

THE CONSTITUTION  
OF THE  
OPERATIONS AND FACILITY COUNCIL  
OF THE  
STATE OF WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

**Article I**

NAME

The official name of this organization shall be the Operations and Facility Council (herein after called the "*Council*").

**Article II**

PURPOSES

- A. To promote the common interest in the construction, planning, administration, development, care, and operation of physical plants used by institutions of higher education; and
- B. To foster the professional spirit among those engaged in this work; and
- C. To aid and supplement the work of similar organizations, such as the Pacific Coast Association of Physical Plant Administrators of Universities and Colleges.

## Article III

### MEMBERSHIP

- A. Qualifications: Membership in the *Council* shall be open to all State of Washington community and technical colleges which are members of the Washington Association of Community and Technical Colleges, as well as, partnered 4-year University on a joint campus.
- B. Representation: Member institutions may be represented in the *Council* by two classes of members, voting and non-voting, as classified in the Bylaws (Article I, Section 1) of the Council. For the purpose of carrying on the official business of the Council, each member institution shall be entitled to one vote and one vote only regardless of the number of representatives in good standing in the *Council*.

## Article IV

### GOVERNANCE

- A. Management: The management of the business and affairs of the *Council* shall be the responsibility of the Executive Committee made up of all elected officers and any other as may be included under the Bylaws of the *Council* (Article V).
- B. Meetings: Meetings of the members of member institutions shall be held as scheduled. A portion of each regular scheduled meeting shall be a business meeting to transact the business of the *Council* including the election of officers, the selection of the next meeting site and date, the reports of the officers, and any other transactions contributing to the good will of the *Council*. Given there may be certain items of business which require timely action by the Council before the next regular scheduled meeting, the *Council* has the option to transact business electronically, more specifically, via email. This decision will be at the discretion of the Executive Committee with notice to the members of the *Council* in good standing. Voting will be allowed during a specified period of time designated by the Executive Committee and will utilize the same rules for Quorum as stated in Article IV, Section C. (As Amended 2/20/09)

- C. Quorum: For the transaction of business of the *Council* at any meeting, the majority vote of the eligible voting members present shall prevail.

## Article V

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### AMENDMENTS

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This constitution may be amended at a regular scheduled meeting by a two-thirds vote of institutional members of the *Council* present and in good standing, including votes of members who vote by proxy, provided the proposed amendment was read at the previous regular meeting or was approved by the executive committee and a copy provided to all members in good standing at least 30 days prior to the meeting.

**October 17, 2008:**

Proposed Amendment to the OFC Constitution:

Add text to Article IV(Governance), Section B(Meetings) as follows:.

- B. “Meetings: Meetings of the members of member institutions shall be held as scheduled. A portion of each regular scheduled meeting shall be a business meeting to transact the business of the *Council* including the election of officers, the selection of the next meeting site and date, the reports of the officers, and any other transactions contributing to the good will of the *Council*. **Given there may be certain items of business which require timely action by the Council before the next regular scheduled meeting, the Council has the option to transact business electronically, more specifically, via email. This decision will be at the discretion of the Executive Committee with notice to the members of the Council in good standing. Voting will be allowed during a specified period of time designated by the Executive Committee and will utilize the same rules for Quorum as stated in Article IV, Section C.**

Respectfully Submitted by David Jungkuntz, 10/17/08.

**February 26, 2016**

Proposed Amendment to OFC Constitution

Add text and clarifications to Article III (Membership), Sections A (Qualifications) & B (Representation):

- A. Qualifications: Membership in the *Council* shall be open to all State of Washington community and technical colleges which are members of the Washington Association of Community and Technical Colleges, **as well as, partnered 4-year University on a joint campus.**
- B. Representation: Member institutions may be represented in the *Council* by two classes of members, voting and non-voting, as classified in the Bylaws (Article I, **Section 1**) of the Council. For the purpose of carrying on the official business of the Council, each member institution shall be entitled to one vote and one vote only regardless of the number of representatives in good standing in the *Council*.

Respectfully submitted by David Jungkuntz, 2/26/16.