Western Nevada College

Information and Communication Technology Accessibility Committee bylaws

ARTICLE 1: NAME, REPORTING CHAIN AND OPERATIONAL CONTACT

1. The WNC Information and Communication Technology Accessibility Committee (ICTAC) is a college standing committee that reports directly to the Strategic Planning for Institutional Excellence (SPFIE) Committee.
2. 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 Information and Communication Technology 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 accessible content.*

ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION AND RECALL

1. The membership of The Committee is ideally composed of 12-14 members which reflect a relevant cross-section of the WNC academic college community and consists of:
	* 1. Standing Committee members include the Webmaster, Controller, DSS Coordinator, Admissions and Records Director, Information and Marketing Director, and representatives from Department of Instructional Innovation, Department of Learning Resources and Support, Disability Support Services, and Application Support and Development
		2. Three (3) Academic Faculty members to include a representative from each academic division. Online teaching experience ideal.
		3. One (1) Classified Employee representative
		4. (One) 1 member of Student Government of Western Nevada appointed by the ASWN president (or designee)
2. Membership may be reduced temporarily due to external constraints, e.g., funding reductions for personnel, etc.
3. The president of WNC formally appoints members to all college-wide committees. Students are appointed through the Associated Students of Western Nevada.
4. Non-standing Committee members serve staggered two-year terms starting in August after the spring appointments. Committee members may serve more than one term.
5. Committee members are expected to contribute to the process and obligations of The Committee.
6. 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.
7. If a committee member is unable to serve out the full-term, the college president will appoint a replacement member within thirty working days of the individual’s resignation. If requested by the president, The Committee will assist in recruiting new members to replace outgoing members.

ARTICLE 4: OFFICERS

1. The Committee elects its officers from the continuing members of The Committee at the final meeting of the spring semester.
2. Chair:
	1. The chair shall:
		1. Establish a meeting schedule for The Committee at the beginning of each semester;
		2. Preside at meetings of The Committee;
		3. Prepare and distribute an agenda for the meeting;
		4. Communicate with the chair of SPFIE regarding major actions approved by The Committee;
		5. Submit the Committee’s year-end report to SPFIE;
		6. Serve as a tiebreaker for all votes taken by The Committee requiring a majority;
		7. Serve as liaison between the Committee and SPFIE and/or other college groups.
3. Vice Chair:
	1. The vice chair shall:
		1. Perform all of the duties of The Committee chair in his/her absence;
		2. Maintain the Committee website showing the bylaws, mission, annual goals, agendas, and minutes from meetings, and provide documents for college archive.
4. Recorder:
	1. The recorder function shall be performed by each member of the Committee on a rotating/revolving basis.
	2. The 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; and
5. As determined appropriate by the Committee, other positions or sub committees shall be created and filled by a vote of the Committee membership.

ARTICLE 5: MEETINGS, REPORTS, MINUTES, and WEBSITES

1. The Information and Communication Technology Access Committee shall meet on a regular basis during the academic year.
	1. Each committee shall report to SPFIE twice during each academic year.
	2. The first report shall be submitted to SPFIE by Oct. 1 of each year. This report shall contain the specific goals and objectives for the committee for the subsequent year.
	3. The second report shall be submitted to SPFIE by May 1 of each year. This report shall contain the committee’s progress toward completing its goals and objectives for the prior year.
	4. Committee reports, minutes and agendas shall use the format(s) and/or template(s) designated by SPFIE.
	5. Each committee shall maintain its own website, as designated by SPFIE. This website shall include:
	6. Current committee membership, including identification of officers and liaisons.
	7. All future meeting dates as approved by SPFIE.
	8. All prior meeting dates, along with agendas, and minutes from those meetings.
	9. All annual reports (see 1–3 above),
	10. All other reports prepared by the committee, its subcommittees, and workgroups.
	11. All forms used by the committee to conduct its regular business, and instructions on the use of any such forms.
2. Agendas will be posted to the Committee web site in advance of each meeting.
3. The chair shall establish a code of conduct, or Procedures, which is consistent with these bylaws, Western Nevada College Bylaws, and the Nevada System of Higher Education Code and shall be governed by them. *Robert’s Rules of Order* *Newly Revised*, 11th edition shall be the authority in all matters not covered by the bylaws and/or approved operating procedures.

ARTICLE 6: QUORUM AND VOTING

1. A quorum for a routinely scheduled meeting consists of fifty percent (50%) of the voting committee membership.
2. Voting may take place when a quorum of the membership is present or by e-mail.

*Email voting*

1. The chair sends an email to the voting members stating exactly what is to be voted on. The subject line should contain the term “vote” or “ballot,” and the body should clearly designate the choices available.
2. Replies to the email calling the vote should contain the member’s vote only. The member’s vote reply should clearly state ‘Aye’ or ‘Nay,’ or if required, a full sentence beginning “I vote for” or “I vote against” followed by one of the options contained in the email that called the vote.
3. Unless stated otherwise in the e-mail calling the vote, voting shall be concluded one week after the e-mail vote is sent.
4. An e-mail vote passes if (1) votes are received from a quorum, and (2) it receives a majority of the votes cast.
5. A motion passes when it receives a majority of the votes cast.

ARTICLE 7: AMENDMENT OF BYLAWS

1. These bylaws comply with WNC College Bylaws, NSHE Code and all State and Federal Rules and Regulations.
2. Any member of The Information and Communication Technology Accessibility Committee may propose a change to the bylaws at any time.
3. These bylaws must be amended by a two-thirds majority of the Committee.
4. Bylaws cannot be voted on in the same meeting that changes are proposed.
5. SPFIE may propose changes to the bylaws of any committee overseen by SPFIE.
6. SPFIE may approve all changes to the bylaws of any committee overseen by SPFIE.

Date Approved by The Committee:

Date Approved by SPFIE: