

AP 2430 Governance Committee Structure

D. Committee Operational Procedures

1. While all committees are ultimately advisory to the college Superintendent/President, it is understood that recommendations will be directed to the President’s Council or the appropriate constituency group as designated in Section A of this policy. Dissenting members of a committee shall have the right to present a minority opinion at the same time that the majority opinion is presented. The President’s Council or the appropriate Senate will provide timely response to the appropriate committee regarding the disposition of any recommendations made by that committee.

2. Selection of committee members:
 - a. Unless designated otherwise in Section A of this policy, committee member appointments will be made in the following manner: Faculty members will be appointed by the Academic Senate. Classified staff members will be appointed equally by the Classified Senate and the California School Employees Association (CSEA) where equal numbers of representatives exist. Where one classified employee representative is noted, the appointment shall be made by CSEA. Where an odd number of classified representatives are designated for a committee beyond the number of one, CSEA shall make one more appointment than the Classified Senate. Student members will be appointed by the Associated Student Body Government. Manager members (except those designated by the title to be members) will be appointed by the Management Senate. Other committee members will be appointed by the Superintendent/President.

 - b. Members of standing committees will serve two years, with approximately one-half of the members being replaced each year, unless the appointing body determines otherwise by appropriate bylaws. Members of ad hoc committees will serve for the duration of the committee, unless the appointing body determines otherwise by appropriate bylaws.

 - c. If a member is unable to maintain service on a committee for any reason, the member may be replaced through the regular appointment procedure. Persons who are member of committees by virtue of a position or title they hold in an organization may be replaced by that organization. Persons, who are members of committees by virtue of management positions or titles, may be replaced by the Superintendent/President, in consultation with respective area managers.

Adopted 3-10-87	Amended 06-28-94	Amended 10-17-95	Amended 11-17-98	Amended 03-21-00
Amended 5-17-90	Amended 12-06-94	Amended 04-15-97	Amended 05-18-99	Amended 08-15-00
Amended 4-07-92	Amended 02-21-95	Amended 06-17-97	Amended 11-16-99	Amended 04-12-02
Amended 4-06-93	Amended 04-04-95	Amended 03-03-98	Amended 10-19-99	Amended 09-25-02
Amended 1-11-94	Amended 07-18-95	Amended 06-02-98	Amended 01-18-99	Amended 10-14-03

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3. Each standing committee, with the exception of the Curriculum Committee and the Faculty Professional Growth Committee, will elect its own chairperson. The Superintendent/President may appoint the chairperson of an ad hoc committee, or may provide for the committee to elect its own chairperson. The Superintendent/President may appoint the chairperson of an ad hoc committee, or may provide for the committee to elect its own chairperson.
4. All records of the committee, including minutes and agendas, will be maintained by the executive secretary designated in Section A of this policy or, in the case of an ad hoc committee, appointed by the Superintendent/President. The executive secretary may be a member of the committee or may be identified as an addition to the committee. If identified as an addition to the committee, the executive secretary shall not be a voting member of the committee.
5. Committee business will normally be conducted in a spirit of open communication, and not rely on formal parliamentary procedures except when required to keep order. When required, the latest edition of *Roberts' Rules of Order* will govern proceedings. Copies of other procedural rules, if adopted by the committee shall be provided to committee members and to all groups responsible for appointing members of that committee.
6. For the purpose of conducting business, a quorum shall be one more than half of the active committee membership. As a major function of the shared governance committee system is communication, appointing bodies of members unable to attend one or more committee meetings are encouraged to send substitutes. Each committee may adopt its own procedures regarding whether substitutes may be considered to be members for purposes of establishing a quorum and voting. Such procedures, if adopted, shall be make known to all members of the committee and all membership appointing bodies.
7. The committee chairperson may request replacement through regular procedures of committee members missing three consecutive meetings. Member for whom replacement has been requested shall not be considered active members for voting or for purposes of establishing a quorum.
8. It is expected that most committee determinations can be achieved through consensus, and not required reliance on formal voting procedures. Where formal votes become necessary, each committee member shall have one vote. Voting by proxy may be allowed where the committee has adopted procedures for proxy voting and made those procedures known to all members of the committee and all membership appointing bodies. Vote may be made by voice, roll call, or by show of hands. Secret ballots may be used for election of the chairperson, and for such other matters as the committee deems appropriate.

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9. Members shall be allowed to place germane issues on the committee meeting agenda by notifying the chairperson at least four working days prior to the meeting. The agenda and supporting materials for any action item shall be distributed to committee members at least three working days prior to the meeting. No items may be added to an agenda within the three working days prior to a meeting or during a meeting except in case of an emergency or other compelling cause as determined by a majority of the committee.

10. Each committee shall maintain written minutes of committee meetings, which shall, at a minimum, contain a record of attendance and any action taken by the committee. Copies of the minutes shall be distributed to every committee member. A copy shall also be made available to the Academic Senate, the Classified Senate, the Management Senate, the Associated Student Body Government, the President’s Office, and the Professional Library. Generally, minutes should be completed and distributed within two weeks of the meeting recorded and always before the next meeting of the committee, where possible.

11. Each committee shall establish a schedule of meeting dates at its first meeting of each academic year. Committees are encouraged to establish standing meeting times which are used from year-to-year and scheduled so as to minimize conflict with standing meeting times of other committees. Special meetings may be called by the committee chairperson or by the Superintendent/President. Except in an emergency, each member shall be given at least three (3) working days notice of a special meeting, including notice of the proposed agenda. When a meeting is to be cancelled, a reasonable advance notification shall be provided to committee members, if possible.

12. Any change in policy/procedures recommended by a committee will be forwarded to the Policy and Procedures Review Committee for review and recommendation in accord with Procedure 2601.

13. Annually, the President’s Council will coordinate an evaluation of the effectiveness of each shared governance committee using the following criteria:
 - a. How often the committee met.
 - b. Attendance of committee members.
 - c. Evaluation by committee members of the committee’s effectiveness in meeting its charge and/or annual goals and in implementing the principles of shared governance.
 - d. Evaluation by each of the Senates and the Associated Student Body Government of the committee’s effectiveness in meeting its charge and/or annual goals and in implementing the principles of shared governance.

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The results of this evaluation will be shared with each committee and with each of the Senates and the Associated Student Body Government.

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