Standing Rules of the Assembly

Section 1. Elections

A. Vacancies

1. It shall be the responsibility of the Chair of each Standing Committee to formally report any vacancy on a Standing Committee to the Chair of the College Council and the Deputy Secretary of the Assembly.

2. Pursuant to Article IV, Section 4 of the Bylaws, the Deputy Secretary may fill any non-student vacancy by appointment. A person so appointed need not be a member of the unit designated by the bylaw to appoint or elect to fill such position.

For appointments filled by a member of the designated unit, the term will be for the duration of the unexpired term to which he or she has been appointed.

For appointments filled by someone outside of the designated unit, the term will be until the next annual election takes place. If no one from the designated unit runs or is appointed for that position, then the appointed non-unit member will automatically be reappointed for the subsequent election cycle. This will continue until the normal termination of that position’s term, at which point anyone may apply to be appointed to that position.

For all vacancies, the Deputy Secretary shall notify the entire membership of such a vacancy; shall open a nomination period of no less than three days during which the college is open; and shall announce the appointment to the appointee, the Chair of the relevant Standing Committee; and to the Chair of the College Council.

B. Nominations

1. Either paper or electronic nomination forms may be used for the nomination of any Assembly position.

2. If only one member is nominated in an election, that nominee shall be deemed duly elected, and shall assume the position to which such member was nominated.

3. Nomination papers for Assembly officers shall require the signatures of ten (10) members of the Assembly on a form provided by the Deputy Secretary. The purpose of the written nominations is to give notice of declared candidates prior to the Annual Meeting. Nevertheless, members may nominate other candidates from the floor at the Annual Meeting of the Assembly. The election of officers shall be held at the Annual Meeting of the Assembly.

C. Voting

1. Elections for positions on Standing Committees may be conducted by use of either paper or electronic ballot.

2. The electing authority responsible for each election shall maintain an accurate list of eligible voting members’ email addresses.

   a. The electing authority shall solicit nominations electronically. The nomination period and voting period shall open no sooner than twenty one (21) days or later than five (5) days prior to the Annual Assembly Meeting. The nomination period must be closed no later than the day prior to the date on which elections begin.

   b. The electing authority shall tally the results and report them to the Deputy Secretary of the Assembly no later than five (5) days prior to the Annual Assembly Meeting.

   c. Newly elected members shall attend the final meeting of the Standing Committee and, together with those members remaining on the Standing Committee, shall vote on the choice of Chair for the following year. Members whose terms are expiring shall not be eligible to vote on the choice of chair for the following year.

Section 2. Meetings of the Assembly

A. Agenda

1. The Secretary of the Assembly shall post a proposed agenda no later than five (5) days in advance of a meeting of the Assembly, and shall provide members the opportunity to contribute to the agenda. However, a proposed agenda may be amended at the discretion of the Secretary of the Assembly.

Section 3. Responsibilities of Standing Committee Participants

a) Responsibilities of Standing Committee Chairs:

1) The filing of Standing Committee Year End Reports

Reports are due by June 30th of each Academic Year and are to be submitted electronically to the Secretary and Deputy Secretaries of the Assembly. The Year-end Report for each Governance Standing Committee will provide a summary of activities of the Standing Committee for the year, to include:
Specific projects undertaken in current year:

1. Goal of each project/topic/issue
2. Standing Committee member activities/discussions/process contributing to project/topic/issue
3. Collaborating activities with other Standing Committees
4. Resources used—equipment, software, facilities, if applicable
5. Outcome(s)

Standing Committee Goals and/or Plans for upcoming Academic Year

Supporting documents as needed

Standing Committee Chair/Co-Chairs will provide a candid appraisal of successes and challenges in no more than three pages total (double-spaced). The report should be informed with input from each member of the Standing Committee and in the context of the Standing Committee’s Mission Statement and of the Greenfield Community College Vision & Mission Statements (below):

**Vision**

**Strengthening Our Community**

Lives change for the better every day at Greenfield Community College. Families grow stronger and so too our community. Our vision is to strengthen our community one student at a time. We understand our role and responsibilities, as a college in the global community, to create a better world for all.

**Mission**

**Teaching and Learning Together**

Our mission is to teach, in a small, supportive and intimate learning environment, the knowledge and skills necessary for our students to reach their highest potential. Our doors are open to all who seek to learn. In striving to fulfill this mission we also seek to learn the knowledge and skills necessary to reach our highest potential as a college. At GCC, we are passionate about teaching and learning together!

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