

# **Campus Center Board Operating Procedures (rev 04/04)**

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## ARTICLE I. PROCEDURES FOR CCB OFFICERS

### SECTION 1. Secretary Procedures

- 1.1 Procedure for the Taking and Posting of General Board Meeting Minutes: The Secretary is responsible for taking minutes at the General meeting. If the Secretary deems appropriate, or if s/he is absent from a meeting, then another person may be asked to take the minutes (usually the Office Manager or another Board member). Minutes are to be edited, typed, and organized in a consistent manner, and made ready for the Board's vote and approval by the next General Board meeting. After approval, minutes are posted in the Campus Center Bulletin Board and in the CCB office no later than three (3) days following a General Meeting vote of approval.
- 1.2 Record Keeping: Minutes, agendas, and reports for all CCB General meetings, Committee meetings, and other paper work related to the CCB, its officers, members and advisors are to be kept on file in the CCB office and maintained by the office manager, with the Secretary being overall responsible and aware of the contents in file. In addition, a CCB Press Binder is kept by the Secretary that serves to keep an up-to-date history of all CCB relevant stories and articles that may come out in the press (i.e., *Ka Leo* student newspaper).
- 1.3 Posting of Information: Information relevant to the operations of the CCB that are to be posted in the CCB office or on the Campus Center Bulletin Board are monitored by the Secretary and the Office Manager. Requests for posting information should be directed to the Secretary or Office Manager, but the Secretary shall assume the overall responsibility for keeping CCB postings up-to-date and orderly, and will file old postings after a reasonable amount of time.
- 1.4 Procedure for Monitoring Office Hours: The Secretary is responsible for the posting of office hours for CCB members. CCB members must notify the Secretary of changes made to office hours immediately upon making a change. CCB Committee Chairs are responsible for the monitoring of individual member's office hours on a day-to-day basis. The Secretary shall hold an informal meeting with Committee Chairs once a month to discuss office hours missed by individual Board members so that an adequate evaluation can be made on a Board member's monthly stipend.
- 1.5 Procedure for Monitoring Campus Center Service Areas Operating Procedures Index: The Secretary as Chair of the Rules and Policies Committee is responsible for the regular management of the *Campus Center Service Areas Operating Procedures Index* with the Director of the Campus Center. A copy of the index and all the procedures in it is to be stored in the CCB office. Proposed changes to the index must be made in writing and will follow the general procedures outlined in the procedures of the Rules and Policies Committee of the CCB, as well as in the section on the index policy in the *Campus Center Policies Manual*.

## ARTICLE II. GENERAL BOARD MEETING PROCEDURES

### Section 1. Committee Chairperson's Responsibilities:

- 1.1 Give status and report on events and discussion within specified committee to the Campus Center Board.
- 1.2 Vote on specified issues brought to the Campus Center Board.
- 1.3 Attend all General Campus Center Board meetings.

### Section 2. Voting members' Responsibilities:

- 2.1 Attend all General Campus Center Board meetings.
- 2.2 Vote on specified issues brought to the Board.

### Section 3. Director's Responsibilities:

- 3.1 Attend all General Campus Center Board meetings.
- 3.2 Give status and report on events occurring at the Campus Center Complex.
- 3.3 Counsel Advisors of Campus Center Board committees as needed.

### Section 4. Advisor's Responsibilities

- 4.1 Attend all General Campus Center Board meetings.

4.2 Give status and report on events occurring within the said advisors committees to the Campus Center Board.

Section 5. Voting Procedures following *Robert's Rules of Order*:

5.1 A motion is made by a voting member of the Campus Center Board.

5.2 The motion is then seconded by another voting member of the Campus Center Board. Barring a second to the motion, it is tabled until such time as a concurring second motion is made.

5.3 The motion is then open for discussion. Once discussion is complete, a call for a vote must occur. Barring a call for a vote, the motion is tabled until such time as a call for vote is made.

5.4 All Campus Center Board members may vote with one (1) vote each. Votes may be conducted orally or by secret written ballot. If there is a tie, the vote is then passed to the President of the Campus Center Board, who makes the final decision.

5.5 Results of voting must be reflected in the minutes of the meeting, taken by the Secretary of the Campus Center Board.

Section 6. Task Referral to Committees:

6.1 Tasks must be reflected in the minutes, taken by the Secretary of the Campus Center Board.

6.2 Tasks must be assigned to Committees whose mission reflects the task being assigned.

Section 7. Agendas

7.1 Agendas must be written in a specified format.

7.2 Agendas must be dated and filed three (3) days prior to the General meeting of the Campus Center Board.

Section 8. Minutes

8.1 Keeping of minutes is the responsibility of the Secretary of the Campus Center Board.

8.2 Minutes are to be taken and are to account the activities of the General meeting.

8.3 Minutes are to be typed and approved by the next General meeting.

8.4 Minutes are to be filed by the next General meeting.

Section 9. Meeting Times:

9.1 Meeting times are to be assigned by the Executive Committee after gathering data by the voting members of the Campus Center Board.

9.2 Meeting times are to be two (2) hours at length at General Board meetings and one (1) hour for individual Committee meetings.

9.3 General meetings are to be held once every two weeks.

### ARTICLE III. COMMITTEE MEETINGS

Section 1. Periodicity:

Committee meetings are to be held every two weeks, one after each General Board meeting, to discuss the tasks and responsibilities of the committee.

Section 2. Attendance:

Committee meetings are to be attended by specific committee members appointed to the committee, as well as the Committee Chair and its delegated Advisor. If a Committee member is absent from the meeting, this is recorded by the Committee Chair in the minutes of the meeting, and is used as a part of the evaluation criteria for the member's monthly stipend.

### Section 3. Meeting Content:

Motions may be brought up by Committee members at meetings, and are discussed by the entire committee in bringing about a decision to the issue. If the Committee Chair deems appropriate and a decision must be made regarding a particular issue, the committee may vote on the issue at that time to attain a simple majority, and this is to be addressed at the next General Board meeting as a part of the Committee Chair's report.

### Section 4. Agendas:

Agendas for Committee meetings are to be posted on the CCB clipboard no more than two (2) days following the meeting and are to be made into reports to give at the next General meeting.

## ARTICLE IV. COMMITTEE PROCEDURES

### Section 1. Finance Committee:

#### 1.1 Process for Developing Campus Center Board Budget:

*Step 1: Memo with instructions go out to CC Staff with worksheets to craft initial proposals for next year's budget.*

Step 2: Staff proposals are consolidated to form Draft #1.

Step 3: Draft #1 goes to Finance Committee members along with worksheets completed by staff; a copy goes to CCB for office copy.

Step 4: Draft #1 goes to Staff to do initial paring down process and Draft #2 is developed with adjusted worksheets.

Step 5: Draft #2 with adjusted worksheets is submitted to the Finance Committee.

Step 6: The Finance Committee holds scheduled hearings with assigned times to hear directly from Service areas. Hearings afford Committee with opportunities to raise questions, make suggestions, raise concerns and offer recommendations.

Step 7: Staff members take and incorporate appropriate suggestions and recommendations to develop Draft #3.

Step 8: The Finance Committee reviews Draft #3. The Committee may modify, revise, alter, and amend Draft #3 in consultation with staff. A final draft will be presented by the Committee at the next regularly scheduled Board meeting.

Step 9: Board considers Finance Committee recommendation on Draft #3. If approved, Draft #3 is forwarded to the Vice President for Student Affairs. If not approved, repeat step 6 to incorporate Board members suggestions and recommendations.

The Final form of the budget is submitted to the Vice President for Student Affairs before the end of the current Board's term in May along with a narrative summarizing the nature of revenues and expenditures.

### Section 2. Rules and Policies Committee:

2.1 The primary function of this committee is to review, research, advise and/or to recommend to the Board possible changes to terms and conditions of the CCB Charter, its Bylaws, changes to Campus Center policies, and any other CCB rules, policies, and procedures that may need to be developed or modified.

2.2 Process for Amendments to Existing Campus Center Board and Campus Center Policies/ Procedures: Proposed amendments to the *Campus Center Board Policies Manual* or to the *Campus Center Operations Policies* will be reviewed by the Committee at the beginning of each semester and a schedule will be developed to address each proposal within that semester. Proposals for

changes received after the beginning of the semester may be scheduled for review in that semester if time permits but may be delayed due to possible other tasks occupied by the committee.

Proposed amendments will be reviewed for 1) consistency with the aims, goals and directives of the CCB and its charter, 2) legal liability, acceptability, and appropriateness, and 3) value for the primary constituency (UH students). All proposed amendments must be shown to be clearly beneficial to the student body of the University of Hawai`i at Mānoa. Proposed amendments that are deemed to be acceptable will be prepared as formal proposed amendments.

Formal proposed amendments will be submitted to the CCB for consideration and voted on for approval. Approved policies will become effective one (1) week after their approval by the CCB.

2.3 Process for Amendments to Campus Center Board and *Campus Center Operations Policies*: CCB members, Campus Center staff, and other interested parties may propose changes to existing CCB policies at any time. The Rules and Policies Committee will review all proposals during the Committee meeting where a vote will be taken in accordance to the proposed changes, and this vote will be reported to the CCB at the next General meeting. If the proposed amendments are accepted by the Committee, then they will be motioned to vote on by the Board at the next General meeting.

In addition, proposals for changes in procedures can be made in the General Board meeting, but no concrete changes will be made during the meeting. Rather, the issue shall be referred to the Committee Chair for placement on the agenda for discussion at the Committee's next meeting. If no decision is made regarding the issue at the Committee meeting, a list of issues and concerns will be generated that will be addressed in the Committee report made by the Chair and given to the Board at the General meeting that follows, where further action will be deferred until discussion is had by the Board in the General meeting.

2.4 Process for CCB Charter Amendments:

Proposed amendments to the charter may originate by motion of the CCB, individual members, or by petition bearing signatures of one hundred (100) or more members of Campus Center constituents, CCB Advisors, or Staff. The Rules and Policies Committee will address the proposed amendments to the charter in a meeting open to the public, as outlined in ARTICLE VIII, SECTION 2 of the *CCB Charter* where jurisdiction of this procedure resides.

2.5 Campus Center Policy and Procedures Annual Review:

At least once in the calendar year, the Rules and Policies Committee shall review all amendments and all existing procedures and policies of the CCB in an open meeting. The Chair of the Committee will prepare and present a report on the review for the year at the last General meeting of the calendar year. The report will include a discussion of how proposed procedure changes were dealt with in the prior year and the schedule for dealing with newly proposed changes in the year that follows.

### Section 3. Membership Committee:

3.1 The process for screening applicants is as follows: 1) Publicly announce available positions. 2) Set applicant appointments. 3) Select individuals based on specific criteria devised by the committee from the pool of applicants. 4) Make recommendations to the Vice President of Student Affairs.

3.2 Appointing New Members

The Membership Committee of the Campus Center Board is responsible for recruiting and recommending new members to the Campus Center Board. The process of appointing new members is as follows: 1) See screening applicants for step one. 2) The Vice President of Student Affairs will approve the recommended applicants. 3) A letter will be sent to the individuals informing them of their position. 4) Once accepted, the individuals are appointed as members.

### 3.3 Use of Alternates

The Membership Committee of the Campus Center Board is responsible for selecting alternates to the list of recommended applicants. These alternates will be eligible for appointment to the Campus Center Board should an unexpired vacancy occur up through the next annual meeting following their selection as alternates.

### 3.4 Process for Notification of Applicants

The Membership Committee of the Campus Center Board is responsible for giving notice of selection and disapproval to interviewed individuals. This notification will be in the form of a signed letter.

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