## **Role of the Committee Member**

Participatory governance works best when all participants approach their role with a goal of understanding the committee’s purpose and objectives, contributing ideas, listening for understanding, and committing to equity, civility, mutual respect, and collegial behavior.

A committee member is defined as a member who has the authority to vote on a specific committee. Active participation by all committee members enables the College community to strive for governance outcomes that are inclusive, reflect all constituency perspectives, and expand the leadership capacity of the College. Committee members should come to meetings on time and prepared, having read and reviewed any materials provided in advance and/or having completed any assigned tasks. Committee members will ensure communication with their constituency group.

When a committee member cannot attend a regularly scheduled meeting, that committee member should identify a proxy as a substitute before the meeting is called to order. The proxy will speak for the committee member and cast votes in the committee member’s name. No committee member shall hold more than one proxy at any given meeting. Any committee member who misses three regularly scheduled meetings without a proper substitute (proxy) shall be voided as a committee member. A committee member who has been voided may petition to their constituency manager (i.e. the Committee on Committees, the President’s Office, etc.) for reinstatement. This petition must be submitted in writing within 7 working days of the official notification of being voided and specify which absences are the focus of the petition. If the petition is denied, the constituency manager will notify both the committee member and their committee chair.

Recommendations are made by standing committees to the College Council. All committee members, whether voting or not, are able to discuss items under review, but only voting members can participate in the voting process leading to formal recommendations.

Participants of participatory governance committees shall include:

**Constituency Committee Members:** These are the appointed representatives of constituent governing bodies (voting). Constituency members representing faculty, classified professionals, students, or administrators have an important role in the participatory governance process. By representing the whole of their constituency (i.e. all faculty, all classified professionals, all students, and all administrators), they bring important viewpoints, experiences, context, and institutional memory to the meeting table.

As a constituency group representative, they are representing the “we” of their constituency as opposed to themselves as an individual, their respective discipline, department, or program, or their division. Constituency group representatives are appointed by their respective leadership group – Academic Senate, Classified Senate, Associated Student Government, or College President – to represent their group and are responsible for reporting back to their groups in addition to creating a two-way communication between participatory governance bodies and their constituency.

**Ex Officio Advisor:** A person or group of individuals with expertise who are incorporated into a committee for the effectiveness and optimal functioning of the committee. They are non-voting. Ex Officio members’ attendance at committee meetings is voluntary (I.e. not required).

In this capacity, ex officio advisors are appointed to a committee because they have an expertise or hold an official position relevant to the work of the committee. The role of the ex officio advisor is to provide counsel to the committee so that all members may have a thorough understanding of the matter under discussion.

**District Committees:**  Membership positions exist for all constituencies on various San Diego Community College District (SDCCD) committees. These appointments are either by designation or made by their constituencies (per bylaws). [SDCCD Administrative and Governance Handbook](https://www.sdccd.edu/docs/District/cpr/AdminGovHandbook.pdf)

**Committee Assignment by Designation:**Committee membership assignments may occur as a function of College employment or positional role, e.g., College President, Senate President, School Dean, Associated Student Government President, Professional Development Coordinator, etc. As such, these positions are filled by whomever has that position at the time.

**Quorum:** This is the minimum number of committee members necessary to conduct the business of that committee. For any meeting, quorum is based on the percentage of voting committee members present (including proxies), whereby a minimum of 50% + 1 members must be present to make quorum. Committee membership positions that are vacant (unfilled) are not used to calculate quorum.

**Proxy:** Substitute for voting member (participating; voting). A single voting committee member can only be represented by a single individual acting solely as their proxy in that meeting, and that person must be a member of the same constituency group (i.e., faculty for another faculty, student for another student, etc.).

A ***Proxy Form*** (see Appendix B) must be completed and communicated to the committee chair prior to the meeting. This can be done in person or via email. It is the responsibility of the voting member to inform the proxy of issues and constituent feedback. The proxy must then report back to the voting member. A voting member of a committee can only use a proxy twice during the course of the academic year.

**Note Taker:**

Each Participatory Governance Committee shall have a note taker, responsible for recording discussions and conclusions and comprising the meeting minutes. The note taker either shall be an elected member of the Committee, to serve for the term of the semester as note taker and as a voting member. If the committee is unable to identify an elected member to serve as the note taker, the Administrator assigned to the committee may provide the note taker for the term of the semester. That person will serve as a non-voting member. Exceptions to this rule are noted in specific *Committee Procedures*.

**Guest**

Three types of guests attend participatory governance committee meetings:

* + - Guests who provide expert knowledge and have been invited to attend on behalf of the chairs/co-chairs or a committee member;
    - Guests who wish to make a statement during open comment or on an agenda item; and
    - Guests who wish to observe the meeting.

Guests do not have voting privileges and are only allowed to comment upon invitation, such as the agenda item for which they are providing expertise or during open comment. All meeting guests should be respectful, enter and exit the meeting with as little disruption as possible, and limit their comments to the agenda items under discussion, unless they are commenting during open comment.