# Gavilan College

Facilities and Grounds Committee By-Laws

**ARTICLE I**

**NAME**

1.1 NAME

This committee shall be known as the Facilities and Grounds Committee and is an INSTITUTIONAL STANDING COMMITTEE.

**ARTICLE II**

**PURPOSE**

2.1 PURPOSE

The purpose of this advisory committee is to advise the Vice President of Administrative Services who is responsible for taking action:

2.11 To review and make recommendations regarding facilities and grounds issues.

* 1. To serve as the initial screening level for facility and grounds improvements, additions, and/or changes.

**ARTICLE III**

**MEMBERSHIP**

3.1 MEMBERSHIP

 Membership shall be appointed by the represented campus groups.

3.11 Membership shall consist of representatives or appointees from the following areas:

 Two Classified Members

 Two Faculty Members

 One Administrator Appointee

 One ASGC Appointee

One Directors and Confidentials Appointee

 Director of Facilities Services

 Vice President of Administrative Services

3.12 Resource person (ex officio): Superintendent/President

3.13 Members agree to serve a two-year term based on a July 1/June 30 school year and attend regularly scheduled meetings.

3.14 Appointments shall be made at the beginning of the academic year, or upon resignation of a member.

3.16 The Director of Facilities Services shall serve as the Chairperson.

3.17 The recorder shall be the administrative assistant designated by the Vice President of Administrative Services.

3.18 Vacancies shall be filled in accordance with the bylaws.

**ARTICLE IV**

**MEETINGS**

4.1 MEETINGS

4.11 Meeting dates and times shall be set by members based upon need and work schedules. The minimum is at least one meeting quarterly.

4.12 Special meetings may be called by the chairperson.

4.13 Meetings shall be open to the college.

4.14 Decisions shall be reached through a majority vote of those committee members present and voting.

4.15 Clerical responsibilities for minutes, reports, agendas, policy changes, correspondence and other written committee business shall be assigned and coordinated by the administrative assistant assigned by the Vice President of Administrative Services.

**ARTICLE V**

**ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE**

5.1 ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE:

Robert’s Rules of Order, (most current revision), shall be the authority on order of business and parliamentary procedure in both regular and special meetings.

5.11 The bylaws shall be approved by a majority vote of the committee. A quorum shall exist when 5 out of the 9 voting membership are present.

5.12 Amendments to the bylaws may be proposed at any regular meeting of this committee. Amendments shall be adopted by a majority vote of the voting membership present and voting.