DRAFT

Administrative Procedures for Participatory Governance: Select Components
(based on workgroup discussions and existing policy statement)

1. Convened councils or committees will have their charge, composition, reporting structure, and duration clearly defined and posted online.

2. Committees will be structured to include appropriate representation by faculty, administration, classified staff and students when matters being considered are within their purview.

3. Individual roles and responsibilities will be clearly defined with explicit decision-making authority given to administration.

4. Appointments to councils and committees will be made by constituent organizations as follows:
   a. Students – Associated Students Executive CouncilBoard
   b. Faculty – Academic Senate
   c. Classified Staff – SEIU
   d. Administration – Chancellor, after consultation with Administrative Council

5. Every effort will be made to rotate membership on committees in keeping with democratic and participatory principles.

6. Chairs are directly responsible to the chancellor for committee operations, including timely publication of agendas, notes, and continuous quality improvements.

5. Guidelines to be established regarding process for referring issues to the appropriate body.

6. Training for building agendas will be developed.

7. Responsibilities for posting agendas/minutes will be defined.

7.8. ______