

SEATTLE CENTRAL COLLEGE
SUSTAINABILITY COUNCIL BYLAWS

November 2016

PREAMBLE

We the Students, Faculty, and Staff of Seattle Central College, to further social, economic and environmental sustainability, which will in turn promote educational excellence in a multicultural urban environment, foster the enrichment of our internal community, increase community engagement and support for the college, and develop and sustain facilities that support a learning and working environment, do ordain and establish the Seattle Central College Sustainability Council (Council).

FUNCTION

The Council, on behalf of the college community, shall advise the President on sustainability matters vital to the mission and goals of Seattle Central. Its functions shall be to:

- **Educate** the college community on sustainability issues and goals set forth through this Council and the District Sustainability Committee
- **Create** sustainability initiatives and projects to be considered for adoption or implementation by the college
- **Endorse** spending for sustainability-related projects and initiatives
- **Advise** other committees on sustainability best practices and share findings with the greater Seattle Colleges district

PROCEEDINGS

Parliamentary Authority: The Dynamic Governance Process shall be the final source of authority in all questions of parliamentary procedure except when such rules are inconsistent with the Bylaws of the Council.

The Governing Principles of Dynamic Governance as applied to the Council:

1. Consent governs decision-making. Consent means there are no argued and paramount objections to a proposed decision. Objections must be "paramount and reasoned." "Paramount" means that the objection must be directly related to the person's ability to work effectively within the group. "Reasoned" means the person must be able to clearly explain the objection to other members of the group.
2. The Council is the primary governance unit. The Council is semi-autonomous, self-organizing and directed by the Seattle Colleges District Sustainability Plan. Within its domain, it makes decisions; sets aims; delegates the functions of leading, doing, and

measuring to its own members; and maintains its own memory system and program of ongoing development.

3. Council members are elected to functions and tasks by consent after open discussion.

DECISION-MAKING

All members of the Council, including the Chair, are decision-making members. Council Chair may designate personnel to provide administrative support services or project specific collaboration in the implementation of the business of the Council, but that person shall not have decision-making rights.

All budgetary decisions related to the spending of grants, donations or other funds controlled by the Sustainability Council will be brought to the attention of the Council in advance (preferably by a formal proposal), with ample time to debate and discuss. These decisions can be voted upon as early as the next Council meeting, if all concerns have been met, and then forwarded to the executive sponsor-for a recommendation to fund.

Decision-making shall be made by consent, ensuring that all argued and paramount objections to a proposal have been addressed.

MEMBERSHIP

Membership shall be open to all Seattle Central College staff, faculty, and students, and is designed to reflect the constituencies of the College. The Council shall consist of approximately 7-15 decision-making members, but all proceedings are open to the entire college community. The Council may bring in community partners on an ad-hoc basis, depending on their expertise, but they shall not have decision-making authority. The Council may also approve of members-at-large (who may be students or employees of the college), but these members shall not have decision-making authority.

Composition

- Faculty 2-4 persons
- Staff 2-4 persons
- Students 2-4 persons
- District Sustainability Coordinator 1 person (ex officio member)

TOTAL----- 7-13 persons

Officers

- Chair
 - Full-time employee
 - Expected to serve 1-2 academic years
- Co-Chair

- Current student, maintaining good academic standing (i.e. GPA of 2.5 or better)
- Expected to serve 1-2 academic years

Additionally, all Council members are encouraged to volunteer and/or serve in other potential roles, including, but not limited to:

- Recruiting Chair
- Outreach and Education Chair
- Secretary
- Treasurer
- Communications Chair (social media/newsletters, etc...)

Selection

Any faculty and staff interested in serving on the Council shall complete a Council application and send it to sustainability@seattlecolleges.edu, for review by the Council. The application should include: interest in joining the Council, relevant skills/strengths/experience, demonstrated ability to function as a contributing member of the group, commitment to the required time and effort (including attending at least two 1 hour meetings per quarter), and belief that organizational change is possible. The Council will forward recommended faculty and staff names to the Council executive sponsor for endorsement.

Any student interested in serving on the council shall complete a Council application and send it to sustainability@seattlecolleges.edu, for review by the Council. The application should include: explanation of interest in joining the Council, relevant skills/strengths/experience, list of any relevant leadership positions held on or off campus, and confirmation they can attend at least two 1-hour meetings per quarter. The Council will forward recommended student names to the Council executive sponsor for endorsement.

Terms

Term of membership is 1-4 years, at which time the membership can be considered for renewal. The Chair and Co-Chair officers are limited to a maximum of 2 consecutive academic years. If, for some reason, the Council has less than the minimum number of members from a particular constituency as outlined above, the Council shall remain fully active and functioning, granted they are making an effort to fill constituent vacancies through nominations and other recognizable means.

Council members are required to participate in, at minimum, 2 one hour meetings per quarter, for at least one academic year, for membership on the Council. If a member misses more than 3 consecutive meetings, the Chair and Co-chair have discretion to remove the member from the Council.

Council members will also be expected to spend time on Council business outside of meeting times, as needed.

SUB-COMMITTEES

Sub-committees, Appointments and Authority: Sub-committees may be developed as deemed necessary to carry out the purposes of the Council. It shall be the function of sub-committees to conduct studies and perform outreach, make recommendations and to carry on such activities as may be delegated to them by the Council. Sub-committee members shall be selected from within the Council and campus community at large.

Subcommittees may include, but are not limited to:

- **Operations:**
 - Waste
 - Food
 - Energy
 - Water
- **Engagement**
 - Earth Day/Week
- **Planning and Administration**
- **Academics**

Limitation of Authority: No action by any member or sub-committee shall be binding upon, or constitute an expression of the policy of the Council until it has been approved or ratified by the Council. If necessary, the Council Chair can grant a temporary waiver of this provision, subject to ratification of the action by the Council at the next convened regular or special Council meeting. Sub-committees shall be discharged by the Council Chair when their work has been completed and their reports accepted, or when, in the opinion of the Council, it is deemed wise to discontinue the sub-committee.

Sub-committee Meetings: Sub-committee meetings may be called by the Chair of the sub-committee. Subcommittees shall be subject to the rules pertaining to noticing of meetings, decision-making, and methods of taking action contained in these Bylaws.

MEETINGS

Council meetings shall be conducted in open meetings at all times.

Council meetings shall be held at minimum twice per quarter, during fall, winter and spring quarters of the academic year, in accordance with a meeting structure as designated by the Council Chair.

A proposed agenda for each scheduled meeting shall be prepared at least one business day prior to the meeting.

Minutes of each meeting shall be prepared and distributed to the Council and college community within ten (10) business days following the meeting.

A designated person shall perform the following duties: 1) recording minutes and attendance, 2) maintaining a current log on the status of all proposals submitted to the Council, and 3) maintaining a permanent, electronic record of the Council's business that shall be accessible to the Council's executive sponsor and the President's Office by the end of the academic year (June 30).

FORMAL PROPOSALS

When proposals are presented that require Council action, in order to facilitate the Council's review and to promote effective dialogue and informed discussion, the proposal shall include the following elements: a) background information, b) rationale for the proposal, c) specific recommendation(s) or proposal language, and d) supportive materials including implementation regulations and procedures.

Decision-making members who are unable to attend all regular Council meetings may participate using a consent process determined by the Council. After consent is given by decision-making members, the proposal is adopted.

FINANCE

The Council may decide to apply for funding to support its projects, initiatives and formal proposals.

Once created, the Sustainability Fund and any other funding source expenditures shall be reviewed annually by the Council. Each review shall at all times be available to members of the Council.

The Council shall use its funds only to accomplish the objectives and purpose specified in these Bylaws.

On dissolution of the Council, any funds remaining in the Sustainability Fund or other funds, shall be returned to the budget(s)/source that initially awarded the money, grant or donation, or as specified in the WAC.

AMENDMENTS

The Council Bylaws may be amended or altered and new Bylaws may be added through the Dynamic Governance process. Any proposed amendments, alterations or additions shall be submitted to the Council decision-making members using criteria for notice identified in the Decision-Making section of these Bylaws. All substantive amendments shall seek final approval by the Council executive sponsor.

CERTIFICATION OF COUNCIL CHAIR

I, JULIA BUCHANAN, hereby certify:

That I am the Chair of the 2016-2017 Seattle Central College Sustainability Council; and

That the foregoing Bylaws, consisting of 6 pages, including this one, constitute the Bylaws of said Council, as duly adopted by the Council at a meeting held on 11/7/16 at Seattle Central College.

IN WITNESS WHEREOF, I hereunto set my hand this Monday 11/7/16.

Signed: JULIA BUCHANAN, Chair

Signed: SALVATORE, Co-chair