

Internal Relation Committee Bylaws

I. **Name:** Internal Relations Committee

II. **Purpose:** The purpose of the Internal Relations Committee is to review and recommend policies and procedures related to rights and responsibilities, affirmative action, due process, professional development, college wide social events, internal communication, awards and recognition. Reports to the Executive Vice President for Administration.

III. **Membership Distribution List:**

- One administrator appointed by each Provost
- One classified employee elected from each campus
- One classified employee elected from the district office
- One faculty member elected from the Norfolk Campus
- One faculty member elected from the Chesapeake Campus
- Two faculty members elected from the Portsmouth Campus
- Three faculty members elected from the Virginia Beach Campus
- One wage employee elected college-wide
- One adjunct faculty member elected college-wide
- Human Resources Manager or designee (ex officio)

This committee is allowed up to three members appointed as directed by the PAPC, and if necessary, the PAPC is directed to use the appointments to ensure that each campus has at least one representative on the committee.

IV. **Voting:**

- A. All members of the IRC may vote. Members must be listed on the current membership list.
- B. All Committee business shall be formally presented and voted on during regularly scheduled monthly meetings, provided a quorum is present. In the case of time-sensitive action items when a quorum is not present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on the virtual vote will be binding provided the number of votes received constitutes a quorum.
- C. Quorum: A quorum is a simple majority of the filled vacancies for voting members. A quorum is required for any votes on official business.
- D. Virtual Voting: the chair may conduct votes on various matters electronically. These votes will be tallied by the chair in an appropriate and accountable method. The chair will provide essential information regarding the item up for vote and a deadline for voting.
- E. Governance Timeline for Membership: By March 15, IRC will communicate its vacancies to the PAPC. By April 15, IRC will fill its vacancies for the upcoming year.
- F. PAPC Appointment Requests: If the IRC believes its work would benefit from a PAPC appointee, the committee will discuss and vote to request particular member(s). The chair will submit the request in writing and in person to the PAPC for approval.

V. **Election of Officers:**

- A. IRC officers will be elected by incoming members.

- B. Elections of officers will be held in May.
- C. On June 1 of each year, the IRC officers shall begin their terms.

VI. Officers:

- A. The Chair shall:
 - 1. Call regular meetings
 - 2. Create an agenda using the template provided by the PAPC
 - 3. Distribute agenda and draft minutes of previous meeting electronically to all committee members no less than 7 calendar days prior to each scheduled meeting
 - 4. Preside over meetings
 - 5. Provide reports to the PAPC in accordance with the Governance Timeline
 - 6. Attend PAPC meetings
 - 7. Provide the appropriate Executive Staff member with reports
 - 8. Verify the committee's web postings are accurate and up-to-date
 - 9. Report upcoming openings on the committee to the PAPC chair by March 15
 - 10. Hold elections for the committee officers
 - 11. Share with the committee motions passed by the PAPC and report comments back to the PAPC chair within the 30-day comment period
 - 12. Report membership list and officers for the upcoming year by May 1
- B. The Secretary shall:
 - 1. Take accurate minutes (including attendance records) of each committee meeting
 - 2. Submit draft of minutes to committee chair no less than 10 days prior to the meetings using the template provided by the PAPC
 - 3. Ensure and verify electronic posting of approved minutes
 - 4. Track membership rotation and report to the committee chair before March 15.

VII. Meetings:

- A. The IRC will meet the 3rd Thursday of every month at 2 pm.
- B. If the IRC Chair is unable to attend, the Past Chair is designated to preside over the meeting in his/her absence. If the past chair is unavailable, the IRC Chair will designate a member of the committee to preside over the meeting in his/her absence.

VII. Attendance:

- A. IRC members are expected to attend meetings, participate in discussion, and tangibly contribute to the charge.
- B. The chair shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings per academic year.
- C. Represented groups may send designees as representatives only after notifying the chair in writing

IX. Subcommittees:

- A. Standing Committees shall be created and officially charged by the IRC to address specific, ongoing issues. All standing committees must propose a set of bylaws to be approved by the committee within 1 year upon being constituted.
- B. Ad Hoc committees: These may be established on an as needed basis by a vote of the IRC.

X. Amendments:

These bylaws may be amended by a majority vote of the committee members. The chair must disseminate to members copies of the proposed amendment and allow for discussion. Votes on changes will occur at the next regularly occurring meeting.

XI. The IRC as part of the general function of the TCC Governance Structure

- A. The IRC recognizes that its bylaws must be in accordance with the Governance Structure.
- B. The IRC will review its bylaws every even year.

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Approved by PAPC 03/28/2014