



BYLAWS OF THE CIVIC ENGAGEMENT BOARD

ARTICLE I

NAME

- Section 1. The name of this organization is the SUNY Broome Community College CIVIC ENGAGEMENT BOARD (CEB). It is an advisory board to the SUNY Broome Community College Center for [the Douglas C. Garner](#) Center for Civic Engagement (CCE).
- Section 2. The Center is a programmatic area under SUNY Broome. As such, all government funds granted to the Center shall be deposited with the Office of Sponsored Programs, while all private funds shall be deposited with the SUNY Broome Community College Foundation, a 501(c)(3) not for profit corporation.

ARTICLE II

OBJECTIVES

- Section 1. The Civic Engagement Board believes that citizenship is the highest political office in a democracy. The CEB is organized to:
- A. Promote and foster the theory and practice of deliberative democracy in the public square of the Southern Tier.
 - B. Partner with The Democracy Commitment (TDC), [local, state, national and international organizations](#), community partners, and local educational institutions to foster knowledge, skills, attitudes, and dispositions which contribute to civic discourse and engagement.
 - C. Collaborate with national civic education /engagement organizations (e.g. Imagining America, The Harwood Institute, The Kettering Foundation, Public Agenda etc. where appropriate)
 - D. Offer opportunities for students to participate in deliberative democratic practices [aligned with the campus' strategic initiatives](#).
 - E. Enrich SUNY Broome's curricular, co-curricular, and extra-curricular offerings partly by assisting and collaborating with the CCE, academic departments and Student Activities (per SUNY Broome's strategic initiative #6, SUNY Broome's Institutional Learning Outcomes #6 and SUNY's Vibrant Communities Initiative) in the effort to help students develop, embrace and combine civic information (knowledge), civic skills (capacities and habits that enable life-long learning, searching, & activism), and American ideals and values, as well as the dispositions (motivation) to want to make a difference in their lives and communities.
 - F. Foster SUNY Broome student and faculty collaboration with the community to identify and resolve community issues (Community is to include educational institutions, non-profits, government entities, and citizens including youth, etc.).



ARTICLE III

CIVIC ENGAGEMENT BOARD

- Section 1. FUNCTION: The CEB shall advise and collaborate with the Center for Civic Engagement (including strategic planning and programming).
- Section 2. MEMBERSHIP ELIGIBILITY: All individuals and associations interested in promoting deliberative democracy and engaged citizenship.
- Section 3. SIZE: The CEB shall consist of a minimum of eighteen (18) members, including the President/or the President's designee of SUNY Broome Community College, students with at least 1 (one) student being a representative from Student Assembly, both the coordinators of the Center for Civic Engagement and Service Learning, and members of the SUNY Broome community and the community at large.
- Section 4. TERM OF OFFICE: Terms of office for all elected non-student members shall be three (3) years. Elected members shall be comprised of three (3) rotating classes of a minimum of five (5) members. Student terms shall be one (1) year.

The term of office of all elected members shall commence at the annual meeting of the CEB and shall end on the day of the third annual meeting or until their successors have been duly elected and qualified.

The term of any Member (elected or student) who shall be absent for three (3) unexcused consecutive meetings of the CEB during a fiscal year without good or sufficient reason shall cease; and if their term of office has not expired, a new CEB Member shall be selected by the Nominating Committee to serve the remainder of the term.

- Section 5. SELECTION OF MEMBERS: Names shall be gathered, reviewed, and nominated by the Nominating Committee.

At the Annual Meeting, the Chair shall present the names of those nominated by the Nominating Committee. The Chair shall ask for, and allow, additional nominations from the floor. A vote shall then be taken.

ARTICLE IV

MEETINGS

- Section 1. MEETINGS AND REQUIREMENTS: The CEB shall meet as needed, but no less than twice annually.
- Section 2. CALLING A MEETING The Chair of the CEB may call for membership meetings whenever it may be considered necessary or desirable.
- A meeting may be called by one third of the CEB by petition submitted to the Secretary.
- Section 3. ANNUAL MEETING: The annual meeting shall be held each year at a time and place to be set by the CEB.



Section 4. QUORUM: Ten (10) voting members of the CEB shall constitute a quorum. A majority vote of those present shall be required for action. Quorum may also be achieved for actions voted on via e-mail if 10 voting members cast e-mail votes. In this case, a majority vote of those casting e-mail votes over a 72-hour period after voting begins shall be required for action. The e-mail calling a vote will include a reminder of the 72-hour window for the vote.

ARTICLE V

OFFICERS

Section 1. COMPOSITION: The officers of the Civic Engagement Board shall consist of at least the following: The Chair, Vice-Chair, and Secretary of the Board. The Chair shall be elected by the board in consultation with the President of SUNY Broome. All other officers shall be elected from, and by, the members of the CEB. The members of the CEB can elect such other officers as it may deem necessary to serve at the pleasure of the CEB.

Section 2. ELECTION OF OFFICERS: The Nominating Committee shall nominate candidates for each office to be filled.

At the Annual Meeting, the Chair shall present the names of those nominated to serve as Vice-Chair and Secretary, as selected by the Nominating Committee. The Chair shall ask for, and allow, additional nominations from the floor. A vote shall then be taken.

Section 3. DUTIES OF THE OFFICERS:

A. CHAIR OF THE BOARD – The Chair of the CEB shall be a SUNY Broome employee and shall:

- 1) be the executive head of the Board and shall preside at all meetings of the membership and at all meetings of the CEB.
- 2) select all committee chairs, with the advice and counsel of other officers.
- 3) serve as Chair of the Executive and Nominating Committee.

B. VICE-CHAIR for Community – The Vice-Chair for Community shall be elected by a majority of the CEB and shall:

- 1) assist the Chair of the Board, performing the duties in the Chair's absence.
- 2) serve as Vice-Chair of the Executive Committee.

C. VICE-CHAIR for Students – The Vice-Chair for Students shall be elected by a majority of the CEB and shall:

- 1) Serve as a liaison between the CEB and the SUNY Broome student body.
- 2) Serve on the Executive Committee of the CEB.
- 3) Seek student nominations for the CEB membership.



4) Appoints a CEB student member to serve on the nominating committee.

D. SECRETARY – The Secretary shall be elected by a majority of the CEB and shall:

- 1) see that all minutes of the CEB are properly recorded and presented for approval,
- 2) be responsible for having the permanent minutes filed and maintained in satisfactory order,
- 3) present the minutes of previous meetings at the following CEB meeting,
- 4) execute all communications unless otherwise assigned,
- 5) execute any duties assigned by the Chair and the Board,
- 6) serve as secretary of the Executive Committee,
- 7) call meetings when petitioned by one third of CEB.

Section 4. TERM AND STARTING DATE: The term of office of all elected officers shall commence at the annual meeting of the CEB and shall end on the day of the next succeeding annual meeting or until their successors have been duly elected.

ARTICLE VI

COMMITTEES

Section 1. Permanent committees shall consist of Executive and Nominating Committees.

EXECUTIVE COMMITTEE

1. COMPOSITION: The members of the Executive Committee shall be:

- A. The Chair
- B. The Vice-Chair for Community
- C. The Secretary
- D. The Vice-Chair for Students
- E. The President of SUNY Broome and/or designee

2. POWERS: The Executive Committee shall possess and exercise all powers of the CEB during intervals between meetings, except that this committee shall not have the power to amend the bylaws, change the membership of the CEB or any of its committees including filling vacancies or discharging any member. All actions of the Executive Committee are to be reported at the next Board meeting.

MEETINGS: Meetings of the Executive Committee may be called by the Chair, or in the Chair's absence, the Vice-Chair. A majority of the voting members of the committee shall constitute a quorum and majority vote of



those present shall be required to take action. Quorum may also be achieved for issues voted on via e-mail if a majority of the voting members of the committee cast votes over a 72-hour period after voting begins. In this case, a majority vote of those casting e-mails votes shall be required for action. The e-mail calling a vote will include a reminder of the 72-hour window for the vote.

NOMINATING COMMITTEE

Each year a Nominating Committee shall be appointed consisting of five (5) members. Two (2) members shall be appointed by the Chair, two (2) members appointed by the Vice-Chair for the community and one (1) member appointed by the Vice-Chair for Students. At least one member of the nominating committee shall be a student. The Chair of the Board shall serve as Chair of this committee.

This committee shall be considered a standing committee to not only select new Members and Officers but also to make nominations to fill vacancies for any un-expired term, which may occur during the year.

Section 2. The CEB may create any number of additional ad hoc committees. Members of ad hoc committees, other than the Chair, do not need to be CEB members.

The Chair of the Board shall appoint all ad hoc committee members. Each member of every ad hoc committee shall serve at the pleasure of the Chair or concurrently with the term of the Chair.

ARTICLE VII

PARLIAMENTARY PROCEDURE

Section 1. The proceedings of the CEB meetings shall be governed and conducted according to the Consensus Model but the board will adhere to the latest edition of the Democratic Rules of Order.

ARTICLE VIII

AMENDMENTS

Section 1. The bylaws may be amended or altered by a two-thirds (2/3) vote of those present at any regular or special meeting of the CEB, providing notice of the proposed change be mailed/emailed no less than ten (10) days prior to such meetings. The bylaws may be amended or altered by e-mail by a two-thirds vote of those voting over a 72-hour period after voting begins, providing the quorum provisions are met (see Article IV, Section 4) and that notice of the proposed change be mailed/emailed no less than five (5) days prior to such a vote. The e-mail calling a vote will include a reminder of the 72-hour window for the vote.