Operational Guidelines for Committees

Committee Academic Year Timeline

Month	Activity
February	• Committees discuss and finalize committee changes and/or structure. • Chair completes Governance Worksheet with or without changes and signs on behalf of the committee.
March	• Governance Worksheet goes forward to Academic Senate (if appropriate). • Governance Worksheet goes forward to College Council for approval. • College Council Meeting – Approvals of Governance Committee Changes. • If there are significant changes, Committee Chair or Designee must attend the Council Meeting.
April	• Shared Governance Participants' Document and Governance Handbook updated with committee changes. • President's Office sends reminder to Academic and Student Services Divisions, Classified Senate, and Administrators to update membership. • Student Services Division Meeting agenda item: committee memberships. • Admin Staff Meeting agenda item: committee memberships. • Classified Senate Meeting agenda item: committee memberships. • Academic Divisions Meeting agenda item: committee memberships.
May	• Admin Staff finalizes committee memberships. • Student Services Division finalizes committee memberships. • Classified Senate finalizes committee memberships. • Academic Divisions finalizes committee memberships. • Academic Divisions, Student Services Divisions, Classified Senate, and Admin Staff sends committee representation to President's Office.
August	• President's Office posts DRAFT Governance Participants on website.
September	• Faculty Association sends list of appointments. • LPCSG sends list of appointments to President's Office. • Committees send President's Office Committee Chair selection. • President's Office posts FINAL Governance Participants on website. • Committee Chair/Support updates committee webpage with changes and committee representation.

Roles and Responsibilities

Committee Chair

When chairs of the College Committees are chosen, they become non-voting members of the committee. In the event of a tie, the Chair may vote to break the tie if they wish. Other ways to make the decision include consensus or, if not a time-critical matter, continued discussion and consensus of voting later or holding the topic over to a future meeting agenda.

The Shared Governance Group that the chair comes from may choose to replace the voting member from their Senate/Union/Division (as applicable) and notify the President's Office of this replacement.

Chairs are chosen to guide the agenda, discussion, and votes for the good of the whole campus. They are expected to be well-versed in parliamentary procedures in order to be able to effect efficient and collegial discussions.

- If committee reports to College Council or Academic Senate, be prepared to attend those meetings (i.e., prepare one's schedule in advance to accommodate attendance).

- Understand the committee's charge, membership, connections, and reporting relationships to other governance groups.
- Be familiar with relevant accreditation standards and make requested reports.
- Be prepared for meetings.
- Encourage participation of committee members and elicit feedback.
- Ensure that all voices have an opportunity to be heard before decisions are finalized.
- Utilize time management for discussions and meeting time.
- Facilitate dialogue and keep discussions "on track."
- If the governance group does not have support/resource staff, the Chair is responsible for sending out and posting meeting materials.
- Keep the membership list up-to-date and inform the committee or College Council support person of changes.
- At the end of each meeting, summarize key decisions and next steps for members.
- As soon as possible after meetings, send out Message Points to the committee, Deans, VPs, and constituent groups to assist in Division discussions and to inform other committees which may need to coordinate topics.
- Work collaboratively with Administrative Liaison and support/resource staff (if provided) to develop agenda and meeting materials.
- If new members join the committee mid-way through the semester, provide them with an "orientation" on the group's charge, membership, and schedule as well as brief overview of the issues addressed to date.

Committee Member
- When signing up for committees, note the terms and responsibilities and arrange one's schedule to accommodate the needed work.
- Attend all meetings of the governance group; if a scheduling conflict should arise, identify a proxy to attend the meeting in your place, and when possible, notify the Committee Chair in advance.
- Be prepared for meeting: review materials in advance; be ready to discuss and/or provide feedback; take notes to report back to the constituency group.
- Follow through on seeking feedback from and/or communicating information to constituents
- Adhere to key dates and deadlines for meetings, submitting votes, and follow-up items.
- Lend your voice/perspective to discussions and decisions – remember that you are there to represent your respective constituency group; participation in the dialogue and decision-making is your individual and collective opportunity to weigh in on institutional issues; when in doubt, ask questions.

Administrative Liaison
- Working collaboratively with the Chair and/or the Administrator, provides information and support to the committee.
- The Administrator is often a long-standing member of the committee who can provide history, background, and context for committee discussions and decisions.
- Assists Chair with development of the meeting agenda.

Support/Resource Staff
- Takes notes; types/prepares minutes and agenda.
- Posts documents online; maintains current and accurate committee information on the College website.
- Assists Chair and Administrative Liaison with meeting materials and logistics.
- Maintains the archive of committee processes, actions and decisions.

- Functions as the "conduit" for the committee with materials and announcements (e.g. agenda, handouts, votes, etc.) flowing to/through the support staff.

Terms of Service
- Unless otherwise stated, members will serve a term of two years on each committee to which they have been appointed as a representative.
- To the extent possible – and to maintain continuity of membership and committee history/decision-making – only half of the representatives will be replaced each year.

Meeting Times and Location
The Master Calendar of College meetings is managed through the President's Office. If a governance group wishes to change the time, day, or location of its meetings, the request (including rationale) must be submitted in writing to the President's Office. The request will be reviewed and evaluated with regard to processes, room availability, and potential impact on other meetings and constituents.

Distribution of Documents
Chairpersons or the committee administrative support person should assure that:
- A campus-wide email regarding the meeting time is sent prior to the meeting.
- Include the agenda with the campus-wide email, if possible.
- For committees subject to the Brown Act (i.e. Academic Senate, Classified Senate, Student Senate, and Curriculum Committee), agendas must be sent at least 72 hours prior to the meeting.
- When possible, send draft minutes to members within 5 working days after meeting; asking for edits.
- When possible, post approved minutes within 5 working days.

College Committee Changes, Creations or Deactivation
The process for creating or deactivating a committee that reports to College Council follows the Robert's Rules of Order and the philosophy of LPC Shared Governance.

Should a new committee be deemed necessary (such as Sustainability in 2010 or Integrated Planning in 2013), the matter should be placed on a College Council agenda under New Business. Reasons for the new committee will be presented and discussed and well as providing a Shared Governance Worksheet for the new committee. If prior research has taken place or the new committee has been championed by a certain group or committee, it may be presented at this time. If no research has been done yet, a task force may be created to research the pros and cons.

When fully researched, as with all shared governance matters, the College Council will hear the recommendation and then if agreed upon, shall send it to all constituent Council members (Senates, Unions, Administration) for discussion and voting. The Constituent groups may be asked to provide a one-month turn-around for the decision, if necessary, for accreditation or other needs.

When the Constituent votes return to College Council, the decision will be recorded in the minutes and new arrangements will begin to be made for creating or deactivating the college committee. On applicable committees, should the Academic Senate decide to reduce or increase the number of its representatives, the Classified Senate would like to match the number of its representatives to the faculty number automatically. This will be discussed in College Council.

Decision Making

Quorum

A quorum must be present at a meeting in order for governance group action items and recommendations to be considered official. For the purposes of the College governance system, a quorum is determined to be a simple majority (i.e., 50% +1) of the committee's voting members. An un-appointed seat does not count when determining a quorum (i.e., if your governance entity cannot fill all the seats).

By Vote of Consensus

LPC committees use Robert's Rules of Order, Revised for parliamentary rules.

For items requiring an official, recorded decision by the committee, action may be taken by achieving consensus or by taking a vote (verbally, with show of hands, or via email). To maintain consistency, each committee group should agree (ideally at its first meeting of the fall semester) on the decision-making method it will use throughout the year.

Helpful guidelines for achieving consensus:
- Clarify the problem/issue/question;
- Outline the criteria/parameters (effect on students, equity impact, use of tangible and intangible resources, etc.);
- Explore alternate solutions;
- Consensus does not mean unanimity (a few members opposed to the motion do not prohibit consensus, as long as the majority accepts the decision).

Robert's Rules of Order, Revised

The situations below apply for these common circumstances:
- No quorum to approve agenda:
  - If no quorum at beginning of meeting, agenda cannot be approved;
  - If quorum occurs during meeting, can approve agenda and discuss and vote on any action items.
- No quorum later in meeting:
  - If a quorum fails to be maintained during the meeting, no further votes or action items may be taken.
- Approval of past minutes:
  - Any member may vote on approval of minutes whether or not they were in attendance at that meeting;
  - The vote can be seen as confidence in the secretary to the committee.

(For reference on Robert's Rules of Order, see Q&A on: http://www.robertsrules.com/faq.html#1)

Expectations and Engagement

Accountability
- Attend all meetings.
- Represent your respective constituency group but always maintain a focus on what is in the best interest of students and the institution.
- Adhere to key dates and deadlines for meetings, submitting votes/feedback, and follow-up items; any delay in communicating the necessary information back to the committee/Chair can impact the group's effectiveness and ability to carry out its charge.
- Stay engaged in meeting discussions, through participation and/or active listening.
- Lend your voice/perspective to discussions and decisions.
- If a committee member is absent from three or more meetings during the course of the semester without sending an alternate representative, the Chair, Administrative Liaison, or Resource Staff should contact the appointing body to identify a replacement (or to determine if naming a replacement is necessary/appropriate).
  - If notified of a member's absence in advance – and if an alternate is not available or appropriate – the Chair (or Support/Resource Staff) can attempt to have the member to participate via phone or teleconference; contact the Technology Department for these arrangements.
- All committee meetings are open, and all members of the campus community are welcome and encouraged to attend.

Communication and Collegiality
- Maintain a professional and collegial environment; attack the issue – not the person.
- Remember that as members of the campus community, we're all on the same team – and 'we don't tackle someone wearing the same jersey'.
- "Step up, step down" – share the floor with the other committee members; feel comfortable to speak your mind and share your perspective, but avoid dominating the discussion; make sure there are opportunities for others to join in the dialogue.
- Stay engaged in meeting discussions through participation and active listening; avoid sidebars/private conversations, use of smartphones/tablets/laptops to check messages and surf the web, and other activities (e.g., grading assignments or doing homework) as this may be viewed as a distraction or disrespectful to your fellow committee members.
- Have a "culture of veto" – Decisions by consensus allows the work of the committee/College to move forward; won't be stuck at a standstill because of one person won't agree.
- All are equal members of the committee; open communication shall take place without fear of reprisal.
- Although committee decisions/discussions may be communicated broadly or informally by the Chair, Administrative Liaison, and others, it is the primary responsibility of each member to keep their respective constituents informed of committee actions.