

**BYLAWS OF THE COLLEGE ASSEMBLY  
OF THE  
OWENSBORO COMMUNITY AND TECHNICAL COLLEGE**

**ARTICLE I: NAME**

The name of the organization shall be the College Assembly of the Owensboro Community and Technical College.

**ARTICLE II: MEMBERSHIP**

Membership shall consist of all full-time employees. Visiting and part-time faculty, as non-members of the Assembly, are invited to attend meetings of the Assembly and may request the privilege of the floor to participate in discussions.

**ARTICLE III: OFFICERS**

1. President of the College  
The President of Owensboro Community and Technical College is Co-Chair of the Assembly and is an *ex-officio* member of all College Assembly committees, except for those dealing with personnel promotion, retention, and tenure. The President may call special meetings of any Assembly committee, appoint *ad hoc* committees, or call special meetings.
2. Chair of the College Assembly  
The Chair of the Assembly is elected by the members of the Assembly and shall be a full-time faculty member. The Chair shall preside at all regularly scheduled and special meetings of the College Assembly.
3. Vice Chair of the College Assembly  
The Vice Chair is elected by the members of the Assembly and shall be a full time faculty member. He/she shall preside in the absence of the Chair.
4. Secretary of the College Assembly  
The Secretary of the Assembly is elected by the members of the Assembly. The Secretary shall be responsible for the publication and distribution of the agenda, the minutes, and other materials as designated by the Chair.
5. Parliamentarian  
The Parliamentarian is elected by the members of the Assembly and shall advise on procedure and assist in ruling on parliamentary questions.

**ARTICLE IV: MEETINGS**

1. **Chairing of Meetings:** The elected Chair of the Assembly shall chair the meetings.
2. **Regular Meetings:** The Chair and Vice Chair, in consultation with the President, shall set the date and time of each regular Assembly Meeting. Meetings shall be held during the months of September, October, November, February, March, and April.
3. **Special Meetings:** The Assembly may be called into special session by the Chair of the Assembly, the President, the Chancellor(s), the President of KCTCS, or in response to a petition signed by one-third (1/3) of the membership. A special meeting requested by petition must be held no later than two calendar weeks after the President or Chair of the Assembly receives such a petition.
4. **Notice of Meetings and Agenda:** The Chair prepares the agenda. Items should be submitted in writing to the Chair not less than forty-eight (48) hours prior to the meeting. The completed agenda is submitted by the Chair to the Secretary for distribution along with the minutes of the previous meeting. Notice of the time and place of all meetings shall be prepared by the Secretary and shall be distributed either by written memo or electronically no less than twenty-four (24) hours prior to the meeting. Notice of special meetings shall state the purpose for which the meeting is called. A file of minutes of all meetings, regular and special, shall be kept in the Academic Dean's office and in all OCTC libraries.

**5. Conduct of Meetings:**

*Robert's Rules of Order Newly Revised*, in the current edition, shall govern the conduct of business in all cases to which they are applicable and in which they are not inconsistent with superior laws or regulations including, without limitation, the Faculty Rules, the Rules of the Senate, and the Policies of the Board of Regents of KCTCS.

6. **Quorum:** A simple majority, defined as 50% + 1, of the voting membership of the Assembly, exclusive of members on leave or on sabbatical, shall constitute a quorum when voting on issues pertaining to the College as a whole. A simple majority of the faculty, as defined by KCTCS (see section 7, Voting), exclusive of members on leave or on sabbatical, shall constitute a quorum when voting on issues affecting the educational mission of the College.
7. **Voting:** All members shall be entitled to vote at the regular and special meetings of the Assembly when issues pertain to the College as a whole. In addition, all members of the College Assembly shall vote for officers as listed in Article III. Only faculty, as defined below, shall vote on issues affecting the educational mission of the College. (See Article III, Section 1, of the *Rules of the College Assembly*.) Faculty, as defined by KCTCS, are full-time ranked faculty who

teach, full-time ranked professional librarians, full-time ranked professional counselors, and other full-time personnel who have faculty rank, tenure, or faculty contract status in the College. Only faculty shall vote for representatives for the Kentucky Community and Technical College Faculty Senate, Senate committees, and their local extensions. Representatives from the professional staff to the standing committees of the College Assembly shall be elected by the staff members of the College Assembly. Only faculty shall vote for the faculty representative to the college Board of Directors, and only staff shall vote for the staff representative to the college Board of Directors. The President of the College and the chief academic officer shall be *ex-officio* members of the faculty and of the Assembly. Each member shall be entitled to one vote on any question, within the guidelines set forth above, which is brought before the Assembly or faculty. The vote of a simple majority of the quorum shall decide any question brought before the meeting, except where a greater majority is required by law or by these Bylaws.

- 8. Proxy Voting:** There shall be no voting by proxy. Use of electronic voting will be limited to issues affected by time constraints. The decision to allow an electronic vote shall be made jointly by the Chair, Vice-Chair, and the President of the College. The entire vote must be cast electronically.
- 9. Open Meetings:** All meetings of the Assembly shall be held in accordance with applicable open meetings laws of the Commonwealth of Kentucky.

## **ARTICLE V: STANDING COMMITTEES**

The Standing Committees of the Assembly shall be the Curriculum Revision Committee and the Rules Committee. Each Standing Committee shall be composed of one faculty representative from each of the divisions and one representative from the professional staff. The elected representative to the corresponding system committee shall serve as chair for the local standing committee. Ex-officio members of the Curriculum Revision Committee shall be the Academic Dean, the Registrar, the Director of Library Services, and the Director of the Center for Community and Economic Development, or their designee. Ex-officio members of the Rules Committee shall be the Dean of Enrollment, Academic Dean, and Dean of Student Affairs, or their designee.

### **Curriculum Review Committee:**

The Curriculum Revision Committee shall perform the following functions:

- a. Make recommendations to the faculty concerning new courses, course changes, and the deactivation of courses;
- b. Make recommendations to the faculty concerning new curricula, curricula changes, and the deactivation of curricula;

- c. Make recommendations to the faculty, upon request or upon its own initiative, concerning the needs of the instructional program of the College;
- d. Perform other duties as delegated to it by the faculty.

**Rules Committee:**

The Rules Committee shall perform the following functions:

- a. Codify the Rules of the College Assembly;
- b. Make recommendations to the faculty for changes in its Rules;
- c. Prepare an Academic Calendar one year in advance to facilitate planning. The proposed calendar must be consistent with the System calendar requirements and will be subject to approval of the Administrative Council of the Owensboro Community and Technical College prior to submission to the College Assembly for faculty vote;
- d. Periodically evaluate the Rules of the College Assembly;
- e. Consider all proposals for change in the *Rules of the Senate* and make recommendations to the faculty for action by that body;
- f. Perform other duties delegated to it by the Assembly.

**Ad hoc Committees:**

With the advice of the Assembly, the Chair of the Assembly or the President may appoint ad hoc committees.

**ARTICLE VI: ELECTIONS, APPOINTMENTS, AND TERMS OF OFFICE:**

1. Elections will be held at the April meeting for the following offices: Chair, Vice Chair, Secretary, Parliamentarian, faculty and staff representatives to the College Board of Directors, faculty representative to the system Senate Council, faculty representative to the system Rules and Curriculum Review Committees, and staff representatives to the college Rules and Curriculum Review Committees. One additional senator will be elected from the faculty for each 25 members or major fraction thereof (13), beyond the first 25. At least one of the elected Senate representatives shall be in the occupational-technical program area and one in the general education area. Those additionally elected shall attend system Senate meetings as required and will be available to substitute for Council or Standing Committee members who are unable to attend meetings from time to time.
2. Nominations will be taken from the floor for all vacant positions. The order of elections will be determined when the agenda is set.

3. The term of office for the officers of the College Assembly shall be one year. Representatives to the System Senate, Rules and Curriculum Revision Committees will be elected for two-year terms. The faculty and staff representatives to the Owensboro Community and Technical College Board of Directors will have a term of three years. No elected officer may serve more than two (2) consecutive terms in the same office.
4. The term of office for all elected officers and representatives of the Faculty, Staff, or Assembly shall be from August 1<sup>st</sup> through July 31<sup>st</sup>, or until their successors are elected.
5. Faculty representatives to the standing committees will be elected from faculty within each division prior to the completion of the current academic year.
6. College Advisory Committee on Promotion:  
This committee shall be comprised of a representative from each of the divisions and one representative from the non-teaching faculty (librarian/counselor.) Members of the committee shall be at the Associate Professor rank or above.  
The College President/CEO shall, after consultation with Division Chairs, appoint the committee. Committee representatives who have direct responsibility for required faculty performance evaluations shall not participate in the consideration of said faculty member's files. In addition to the appointed committee members, the College President/CEO shall appoint the CACP Chair for a two-year term. The CACP Chair may be reappointed for one additional two-year term. Appointed members shall serve a one-year term. Appointed members may be reappointed on an annual basis to serve up to three consecutive years.  
(In accordance with KCTCS policy)
7. System Advisory Committee on Promotion and the System Advisory Committee on Appeals:  
Members shall be chosen for this committee in accordance with KCTCS policies.
8. Vacancies: Vacancies in any elected or appointed position shall be filled in the same manner as the original election or appointment to the position. Replacements shall serve out the term of their predecessor and shall be eligible for re-election or re-appointment.

## **ARTICLE VII: NEW BYLAWS AND MODIFICATION OF BYLAWS:**

These Bylaws, upon their adoption, shall be the principal governance document of the College Assembly of Owensboro Community and Technical College.

Amendments or additions to this document may be made by a vote of two-thirds (2/3) of all voting members of the College Assembly.

Notification of the intention of such modification must be given in the call for the College Assembly Meeting at which the action is to be taken.

Any amendments to these Bylaws shall be submitted to the President of the college and the Chancellor for review before becoming operational.

## **ARTICLE VIII: ADDITIONAL ASSEMBLIES:**

The following additional assemblies may organize as necessary:

### 1. Faculty Assembly

The Faculty Assembly membership shall consist of individuals with Faculty rank as defined by KCTCS. The role of the Faculty Assembly shall include discussion of faculty issues related to instruction, student support, and faculty welfare.

The Chair of the College Assembly shall convene the first meeting of the Owensboro Community & Technical College Faculty Assembly for the purpose of organization. The Faculty Assembly will then develop a structure and bylaws to carry out its function. The Bylaws of the Faculty Assembly shall not be in conflict with these Bylaws of the College Assembly.

### 2. Staff Assembly

The Staff Assembly membership will be comprised of all full-time classified and administrative staff as identified by KCTCS. The role of the Staff Assembly shall be to provide an avenue of communication and involvement for staff in fulfilling the mission and goals of the college and for the purpose of promoting unity, cooperation and open discussion of issues related to staff welfare.

The staff representative to the Owensboro Community and Technical College Board of Directors shall convene the first meeting of the Owensboro Community & Technical College Staff Assembly for the purpose of organization. The Staff Assembly will then develop a structure

and bylaws to carry out its function. The Bylaws of the Staff Assembly shall not be in conflict with these Bylaws of the College Assembly.

Originally approved 4-22-04  
Amended 3-18-05  
Amended 11-21-14

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James S. Klauber, OCTC President

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Date