

San Joaquin Delta College

COMMITTEE BOOK

2001 - 2002

Committee Operational Procedures

Board Policy 2620.C

1. While all committees are advisory to the college Superintendent/President, it is understood that recommendations will be directed to the individual or to that committee defined as advisory to 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.
2. Selection of committee members:

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 President of the Academic Senate. Classified staff members will be appointed by the President of the Classified Senate. Student members will be appointed by the President of the Associated Student Body. Other committee members will be appointed by the Superintendent/President.

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.

If a member is unable to continue service on a committee for any reason, the member will be replaced through the regular appointment procedure. Persons who are members of committees by virtue of a position or title they hold in an organization may be replaced by that organization. The Superintendent/President, in consultation with respective area managers may replace persons who are members of committees by virtue of management positions or titles. Replacement members may be appointed to serve the remaining portion of the term of the member leaving the committee, or any shorter period of at least ten weeks duration.

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.
4. All records of the committee, including minutes and agendas, will be maintained by an Executive Secretary appointed by the Superintendent/President. The Executive Secretary may be a current member of the committee or may be appointed as an addition to the committee. If appointed as an addition to the committee, the Executive Secretary shall not be a voting member of the committee. In the event there is no Executive Secretary, the chairperson of a committee shall be provided with adequate clerical support needed to fulfill the duties of the chair and 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 *Robert's Rules of Order* will govern proceedings. Copies of other procedural rule, if adopted by the committee shall be provided to committee members and to all groups responsible for appointing members to that committee.

6. For the purpose of conducting business, a quorum shall be one more than half of the active committee membership.
7. The committee chairperson may request replacement through regular procedures of committee members missing three consecutive meetings. Members 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 require reliance on formal voting procedures. Where formal votes become necessary, each committee member shall have one vote. Voting by proxy is not allowed. 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.
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 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 semester. 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 working days notice of a special meeting, including notice of the proposed agenda. When a meeting is to be canceled, 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 individual to whom the committee is advisory, who may forward it 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; and, 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.

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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