

**Western Nevada College
Healthy Campus and Environment Committee
Bylaws**

ARTICLE 1: NAME, REPORTING CHAIN AND OPERATIONAL CONTACT

The Healthy Campus and Environment (HCE) Committee is a standing college committee which reports directly to the College Council. The Vice President of Finance & Administrative Services serves as the operational contact for this committee.

ARTICLE 2: MISSION AND GOALS

The mission of the Healthy Campus and Environment, a standing college committee, is to support the mission of Western Nevada College by promoting physical, mental, emotional, and environmental wellness through implementation of programs across all Western Nevada College campuses and the communities they serve.

The committee accomplishes this by:

- Promoting the integration of physical, mental and environmental health and wellness into college programs in education, operations and public service.
- Instilling a culture of physical, mental, emotional, and environmental health and wellness at the institution.
- Implementing programs that support physical, mental, emotional, and environmental health and wellness on campus and within the community.
- Assisting with, and making recommendations for identifying the effective use of resources to increase the physical, mental, emotional, and environmental health and wellness of the campus and surrounding communities.

ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION AND RECALL

- A. The membership of the committee is ideally composed of at least one member from the following college areas: Administrative Faculty, Academic Faculty, Classified Staff, Human Resources Representative, Student Representative, and Facilities. A student representative is appointed through the Associated Students of Western Nevada (ASWN).
- B. Committee memberships may fluctuate due to external constraints, e.g., funding reductions for personnel, etc. or the creation of other relevant committees.
- C. Committee members serve one-year terms starting in August after the spring appointments or immediately upon interim appointments. Committee members may serve more than one term.
- D. Committee members are expected to contribute to the process and obligations of the committee.
- E. A committee member who misses three meetings in an academic year without an excused absence is subject to recall.

ARTICLE 4: OFFICERS

- A. The committee's officers include:

Chair - The chair will be elected by the committee.

Duties include:

1. Establishing a meeting schedule for the committee;
2. Presiding at meetings of the committee;
3. Sending out an agenda for the meeting, ideally three days prior to the meeting;
4. Serving as a tiebreaker for all votes taken by the committee requiring a majority;
5. Communicating with the College Council regarding major actions approved by its reporting committees;

Secretary/Recorder- The secretary/recorder shall:

1. Maintain a record of all matters considered and recommended by the committee;

2. Transmit such records in a timely manner to committee members and others as directed by the committee.

ARTICLE 5: MEETINGS

- A. The HCE Committee shall meet as needed throughout the year:
 1. In accordance with the meeting calendar established at the beginning of the academic calendar year.
 2. Upon the call of the chair, who is responsible for informing committee members in advance of the meeting of its time, place and agenda.
- B. These bylaws, the Western Nevada College Bylaws, and the Nevada System of Higher Education Code shall govern the committee's activities. *Robert's Rules of Order Newly Revised*, shall be the authority in all matters not covered by the bylaws and/or approved operating procedures.

ARTICLE 6: QUORUM AND VOTING

- A. A quorum consists of fifty percent (50%) of the voting committee membership.
- B. Voting may take place when a quorum of the membership is present or by e-mail.
- C. A motion passes when it receives a majority of the votes cast.

ARTICLE 7: AMENDMENT OF BYLAWS

- A. These bylaws comply with WNC College Bylaws, NSHE Code and all State and Federal rules and regulations.
- B. Any member of the HCE Committee may propose a change to the bylaws.
- C. These bylaws must be amended by a two-thirds majority of the committee.
- D. No amendment of the bylaws may be both introduced and passed at the same meeting.
- E. Once amended, the bylaws are to be reviewed and approved by the College Council.

Approved by the College Council 9/2/23