

Council and College Committee

Bylaws Template

Date Submitted to PBC:
Approved by PBC:

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COMMITTEE PURPOSE

Role: Identify the purpose of the committee and the committee's role in serving the college.
Responsibilities: Identify committee responsibilities.
Required:

1. Seek input and vet the committee's 3-year plan with Councils
2. Draft and submit to PBC the committee's 3-year plan (usually in spring semester)
3. Provide an annual report to PBC based on the 3-year plan

MEMBERSHIP

Membership Terms: A "term" is usually a two-year or four semester commitment.
How Members are Appointment or Selected: Committee members are appointed through Classified Senate, Academic Senate, and Associated Students of Cañada College. (Classified representatives are also vetted through CSEA.)

Recommendation:
Committee membership (constituency representation): College participatory governance committee membership ensures representation of college constuency groups—faculty, classified, students, administration. Committee members typically serve by appointment in one of the following capacities:

- At-large
- Division representive
- By assignment or by position (for example, a faculty coordinator or dean/responsible administrator)
- Student representative

Annual Orientation of Members:
Recommendation:
Committee chairs and co-chairs participate in the Planning and Budget Council's annual "PBC Orientation." Committee members are invited to attend.

Mentorship of Student Representatives
Recommendation:
In order to help student representatives participate effectively in PBC a faculty, staff, or administrator representative with at least one semester of experience on this committee will, through mutual agreement with the student(s), act as a mentor to the student representative(s) during their first semester of service. At start of semester co-chairs will appoint a mentor from an interested candidate pool.

With limited time in mind, a mentors duties should be supportive and not unduly burdensome.

Examples of mentor's duties can include the following:

- Understanding bylaws

- Active participation (making a motion, for example)
- Voting expectations
- Attendance expectations
- Acting as a point person for the student's questions
- Make meetings accessible through cooperation of DRC or language barriers
- Help advocating and navigating interpersonal conflicts that might arise on committees
- Support students on navigating how to lead projects, getting on the agenda and looping in ASCC yearly initiatives to the work the committee is doing that academic year

, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration and the right of the academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards
ED Code 70901

Expectations of Service

Recommendation:

Committee members will

- commit to attend and prepare for meetings
- notify co-chairs if unable to attend scheduled meetings
- solicit feedback from and report out to constituent groups.

Removal

Members may be removed or asked to resign by consensus of the committee after three (3) absences in one semester.

CO-CHAIR SELECTION

Recommendation:

Unless determined "by position" or "assignment," the committee nominates and votes in a co-chair according to their bylaws. Co-chairs may serve for a one or two-year term to be determined by committee. Co-chairs and committee members are to be confirmed by the last regular committee meeting in spring semester (in preparation for service to begin the next year).

DISSEMINATION OF INFORMATION

Agenda and Meeting Summaries

Recommendations:

- distribute meeting agendas 72-hours prior to a meeting

- draft meeting summaries should be reviewed/approved at subsequent meetings
- agendas and meeting summaries are to be posted regularly to Council or Committee webpages
- council or committee webpages should be regularly updated with current information, committee membership, bylaws, meeting agendas and summaries, meeting days and times.

FORMATION & ROLE OF TASK FORCES (Councils and Committees)

A task force or ad hoc work groups are "small groups created by a Planning Council, Committee, or Senate for a short time—less than a year—for a defined "task" or purpose. Membership of the Task Force relies on topic experts, interested parties, and may include representation of college constituency groups as determined by the founding Planning Council, Committee, or Senate (See *Compendium of Committees*, April 2019).

MEETINGS

Recommendations:

Frequency of Meetings: Committees typically meet bi-weekly or monthly for one to two hours. For example, 2nd and 4th Wednesdays of the month or the last Friday of the monrth.

Meeting Agenda: Meeting agendas should be created by committee co-chairs with input from the membership.

Decision-Making: Committees may use consensus decision-making or rely on a majority vote. Quorum, or the required minimum number of members present to make a decision, is half the membership +1)

ACTIONS & DECISIONS ON COLLEGE POLICY (For Councils)

All Council actions and decisions are formal recommendations made to PBC.

BYLAWS CHANGE PROCESS

Recommendation:

Council and Committee bylaws may be amended and/or adopted by consensus or by a two-thirds vote of all members in consultation with their respective constituents. Any member may propose a change to bylaws.

EVALUATION

Committees report to the Planning and Budget Council annually on the progress of the the 3-year plans. Annual reports may be submitted or presented to PBC.