

**BYLAWS OF THE
Moreno Valley College (MVC)
Resources Subcommittee of the Strategic Planning Committee**

Article 1: Name

The name of this committee shall be the Resources Subcommittee of the Strategic Planning Committee (SPC), hereinafter referred to as the RSC. It shall be a constituent assembly of MVC members.

Article 2: Purpose

The purpose of the RSC shall be to advise its members, the administration, and the college community, as appropriate, on financial matters of the College, to oversee the development and implementation of the College's Integrated Resource Planning and Allocation process, to assess the Annual Program Review process as it relates to annual and mid-range resource planning and allocation and to forward these and other informational and action items related to Finances and Budgets, Human, Physical, and Technology Resources to the SPC.

Article 3: RSC Membership, Officers, and Length of Service

The RSC will consist of thirteen (13) voting members, who may self-select or be appointed, representing students, staff, faculty, and managers as identified below:

Group Name	Number of Representatives:	Appointed by:
Student Government	2	ASMVC
Faculty	4	Academic Senate
Classified Staff	3	CSEA
Confidential Staff	1	Self-Select
Managers	2	President
Administrator	1	President

Officers:

The RSC members shall elect two (2) faculty members and two (2) staff members to serve as Co-Chairs of the RSC. On a rotating basis, the Co-Chairs will facilitate all RSC meetings (or appoint a substitute to facilitate in the event that a Co-Chair is unavailable to attend). Each Co-Chair will also serve as the official liaison to a specific advisory group. On a rotational basis, one faculty Co-Chair and one staff Co-Chair will serve as voting members of the main body of the Strategic Planning Council (SPC) and will attend SPC meetings or appoint a proxy to attend and vote in the event he/she is unable to attend.

The RSC shall appoint one faculty member and one staff member to represent the subcommittee on the District Budget Advisory Council.

Length of Service:

Faculty and Staff Co-Chairs: The length of service for elected Co-Chairs shall be two (2) academic (July—June) years except for resignation or termination of service to the College. These terms shall be staggered, when possible, in order to maintain continuity with one (1) faculty and one (1) staff Co-Chair each elected in odd-numbered years and one of each elected in even-numbered years (based on fall semester).

Administrative, Faculty, Managers, Classified and Confidential Staff Voting Members: The length of service shall be determined by the individual, but should not be less than one academic year except for resignation from or termination of service to the College. Appointed representatives shall serve for as long as they are appointed.

Student Representatives: The length of service shall be contingent upon maintaining student status with the College as defined by the most recent edition of the College's *Student Handbook*. Student representatives shall be recognized officially as such through ASMVC.

Article 4: Resources Support and Advisory Groups

The Vice President of Business Services shall serve as a resource on fiscal matters and as the administrative co-chair of the college's RSC with voting rights.

There shall be three advisory groups to the RSC, which shall be named as follows: Human Resources Advisory Group (HRAG), Physical Resources Advisory Group (PRAG), and Technology Resources Advisory Group (TRAG). The primary purpose of the advisory groups is to bring forth action items and informational items to the RSC for consideration. Action items may be forwarded to SPC, if appropriate, after approval by RSC.

Article 5: Advisory Group Members

The RSC advisory groups will be MVC constituents representing, when possible, students, staff, faculty, and managers. At least one member of each advisory group shall attend regular meetings of the RSC to report on the advisory group's discussions and activities and/or to represent action items sent forward by the group.

Article 6: Meetings of RSC and Advisory Groups

RSC Meetings

Regular meetings of the RSC will occur monthly, on the second Thursday of the month (12:50 pm-1:50 pm), or as scheduled in the MVC Governance Committee Meeting Master Calendar. If it is deemed that no action items or discussions are necessary, the Co-Chairs may decide to cancel a meeting. If there is an unavoidable conflict such as the end of the semester, a holiday, or a special college event, a regular meeting may be rescheduled. The agendas of each meeting shall be distributed at least three (3) working days prior to each meeting. The Quorum for the RSC meetings shall be five (5) voting members present.

If a quorum is not met within fifteen (15) minutes after the official call to order for the meeting, the Co-Chair(s) will move to modify the agenda to postpone items requiring action. If the quorum is met while the meeting is still in session, the Co-Chairs may move to reinstate the action items. With the approval of a motion to consider action items, they will be taken in the order of the original agenda.

- a. E-mail voting: If a vote is necessary before the next regular meeting, the Co-Chairs may facilitate an electronic voting (e-mail) request. This alternate method can be implemented only with clear directions for voting on the item by a specific date and time and distribution of appropriate supporting and background information to all voting members at least five (5) working days in advance of the deadline for voting. The Recorder shall compile the results of the e-vote and include those results as part of the minutes of the regular meeting.

Advisory Groups

- a. The RSC advisory groups will meet monthly on a regular schedule to be determined at the beginning of each fall and spring semester and announced at the first regular meeting of each semester at the RSC.
- b. The advisory group leader may cancel or reschedule a meeting in consultation with the official RSC Co-Chair liaison.
- c. Each advisory group leader or designee will post online all agendas and minutes of their regular meetings according to established guidelines. Those agendas and minutes will become a part of the official archives of the RSC.
- d. Each advisory group will appoint at least one (1) member of the group to attend the regular meetings of the RSC.

Article 7: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the RSC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws 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 8: Amendment of Bylaws

- a. These Bylaws, once officially approved and adopted, shall be reviewed every two years.
- b. Amendments to these Bylaws may be proposed by the Co-Chairs, or by written petition by at least two-thirds of the voting members and submitted to the Co-Chairs. The proposed amendment must be included in the notice of a regular meeting for the first reading. At the second regular meeting, the amendment will be considered for a vote.

- c. To become effective, any amendment so proposed must be approved and adopted by a two-thirds majority of the RSC.
- d. Once approved, an amendment becomes part of the Bylaws until the biennial review occurs. At that time, the amendment will be incorporated into the Bylaws, and the Recorder will prepare the current version of the Bylaws for distribution to the RSC, SPC, and publication online.

Article 9: Publishing of Bylaws

- a. All RSC members and the Co-Chairs of the SPC shall be issued an electronic copy of these Bylaws and any amendments.
- b. The current version of these Bylaws shall be posted online on the RSC website and made available to the public.
- c. The official copy of these Bylaws shall be maintained by the Office of Business Services.