**Committee Structure**

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

**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 **Information**, deliberate, report, and formulate **Recommendations** regarding policies and procedures which will be forwarded to the College **Council**, the **President** of Reedley College, and/or the Board of Trustees.

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

1. To create and distribute the **Agenda** and related materials ahead of the meeting date.
2. To convene the meeting at the appointed **Time and Place**.
3. To maintain order and recognize **Members** entitled to speak.
4. Enforce meeting **Norms**.
5. To **Conduct** business in every way compatible with the rights of members.
6. To **Compile** and forward the committee **Record** to the appropriate authority.
7. Maintain a full committee by reporting **Vacancies** (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.

**Minutes** 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.

**Notes** 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 **Up-To-Date**.
2. Have an **Orientation** for your members, you may have new members.
   1. Purpose
   2. Meeting norms
   3. Reporting procedures.
3. Review your **Committee Operating Agreement** (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.