



Administrative Manual

Article I: General

Section 1: Administrative Manual

This Administrative Manual details the operating procedures of the Colorado College Honor Council. The Council is governed by the Honor Code and conducts enforcement of the Code under the provisions of the Council's Investigation Handbook. Any provision of this Manual that contradicts the Code, Handbook, or College rules shall be null and void.

This Manual shall be published on the Council's website and freely available to any person upon request.

Section 2: Membership

The Council shall be composed of students currently enrolled at the College. A "sitting member" is a member of the Council currently on campus and participating in Council activities.

Section 3: Committees

The Council shall be comprised of several committees. The Executive Committee shall establish committees and each committee's jurisdiction each semester. Each committee shall be chaired by one or more officers as detailed in Article II of this Manual. Committee chairs shall determine the operating procedures of their committee.

Each committee shall meet no less than once during each week the full Council holds a regular meeting. All on-campus Council members shall sit on at least one committee.

Section 4: Faculty Advisors

The Council shall have one or more advisors who are members of the faculty. The Co-Chairs and the Faculty Executive Committee of the College, or its successor body, shall cooperate to appoint Faculty Advisors.

The Faculty Advisors shall not be considered members of the Council. The Faculty Advisors shall perform those duties required of them by the Code and Handbook. The Faculty advisors shall be entitled to attend all meetings of the full Council except for executive sessions.

Section 5: Resignation and Reinstatement

A member may resign his or her position on the Council by informing the Co-Chairs in writing, electronic or on paper.

To be reinstated, the former member shall submit a written petition, submitted electronically or on paper, to the Co-Chairs detailing his or her reasons for leaving and wishing to return. The petition shall be given to each Council member. The Council shall address the matter at its next regular meeting. The former member shall only be reinstated by a two-thirds majority vote of the Council, conducted by secret ballot.

Section 6: Removal

Any member may be removed from the Council by a two-thirds majority vote. A member shall be removed for failing to carry out his or her Council responsibilities; any cause detailed in the Code, Handbook, or Manual; or other good cause. Those removed under this section shall not be reinstated.

To begin removal proceedings, a motion shall be made by any member and seconded by another member. The Council shall immediately address the motion. Any member subject to removal shall have the opportunity to speak in his or her own defense. The removal vote shall be conducted by secret ballot; a Faculty Advisor shall count the ballots and announce the results. If a Co-Chair is the member subject to removal, the Council shall immediately elect, by simple majority vote, a presiding officer. The officer shall not be an officer under Article II and shall preside until the debate and voting are completed.

A member shall be removed from the Council immediately and without a vote if they are convicted of or plead guilty to an Honor Code violation, are not enrolled at the College, or are not in good academic and disciplinary standing with the College.

Article II: Officers

Section 1: Executive Committee

There shall be an Executive Committee made up of the officers detailed in this Article. The Committee shall meet no less than once during each week the full Council holds a regular meeting. The Co-Chairs shall chair the Committee and determine its operating procedures. The Committee shall perform all duties required by the Code, Handbook, Manual, and prescribed by the Co-Chairs.

Section 2: Elections

The Council shall hold elections for the officers detailed in this Article during the last block of each semester on a date determined by the Co-Chairs. Members may nominate other members or themselves for any offices. Members may accept nominations for office so long as they are on campus for its full term. A member shall only run for two positions if one is Co-Chair.

Members running for election shall have reasonable opportunity to present their candidacy to the Council. Voting shall be conducted by secret ballot; the Co-Chairs shall count the ballots and announce the results. A member shall be elected by simple majority vote. If no candidate receives a majority of the votes, there shall be an immediate runoff election between the two candidates who received the most votes in the first round of voting.

If two or more candidates receive the same number of votes at any stage of voting, the member who has been on the Council longer shall be considered the winner. If two or more candidates have been on the Council for the same length, a coin toss by one Faculty Advisor shall determine which member is considered the winner.

Section 3: Removal

To begin removal proceedings, a motion shall be made by any member and seconded by another member. If the motion is made during a meeting, the Council shall immediately address it. If the motion is made outside of a meeting, the Council shall address the matter at its next regular meeting or at a special meeting if one is called. Any officer subject to removal shall have the opportunity to speak in their own defense at this meeting. The removal vote shall be conducted by secret ballot; a Faculty Advisor shall count the ballots and announce the results. If a Co-Chair is the member subject to removal, the Council shall immediately elect, by simple majority vote, a presiding officer. The officer shall not be an officer under Article II and shall preside until the debate and voting are completed.

Section 4: Interim Officers

If any elected office detailed in this article becomes vacant, except the office of Co-Chair, the Co-Chairs shall appoint an interim officer who shall serve for the remainder of the semester. The Co-Chairs may ask the Council to elect the interim officer.

If the office of a Co-Chair becomes vacant, the Council shall hold an election at its next regular meeting or at a special meeting if one is called, under the procedures detailed in Section 2 of this Article. The member elected shall serve the remainder of the term of the former Co-Chair whose office they fill. If both Co-Chair offices become vacant, the Executive Committee shall elect an Interim Co-Chair to serve until the elections are held.

Section 5: Co-Chairs

There shall be two Co-Chairs. Each shall serve for two semesters and one shall be elected each semester. Each shall serve no more than one term as Co-Chair; this term limit shall be suspended if no member accepts a nomination for the office.

The Co-Chairs shall be the chief executive officers of the Council and have the authority to take all appropriate actions to enforce the Code and apply the Handbook and Manual. The Co-Chairs shall operate and make all official decisions jointly. The Co-Chairs shall fulfill all responsibilities required by the Code, Handbook, Manual, and Council. The Council may, by simple majority vote, impose directives for the Co-Chairs to carry out.

The Co-Chairs shall:

- a. Have authority over the Council's funds and budget and submit funding applications to the Dean's Office each year;
- b. Schedule Council meetings;
- c. Preside over Council meetings;
- d. Be responsible for communicating with individuals and organizations, including College administrators, on behalf of the Council;
- e. Communicate with the Council's College-paid, professional staff;
- f. Direct programs and initiatives of the Council, if their direction is not otherwise provided for in the Code, Handbook, or Manual;
- g. Be responsible for the administrative operations of the Council, if their execution is not otherwise provided for the Code, Handbook, or Manual.

Section 6: Secretary

The Secretary shall serve for one semester and shall serve no more than two terms. This term limit shall be suspended if no member accepts a nomination for the office.

The Secretary shall fulfill all responsibilities required by the Code, Handbook, Manual, Co-Chairs, Executive Committee, and Council.

The Secretary shall:

- a. Take and distribute minutes of Council meetings;
- b. Book rooms for Council events;
- c. Take attendance at Council meetings;
- d. Order food and procure other resources for Council events;
- e. Maintain the Council's office space;
- f. Direct the revision procedure required by Article VIII of the Code and Section 1 of Article VI of this Manual;
- g. Maintain the Council's website and online resources.

Section 7: Officer for Education and Outreach

The Officer for Education and Outreach shall serve for one semester and shall serve no more than two terms. This term limit shall be suspended if no member accepts a nomination for the office.

The Officer shall fulfill all responsibilities required by the Code, Handbook, Manual, Co-Chairs, Executive Committee, and Council.

The Officer shall:

- a. Direct the Council's campus educational programs;
- b. Direct the Council's campus outreach programs;
- c. Ensure that the Council conducts a program each year that educates every new first-year and Winter Start student about the Council and Code;
- d. Ensure that at least one faculty outreach event is held each academic year;
- e. Ensure that at least one student leader outreach event is held each academic year.

Section 8: Officer for Recruitment and Retention

The Officer for Recruitment and Retention shall serve for one semester and shall serve no more than two terms as Officer for Recruitment and Retention. This term limit shall be suspended if no member accepts a nomination for the office.

The Officer shall fulfill all responsibilities required by the Code, Handbook, Manual, Co-Chairs, Executive Committee, and Council.

The Officer shall:

- a. Direct the Council's new member recruitment programs, outlined in Article IV;
- b. Direct the Council's new member application procedure, outlined in Article IV;
- c. Direct the Council current member retention programs;
- d. Ensure that at least one retention event, mandatory for all Council members, is held each block.

Section 9: Officer for Diversity and Inclusion

The Officer for Diversity and Inclusion shall serve for one semester and shall serve no more than two terms as Officer for Diversity and Inclusion. This term limit shall be suspended if no member accepts a nomination for the office.

The Officer shall:

- a. Ensure the Council's recruitment programs are designed to recruit a broad range of applicant, including first generation college students, international students, students of color, and students from diverse socioeconomic background;
- b. Ensure the Council's outreach and education programs are designed to reach and effectively educate a broad range of students;
- c. Develop initiatives and programs for Council members to better communicate with students from diverse backgrounds;
- d. Develop orientation materials for new members to educate them about communication and interaction with students from diverse backgrounds.

Section 10: Appointed Officers

The Co-Chairs, the Executive Committee, or the Council, respectively, may create and terminate officer positions to perform specific duties and appoint members to fill those offices. These officers shall not be considered members of the Executive Committee for purposes of Article II(j) of the Handbook. Such officers shall not serve more than one semester without renewal by the Co-Chairs, Executive Committee, or Council.

Article III: Meetings

Section 1: Regular Meetings

The Council shall hold one regular meeting during each of the first three weeks of each block of the fall and spring semesters. The Co-Chairs shall determine the times and places of these meetings. These meetings shall be closed to any person who is not a member or Faculty Advisor unless the Council, by simple majority vote, or the Co-Chairs, direct otherwise.

Section 2: Attendance

All members shall be required to attend all regular meetings unless their absence is excused. An absence shall be excused only if the member has a pre-existing academic or professional commitment, or an emergency. If a member will be absent, he or she shall inform the Secretary as soon as they are aware of the conflict.

The Co-Chairs shall meet with any member who is absent from a meeting and was not excused and the member shall explain their absence. The Co-Chairs may retroactively excuse the absence if it meets the criteria for an excused absence. Any member who has two unexcused absences in an academic year shall undergo a removal vote under Section 3 of Article II at the next regular meeting, or special meeting if one is called.

Section 3: Procedure

The Council shall not take any votes or render any official decision unless a quorum is present. A simple majority of sitting members of the Council shall constitute a quorum.

The Co-Chairs shall preside over all Council meetings and shall determine meeting procedures. The Council, after a motion and sufficient second, may override the Co-Chairs' procedural decisions and prescribe meeting procedures by simple majority vote. The Council may, after a motion and sufficient second and by a two-thirds vote, suspend one or both Co-Chairs as presiding officers for the remainder of the meeting and shall immediately elect a new presiding officer by simple majority vote who shall preside until the meeting ends.

At each regular meeting, the following actions shall be taken, if appropriate:

- a. Roll call of present members;
- b. Updates by investigators and Co-Chairs about pending investigations;
- c. Updates by committee chairs about committee work;
- d. Updates by officers about programs and initiatives;
- e. Votes on pending action items;
- f. Members and Faculty Advisors shall have reasonable opportunity to bring matters before the Council.

At the discretion of the presiding officer(s), or by simple majority vote of the Council, the Council may employ parliamentary rules if they deem it appropriate.

Section 4: Special Meetings

The Co-Chairs, at their discretion, may call special meetings of the Council to discuss specific matters. All members shall be required to attend special meetings unless they have pre-existing, unavoidable commitments. Absences at special meetings shall only be considered unexcused if the Co-Chairs determine a member did not have a pre-existing unavoidable commitment.

A special meeting to discuss specific matters shall be called if at least one-quarter of the sitting members of the Council present a petition to the Co-Chairs and Secretary. The Co-Chairs shall set the time and place of this meeting; it shall not be more than 48 hours after they receive the petition.

Section 5: Executive Session

The Council may enter executive session by a simple majority vote in order to discuss particularly sensitive matters. Only members of the Council shall attend executive sessions.

The Council's new member deliberation shall be conducted in executive session. Discussions about removal of Faculty Advisors shall also be conducted in executive session.

Article IV: New Members Section 1: New Member Procedure

The Officer for Recruitment and Retention shall submit a plan for accepting new members to the Council and the Co-Chairs no later than the end of the 2015-2016 academic year. This plan shall include a proposed new member application and a process for recruiting and selecting new members.

The Co-Chairs shall write an amendment to this Article implementing the plan. The Council shall debate and vote on this amendment before the end of the first block of the 2016-2017 academic year. If approved, that amendment shall replace this Section.

Section 2: Orientation

The Executive Committee shall plan an orientation program after each new member deliberation. The Committee shall ensure that all new members are trained to be investigators, sit on panels, and act as resources for the College community. It is preferable that the Orientation be conducted during a retreat away from campus and only attended by members and Faculty Advisors.

Article V: Summer Session

Section 1: Summer Co-Chair Appointment and Removal

If neither Co-Chair is on or near campus during the College's summer term, they shall nominate a Council member who is on or near campus to be a provisional Summer Co-Chair during the summer term. The Council shall confirm or reject a nomination by simple majority vote.

The Co-Chairs may remove a Summer Co-Chair at their discretion.

If one Co-Chair is on or near campus during the summer term, they shall serve as Summer Co-Chair. If both Co-Chairs are on or near campus during the summer term, they shall choose which of them shall serve as summer Co-Chair, and the other shall be available to act as an investigator and hearing panel member.

Section 2: Summer Co-Chair Responsibilities

The Summer Co-Chair shall supervise investigations during the summer term. He or she shall be responsible for the administrative operations of the Council, but the Co-Chairs shall retain authority over these operations.

If the Summer Co-Chair has a conflict of interest on a case, the Co-Chairs shall appoint a provisional supervising Co-Chair for that case.

Section 3: Lack of Members on Campus

If there are not enough members without conflicts of interest on or near campus to conduct a case, and enough members cannot be transported to campus by the College, that case shall be referred to the College for administrative adjudication.

Section 4: Agreements with the College

If the Council or Co-Chairs enter into an agreement with the College about the structure and operations of the Council's summer session, that agreement shall supersede the provisions of this Manual, if they conflict.

Article VI: Amendment

Section 1: Proposals

During the third block of each semester, the Officer for Internal Affairs shall solicit proposed revisions to the Code, Handbook, and Manual from members of the Council, Faculty Advisors, and other interested parties. The Officer shall submit those proposed revisions to the Council no later than the end of the first week of the fourth block of each semester.

The Co-Chairs shall set aside time from at least one meeting in that block to debate proposed amendments. Only those proposals moved and seconded under Section 2 of this Article shall be debated and voted on.

Section 2: Amendment

This Manual may be amended by a two-thirds majority vote of the Council. To amend the Manual, a motion shall be made by any member and seconded by another member. The Co-Chairs shall allow reasonable discussion on every proposed amendment. If an amendment does not specify otherwise,

it shall take effect as soon as it is approved. The Co-Chairs shall amend this Manual to reflect the Council's vote at the earliest possible opportunity.