

Additional Formalized Customary Practices of Shared Governance Committees¹.

1. The rules for committees and subcommittees will be the same, except:

- a. Membership Limitation (See Section 2.)
- b. Approval of Minutes (See Section 3.)

2. Limited/Unlimited and Open/Closed Membership² and Quorum.

- a. *Limited membership* refers to a restricted number of members³.

Quorum for a limited membership committee is the simple majority of the appointed members - not the available number of appointments.

Unlimited membership refers to unrestricted number of members.

However additional rules apply:

- i. Only subcommittees can have unlimited membership.
- ii. Members still have to be appointed by the appropriate appointing body.
- iii. Quorum is established by consensus of those present at the first meeting of each academic year.

- b. *Closed membership* refers to a committee where there is delineation on membership within a constituent group.

For example; CSU-UC Breadth – 3 faculty (1 also has to be a member of the Curriculum Committee).

Open membership refers to a committee where there is no delineation on membership within a constituent group.

3. Minutes

Minutes are required for both committees and subcommittees.

The minutes of a committee meeting has to be approved at the following meeting of the committee (if there is a quorum).

The minutes of the subcommittee **can be** approved by email consensus of the members within an agreed timeline before the following meeting of the subcommittee.

4. Reappointment

Appointed members whose terms have expired may continue to serve in full capacity until they are reappointed or replaced.

5. Resignation

A member who decides to resign may leave the committee immediately. However, that member needs to notify both the committee chair and the appointing body.

6. Resource Person

A resource person:

- a. Has to be appointed by the appropriate appointing body.
- b. Does not vote.
- c. Is not part of the quorum.
- d. Can be elected as a chair of a committee. However, first consideration must be given to members of the committee.

¹ The committee designation is interchangeable with subcommittee unless differently noted.

² All appointments are expected to be in good faith.

³ Example of a limited (number) committee would be: 2 administrators 2 classified, 2 faculty and 2 students.

7. Placing Items on the Agenda

It is the responsibility and the right of the Chair to place an item on the agenda. In order to place an item on the agenda against the objection of the chair, a quorum of the members is required.

8. Quorum

Quorum for a limited membership committee is the simple majority of the appointed members - not the available number of appointments.

Quorum for an unlimited membership subcommittee is established by consensus of those present at the first meeting of each academic year.

9. Participate via Phone or Videoconference

Members can participate via phone or videoconference with prior approval of the chair.

10. Designee⁴ Vote

Designee vote is allowed only in College Advisory Council delivered by a designee of the organization represented⁵.

11. Guests

All shared governance meetings are open to the public. However, a guest can be part of a discussion only by being recognized by the chair.

12. Seating of Guests

Whenever possible, committee members should be seated in a first tier circle and guests in second tier circle

⁴ Designee vote is also known as proxy vote.

⁵ For example, the designee vote for the President of the DCC can only be delivered by another member of the DCC.