the College philosophy, established to provide direction to employees and other members of the York County community in the conduct of College affairs. Procedures are the specific methods or guidelines used to implement policies.

**Authority**

The Policy Committee has authority to develop, review, revise, recommend, or reject policies having broad college-wide impact, generally applicable to more than one department or division of the College. Matters that pertain only to the internal policies and procedures of a given department or division are not considered within the scope of the committee, but departments or divisions seeking the input of the Policy Committee are welcome to submit items to the agenda.

The policies of York County Community College fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Bargaining agreements
4. MCCS Statements of Policy
5. College Council policies
6. Division and departmental policies

In the event of a conflict between different levels in 1 through 6 above, the lower numerical heading shall take precedence over the higher numerical heading. Internal policies and procedures from College Council or individual divisions and departments may not conflict with College policy, but may be more restrictive.

**Scope of Work**

The Policy Committee will review existing campus-wide college policies and proactively develop new policies. All college faculty, staff, and students are welcome to submit policy proposals to the Policy Committee.

The Policy Committee will:

* Develop, review, revise, recommend, or reject policies
* Create a process for the development, review, and communication of policies
* Establish and maintain a standard format for policies and procedures
* In coordination with the Human Resources and Benefits Director, conduct an annual audit of policies under the purview of College Council.

**Bylaws of the Policy Committee**

**Article I: Membership**

**Section 1: Composition**

* Human Resources and Benefits Manager
* 2 Faculty members
* 2 Staff members
* 1 Student member

**Section 2: Selection of Standing Committee Members**

* The Human Resources and Benefits Manager shall be a permanent member
* Faculty representation is determined annually by Faculty Senate
* Staff representation is determined annually by staff election conducted by the College Council Chair or designee.
* Student representation is determined annually by Student Senate

**Section 3: Duties and responsibilities of Policy Committee Members**

* Be an active and informed committee member
* Communicate with division stakeholders representationally
* Collaboratively disseminate information and incorporate expertise to guide the policy development and review process
* Share information with the college community and seek to obtain constituent opinions for the purpose of deliberation
* Abide by Article VI: Code of Conduct
* Be familiar with the chosen model of parliamentary procedure

**Section 4: Terms**

Policy Committee members shall serve for one year. There is no limit on the number of terms served.

**Section 5: Attendance**

Attendance at Policy Committee meetings is required. Attendance shall be taken at every meeting and recorded in the minutes. Representatives missing two meetings during an academic year will receive an email from the Chair inquiring into their ability to continue. Any representative unable to continue will be asked to resign. If the representative does not respond to the email, that member may be removed from the roster after the third absence.

**Article II: Officers of the Policy Committee**

**Section 1:** The officer of the Policy Committee shall be the Chair. The Chair will be elected by majority vote of the Committee.

**Section 2:** **Duties and responsibilities of the Chair**

* The Chair will review, set, and publish the agenda for each Standing Committee meeting.
* The Chair will respond to originators of agenda items, as necessary.
* The Chair will ensure that the Order of Business is followed.
* The Chair will ensure that all Standing Committee seats are filled.
* The Chair will assign duties to other committee members as appropriate.
* The Chair will maintain the Year-to-Date Report.

**Section 3: Terms**

The Chair may serve in that capacity for one year. The Chair may be reappointed for additional and/or succeeding years at the discretion of the Standing Committee which he/she serves.

**Section 4: Vacancies**

If a Committee member resigns, the Chair shall make a good-faith effort to replace the former member, consistent with Article I, Section 1.

In the event that the Chair becomes vacant, a new Chair will be elected by the Policy Committee members.

Article III: Standing Committee Meetings

Section 1: Regular Meetings

The Policy Committee meets at least twice a year for the purposes of the annual policy audit. Additional meetings may be scheduled in response to requests for policy development and review.

For meetings to take place, a quorum must be present. Special meetings may be called, meeting the same minimum quorum requirements, giving at least one week notice.

Section 2: Quorum

A quorum will be 2/3 of the voting committee. Student representation is not required to meet quorum.

### Section 3: Meeting Access

In accordance with State of Maine open-meeting law (M.R.S.A. Sec. 403), standing committee meetings will be open. A specified amount of time will be set aside for public participation at each committee meeting.

Section 4: Discussion

In the interest of time and efficient decision-making, discussion of agenda items will be restricted to members of the committee and the presenting parties. Visiting members of the college community may not participate in discussion of agenda items, unless invited by the Chair.

**Section 5: Voting Procedure**

Decisions will be made by majority vote, after establishing a quorum. Voting will be conducted by a show of hands or by ballot as requested.

The Chair of the Standing Committee does not vote, except when it is necessary to break a tie.

Section 6: Order of Business

* Roll Call
* Approval of minutes of previous meeting
* Review of the agenda
* Reports of officers
* Public Comments
* Unfinished business
* New business
* Announcements
* Adjournment

# Article IV: Operational Procedures

# All standing committees will use Sturgis’ Standard Code of Parliamentary Procedure to facilitate the transaction of business and to maintain cooperation and collegiality.

# Article V: Standing Rules:

# Section 1: Agendas

Agendas will be set and published at least one day before the committee meeting. Items must be submitted in writing to the Committee Chair at least seven days before the committee meeting.

The Committee Chair will review all agenda items and determine if they are within the scope of the committee’s authority. If the item is not to be included on the committee agenda, the Committee Chair will return the request to the originator with the reason for not including the item. The decision may be appealed by the originator.

According to parliamentary procedure, the committee may modify the agenda at the opening of a meeting.

Section 2: Minutes and the Duties of the Recorder

A recorder for Policy Committee minutes may be a volunteer. In the event that there is no volunteer, a recorder will be appointed by the President. The recorder will take accurate minutes of committee meetings and will deliver final documentation electronically to the Human Resources and Benefits Manager for publication on the Strategic Planning Committee’s Portal page.

The recorder is not a member of the committee and may not participate in discussion of agenda items, unless invited by the Chair.

Section 3: Year-To-Date Reports

The standing committee will maintain an ongoing Year-To-Date Report to record the recommendations forwarded to the President and their outcomes.

Section 4: Communication

The Policy Committee will utilize varied and appropriate forms of communication to keep the college community informed of their work. The Human Resources and Benefits Manager will publish final Policy Committee meeting minutes and other approved ancillary documents on a YCCC web portal page accessible to the public. The Policy Committee will be assigned a YCCC email address to be used as the official communication channel with the college community.

# Article VI: Code of Conduct

Participants in the Governance process agree to the following:

Vision:

* Commit to achieving the college’s mission by embracing the institution’s vision and core values

Trust:

* Promote mutual respect and trust by expecting the best from other Council members
* Uphold and expect the highest standards of performance and behavior
* Act honestly and in good faith, be intentional in avoiding behavior that can undermine goodwill
* Learn how to disagree vigorously while preserving a working relationship that values diverse viewpoints
* Trust that knowledge and expertise are valued and relevant to the governance process

Accountability:

* Devote knowledge and expertise as well as the necessary time, energy and study to the duties and responsibilities of governance
* Make every effort to participate in the voting process, avoiding abstention. It is understood that a vote will be based on all available facts in each situation.
* Abide by and uphold the final majority decisions
* Be courageous in identifying the real problems and discussing them candidly

Communication:

* Actively seek and provide regular feedback to the constituency group represented
* Welcome and encourage active participation by all members of the college community
* Actively seek any appropriate information regarding the topics at hand.

Empowerment:

* Bring collective wisdom to bear on institutional problems
* Be an informed and active participant