

GOVERNANCE BEST PRACTICES

The CSEA appointments are 2-year terms.

Members of governance committees are appointed for 4-year terms by one of the following constituencies:

- the Academic Senate
- the Administration (both for administration and other classified seats)
- the Guild

“Joint Faculty” are appointed jointly by the Guild and the Academic Senate.

The ASGCC appointments change each semester dependent upon student’s schedules.

All members:

1. Familiarize themselves with the mission of the committee as indicated on the Blue List
2. Regularly attend and recruit proxies in the event of absence
3. In the event of a disagreement about governance procedures, consult the Governance Document or contact the Governance Review committee
4. When first participating on governance committees, attend the annual Fall governance workshop
5. Consult with their constituency (Guild, Senate, and CSEA execs, ASGCC cabinet, Administration) for general guidance and for specific concerns about policy proposals
6. Know who appointed them

Chairs:

1. Verify that membership matches the Blue List and (in the case of the 4 standing committees) the Governance Document
2. Verify that only voting members vote – Resource members do not have a vote
3. Verify the committee has a quorum (majority of the committee voting members as indicated on Blue List) before action is taken; discussion may take place in the absence of a quorum but no actions or motions can be taken without a quorum
4. Forward agenda to the committee and the Governance office four working days before the meeting
5. Forward any action items and motions to the Governance office within 48 hours of the meeting. Follow up by submitting minutes within 5 days. (Stated in the Governance Document)

Format for reporting minutes: (from “Communications & Operations” in the Governance Doc”)

Submit action items and motions in a word document to the Governance office and your standing committee within 2 days of meeting. These will be reported to the Executive Committee as submitted.

Sample: “Student Affairs, action items from September 23, 2007 meeting

1. MSC approval of August 23, 2007 minutes.
2. MSC approval of new Board Policy 2237
3. Action item: Dr. Perez will forward committee recommendations to Campus Exec.”

Follow up by **submitting minutes within 5 days**; these will be posted on the Governance webpage.