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|  | **Governance Procedures** |

| **TIMEFRAME** | **ACTION** | **WHEN?** | **WHO IS RESPONSIBLE?** |
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| Each Year | Approve governance calendar (June –May) | March/April | Executive Council |
|  | Call for leadership nominations and plan election in Spring of each year according to established procedures  | March/April | Committee & Assembly Chairs |
|  | Schedule Executive Council meeting room & technology for the following year | April/May | Executive Recorder |
|  | Schedule meetings & technology for each Assembly meeting for the following year  | April/May | Dean’s Administrative Assistants |
|  | Schedule meetings & technology for each committee meeting for the following year | April/May | Committee Chairs |
|  | Confirm room & technology scheduled annually for meetings (scheduled in Spring for the following year by Dean’s administrative assistant, based on schedule approved by Executive Council) | May/June | Chair-Elect (becoming Chair for the next year starting in June) |
|  | Maintain & update governing bodies’ membership & email lists and forward to new  | May | Executive Recorder in consultation with Human Resources |
|  | Update Assembly webpages with new leadership and meeting schedule. | May | Recorders |
|  | Submit request for governance webpage access and provide initial training for new Recorders. | May | Recorders |
|  | Ensure new leaders’ training in WebEx and meeting procedures (TBD) | May | Executive Council? |
|  | Thoroughly review the governance webpages to ensure familiarity with the structure and processes of shared governance at MxCC. | May | New leaders (Chair, Chair-Elect, Recorder, Liaisons) |
|  | Solicit student representative to Executive Council from Student Senate | May? September? | Dean of Students |
| Before Monthly Meetings | All proposals (including Requests for Action such as Curriculum Proposal, Request for Input, or Request for Communication) received through online submission form | 4th Monday of each month | Submitted by faculty, staff, students, or non-governance groups on campus |
|  | Review proposals, determine routing of proposal, assign tracking number, and create tracking page online | Upon receipt | Executive Recorder, consulting with Assembly Recorders and leadership as needed |
|  | Forward proposals, included documents, by email as zip files, to committees and Assemblies  | Within 48 hours of 4th Monday deadline | Executive Recorder |
|  | Use Agenda Template to create meeting agenda based on proposals received via online submission only. | One week prior to meeting | Committee and Assembly Chairs and Executive Recorder for Executive Council |
|  | Set up WebEx meetings online and include connection information on agenda  | One week prior to meeting | Committee and Assembly Chairs and Executive Recorder for Executive Council |
|  | Send out Agenda with related documents by email to members and any designated liaisons  | One week prior to meeting | Committee and Assembly Chairs and Executive Recorder for Executive Council |
|  | Post agenda online  | One week prior to meeting | Recorders |
| At Monthly Meetings | Set up WebEx connection at each meeting.  | At meeting | Committee & Assembly Chairs and Executive Recorder for Executive Council Meeting |
|  | Take minutes during meetings or if unable to attend, solicit a substitute recorder for the meeting. | At meeting | Recorder (or designated substitute) |
|  | Provide copy of membership list for attendance at each meeting; scan and attach to minutes for that meeting. | At Meeting | Recorder (or designated substitute) |
|  | Facilitate each meeting according to the published meeting agenda. | At meeting | Chair or Chair-Elect |
|  | Start/end each meeting on time (no more than 90 min). | At meeting | Chair or Chair-Elect |
|  | Solicit a timekeeper if needed to help keep the meeting on track. | At meeting | Chair or Chair-Elect |
| Following Monthly Meetings | Update proposal tracking online and forward update by email to the Recorder of the next governing body (if further action is required) and proposal originator  | Within 48 hours of meeting | Recorders |
|  | Forward signature forms for approved curriculum proposals to Recorder of next governing body (or to President for signature & filing after Executive Council recommendation) | Within 48 hours of meeting | Recorders |
|  | Forward proposal for additional action as needed following approval by President. | Within 48 hours of approval by President | Executive Recorder |
|  | Finalize minutes using Minutes Template and send out to members for comment | Within one week of meeting | Recorders |
|  | Edit minutes as needed and provide final draft for approval at the next meeting (to be sent out with the agenda of the next meeting). | Within one week of meeting | Recorders |
|  | After minutes are approved at the next meeting, upload minutes to the website. | Within one week of meeting | Recorders |
|  | Verify compliance with meeting rules and documentation of meetings and decisions online. | Before next meeting | Assembly Chair-Elects and Executive Recorder |
| Each Semester | Prepare report of governing bodies’ (committees, assemblies, and Executive Council) decisions & activities each semester *(procedure TBD).* |  | Committee & Assembly Chairs and Executive Recorder for Executive Council |
| As Needed | Respond to questions and concerns from Assembly members and provide support and encouragement as needed to create a culture of participation.  |  | Chair, Chair-Elect, Recorder, Liaisons |
|  | Provide feedback and input to the Governance Evaluation Committee on the shared governance structure and processes to ensure continuous improvement. |  | Chair, Chair-Elect, Recorder, Liaisons |
|  | Update Assembly webpage as needed  |  | Executive Recorder, Assembly Recorders |
|  | Respond to and follow up on inquiries regarding proposals as needed, including appeals from proposal originators. |  | Assembly Recorders |