

## **Sonoma County Junior College District Committee System Best Practices**

College Council functions as the coordinator and supervisor of the District committee system. Obligations of College Council Vis-à-Vis the Committee System are defined within Policy 2.5 and 2.5P: Governance and the Committee System.

In the spirit of the best participatory governance, College Council reminds all Standing and President's Advisory Committees that they shall implement and maintain the following committee "best practices." **To support optimal participation by all constituent groups in shared governance, it is essential that changes in committee meeting dates and/or times are kept to an absolute minimum.**

During the first meeting of the school year, verify the committee function, membership, and meeting time. College Council must first approve any changes to these aforementioned items and the Board of Trustees shall review them in the same manner as District procedures.

1. Refer to the committee function, membership and meeting schedule information on Standing Committees and President's Advisory Committees on the District's website.
2. Designate Chair or Co-Chair positions as defined in the committee description.

### Duties of Chair and Co-Chairs

- Schedule meeting days and time as defined in the committee description
  - Create and distribute agenda in a timely fashion
  - Conduct meetings in an orderly manner, allowing appropriate participation of all individuals present
  - Ensure that a clear consensus or vote is taken on action items
  - See that minutes are written, including attendance, approved and distributed promptly
    - Committee approved minutes will be forwarded to the office of the designated Manager serving on the committee. If there is no Manager identified, they will be forwarded to the office of the Vice President of Academic Affairs.
    - The responsible party will have the minutes downloaded onto the District Web page.
3. Governance committees have more than one constituent group in their membership: faculty, classified staff, students and/or administrators.

### Duties of Members

- Attend meetings regularly
- Plan with the chair for a substitute or proxy vote when an absence is necessary
- Keep their constituent groups informed of committee actions

- Complete assignments associated with committee work in a timely fashion
4. Change in committee names, function, composition, meeting times, chair information and the like shall be forwarded in writing to College Council for approval. College Council will forward clerical or informational changes to the website. Changes regarding composition, authority of the committee or other substantial alterations, shall be reviewed by the Board of Trustees in the same manner as District procedures.

Clerical Assistance for District-Wide Committee Work

District administrative offices will provide clerical assistance for the District-wide committee system, most typically by the offices of administrative members of the committee.

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