

Community Council Governing Statements

- Section 1. The organizational name shall be: The _____ Community Council.
- Section 2. The purpose of the _____ Community Council is to represent and serve the residents of _____ by: providing academic, cultural, political, social, civic, and leadership development for all residents within the community; serving as a voice regarding policy and procedures in the community; acting as a liaison between the residents in the community and the Residence Hall Association as well as the Department of Residential Life; programming to a variety of student needs; and providing funding for developmental initiatives within the community.
- Section 3. RHA will serve as the parent organization for the _____ Community Council.
- Section 4. Elected Officials
- A. All elected officials will be elected by a simple majority vote of the entire residential community in which the person wants to be elected. The election will be coordinated by the RHA Vice President and will take place during the fall semester. To be elected and serve on a community's Community Council, you must live in that specific community.
 - B. Each council has seven elected officials: one President, one Vice President, three Senators, one Historian, and one Advertisement Chair. The Gavel Order of the Community Council will be as follows:
 - 1. President
 - 2. Vice President
 - 3. Senator(s) (by alphabetical order unless passed on to the following Senator)
 - 4. Historian
 - 5. Advertisement Chair
 - C. The duties and responsibilities of the President are:
 - 1. To preside over all Community Council meetings and set the agenda for those meetings
 - 2. To work as a liaison between Community Council and Residential Life in-hall administration and other outside entities;
 - 3. To meet with the Community Council advisor on a weekly basis;
 - 4. To hold Community Council members accountable for attendance;
 - 5. To temporarily assume or delegate responsibilities of any vacant position;
 - 6. To call and advertise special meetings, as necessary;
 - 7. To meet with individual Community Council Executive Board members bi-weekly;
 - 8. To receive feedback from all Community Council events/improvements;
 - 9. To volunteer for at least one RHA event per semester;
 - 10. To plan and execute one Community Council event per semester;
 - 11. To serve as a functioning member of the Community Council;

12. To know, uphold, and conform to the RHA constitution, bylaws, Community Council Governing Statements, expectations documents, and other regulations of RHA.

D. The duties and responsibilities of the Vice President are:

1. To assist the President in their duties;
2. To manage Community Council membership;
3. To manage Community Council budget;
4. To be responsible for communicating with the RA liaison and attending necessary RA meetings;
5. To perform such other duties as may be designated by their Community Council President, as is consistent with these Governing Statements;
6. To volunteer for at least one RHA event per semester;
7. To plan and execute one Community Council event per semester;
8. To serve as a functioning member of the Community Council;
9. To know, uphold, and conform to the RHA constitution, bylaws, Community Council Governing Statements, expectations documents, and other regulations of RHA.

E. The duties and responsibilities of the Senators are:

1. To vote for the best interests of their community and its residents in the RHA General Assembly;
2. To work as a liaison between Community Council and RHA regarding representation and discussion of campus-wide issues and concerns;
3. To attend all RHA General Assemblies and special meetings;
4. To sit on an RHA Committee;
5. To perform such other duties as may be designated by their Community Council President, as is consistent with these Governing Statements;
6. To volunteer for at least one RHA event per semester;
7. To plan and execute one Community Council event per semester;
8. To serve as a functioning member of the Community Council;
9. To know, uphold, and conform to the RHA constitution, bylaws, Community Council Governing Statements, expectations documents, and other regulations of RHA.

F. The duties and responsibilities of the Historian are:

1. To submit all programs implemented by the Community Council to the RHA Executive Board;
2. To take meeting minutes at all Community Council meetings (general and executive);
3. To take attendance at Community Council meetings;
4. To submit minutes to RHA, as well as distribute those minutes to the residential community;
5. To take pictures at all Community Council events;
6. To submit events on TigerLink;
7. To perform such other duties as may be designated by their Community Council President, as is consistent with these Governing Statements;

8. To volunteer for at least one RHA event per semester;
9. To serve as a functioning member of the Community Council;
10. To know, uphold, and conform to the RHA constitution, bylaws, Community Council Governing Statements, expectations documents, and other regulations of RHA.

G. The duties and responsibilities of the Advertisement Chair are:

1. To design banners, posters, digital advertisements, and other advertisements for Community Council events and meetings;
2. To make advertisements for RHA events, in coordination with the RHA Director of Marketing and Technology;
3. To coordinate with the RA Social Media Captain of their community for any community social media posting;
4. To distribute and post all forms of advertisements;
5. To perform such other duties as may be designated by their Community Council President, as is consistent with these Governing Statements;
6. To volunteer for at least one RHA event per semester;
7. To serve as a functioning member of the Community Council;
8. To know, uphold, and conform to the RHA constitution, bylaws, Community Council Governing Statements, expectations documents, and other regulations of RHA.

H. The Process for Filling Vacant Positions

1. If the position of President should be vacant, the Vice President will assume the position and appoint a new Vice President, (in consultation with the Community Council Advisor). The new Vice President must be approved by a simple majority vote of the voting members of the remaining Executive Board members.
2. If any other position on the Executive Board should be vacant, the President will appoint a new Executive Board member. The new Executive Board member must be approved by a simple majority vote of the remaining Executive Board members.
3. In the event of a tie, advisors will serve as tie-breaking vote.
4. Any Executive Board Member can also fill in as a Senator in RHA, if that position is vacant, but will not be required to serve on an RHA Committee unless they chose to serve on an RHA Committee.

Section 5. Community Council Programs

- A. All Community Councils are required to plan and implement at least one program per month.

Section 6. At--Large Membership

- A. Any resident of the community represented by the Community Council may attend meetings and, upon recognition from the chair, speak on any issues shared with the

council prior to the setting of the meeting's agenda. All residents are encouraged to be involved in Community Council meetings.

Section 7. Dismissal of Community Council Officials

- A. The removal process of all officials will be as follows:
 - 1. The term of office of an elected official may be terminated by impeachment during the fall or spring semesters for failure to maintain their responsibilities and qualifications as specified in these Governing Statements.
 - a. The President will oversee all impeachment proceedings unless the President is being impeached, in which the Vice President will oversee the process.
 - b. Formal charges must be filed to the Community Council at a regularly scheduled meeting. Charges must be formal, specific, and in written form including a petition of support from an absolute majority of the voting members of the Community Council.
 - c. The vote to impeach will be held at a special meeting immediately following the subsequent regularly scheduled Community Council meeting. Only voting members and other allowable personnel per the latest edition of Robert's Rules of Order will be in attendance at the special meeting. If the impeachment is ratified by an absolute two-thirds vote of the voting members of the Community Council, the official will be dismissed.
- B. The President, with the advice of the advisor, has the authority to remove any executive board member for not fulfilling duties in line with the RHA Constitution and Community Council Governing Statements.

Section 8: Appeal Process for an Executive Board Member Removal

- A. If a Community Council Executive Board member who was removed from their position would like to appeal that decision, they must follow this outlined process:
 - 1. The appeal request must be submitted in writing to the Associate or Assistant Director of Residential Life & Education for that area, within 5 business days of the decision being delivered.
 - a. Said appeal must include an identification of who the appealing student is and what decision they are appealing.
 - 2. Upon receiving the request for appeal, the Associate or Assistant Director of Residential Life & Education will determine if they are able to serve as the chairperson for this appeal.
 - a. If necessary, the Assistant/Associate Director of Residential Life may recuse themselves from the meeting and appoint a replacement chairperson for the appeal.
 - 3. Once the chairperson is determined, the chairperson will select two additional staff members within Residential Life to form an appeal committee.
 - a. It is suggested that this committee include two Associate or Assistant Directors of Residential Life & Education.

4. The appeal chairperson will schedule an appeal meeting with the removed Community Council Executive Board member within 15 business days of the request for appeal.
 5. The appeal committee will request and receive from RHA and Community Council any and all documentation regarding the decision for removal.
 - a. If the appeal committee feels it is pertinent, they may interview RHA members, Community Council members, or Residential Life staff members who may provide additional insight to the circumstances for removal.
 6. During the appeal meeting, the removed Community Council Executive Board member will present their case for appeal, including any documentation they may have for the situation.
 - a. The removed Community Council Executive Board member retains the right to an advisor during the meeting.
 7. The appeal committee will deliberate and deliver a final decision within 10 business days. Said decision will be delivered in writing to the removed Community Council Executive Board member.
- B. If the removed Community Council executive board member would like to appeal further, they must submit all documentation to the Director of Residential Life & Education.
1. The appeal will only be considered on the following grounds:
 - a. Evidence of bias
 - b. Significant departure from the procedures, definitions, or standards of the RHA Constitution and Community Council Governing Statements
 - c. New information has become available since the original investigation
 2. The Director of Residential Life & Education reserves the right to deny an appeal if they feel that the grounds for further appeal are not met.
 3. The appeal request must be submitted in writing to the Director of Residential Life & Education within 5 business days of the decision being delivered.
 - a. Said appeal must include an identification of who the appealing student is and what decision they are appealing.
 4. The Director of Residential Life & Education will schedule an appeal meeting with the removed Community Council executive board member within 15 business days of the request for appeal.
 5. The Director of Residential Life & Education will request and receive from RHA and Community Council any and all documentation regarding the decision for removal.
 - a. If the Director of Residential Life & Education feels it is pertinent, they may interview RHA members, Community Council members, or Residential Life staff members who may provide additional insight to the circumstances for removal.
 6. During the appeal meeting, the removed Community Council executive board member will present their case for appeal, including any documentation they may have for the situation.
 - a. The removed Community Council executive board member retains the right to an advisor during the meeting.

7. The Director of Residential Life & Education will deliberate and deliver a final decision within 10 business days. Said decision will be delivered in writing to the removed Community Council executive board member.
 8. All decisions made by the Director of Residential Life & Education are final.
- C. The decision of the removal will be upheld throughout the appeal process, should the executive board member choose to appeal the decision of the removal.

Section 9. Meetings

- A. Community Council Executive meetings to discuss the organization and its issues will be held on a weekly basis on a day and time to be determined by the council at the beginning of each semester.
- B. Community Council General Assembly meetings to discuss the organization and its issues will be held on at least a bi-weekly basis on a day and time to be determined by the council at the beginning of each semester
 1. The President or a replacement appointed by the President shall chair the meetings.
 2. Notification of meeting times and locations must be distributed to the council (via email) 48 hours in advance.
 3. In rare cases of need, a special meeting may be called by the President with notice (via email) of no fewer than 24 hours.
 4. The privilege of debating issues is open to anyone the chair recognizes.
 5. Voting members include all floor representatives and the Community Council Executive Board except the President, acting as the chair.
 - a. Communities will only receive one vote per floor, regardless of the amount of floor representatives on the floor.
 6. If a vote results in a tie the President will cast the deciding vote.
 7. All council members must yield to the chair's discretion in the manner required by the latest version of Robert's Rules of Order. Repeated failure to do so may result in the member's loss of speaking privileges during meetings.
 8. The privilege of introducing motions shall be limited to the voting members of the Community Council.
 9. Absences at council meetings will be excused only if the voting member is in class, if their absence is a result of any university-excused absence, or if they appoint a proxy. Proxies must be members of the community represented by the Community Council.
 10. Quorum shall be a simple majority (50% plus one) of the voting membership of the Community Council and is required to hold a vote.
 11. The most recent version of Robert's Rules of Order shall govern the meetings of the Community Council, except as otherwise established by the council.
 12. Unless otherwise established in these governing statements, legislation, and decisions will be made by simple majority vote.

Section 10. Amendments

- A. Any voting member may propose amendments to these Governing Statements at a RHA General Assembly.

B. Following a period not less than seven days from the date of proposal, amendments may be approved by a two--thirds vote of the RHA General Assembly.

Section 11. Community Councils will be renewed, added, removed or combined as is needed based on the changing occupancy on campus. In the situation that additions, removals, or combinations must be performed, RHA, in coordination with the Department of Residential Life, will make decisions regarding these changes.

***Updated August 2017*