

**WASHINGTON ASSOCIATION OF COMMUNITY AND TECHNICAL COLLEGES  
RESEARCH AND PLANNING COMMISSION**

**BYLAWS**

PREAMBLE

The Washington State Community and Technical Colleges' Research and Planning Commission (RPC) exists as a group of higher education professionals engaged in applied research that leads to improved understanding, planning, and decision-making for the benefit and advancement of learning in Washington's community and technical colleges. RPC is directly organized under the authority of and is responsible to the Washington Association of Community and Technical Colleges (WACTC).

ARTICLE I – NAME

The name of the organization shall be the Washington Association of Community and Technical Colleges Research and Planning Commission and may be referred to as RPC.

ARTICLE II – PURPOSE

The purpose of the organization is to:

- Promote the mission of the Washington State Community and Technical College System, which can include the Washington Association of Community and Technical College (WACTC) Presidents, the State Board for Community and Technical Colleges (SBCTC) and the Washington State Association of College Trustees (ACT).
- Identify research issues of common concern and propose strategies to deal with those issues across the state.
- Promote a culture of evidence in the state and at state community and technical colleges.
- Provide professional development opportunities to commission members.
- Provide ideas and practices within and without the commission about research, various types of planning, and assessment to find solutions to problems encountered at member institutions
- Promote accurate, consistent and reliable data practices in the Washington community and technical college system
- Provide research and supporting data that promote strategies and policies to advance Washington community and technical college student success.

## ARTICLE III-MEMBERSHIP

### Section 1

**Member Institutions** shall include all colleges, institutes, and multi-college district offices governed by WACTC. Each member institution *should* provide at least one (1) institutional member to the commission, but may provide more than one institutional member as it deems needed and appropriate.

### Section 2

There shall be two (2) types of individual members:

- A. **Institutional members** are representatives from member institutions. They may be representatives from institutional research and other data-related offices at their institutions.

Institutional members may seek and hold offices in RPC.

- B. **Ex Officio representatives** may be comprised of any or all of the following:
1. Representatives appointed by WACTC, its commissions or councils, to participate in RPC meetings and committees
  2. Representatives of SBCTC
  3. Others as deemed appropriate by the RPC Executive Committee.

Ex Officio members may not initiate items of business, vote, seek office nor hold office in RPC.

## Article IV – OFFICERS, ELECTIONS AND DUTIES

### Section 1

The officers of RPC shall consist of a President, Past-President, President-Elect, Secretary, and Treasurer. These officers shall constitute the RPC Executive Committee. The SBCTC Policy Research Office shall have a non-voting ex officio representative to the RPC Executive Committee.

### Section 2

The President-elect shall be elected each year at the Spring Meeting to effectively serve a three year term: year one as President-elect; year two as President; and year three as Past President. The Secretary shall be elected every other year and shall serve a two year term. The Treasurer shall be elected every other year in opposing years from the Secretary whenever possible and shall serve a two-year term. All new officers will be announced at the Spring Meeting and will assume their offices on July 1, the beginning of the next academic year.

The Executive Committee shall fill vacant unexpired terms through appointment.

### Section 3

An elections committee shall be formed at least ninety (90) days prior to the Spring Meeting for finding and selecting nominees to stand for elected office. The committee shall be chaired by the Past-President. If there is no current Past-President, the President may appoint a chair. In addition, there shall be three (3) to five (5) RPC institutional members, who are appointed by the President and who are not currently serving as an officer, elected or appointed, in RPC.

Elections committee members shall be ineligible to be nominated for election. Currently serving President-Elect and President shall be ineligible to be nominated for election.

The elections committee shall be tasked with nominating two (2) consenting eligible members for any office to be filled by election. The list of nominees shall be submitted to the executive committee no later than sixty (60) days prior to the Spring Meeting. If for some reason the committee cannot find two consenting eligible representatives, the office shall be considered vacant and shall be filled by the Executive Committee through appointment after the Spring Meeting.

### Section 4

The Past-President, with the consent of the Executive Committee, shall arrange for the election of officers by member institutions from the list of nominees. The election shall be held no sooner than thirty (30) days prior and no later than fourteen (14) days prior to the Spring Meeting. The Past-President shall tabulate and announce at the Spring Meeting the number of votes cast for each nominee and certify before the members attending any nominee receiving a majority of votes as having been elected. If no nominee receives a majority, with a quorum of member institutions voting, the office shall be considered vacant and shall be filled by the Executive Committee through appointment after the Spring Meeting.

### Section 5

Duties of officers shall be those enumerated in the RPC bylaws or be those customarily performed by such officers.

- A. The duties of **President** shall be comprised of, but not limited to:
- Organizing and chairing general RPC meetings.
  - Serving as chair and voting member of the Executive Committee.
  - Representing RPC to WACTC and other external bodies.
  - Managing RPC participation in statewide projects.
  - Serving as the primary point of contact with SBCTC liaison to RPC.
  - Organizing committees, with the exception of the Executive Committee and nominations committee, including appointing the chair(s), committee members and committee scope to conduct needed business for RPC.

- Appointing three (3) to five (5) RPC members to serve with the Past-President on the elections committee.
  - Appointing representatives, with Executive Committee consent, to other WACTC commissions, councils, committees and workgroups.
  - Appointing, at his/her discretion and with Executive Committee consent, a parliamentarian to advise RPC on matters of procedure, a historian to help the secretary keep and/or preserve historical RPC documents, a data governance lead to advise the Executive Committee on matters pertaining to the system Data Governance Committee, and hospitality officers to help with arranging accommodations for RPC meetings.
  - Completing tasks assigned to the President by the Executive Committee or by vote of the RPC membership.
- B. The duties of the **President-Elect** shall be comprised of, but not limited to:
- Acting as chair of general RPC meetings and Executive Committee in the absence of the President.
  - Serving as a voting member of the Executive Committee.
  - Representing RPC to WACTC and other external bodies.
  - Completing tasks assigned to the President-Elect by the Executive Committee or by vote of the RPC membership.
- C. The duties of the **Past-President** shall be comprised of, but not limited to:
- Acting as chair of the elections committee.
  - Acting as chair of general RPC meetings and Executive Committee in the absence of the President or the President-Elect.
  - Serving as a voting member of the Executive Committee.
  - Completing tasks assigned to the Past-President by the Executive Committee or by vote of the RPC membership.
  - Conducting RPC elections according to the bylaws.
  - Tabulating, certifying and publishing the results of all RPC elections and voting.
- D. The duties of the **Secretary** shall be comprised of, but not limited to:
- Maintaining an accurate list of RPC institutional members and ex-officio members.
  - Monitoring and reporting the status of a quorum of member institutions in RPC meetings; and other voting opportunities (excluding elections).
  - Keeping minutes of RPC business meetings, reporting on minutes from the previous RPC meeting and making corrections as needed, keeping a permanent record of approved RPC meeting minutes and publishing said minutes.
  - Acting as chair of general RPC meetings in the absence of the President, President-Elect and the Past-President.
  - Serving as a voting member of the Executive Committee.
  - At the direction of the Executive Committee, providing opportunities for member institutions to vote on motions, resolutions, findings and reports outside of regularly scheduled meetings (excluding elections).
  - Recording Executive Committee meeting minutes and action items.

- Conducting or designating responsibility for conducting post RPC meeting surveys to evaluate meeting effectiveness and ad-hoc member research at the direction of the Executive Committee.
- Completing tasks assigned to the Secretary by the Executive Committee or by vote of the RPC membership.

E. The duties of the **Treasurer** shall be comprised of, but not limited to:

- Establishing and maintaining deposit and payable accounts for the financial business of RPC.
- Managing meeting registrations, fees, dues, etc.
- Working with meeting organizers and vendors to pay for services and deliverables.
- Managing travel, professional development and other types of grants offered by RPC.
- Maintaining and reporting at least annual RPC budgets, income, outlays and financials.
- Acting as chair of general RPC meetings in the absence of the President, President-Elect, the Past-President and the Secretary.
- Serving as a voting member of the Executive Committee.
- Completing tasks assigned to the Treasurer by the Executive Committee or by vote of the RPC membership.

## Article V – COMMITTEES

### Section 1

Business requiring committee consideration shall be conducted by one of three types of committees: bylaw specific committees (elections committee and executive committee), ad-hoc committees or workgroups. It is desirable, whenever possible, that committees be comprised of as many individual members as needed to complete assigned tasks. Consideration of variances in institutional enrollment, member needs, member location, and institutional type may be taken into consideration in deciding committee makeup. All committees *should* try to function on a consensus basis, only resorting to parliamentary action in cases of highly divisive issues. All committees and workgroups are expected to provide timely and regular updates to both the RPC Executive Committee and RPC members.

### Section 2

The RPC Executive Committee is the primary governing body of the RPC. Its scope and duties include, but are not limited to:

- Scheduling, organizing and conducting RPC meetings and agendas.
- Creating and maintaining a work plan for RPC, based on member input, environmental conditions and priorities identified by WACTC.
- Monitoring and managing the performance of RPC committees and workgroups.
- Identifying opportunities for member professional development.

- Developing proposals for system wide research, data improvement and performance monitoring.
- Forming policy questions to be brought to the RPC membership.
- Suggesting motions, resolutions, and findings for the consideration of RPC.
- Providing information to RPC members on issues of concern to the commission.
- Planning for the financial needs of the RPC.
- Dealing with day to day housekeeping issues for the commission.
- Acting as the chief public relations and chief liaison arm of the RPC.
- Resolving disputes and contentions internal to RPC involving the operation and bylaws of RPC.
- Directing and managing RPC tasks and projects.

### Section 3

Ad-hoc committees are formed to deal with specific tasks or topics of concern to RPC. Their chairs and membership are set by the President and are not necessarily of any fixed nature. Committees are responsible for developing a work plan, completing assigned tasks in a timely fashion, and providing regular reports to both the Executive Committee and to the RPC membership. Ad-hoc committees do not have authority to take independent action; instead they present suggested actions and reports to the Executive Committee and the general membership.

### Section 4

As occasion requires, RPC members may be asked to participate in inter-commission or inter-agency workgroups. As needed, ex officio members may serve in such capacities if approved by the RPC Executive Committee. In such cases, committee representatives are expected to act in good faith, representing their institutions and the RPC. Committee representatives should actively participate in such workgroups, striving to help the workgroup complete tasks in a timely and satisfactory manner. Committee representatives participating in workgroups should regularly report both to the Executive Committee and the RPC membership on their activities and those of the workgroup as a whole. When necessary, committee representatives of workgroups should be prepared to seek out the approval by RPC of actions taken or suggested by the workgroup.

## Article VI – QUORUM

A voting quorum for meetings, elections and other voting opportunities shall consist of a simple majority of the member institution representatives.

## Article VII – VOTING

### Section 1

Each member institution shall have one (1) vote in all matters. It is the responsibility of each member institution to determine how such a vote is to be cast.

### Section 2

A written voting proxy may be submitted prior to any meeting or other voting opportunity (excluding elections) by any member institution. Such proxy shall be presented to the Secretary no later than one (1) day prior to the meeting or other voting opportunity (excluding elections) to allow other member institutions casting votes to be informed of the proxy.

Because elections are conducted online, proxies should not be necessary. In the event that a proxy is needed for the elections process, however, a written proxy may be submitted by any member institution to the Past-President no later than one (1) day prior to the close of the elections to allow other member institutions casting votes to be informed of the proxy.

The exercise of said proxies is the responsibility of, and shall be resolved solely by, the member institutions involved.

## Article VIII – BUSINESS

### Section 1

Any institutional member may bring forward a new motion, resolution, finding or report for RPC consideration, the timing of which will be subject to the order of business. In general, time for such new business should be provided for in every RPC business meeting, excepting for changes to the bylaws, fees and dues. Other times for consideration of such business and voting thereon may be arranged at the discretion of the Executive Committee.

The Executive Committee, as a whole, may choose to place motions, resolutions, findings and reports before RPC for consideration. Such business should be submitted to the general membership at least one week prior to the meeting where the business will be considered, excepting issues dealing with change in the bylaws, fees and dues. Executive Committee business items shall take precedence over new institutional member business.

### Section 2

Any fees and/or dues shall be approved in advance by a vote with thirty (30) days prior announcement by the President. Annual dues, if needed, will be payable at the Spring Meeting, and are separate from the Spring Meeting fees.

### Section 3

These bylaws may be amended by a two-thirds vote of the member institutions voting at any meeting or other voting opportunity arranged by the Secretary, with the consent of the Executive Committee, provided the proposed amendment has been submitted to the members at least thirty (30) days prior to the meeting or voting opportunity.

## Article IX – MEETINGS

There may be three (3) regular meetings per year and special meetings as deemed necessary by the President, Executive Committee or membership. One of the regular meetings shall be the Spring Meeting.

## ARTICLE X – DISTRIBUTION LIST

### Section 1

Agendas, minutes and reports of all regular meetings will be distributed to as follows:

1. Members of WACTC
2. Members of RPC (institutional and ex-officio)
3. Others as deemed appropriate by the RPC Executive Committee

## ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the authority on any question of parliamentary procedure, unless otherwise provided for by these bylaws.