

GUIDELINES & TOOLS FOR GOVERNANCE REPRESENTATIVES

ALL MEMBERS, VOTING & NON-VOTING

1. Familiarize themselves with the mission of the committee as indicated on the Blue List, and GCC's mission statement.
2. Regularly attend meetings and assign a proxy in the event of absence.
3. Know who appointed them and know when their term ends (indicated on the [Blue List](#)).
4. Consult with their appointing agency (Guild, Senate, and CSEA executives, ASGCC cabinet, Administration) for general guidance, and for specific concerns about policy proposals.
5. Provide a report after each meeting using the [online form](#) or by email.
6. In the event of a disagreement about governance procedures, consult Administrative Regulation [\(AR\) 2511](#), the Governance Document, or contact the Governance Review Committee.
7. When first participating in governance committees, get acquainted with the resources available: committee minutes in [Board Docs](#), Governance Update, the governance webpage: www.glendale.edu/governance .

TERMS OF APPOINTMENTS FOR VOTING SEATS

2-year appointment: "CSEA" seats

4-year appointment: Academic "Senate" seats; "Guild" seats; "Joint" faculty seats

4-year appointment: "Administration" and "Manager/Confidential" seats

Some committee chair and seats are ex officio or are tied to released time (AR 2511).

Please note that positions in the following categories do not have a term of service: "ASGCC" (changes each semester), "Minutes Recorder" and "Resource." "Division Chairs" may have a term where applicable.

RESOURCE MEMBERS NON-VOTING

Persons may be appointed to a committee, by the committee, to serve as resources of information; however, a resource member will not have voting rights. A resource can be any person a committee feels has expertise to offer with respect to the committee's business (AR 2511).

TOOLS & RESOURCES

These documents and other links are available at: <http://glendale.edu/governance>

- AR 2511 Governance Document, especially the "Meeting Procedures" section
- Blue List
- Links to the committee report for faculty and staff
- Proxy Form

ROUTINES FOR CHAIRPERSONS OF A COMMITTEE

BEFORE A MEETING

1. Send a meeting notification or call for agenda items 2 weeks to 1 week in advance of a scheduled meeting.
2. Adhere to a regular meeting date and time (according to the Blue List). And consistent Zoom link if applicable.
3. Verify that membership matches the Blue List.
4. Comply with the Meeting Procedures section and other information in AR 2511, the Governance Document.
5. Forward the agenda to the committee four working days before the meeting; include the student government through email asvpad@glendale.edu
6. Agenda and Minutes should be in Board Docs for public access, and for committee members.

ROUTINES FOR CHAIRPERSONS OF A COMMITTEE continued

DURING A MEETING

1. Verify that the committee has a quorum 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.
2. How to determine quorum. It is 50% + 1 of voting members. Example: for committees with an odd or even number you may round up or down. Just use the same consistent method to determine quorum.
3. Verify that only voting members vote; "Resource" members do not have a vote. Include the current copy of committee membership (Blue List).
4. Remain impartial; avoid taking sides in order to conduct a meeting fairly and consistently.
5. During the meeting – help the minutes recorder by repeating who moved and seconded the motion.

DURING HYFLEX/REMOTE MEETINGS

1. At the beginning of the meeting/term, inform/remind attendees of the meeting protocol/procedure, including whether or not to use Chat.
2. Be consistent and clear on how discussion will occur, how a vote is taken-such as raise hand to get in the que, etc. The protocol should be consistent and clear throughout the meeting/term.
3. The chair may ask for a member to assist by monitoring the Chat and/or counting hands/votes. Chat norms may be set, including the minimal use of Chat.
4. Voting: When calling for a vote, do the following – this happens simultaneously:
 - The item/motion number is typed in Chat, which signals the vote to commence
 - The chair asks for ayes, and then voting members can type in their "aye" vote in Chat
 - The chair asks for nays, and then voting member can type in their "nay" vote in Chat
 - The chair asks for abstentions, and voting members can reply "abstain" in Chat.
 - The chair verbally states what the in-room votes are for each vote (ayes, nays, abstentions).
 - The Chat log is then saved by the chair and/or minutes taker.

AFTER A MEETING

1. Shepherd items to the appropriate Standing Committee if a stakeholder does not assume ownership.
2. In minutes, abbreviations should be spelled out. For example, introduce the topic "Student Learning Outcomes (SLO)" and then abbreviate thereafter. Titles to board policies and administrative regulations should follow the number; for example, "Administrative Regulation (AR) 2511: Governance Document."
3. Each month produce a "Motions Report" along with minutes; send these documents to the appropriate Standing Committee and cc the Governance office.
4. Upload minutes in Board Docs: We accept un-adopted minutes in order to keep information flowing.
5. Review the monthly Governance Update report: Is the information correct?
6. For any frequently absent members, do the following:
 1. Contact the absentee.
 2. Encourage assigning a proxy.
 3. Notify the Governance Office once #1 and #2 have been exhausted.

Got questions on governance? Contact Frankie Strong fstrong@glendale.edu, ext. 5393
Governance webpage www.glendale.edu/governance
Administrative Regulation 2511, Governance Document