COMMUNICATIONS AND OPERATIONS

The work of governance is communicated and facilitated through consistent committee procedures. Committees should adhere to the following format and timeline for the dissemination of information from their respective committees:

1. A "Call-for-Agenda-Items" is circulated by the committee chair to each committee member at least four working days prior to the date of the meeting. Chairs shall contact ASGCC representatives by emailing <asvpad@glendale.edu>, placing an agenda in the ASGCC mailbox, and through obtaining their student representative's personal email address.

2. The agenda and related background materials are distributed to committee members at least four working days prior to the scheduled meeting.

3. Minutes should include the following information:
    a. **minutes adopted or unadopted**
    b. **meeting date, time, location**
    c. **members present; absent; proxies and guests**
    d. **verification of quorum** (see #4 of the Communications & Operations section)
    e. **time meeting called to order**
    f. **approval of minutes (indicate date of minutes being approved)**
    g. **brief rationale of motions/actions**
    h. **vote results (i.e. MSC = moved, seconded, carried or MSF = moved, seconded, failed or MST = moved, seconded, tabled) of motions/actions taken**
    i. **motions - name of presenter and second; e.g."MSC (Smith/Jones) the email policy …"**
    j. **time of adjournment**
    k. **next meeting date**
    l. **name of minutes recorder and title or office**

4. Quorum is the simple majority of voting members of the committee which is 50% + 1 of the total voting membership.
   NOTE: a vacant voting member seat is not counted when determining quorum.

5. With regard to questions of order committees follow Robert's Rules of Order.

6. Email voting is strongly discouraged. Issues of an urgent nature arising between regularly scheduled meetings can be addressed by a special meeting. With the approval of 2/3 of the entire voting membership to call the vote, an email vote can be taken if a special meeting cannot occur.

7. Monthly reporting of motions and minutes.
   The Governance Office sends out a schedule for reporting motions and minutes to

committee chairs and minutes recorders. The schedule is also available online. The schedule ensures that all governance committee actions are included in a consent calendar for approval by Campus Executive. Governance subcommittees shall submit two documents, a motions report and minutes, to the respective standing committee as indicated on the chart below.

Campus Executive Submit documents to the Governance Office	**Academic Affairs** Submit documents to the VP of Instruction Office	**Student Affairs** Submit documents to the VP of Student Affairs Office	**Administrative Affairs** Submit documents to the VP of Administrative Affairs Office
Budget	Academic Calendar	Assessment	Campus Development
Campus-wide Computer Coordinating	Baja Program	International Students	Environmental Affairs
Enrollment Management	Basic Skills	Library & Information Competency	Safety
Equal Employment Opportunity	Graduation Requirements	Matriculation	
Governance Review	Scholars Program	Noncredit Matriculation	
Institutional Planning Coordination	Study Abroad	Outreach	
Master Planning - Team A		Service Learning	
Released Time/Extra Pay		Student Fees & Tuition	
Staff Development		Technology Mediated Services	
Web Oversight			

8. General campus awareness of governance committees' activities will be achieved through the posting of minutes on the Governance webpage and through the distribution of the Governance Update through email. Questions on minutes from governance committees may be addressed by contacting the committee chair.

9. When a standing committee approves subcommittee minutes they are approving the minutes as a whole i.e. everything in the minutes. The standing committee may vote not to approve certain recommendations brought forth in subcommittee minutes; this motion shall be recorded in that standing committee's minutes. For example:

"Motion to approve the minutes from the (subcommittee) dated … except the motion on …"

10. When Campus Executive makes a major decision which will directly impact a specific individual(s) or department(s), the respective administrator for that area shall immediately inform those individuals who will be directly involved with or affected by the decision. Every effort should be made by the designated administrator to see that the information is dispersed to those affected prior to the distribution of the Governance Update.

11. Each constituency group will take care to inform their representatives of their responsibilities and to provide them opportunities to keep their constituencies informed.

12. Each constituent group is responsible for appointing committee members by the end of May to ensure a smooth transition of representation from spring to fall.