

- b. A Social Committee that will arrange and encourage activities that would provide staff members opportunities to socialize and interact with one another;
- c. A Projects Committee that will promote and coordinate campus and/or community service projects;
- d. Special committees that may be established for specific concerns and for limited duration. At the time of their establishment, the Staff Council will determine their size, membership, and the nature of their charge.

Section 2. Standing Committee Chairs may volunteer or be elected by committee members.

Article V

Meetings

Section 1. A meeting of the Staff Council will be held once per month and other times as necessary.

Section 2. A notice and agenda of each regular meeting will be distributed one week prior to the meeting.

Section 3. *Robert's Rules of Order Revised* will govern the conduct of all business.

Article VI

Quorum and Voting

Section 1. Members present at a called Staff Council meeting shall constitute a quorum. Members shall be notified of a scheduled meeting one week in advance via email.

Section 2. A properly registered proxy shall be a document containing the name of the absent member, the name of the voting proxy, the date of the meeting for which the proxy is valid, the date of completing the document, and the signature of the absent member.

Proxies shall be filed with the Secretary of the Staff Council before the start of the meeting for which the proxy is valid.

Section 3. All members of the Staff Council are afforded the opportunity to vote on important issues by attending a scheduled meeting, by proxy submitted prior to the scheduled meeting, or, when applicable, by email.

Article VII

Amendments

Section 1. Proposed amendments to the Staff Council Bylaws shall be submitted in writing to the Secretary by any officer or member of the Staff Council. The Secretary shall promptly notify the Chair.

Section 2. Proposed amendments to the Bylaws of the Sandhills Community College Staff Council shall be submitted to the Council officers at least thirty days in advance of any regular or special meeting. The Secretary shall send a copy of the proposed amendment to each Staff Council member at least ten days prior to the meeting when the amendment will be considered.

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