

Expectations and Engagement

- Maintain a professional and collegial environment; attack the issue – not the person
- Remember that, as members of the campus community, we're all on the same team – and 'We don't tackle someone wearing the same jersey'
- "Step up, step down" – share the floor with the other committee members; feel comfortable to speak your mind and share your perspective, but avoid dominating the discussion; make sure there are opportunities for others to join in the dialogue
- Stay engaged in meeting discussions, through participation and active listening; avoid sidebars/private conversations, use of smartphones/tablets/laptops to check messages and surf the web, and other activities as this may be viewed as a distraction or disrespectful to your fellow committee members
- Promote a "culture of veto" – Decisions by consensus allows the work of the committee/College to move forward; won't be stuck at a standstill because one person won't agree
- All are equal members of the committee; open communication shall take place without fear of reprisal
- Although committee decisions/discussions may be communicated broadly or informally by the Chair and others, it is the primary responsibility of each member to keep their respective constituents informed of committee actions.

Terms of Service

Terms of service will be specified by committee by-laws.

Meeting Times and Locations

The Master Calendar of College meetings is managed through the President's Office. If a governance group wishes to change the time, day, or location of its meetings, the request (including rationale) must be submitted in writing to the President's Office. The request will be reviewed and evaluated, with regard to processes, room availability, and potential impact on other meetings and constituents.

Documents

Participatory Committees utilize standard templates for meeting agendas and minutes, which include the College Mission statement. For committees subject to the Brown Act, agendas must be sent at least 72 hours prior to the meeting (See Appendix D for templates).

Changes, Creation or Deactivation of College Committees

The process for creating or deactivating a committee that reports to College Council follows the Robert's Rules of Order and the philosophy of Merritt College Governance. Should a new committee be deemed necessary, the matter should be placed on a College Council agenda. Reasons for the new committee will be presented and discussed. If prior research has taken place, or the new committee has been championed by a certain group or committee, it may be presented at this time. If no research has been done yet, an ad hoc committee may be created to research the pros and cons.

When fully researched by ad hoc and all constituency members, as with all collegial governance matters, the College Council will hear the recommendation and then if agreed upon, shall forward to the College President.