I. MEETINGS

The Committee shall meet on the second Thursday of each month when the college is in regular session, although that meeting may be held at another time if the Chair determines that the other time is more appropriate. The Committee may also hold emergency meetings at other times if the Chair determines that there is enough business to justify such a meeting. The emergency meetings are currently scheduled for the fourth Thursday of each month when the college is in regular session.

For all meetings the quorum shall be seven voting members or 50% of the voting membership.

II. DUTIES OF OFFICERS

A. The duties of the Chair shall be as follows:
   1. To preside at meetings of the Committee.
   2. To represent the Committee at Senate meetings or to appoint a member of the Committee as the representative of the Committee at such meetings.
   3. To issue agendas and minutes.
   4. To issue calls to meetings and to keep appropriate records.
   5. To manage any clerical support personnel.

B. The duties of the Vice Chair shall be as follows:
   1. To serve as the Chair if the Chair is absent.
   2. To be responsible for monitoring attendance.
   3. To do other duties as assigned by the Chair.

C. The duties of the Secretary shall be as follows:
   1. To take minutes at each of the meetings.
   2. To submit a typed copy of the minutes to the Chair.

III. TECHNICAL REVIEW

Prior to submitting the application for Acceptance of a Departmental Equivalency Policy, Request for Endorsement of a Candidate for a Full Equivalency, or Request for Endorsement of a Candidate for a Limited Subject Equivalency the department will request the signature of one of the division Committee members. The Committee member will ensure that the documents are complete, accurate, and grammatically correct. If any document is incomplete, inaccurate, and/or grammatically incorrect, the Committee member will return the document to the department. If there are no changes to be made to a document, then it will be forwarded to the Chair so that it may be presented to the full Committee at its next meeting. Documents submitted to the Chair should be submitted at least ten days before the next scheduled meeting.
IV. DECISIONS OUTSIDE THE REGULAR ACADEMIC YEAR

When Fresno City College is not in regular session and a decision must be made before the start of the next regular academic semester, an attempt shall be made to have at least 40% of the voting membership of the committee make the decision. The last meeting of the academic year the committee will select the summer committee members. The decision of the subcommittee shall be considered to be the decision of the Committee.

V. ABSENTEEISM

NOTE: “meetings” include both regular meetings and scheduled emergency meetings.

Any Committee member who is absent for three consecutive meetings shall be expelled and have his/her seat declared vacant.

Any Committee member who is absent for three total meetings and who has been absent from more than 50% of the meetings of the Committee shall be expelled and have his/her seat declared vacant.

Any member who is expelled will not be considered as serving on the Committee for sabbatical leave consideration. The member also may not return to the Committee as a member until at least one semester after the final absence.

Any vacancies shall be declared by the Chair and communicated to the affected division faculty for timely selection of a new member of the Committee. However, the Committee may reinstate the expelled member by a two-thirds vote.

VI. PARLIAMENTARY PROCEDURE

The parliamentary procedure for meetings of the Committee shall follow Robert’s Rules of Order except as superseded by state law, court rulings, or the constitution of the Academic Senate and bylaws of the Committee.

Rules of procedure and rules of order may be temporarily suspended by a majority vote of the Committee. These bylaws may be temporarily suspended by a two-thirds vote of the Committee.

VII. PUBLIC ACCESS

Committee meetings shall be open to the public unless closed or restricted by a majority vote of the Committee. However, Committee meetings may be closed for final discussion and votes on Requests for Endorsement of a Candidate for Equivalency in order to ensure that the privacy of the candidate is preserved.

VIII. AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a two-thirds majority vote of the Committee. Approved amendments become effective at the next meeting of the Committee.