

**BYLAWS OF THE
Moreno Valley College (MVC)
Institutional Mission and Effectiveness Subcommittee**

Article 1: Name

The name of this subcommittee shall be the Institutional Mission and Effectiveness Subcommittee of the Moreno Valley College Strategic Planning Committee (SPC), herein after referred to as the “Subcommittee”. It shall be a constituent assembly of MVC members.

Article 2: Object

The object of the Subcommittee shall be: 1) to receive items for discussion from the SPC and the MVC as a whole, and 2) to forward recommendations of approved items requiring action from the Subcommittee to the SPC.

Article 3: Members

The Subcommittee will be MVC voting members representing students, staff, and faculty and shall have an administrator to act as a non-voting resource person. Members may self-select to serve on the Subcommittee. Students and part-time faculty and staff members are encouraged to participate. The voting members shall select 1 faculty member and 1 staff member to serve as Co-Chairs of the Subcommittee.

Article 4: Officers

The Co-Chairs will facilitate all Subcommittee meetings or appoint a substitute to facilitate in the event that a co-chair is not able to attend. The Co-Chairs will serve as the voting members of the main body of the SPC and will attend all SPC meetings or appoint a proxy to attend and vote in their stead in the event that they are unable to attend. A member will serve as recorder. Other officers may be elected as needed.

Article 5: Meetings

- a) Regular meetings will occur monthly. If it is deemed that no business is necessary, the Co-Chairs may move to have a meeting canceled. If it is deemed that an unavoidable conflict exists (Holiday, Distinguished Event, etc.) a meeting may be cancelled or rescheduled.
- b) The Quorum for the Subcommittee meetings shall be members present. If a quorum is not met within 15 minutes after the start of the meeting, the Co-

Chair(s) shall be empowered to modify the agenda to consider items not requiring voting action.

c) E-mail voting: In the event that a vote is deemed necessary before the next scheduled meeting, or if a quorum is not met, the Co-Chairs may facilitate an electronic voting (e-mail) request. Members who do not have access to email will receive the information by hard copy.

Article 6: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Subcommittee in all cases to which they are applicable and in which they are not inconsistent with these Bylaws the Bylaws of the main body of the SPC, the Bylaws of the Academic Senate, the Bylaws of the CTA, the Bylaws of the CSEA, or any special rules of order the District may adopt.

Article 7: Term Lengths

a) Faculty and Staff Officers: The length of service shall be two (2) academic (July—June) years barring resignation or termination of College service

b) Faculty and Staff Voting Members: The length of service shall be one (1) academic (July—June) year barring resignation or termination of College service or unavoidable schedule change in teaching or work assignment.

c) Student Representatives: The length of service shall be contingent upon keeping student status with the college as outlined by the college student handbook or the current Moreno Valley College Catalog.

Article 8: Amendment of Bylaws

a) Amendments to these Bylaws may be proposed by the co-chairs, or by written petition from a voting member of the Subcommittee and submitted to the co-chairs.

b) The proposed amendment must be included in the agenda sent with notice of a meeting, at which time the item will be considered by vote.

c) To become effective, any amendment so proposed must be approved and adopted by a two-thirds majority of the voting members present at the meeting of the Subcommittee. Three voting members must be present in order to achieve quorum for the purpose of amending the bylaws.

Article 9: Publishing of Bylaws

a) All Subcommittee members and the Co-Chairs of the SPC shall be issued a copy of these Bylaws.

b) The official copy of these Bylaws shall be left with the Recorder, and be archived with Subcommittee minutes and on the SPC website or other electronic archive available to Members..

c) Any amendment to these Bylaws shall be distributed to all members of MVC upon adoption.