SOUTHWEST
TENNESSEE COMMUNITY COLLEGE
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President's Cabinet Voting Protocol
effective January 21, 2022

Policies required by TBR or the Southwest President

The Tennessee Board of Regents (TBR) is the governing body for Southwest Tennessee Community College (Southwest).

Several TBR policies, procedures and guidelines require that institutions have corresponding policies.

When TBR requires a policy, it is not necessary to vote on whether it should be adopted because adoption is mandatory.

Mandatory policies will be presented at President's Cabinet meetings for informational purposes. Attendees are responsible for sharing the information with their constituents. Doing so ensures that every employee receives updates.

The presenter of a policy will provide the President's office with a copy of it when a request is made for meeting agenda items. This request will usually be made approximately 48 hours prior to a meeting. The President's office will publish the policy with the agenda approximately 24 hours before a meeting. For efficient use of time during meetings, policies should be read in advance.

At the President's discretion, meeting attendees may discuss a mandatory policy during a meeting, though no vote will be taken.

A Southwest governance council may later submit a proposed revision to the policy in accordance with Southwest Policy 1:00:00:00/0, Policy Preparation and Revision Guidelines. The spirit of the TBR requirement may not be changed. A Southwest policy may become more narrow than the TBR guidance but may not become more broad. For example, if TBR allows three (3) days to submit a document, Southwest may allow only two (2) days but may not allow four (4).

Similar to policies required by TBR, a policy that the Southwest President imposes does not require a vote, will be presented at President's Cabinet, and may be discussed by meeting attendees. Policies required by the President may not be substantially revised without the President's approval.

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.

Policies not required by TBR

Policies that are not required by TBR are initiated through the procedure in Southwest Policy 1:00:00:00/0, Policy Preparation and Revision Guidelines.

Initial review of a proposed policy will be by the Director of Equity and Compliance (E&C). The Director of E&C will consult the Southwest President, TBR and others, if necessary, to make an informed decision regarding legality and other concerns related to a proposed policy. Upon approval, the proposal will be forwarded to the appropriate governance council. For more information on governance councils, please visit the Southwest Governance Structure webpage.

The governance council will share the proposed policy with its members and discuss it at their meeting. A vote will be taken in accordance with the council's by-laws.

If a proposed policy is approved by the appropriate governance, it will be presented at a President's Cabinet meeting for a vote. The vote should take place during the meeting, shortly after the policy presentation.

Voting will be conducted as follows:

- Main motion- A motion will be made and seconded to initiate discussion regarding the proposed policy.

- Substitute motion- A substitute motion may be made if there is a proposal for an alternative to the main motion. One (1) substitute motion will be on the floor at a time. If it passes, the main motion is no longer active. If it does not, the main motion is still open for consideration.

- Friendly amendment- Attendees may suggest editorial changes. If there are no objections, the amendment will be adopted. If there is an objection, the friendly amendment will not be adopted.

- Call for the question- A request may be made to end discussion and vote on the motion at hand.

- Point of order- If it appears that the process is not being followed, a point of order may be called. Doing so will interrupt what is currently taking place to allow the President time to consider the process. A point of order will be resolved before voting continues.

- Votes may be taken verbally or by show of hands. During a virtual meeting, the “raise hand” feature may be used.

- If it appears that the vote is close, in the President’s discretion, a ballot vote may be taken. During a virtual meeting, the “chat” feature may be used.

- The President’s Special Assistant or Executive Administrative Assistant will count the votes and deliver the results, unless the President reassigns these duties.

Results will be determined based upon the simple majority of attendees currently present at the meeting. The President will cast a tie breaking vote (and therefore have two (2) votes when a tie occurs).

If a proposal does not receive the majority of the votes during President’s Cabinet, it will not become a Southwest policy.