**Committee Structure**

1. The \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ is the overarching shared governance body for the college.
2. \_\_\_\_\_\_\_\_\_\_ committees are categorized as either committees of the \_\_\_\_\_\_\_\_\_\_ or of the Academic \_\_\_\_\_\_\_\_\_\_.
3. Two other committee types exist. A \_\_\_\_\_\_\_\_\_\_ is made up of a small number of members of a regular committee. An \_\_\_\_\_\_\_\_\_\_ committee is a special, short-term committee focused on a specific task.
4. All committees eventually make \_\_\_\_\_\_\_\_\_\_ to the College Council and/or \_\_\_\_\_\_\_\_\_\_.

**Why does your committee exist?**

REEDLEY COLLEGE PARTICIPATORY GOVERNANCE HANDBOOK

Revised and Adopted by the Reedley College Council: *Soon, we hope*

The charge of a committee of any type will be to gather \_\_\_\_\_\_\_\_\_\_, deliberate, report, and formulate \_\_\_\_\_\_\_\_\_\_ regarding policies and procedures which will be forwarded to the College \_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_ of Reedley College, and/or the Board of Trustees.

**The job of a committee chair is to:**

1. To create and distribute the \_\_\_\_\_\_\_\_\_\_ and related materials ahead of the meeting date.
2. To convene the meeting at the appointed \_\_\_\_\_\_\_\_\_\_.
3. To maintain order and recognize \_\_\_\_\_\_\_\_\_\_ entitled to speak.
4. Enforce meeting \_\_\_\_\_\_\_\_\_\_.
5. To \_\_\_\_\_\_\_\_\_\_ business in every way compatible with the rights of members.
6. To \_\_\_\_\_\_\_\_\_\_ and forward the committee \_\_\_\_\_\_\_\_\_\_ to the appropriate authority.
7. Maintain a full committee by reporting \_\_\_\_\_\_\_\_\_\_ (habitual absenteeism) to the appointing body.

**Minutes or Notes?**

Committees should be compiling and posting minutes, notes … or probably more appropriately, a combination of both.

\_\_\_\_\_\_\_\_\_\_ are a record of the ACTIONS taken by a committee only. They should include the motion, who made it, if there was a second, and the outcome of the vote.

\_\_\_\_\_\_\_\_\_\_ are an overview or synopsis of the discussion at a meeting. They should be separate and after any minutes, but may be on the same document. Notes should NOT identify who said what in the discussion.

\* see the *Minutes & Notes Explained* cheat-sheet in the Canvas module for examples.

**New Year To-Do List**

1. Make sure your committee membership is \_\_\_\_-\_\_\_\_-\_\_\_\_\_\_\_.
2. Have an \_\_\_\_\_\_\_\_\_\_ for your members, you may have new members.
   1. Purpose
   2. Meeting norms
   3. Reporting procedures.
3. Review your \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ (COA).
   1. Purpose
   2. Maybe create an ad hoc committee to recommend updates or changes
   3. Forward to College Council for acceptance

**Standardized Forms**

By Fall of 2018, the College Council hopes to have a standardized, *fillable form* to make the job of creating and updating COAs more convenient.

College Council may very soon be approving a standardized *Report form* and a *Minutes/Notes form* to allow committee members to easily and using the same familiar format, report the actions and discussion of committee meetings to their constituent groups.