

**INSTRUCTION COMMISSION
FOR WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES
BYLAWS 2025**

PREAMBLE

The Washington State Instruction Commission for Community and Technical Colleges exists to enhance instruction and library/media services within the community and technical colleges of the State. The Instruction Commission is directly responsible to the Washington Association of Community and Technical Colleges' presidents (WACTC) through a liaison appointed by the president of WACTC. The liaison serves as the primary communication link between the Commission and WACTC. The Instruction Commission works cooperatively with the various councils that support instruction and library/ media services.

ARTICLE I – PURPOSES

Section 1. The purposes of the Commission are:

- To foster the SBCTC visions of maximizing student potential and transforming lives within a culture of belonging, leading with racial equity
- To provide leadership in the improvement and development of effective and properly directed programs on instructional and library/media services in the community and technical colleges in the State of Washington
- To propose goals and develop and implement programs and procedures which are established by vote of the membership or assigned by WACTC
- To serve as an effective statewide communication medium for information related to curriculum, instruction, and library/media services
- To support research services for WACTC
- To serve as the parent body for instruction councils such as transfer, workforce education, continuing education, learning assistance services, and library/media services
- To make recommendations to WACTC on instruction and library/media issues
- To plan, articulate, and advocate inclusive teaching and learning policies and practices in alignment with SBCTC vision of leading with racial equity.
- To continuously improve based on research and scholarship.

ARTICLE II – MEMBERSHIP

Section 1 Official Membership Voting members of the Commission shall consist of:

- The chief instruction officer, or their designee, from each community and technical college

Section 2 Advisory Members Non-Voting members of the Commission shall consist of:

- An instruction representative from the State Board for Community and Technical Colleges (SBCTC) staff
- A liaison appointed by the president of WACTC (non-voting)
- District instruction officers from multi-college districts

Section 3 Guests

- Other community and technical college personnel may participate in commission activities as needed and invited

ARTICLE III – Steering Committee

Section 1 Role: The affairs of the Instruction Commission shall be managed jointly by a steering committee. The steering committee will decide through a consensus process on the distribution of specific roles and tasks within its membership each year.

Section 2 Composition: The Membership of the Steering Committee shall comprise of:

- Five IC representatives
- Chair-Elect
- Chair (formerly known as the president).

Section 3 Duties: The duties of the Steering Committee shall include:

General Organization: agenda development, regular business meeting logistics.

- Working with SBCTC to develop quarterly meetings with the intent to share information and policy to IC members
- Preparing agendas for and facilitating regular meetings
- Keeping minutes of IC meetings, with assistance of SBCTC staff. The representative from SBCTC shall be responsible for maintaining commission archives.
- Coordination and Management of the finances and financial records of IC

Communication: Chair

- Lead point of communication for IC business and high-level communication; especially with other commission leads
- Coordinate requests for IC representation on ad-hoc committees or other needs

Work Plan and Liaison Outreach Management

- Communicating with and serving as liaisons to WACTC Committees
- Completing and organizing IC workplan as assigned by WACTC
- Communicating and organizing IC workplan with IC members
- Communicating and organizing IC workplan with IC Councils
- Facilitating the membership of IC serving as representatives to each of IC Councils (CBS, LLC, WEC, CEC, eLC, ATC, BLC)

Committee representation for each of the WACTC Councils (Ed Services, Operating Budget, Technology, Equity, Strategic Visioning, Capital Budget)

Vision and System

- Leading and facilitating initiatives and other items external to the work plan as necessary
- Responsive to external mandates, trends, innovation
- Mentoring and continuity planning for IC membership

Section 4 Selection

Steering committee members shall agree to serve for two years. Unexpired terms shall be filled by selection by the members through an in-person or remote process called by the steering committee.

- By March 15 of each year, a steering committee member whose term is expiring will be designated to send an invitation to all commission members encouraging them to express their interest in serving as a member of the steering committee.
- Positions available for nomination and appointment include: Chair-elect, chair and 5 Representative members. The Chair-elect nominees must have served at least one year as a steering committee member at any point in their tenure as a Commission member; general member nominees will be selected from the full Commission membership.
- Any individual who is a voting member is eligible to self-nominate for a Representative position if they meet the previously defined criteria.
- Members express their interest in a position by sending: Name, Title, and a short paragraph describing why they are submitting a nomination by March 30 to the chair.
- The steering committee prepares a ballot that includes all nominees and the information submitted. The ballot is sent to all voting members by April 15.
- Members use an Instant Run-off voting process and return ballots to the steering committee by April 30.
- Voting procedures:
 - IC members receive electronic ballots and rank candidates in order for each role.
 - The steering committee tallies the ballots:
 - For Chair-elect, if any candidate is ranked in first place on more than 50% of the ballots, they are elected.
 - If no candidate has more than 50% of first place rankings, the candidate with the fewest first place rankings is eliminated. Ballots re-tabulated, and the second-place ranking moves to first place.
 - If after this redistribution a candidate has more than 50% of first place rankings, that candidate is appointed to the office. If no one wins, the candidate with the fewest first place rankings is eliminated, and ballots for that candidate are re-tabulated.
 - The process continues until a candidate has more than 50% of first choice rankings.
 - In the case of tie, names are placed into a vessel and one name is drawn to determine the winner.
 - For Representatives: If no candidate has more than 50% of first place rankings, the candidate with the fewest first place rankings is eliminated. Ballots re-tabulated, and the second-place ranking moves to first place.
 - If after this redistribution a candidate has more than 50% of first place rankings, that candidate is appointed to the office. If no one wins, the candidate with the fewest first place rankings is eliminated, and ballots for that candidate are re-tabulated.
 - The process continues until a candidate has more than 50% of first choice rankings.

- In the case of tie, names are placed into a vessel and one name is drawn to determine the winner.
- The steering committee notifies all candidates of the results and then notifies the commission.
- If no nominations are received for a position, a 3-person nominating committee is formed to recruit and designate at least 2 candidates for each open position, including recruiting candidates from prior year ballots. The identified Instant Run-off voting process is implemented.

ARTICLE IV – COMMITTEES

Section 1 Committees may be established by the steering committee for the completion of the workplan and the conduct of such business as necessary. Each committee will be facilitated by a steering committee member or designee. Members of the committees may include persons other than Commission members.

ARTICLE V – MEETINGS AND VOTING

Section 1 There shall be at least one regular meeting per quarter and other meetings as designated by the steering committee and held as needed.

Section 2 Meetings shall be facilitated by the Chair and votes taken in accordance with the Democratic Rules of Order (See Appendix)

Section 3 Each official member shall have one vote. Votes may be taken in person, via an electronic vote, or by special call of the steering committee on a timely issue.

Section 4 A quorum shall consist of a majority of the official members [18/34].

ARTICLE VI – AMENDMENT

Section 1 These Bylaws may be amended by a two-thirds vote of the official members provided the proposed amendment has been submitted to members at least 30 days prior to the vote. Amendments are subject to the approval of WACTC.

Appendix 1



Democratic Rules of Order

Summary of the Rules

Fairness (equal rights of members) and good order are the underlying principles (page 8).

The final authority is the majority of voting members, provided a quorum is present, subject always to any applicable higher law (a law of the land, a constitution, a bylaw, or an existing standing rule) (page 15).

In formal meetings, the chair guides impartially without taking part in discussion. In informal meetings, the chair participates as an equal member (page 16).

A motion should be worded affirmatively and must not conflict with any higher law. Each motion requires a seconder (page 18).

The mover's privilege allows the mover to reword or withdraw the motion provided there is a seconder and not more than one member objects (page 19).

Amendments can delete, substitute, or add words to a motion on the floor but must not negate it or change its topic. An amendment cannot be amended (page 20).

Postpone, refer: A motion can be postponed to an indefinite or a specific future occasion or referred to a committee for further study (page 21).

Voting: Common voting methods include voting by ballot, standing, show of hands, show of voting cards, and voice. For a motion to pass, a quorum must be present and more than half the votes cast must be affirmative (pages 21-24).

Informal discussion: A motion to informally discuss some topic, if passed, allows members to consider an idea without the formality of a motion (page 24).

Rescind, reconsider: A previous decision can be rescinded or reconsidered by the members at any appropriate time (pages 24 and 25).

Ratify a previous decision: A decision exceeding the authority of a member, committee or meeting can be ratified at a later meeting (page 27).

Good order: Members should discuss only one motion at a time. A member must not take more than a fair share of floor time nor interrupt another member except as allowed with a point of order (pages 28-30).

Point of order: A member who believes that a law or the meeting's good order is being breached may rise immediately and say "point of order." The chair should allow the member to explain and, if necessary, should call for a vote for a decision (page 29).



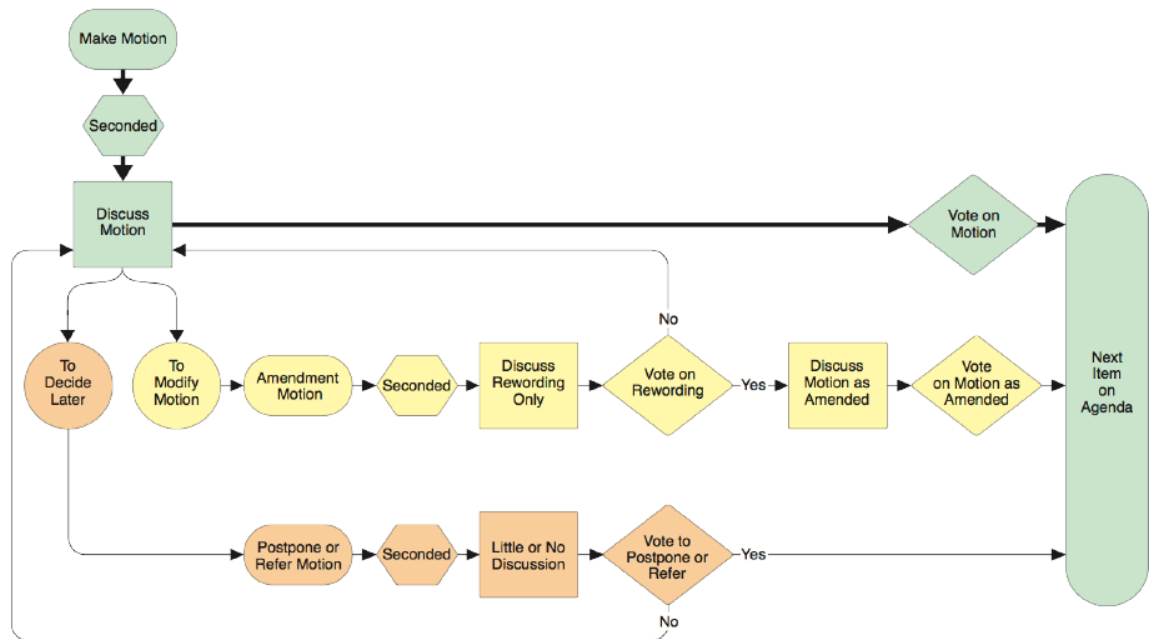
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Appendix 2



Democratic Rules of Order

Flow Chart Using *Democratic Rules of Order*



GOOD ORDER

- Stay on topic
- One speaker at a time, acknowledged by chair
- No interrupting

POINT OF ORDER

- Member explains how a law or good order is being breached
- Chair rules on point of order
- Vote if necessary



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