



Revision Responsibility: President
Responsible Executive Officer: President

Source/Reference: [TBR Policy 1:03:10:00](#)

PURPOSE

To establish an effective means whereby employees and students can actively participate in specific areas of institutional decision-making.

POLICY

I. The Role of Committees

Fulfillment of Columbia State's mission requires the active involvement of all members of the College community. The committee structure represents the joint interest of all College constituencies in the operations of the College and provides a formal avenue for participation in shared governance of the Institution. The suggestions, comments, and recommendations from the committee provide meaningful input into developing policies and procedures and the decision-making processes of the College. This input is vitally important to those responsible for the administration of College functions.

II. Types of Committees and Terms of Appointment

A. Standing Committees

These are established committees with responsibilities related to College functions. With the exceptions of student members who serve one-year terms, those who serve by virtue of their position, or when otherwise specified in the Committee and Council Guidelines, the term of appointment is for two years. (Committee and Council Guidelines are produced annually and include committee charges and appointments.)

B. Ad Hoc Committees, Councils, and Task Force Committees

1. These are temporary committees assigned the responsibility of investigating specific issues or topics and making recommendations relative to them.
2. The term of appointment is for the duration of the assignment.

III. Composition and Membership

- A. The membership of committees takes into consideration the need for appropriate representation by College constituencies and the need to have personnel knowledgeable of the assigned area on the committee. Because of the nature of some committees, certain members may serve by virtue of position or may be re-appointed regardless of the length of service on these committees.
- B. Committees are designed to be working committees, and the size of the committee is determined according to the responsibilities and duties of the committee. Persons appointed to standing committees will be notified by August 1. Appointments to committees, unless otherwise noted, typically expire July 31.
- C. The executive officer to whom the committee reports serves as a non-voting *ex-officio* member. All other *ex-officio* members, in accordance with Roberts Rules of Order, will be voting members unless otherwise noted in the committee membership listing.
- D. Committees may also avail themselves of the advice and assistance of other members of the College faculty and staff as needed.

PROCEDURES

I. Committee Appointments

A. Standing Committees

The vice presidents and constituency leaders are responsible for recommending to the president the names of faculty, staff, and students to serve on the standing committees. With the exception of the student representatives, who cannot be selected until after the beginning of the fall semester, all standing committee appointments must be submitted to the President's office by May 30. The President's office will draft and forward The Committee and Council Guidelines with appointments by September 1 of each year.

B. Ad-Hoc Committees, Council and Task Force Committees

An Ad-Hoc Committee, Council or Task Force Committee may be appointed by the president or vice president for a specific assignment and duration.

II. Reporting Guidelines

- A. Each committee, council or group has a responsible administrative officer designated as the normal reporting channel. The committee's business shall be conducted with this individual who, in turn, has the responsibility for keeping the president and other appropriate personnel informed of the committee's activities.
1. Minutes are to be kept of each committee meeting.
 2. The minutes are to reflect members present, members absent, issues discussed, and actions taken by the committee.
 3. The approved minutes are to be made available to all employees in the [Exchange to SharePoint Collaboration Site](#). The committee secretary will post minutes to SharePoint and send an email, including the link, notifying employees that minutes have been posted, except in the case of committees assigned responsibility for matters requiring confidentiality (*for example: discipline hearings, ADA, or faculty tenure and promotion deliberations*).
- B. Any recommendations by a committee should be sent directly to the responsible administrative officer with a brief explanation of the purpose of the recommendation. So that committees may operate more effectively, the administrative officers to whom the committees report will keep all committee members informed as to actions taken on the committee's recommendations.

III. Committee Chairpersons

The committee shall select a chairperson at its first meeting, unless otherwise indicated in the committee charge. The chair is responsible for calling meetings and assuring committee guidelines are followed.

IV. Meetings

The number of meetings should be commensurate with the nature and amount of business to be transacted by the committee; however, to be viable, each standing committee should meet by October 1 for organizational purposes and meet at least once each semester thereafter.



V. Organization

- A. At the first meeting, the committee will develop internal procedures appropriate to its function. The charge to the committee should be fully understood by each member so that the committee can explore all available means of fulfilling the committee's charge.
- B. Frequency of meetings, times and places should be established. Selection of officers and the determination of subcommittees should also be made as appropriate.

VI. Quorum

- A. The attendance requirement in order for a committee to conduct business and the minimum vote for committee recommendations should be determined in accord with the following guidelines at the first meeting.
 - 1. The minimum attendance requirement is one-half of the membership plus one, excluding non-voting *ex-officio* members.
 - 2. The minimum requirement for passage of a recommendation is over 50% of those present. This requirement may be increased, but should not exceed two-thirds of those present.
 - 3. All members are voting members unless otherwise specified. All *ex-officio* members, in accordance with *Roberts Rules of Order*, will be voting members unless otherwise noted in the committee membership listing.
- B. In the event a committee fails to obtain a quorum for two previously called meetings, any business requiring approval will be sent to the appropriate administrator without recommendation.
- C. The annual committee appointments and guidelines are found in the Columbia State Community College Committee and Council Guidelines produced and distributed by the President's office by September 1 of each year.

Revised February 2018