



# United Tribes Technical College Facilities Committee Bylaws

## **Article I. Name**

The name of this committee shall be United Tribes Technical College (UTTC) Facilities Committee.

## **Article II. Purpose**

The purpose of this committee is to plan, facilitate and coordinate the infrastructure and maintenance needs for the UTTC campus. This committee shall study, review and make recommendations with respect to the following areas:

1. The Campus Master Plan, including the guiding principles for campus development, approval, implementation and proposed changes.
2. Site selection for new building construction, renovations, or additions.
3. Prioritizes projects for UTTC including ranking the college priorities for new construction and renovations.
4. Exterior modifications or additions to UTTC including landscaping, new construction, and renovations.
5. Construction and renovations that affect the safety of visitors, students, faculty and staff.
6. Updates and maintenance to buildings, roads, facilities, rooms and other campus features.

## **Article III. Membership**

The Facilities Committee will consist of the following:

- Facilities Director-Chair;
- Career and Technical Education Director;
- Facilities Manager;
- Director of Institutional Resources;
- Property & Supply Manager;
- Office of Public Information Director; and
- Principal of Theodore Jamerson Elementary School.

President and Vice Presidents are ex-officio members without voting privileges. Members can delegate a proxy to provide input in their place.

#### **Article IV. Meetings**

The Facilities Committee will meet on the third Friday of every month at a time and place designated by the chairperson.

Special meetings may be called by the chairperson.

The chairperson will send a notice of meeting along with the agenda to committee members no later than 24 hours before the scheduled meeting. Committee members wishing to propose an agenda items must submit the item to the chairperson at least 72 hours prior to the meeting.

A quorum will consist of 50% plus one committee members present at any properly announced meeting.

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. The chair will only vote in case of a tie.

#### **Article V. Officers**

There shall be three officers of the committee; consisting of a Chair, Vice Chair and a Secretary. Their duties are as follows:

The Chair shall convene regularly scheduled committee meetings and any special meetings of the committee. The chair will send out notices and agendas for such meetings.

The Vice Chair will hold meetings in the absence of the chair.

The Secretary shall be responsible for maintaining any records that are to be kept by the committee; for recording the meeting minutes; to add minutes to the share drive; and to maintain and report any financial transactions conducted for or on behalf of the committee.

In the event the Secretary is no longer able to hold his/her position, a special election will be held at the time of notice.

#### **Article VII: Parliamentary Authority**

Robert's Rules of Order shall be followed in all Facilities Committee meetings where applicable.

#### **Article VIII: Amendment and Review**

These bylaws may be amended when necessary by a vote of two-thirds majority of the Facilities Committee and approval of the Institutional Effectiveness Committee. Proposed amendments must be submitted to the chairperson to be sent out with the regular meeting announcements.

These bylaws shall be reviewed by the Institutional Effectiveness Committee at intervals not to exceed five years.