**Proposed EDITS & ADDITIONS to BCC GOVERNANCE MANUAL & Website (Fall 2024):**

**Proposed EDITS to Governance Manual:**

* Change title of “Participatory Governance Manual” to “Shared Governance Manual” to standardize language with District Governance.
* Omit Date on Cover Page
* Add asterisk (\*) indicating “Brown Act Impacted Committee” or “Not Brown Act Impacted Committee” to the bottom of each committee page.
* Add “Last updated Date” at the bottom of each committee page.
* Update “Facilities, Health & Safe Committee” page to include Tri-Chair model.
* Update “Tech Committee” page to include Tri-Chair Model.
* Update “Standing Committee” page to say: “Academic Senate Standing Committees”
* Update “Chairs Council” page to include language concerning meeting participation (see document uploaded in Teams).
* Add page with charge for the following Academic Senate Standing Committee: Affordable Education Materials Committee

**Proposed ADDITIONS to GOVERNANCE MANUAL:**

**Add Page with:**

**Tri-Chair Role and Responsibilities**

We use a tri-chair model (classified, faculty, administrator) for all college Governance Committees to support collaboration and collegiality. Chairs shall be appointed by the Senate Presidents and the College President or, when no appointment is made, chosen by the committee membership from their list of voting members.

*Tri-Chairs shall be responsible to:*

1. Work collaboratively with constituent group leadership to recruit committee members

2. Plan how the agendas will be established and what roles each tri-chair may take (e.g., who will facilitate meetings, etc.).

3. Set the agenda for each meeting and email agenda to college community.

4. Collect and distribute all supplemental materials before being presented at a meeting. All materials required for meetings shall be distributed and posted for community access at least 72 hours before each meeting.

5. Serve as facilitator for committee discussions.

6. Work with committee members to set goals at the beginning-of-the-year and conduct end-of-year governance survey to assess the committee’s progress and its adherence to governance goals.

7. Chairs are responsible for counting quorum for committee actions. Quorum is required for actions and shall consist of 50%+1 of the voting membership (including Chairs).

8. Assure that minutes are written, approved, and uploaded to on committee website. Record the results of any actions taken during each meeting. Chairs shall have a vote on all actions taken.

9. Serve as a mentor to new committee members, including student members, who may be unfamiliar with the committee and its charge.

10. Chairs are responsible to provide reports at BCC College Roundtable and attend the annual BCC Governance Retreat.

**Meeting Agendas, Minutes and Supporting Materials:**

All meeting agendas, draft minutes and supporting document will be emailed to college community 72 hours before the meeting.

**Proxy Voting**

Appointments of a voting Proxy is permitted for all governance committees. Proxy appointments must come from the same constituency group as the voting member. The voting member is responsible for notifying the Tri-Chairs of the Proxy appointment.

**\*ACTION NEEDED on items listed above:** Action taken will be updated in PDF version of Manual posted online and on College Governance website.