

**GEORGIA PERIMETER COLLEGE  
FINANCIAL AND ADMINISTRATIVE AFFAIRS POLICY COUNCIL  
BYLAWS**

**Article I: Powers and Jurisdiction**

**Section 1. Powers and Jurisdiction**

The Georgia Perimeter College Financial and Administrative Affairs Policy Council reviews current and proposed policies and procedures in the areas of administrative functions including Human Resources, Information and Instructional Technology, Financial Affairs, Student Financial Services, Facilities and Public Safety.

In exercising this responsibility, the Council shall make such proposals as it may deem necessary for the promotion of the interests of the faculty, staff and students of Georgia Perimeter College.

Any proposal concerning Financial and Administrative Affairs policy must be approved by the Financial and Administrative Affairs Policy Council before being submitted to the President's Policy Advisory Board. The President's Policy Advisory Board will review, approve, or deny the recommendations received via the policy review process.

The Financial and Administrative Affairs Policy Council shall review policies approved by other policy councils.

**Section 2. Procedures**

These bylaws, along with any amendments and addenda to these bylaws, shall constitute the rules and regulations governing the conduct and procedures of the Financial and Administrative Affairs Policy Council in the performance of its duties as enumerated above.

The Council may choose to utilize temporary, targeted, transparent, and timely Task Teams in the revision of policy and in the development of new policy.

**Article II: Membership**

**Section 1. Membership**

**A. Non-Rotating Members:**

Executive Vice President for Financial and Administrative Affairs (Chair)  
Assistant Vice President for Information Technology  
Assistant Vice President for Financial Affairs  
Executive Director of Human Resources  
Director of Facilities – Operations

Director of Facilities – Planning  
Director of Public Safety  
Director of Institutional Research and Planning  
Director of Customer Service  
Internal Auditor

**B. Rotating Members:**

Rotating Members shall be appointed by the Executive Vice President with the approval by the PPAB.

**Rotating Members: 3 years**

Faculty Representatives (4)  
Student Services Representatives (2)  
Support Staff/P&A Representatives (2)

**Rotating Members: Annual**

Student Representatives (2)

**Section 2. Duties of Members**

The Executive Vice President for Financial and Administrative Affairs shall chair the Financial and Administrative Affairs Policy Council.

Members are responsible for attending all Financial and Administrative Affairs Policy Council meetings. Members are responsible for reporting or otherwise communicating Council issues, as appropriate, to their respective constituents.

**Section 3. Vacancies**

Vacancies in the Financial and Administrative Affairs Policy Council shall be filled by the Executive Vice President with the approval of the President's Policy Advisory Board.

**Article III. Officers**

**Section 1. Chair**

The Executive Vice President for Financial and Administrative Affairs shall serve as Chair of the Financial and Administrative Affairs Policy Council. The Chair shall preside at the meetings of the Council, determine the dates of the meetings, and assure that meeting agendas are distributed prior to the meeting date. The Chair also shall maintain parliamentary procedure, ensure that on-going assessment occurs, report all actions of and forward any proposals from the Financial and Administrative Affairs Policy Council to the President's Policy Advisory Board.

## **Section 2. Secretary**

The Secretary shall be appointed by the Chair of the Policy Council prior to the first regular meeting of the Council. The Secretary shall record and prepare all minutes of the Financial and Administrative Affairs Policy Council.

The Secretary to the Executive Vice President for Financial and Administrative Affairs shall serve as the Recording Secretary to the Policy Council.

## **Article IV. Meetings of the Financial and Administrative Affairs Policy Council**

### **Section 1. Regular Meetings**

The Financial and Administrative Affairs Policy Council shall meet at least four times per year. Meetings will be held January, April, June, and October of each calendar year. The Chair may call more frequent meetings if necessary or may cancel meetings if there are no agenda items. The meeting schedules shall be published and all meetings shall be open to any member of the College Community.

### **Section 2. Agenda**

The agenda for each meeting, along with any pertinent supporting information to be discussed, shall be distributed to the members at least three working days in advance of regularly scheduled meetings.

### **Section 3. Voting**

Only those members present at a meeting shall vote on any proposals.

### **Section 4. Quorum**

A simple majority of the total membership of the Policy Council shall constitute a quorum for the transaction of the business of the Council. Motions may be passed by a majority of those present and voting. The Policy Council may not conduct normal business if a roll call fails to produce a quorum.

### **Section 5. Visitors**

Non-members are welcome to attend Advisory Council meetings. Non-members in attendance at Council meetings shall be seated so as not to interfere with normal deliberations. All meetings shall be conducted in accordance with the Georgia Open Meetings Law. Non-members who wish to address the Financial and Administrative Affairs Policy Council shall request permission to do so from the Chair at the start of the meeting.

## **Section 6. Minutes**

Copies of the minutes of each meeting shall be distributed to all Council members and posted on the College website.

## **Section 7. Order of Business**

The order of business for regular meetings of the Financial and Administrative Affairs Policy Council shall be as follows:

- A. Call to Order
- B. The presentation of the minutes of the last meeting, their corrections if any, and their adoption
- C. Old business
- D. New business, including the presentation of any proposals
- E. Other business, including general discussion of matters pertinent to Financial and Administrative Affairs
- F. Announcements and distribution of information of benefit to the members of the Policy Council
- G. Adjournment

## **Section 8. Parliamentary Procedure**

All questions of parliamentary procedure shall be governed by the latest edition of Robert's Rules of Order.

## **Article V: Committees**

- OIT Advisory Standing Committee
- Financial Affairs Policy Task Team
- Homeland Security and Institutional Safety Policy Task Team

## **Article VI: Amendments to the Bylaws**

The Georgia Perimeter College Financial and Administrative Affairs Policy Council shall have the power to amend its bylaws, providing that such is approved by a two-thirds majority of the Policy Council. Amendments to the Bylaws may not be approved until at least one meeting following the meeting in which they are initially proposed.

**Approved by PPAB 9/21/10**