

ACADEMIC SENATE STANDING RULE

STANDARD COMPONENTS FOR OPERATING PROCEDURES/BYLAWS OF SUB-COMMITTEES

A. STANDING COMMITTEES

The Academic Senate has established Standing Procedures for Appointments and Committee Creation in accordance with the Constitution and Bylaws of the Academic Senate. In furtherance of those procedures, and in accordance with Article VI(3) of the Academic Senate Constitution, the operating procedures and, or bylaws of all standing sub-committees of the Academic Senate shall be approved by a majority of the Academic Senate. The Academic Senate adopts the following essential features as content requirements for operating procedures/bylaws/charters of standing sub-committees operating under the Academic Senate:

1. Name of committee & specification that it is a Standing Sub-Committee of the Academic Senate,
2. Connection to other committees or Board Policies and indicate the connection specifically to Academic Senate's 10+3 responsibilities (BP 7215),
3. Mission Statement of the Committee,
4. Duties and functions of the committee, including identification of how recommendations go to the Academic Senate (frequency and type),
5. Identification of designated Committee Chair(s) and length of term, (NOTE: *Academic Senate committees typically show composition by title, school and/or department, no individual names are listed*),
6. Committee Membership and information on joining/observing (NOTE: *Academic Senate committees typically show composition by title, school and/or department, no individual names are listed*),
7. Responsibilities of Committee Chair(s) and Committee Members, with voting rights of members specifically described,
8. Attendance Expectations (if applicable),
9. Meetings: description of frequency of meetings (can be open-ended or provide options, such as ongoing/monthly, annual, semi-annual, as needed) and length of meeting, and other descriptions of meetings as appropriate for the committee, such as "the first meeting of each academic year is a planning meeting,"
10. Program Review (if applicable),
11. Other information that is relevant to the duties and functions of the committee, including specific citations of Ed Code and/or Title 5.

B. AD HOC COMMITTEES AND TASK FORCES

Ad Hoc Committees and Task Force groups are not required to maintain approved operating procedures or bylaws, but may develop such guidelines if it is determined to be necessary. At a minimum, the Academic Senate expects such groups to function according to some manner of recognized parliamentary order and organization. These groups possess the autonomy to determine their own functional guidelines, unless a majority of the Academic Senate determines otherwise.

Approved 3.8.18