

Western Nevada College
Accessibility Committee bylaws

ARTICLE 1: NAME, REPORTING CHAIN AND OPERATIONAL CONTACT

- A. The WNC Accessibility Committee is a college standing committee that reports directly to College Council.
- B. The Vice President of Academic and Student Affairs (VPASA) serves as the President's Designee per Board of Regent's policy for this committee.

ARTICLE 2: MISSION AND GOALS

The mission of the Accessibility Committee is to establish standards of a college wide policy to ensure compliance with the 2017 Board of Regents policy and any and all applicable federal and state laws governing access by an individual with a disability to information and communication technology at Western Nevada College.

The committee will accomplish this by:

- *Developing institutional policies and procedures to comply with Board of Regents policy.*
- *Assisting in revising of procurement policies and procedures to comply with Board of Regents policy.*
- *Establishing reasonable timeframes to ensure compliance with institutional and Board of Regents policy.*
- *Establishing a process for auditing college resources, services, course content etc. for accessibility compliance.*
- *Identifying educational training opportunities for faculty and staff about resources available to ensure accessibility.*

ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION AND RECALL

- A. The membership of The Committee is ideally composed of 10-12 members which reflect a relevant cross-section of the WNC academic college community and consists of:
 - i. Standing Committee members include the Digital Content Producer, DSS Program Director, Representative from Facilities Planning and Management, and representatives from Department of Instructional Innovation, Department of Learning Resources and Support, Disability Support Services, and Application Support and Development
 - ii. Three (3) Academic Faculty members to include a representative from each academic division.
 - iii. One (1) Classified Employee representative
 - iv. (One) 1 member of Student Government of Western Nevada appointed by the ASWN president (or designee)
- B. Membership may be reduced temporarily due to external constraints, e.g., funding reductions for personnel, etc.
- C. The president of WNC formally appoints members to all college-wide committees. Students are appointed through the Associated Students of Western Nevada.
- D. Non-standing Committee members serve staggered two-year terms starting in August after the spring appointments. Committee members may serve more than one term.
- E. Committee members are expected to contribute to the process and obligations of The Committee.
- F. Attendance at committee meetings is required. Any committee member who misses three meetings in an academic year, without prior notification, is subject to recall by The Committee.

- 49 G. If a committee member is unable to serve out the full-term, the college president will appoint a
50 replacement member within thirty working days of the individual's resignation. If requested by
51 the president, The Committee will assist in recruiting new members to replace outgoing members.
52

53 ARTICLE 4: OFFICERS

- 54 A. The Committee elects its officers from the continuing members of The Committee at the final
55 meeting of the spring semester.
- 56 B. Chair:
- 57 a. The chair shall:
- 58 i. Establish a meeting schedule for The Committee at the beginning of each
59 semester;
- 60 ii. Preside at meetings of The Committee;
- 61 iii. Prepare and distribute an agenda for the meeting;
- 62 iv. Communicate with the chair of College Council regarding major actions approved
63 by The Committee;
- 64 v. Submit the Committee's year-end report to College Council;
- 65 vi. Serve as a tiebreaker for all votes taken by The Committee requiring a majority;
- 66 vii. Serve as liaison between the Committee and College Council and/or other college
67 groups.
- 68 C. Co- Chair:
- 69 a. The co- chair shall:
- 70 i. Perform all of the duties of The Committee chair in their absence;
- 71 ii. Maintain the Committee website showing the bylaws, mission, annual goals,
72 agendas, and minutes from meetings, and provide documents for college archive.
- 73 D. Recorder:
- 74 a. The recorder function shall be performed by each member of the Committee on a
75 rotating/revolving basis.
- 76 b. The recorder shall:
- 77 i. Maintain a record of all matters considered and recommended by The
78 Committee;
- 79 ii. Transmit such records in a timely manner to committee members and others as
80 directed by The Committee; and
- 81 E. As determined appropriate by the Committee, other positions or sub committees shall be
82 created and filled by a vote of the Committee membership.
83

84 ARTICLE 5: MEETINGS, REPORTS, MINUTES, and WEBSITES

- 85 A. The Accessibility Committee shall meet on a regular basis during the academic year.
- 86 a. Each committee shall report to College Council twice during each academic year.
- 87 b. The first report shall be submitted to College Council by Oct. 1 of each year. This report
88 shall contain the specific goals and objectives for the committee for the subsequent
89 year.
- 90 c. The second report shall be submitted to College Council by May 1 of each year. This
91 report shall contain the committee's progress toward completing its goals and
92 objectives for the prior year.
- 93 d. Committee reports, minutes and agendas shall use the format(s) and/or template(s)
94 designated by College Council.

- 95 e. Each committee shall maintain its own website, as designated by College Council. This
96 website shall include:
- 97 1. Current committee membership, including identification of officers and liaisons.
 - 98 2. All future meeting dates as approved by College Council.
 - 99 3. All prior meeting dates, along with agendas, and minutes from those meetings.
 - 100 4. All annual reports (see 1–3 above),
 - 101 5. All other reports prepared by the committee, its subcommittees, and workgroups.
 - 102 6. All forms used by the committee to conduct its regular business, and instructions on the
103 use of any such forms.
- 104 B. Agendas will be posted to the Committee web site in advance of each meeting.
- 105 C. The chair shall establish a code of conduct, or Procedures, which is consistent with these bylaws,
106 Western Nevada College Bylaws, and the Nevada System of Higher Education Code and shall be
107 governed by them. *Robert's Rules of Order Newly Revised*, 11th edition shall be the authority in all
108 matters not covered by the bylaws and/or approved operating procedures.

109 ARTICLE 6: QUORUM AND VOTING

- 110 A. A quorum for a routinely scheduled meeting consists of fifty percent (50%) of the voting
111 committee membership.
- 112 B. Voting may take place when a quorum of the membership is present or by e-mail.
- 113 *Email voting*
- 114 a. The chair sends an email to the voting members stating exactly what is to be voted on. The
115 subject line should contain the term "vote" or "ballot," and the body should clearly designate
116 the choices available.
- 117 b. Replies to the email calling the vote should contain the member's vote only. The member's
118 vote reply should clearly state 'Aye' or 'Nay,' or if required, a full sentence beginning "I vote
119 for" or "I vote against" followed by one of the options contained in the email that called the
120 vote.
- 121 c. Unless stated otherwise in the e-mail calling the vote, voting shall be concluded one week
122 after the e-mail vote is sent.
- 123 d. An e-mail vote passes if (1) votes are received from a quorum, and (2) it receives a majority of
124 the votes cast.
- 125 C. A motion passes when it receives a majority of the votes cast.
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128 ARTICLE 7: AMENDMENT OF BYLAWS

- 129 A. These bylaws comply with WNC College Bylaws, NSHE Code and all State and Federal Rules and
130 Regulations.
- 131 B. Any member of the Accessibility Committee may propose a change to the bylaws at any time.
- 132 C. These bylaws must be amended by a two-thirds majority of the Committee.
- 133 D. Bylaws cannot be voted on in the same meeting that changes are proposed.
- 134 E. College Council may propose changes to the bylaws of any committee overseen by College
135 Council.
- 136 F. College Council may approve all changes to the bylaws of any committee overseen by College
137 Council.
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139 Date Approved by The Committee:

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141 Date Approved by College Council: 09/13/2024