MC GOVERNANCE

PARTICIPATORY GOVERNANCE CONSTITUTION

Preamble
Committed to the notion that full and active participation in the decision-making process by all members of the College community is the best means for achieving our mission, Montgomery College hereby adopts the following participatory form of governance on July 1, 2012.

Participatory Governance
Participatory governance is a method of decision-making in which collegewide policies, procedures, and practices are recommended to the President of the College (College Policy 11004). In addition, a participatory governance system promotes open and honest communication among and between the constituencies that make up the College community. It seeks to maximize agreement among constituencies, and it provides mechanisms to assess its effectiveness.

ARTICLE I: ROLE AND MEMBERSHIP OF THE COUNCILS

Section A: The College Council

The College Council is a collegewide body that reviews and considers key College issues and makes recommendations to the College President. It includes representation from faculty, staff, students, and administrators.

Role: The Councils will facilitate collegewide dialog by creating an integrated voice and utilizing the expertise of the entire College community. The College Council will consider and act upon issues of collegewide concern originating from the constituent, campus, functional Councils, or the President of the College. The College Council may ratify, amend, reject, or return to a Council for reconsideration any submitted proposal or recommendation. Proposals, recommendations, or amendments to the Constitution or bylaws acted on by the College Council will be forwarded to the President of the College for action or sent to other Councils, as appropriate.

Membership:

a. One (1) College Chair
b. Four (4) constituent Council Chairs
c. Four (4) functional Council Chairs
d. Four (4) campus Council Chairs

The permanent Leader Liaison is the Chief of Staff.

Section B: Constituent Councils

The students, faculty, staff, and administrators of the College shall each be represented by constituent Councils. Each Council shall engage in discussions of issues of concern to members

of its constituency; make recommendations and proposals to the College Council or other Councils, as appropriate, for further consideration and action; and act on issues of concern to its constituency.

1. Administrator Council

Role: The Administrator Council will serve as a liaison between the administrators and the College Council; will collaborate on College administrative matters; and will present recommendations to the College Council, and other Councils, as appropriate, for further consideration and/or action.

Membership:

a. Four (4) Academic Affairs administrators including one from Workforce Development and Continuing Education (WDCE)
b. Three (3) Administrative and Fiscal Services administrators
c. Two (2) Student Affairs administrators
d. One (1) other administrator who is either an administrator from Advancement and Community Engagement or a Central Services administrator.

The Permanent Leader Liaison is the Chief of Staff.

2. **The Faculty Council**

Role: The Faculty Council will promote teaching and scholarly excellence; address ideas and issues of concern to faculty; serve as a consensus-reaching forum for faculty ideas and concerns; facilitate and promote communication and cooperation among College faculty; and serve as a liaison between the faculty and the College Council. The Faculty Council will ensure that the duties of its standing committees, including the College Committee on Academic Regulations and Standards, the Collegewide Curriculum Committee, and the General Education Committee, are carried out appropriately. The Faculty Council may choose to establish a standing faculty committee on each campus, namely the Faculty Senate. The membership of a campus standing committee shall consist of both full-time and part-time faculty members. A representative from each campus standing committee will serve as a voting member of the Faculty Council. The Faculty Council will present recommendations to the College Council, or other Councils, as appropriate for further consideration and/or action.

Membership:

a. Six (6) at-large full-time faculty (two from each campus)
b. Three (3) at-large part-time faculty (one from each campus)
c. One (1) WDCE faculty representative
d. Three (3) department Chairpersons (one from each campus)
e. One (1) faculty representative from the College Committee on Academic Regulations and Standards
f. One (1) faculty representative from the Collegewide Curriculum Committee
g. One (1) faculty representative from the General Education Committee
h. One (1) faculty representative from the Germantown Campus Faculty Senate Committee
i. One (1) faculty representative from the Rockville Campus Faculty Senate Committee
j. One (1) faculty representative from the Takoma Park/Silver Spring Faculty Senate Committee

The permanent Leader Liaison is the Senior Vice President for Academic Affairs/College Provost.

3. **Staff Council**

Role: The Staff Council will serve as a liaison between staff and the College Council and will address issues of concern on behalf of Montgomery College staff; research solutions to these issues; and present recommendations to the College Council, or other Councils as appropriate, for further consideration and/or action. The Staff Council will ensure that the duties of its standing committees; including the Staff Enrichment Day Committee are carried out appropriately.

Membership:

a. Three (3) staff members from the Germantown Campus
b. Three (3) staff members from the Rockville Campus
c. Three (3) staff members from the Takoma Park/Silver Spring Campus
d. Three (3) staff members from Central Services
e. One (1) staff member from Workforce Development and Continuing Education
f. One (1) nonsupervisory staff member from Facilities
g. One (1) nonsupervisory administrative support staff member from any College location

The permanent Leader Liaison is the Senior Vice President for Advancement and Community Engagement.

4. Student Council

Role: The Student Council will function as a venue to afford students a full voice in the governance of Montgomery College and will serve as a liaison between the students and the College Council. The Student Council will present recommendations to the College Council or other Councils, as appropriate, for further consideration and/or action.

Membership:

a. Two (2) students from the Germantown Campus and
b. One (1) Germantown Student Government Association President
c. Two (2) students from the Rockville Campus and
d. One (1) Rockville Student Government Association President
e. Two (2) students from the Takoma Park/Silver Spring Campus and
f. One (1) Takoma Park Silver Spring Student Government Association President
g. Up to three (3) students at large with preference going to students enrolled in Workforce Development and Continuing Education and/or students attending the East County Education Center.

The permanent Leader Liaison is the Senior Vice President for Student Affairs.

Section C: Functional Councils

The students, faculty, staff, and administrators of the College shall also be represented in governance through four functional Councils that reflect the day-to-day operations of the College.

1. **Academic Services Council**

Role: The Academic Services Council will consider matters related to academic support programs including assessment centers, labs, registration, scheduling, website information, and transfer and articulation agreements, and present recommendations to the College Council or other Councils, as appropriate, for further consideration and/or action.

Membership:

a. Three (3) staff (from different locations)
b. Three (3) administrators (two instructional deans or instructional associate deans, and any other administrator)
c. Three (3) full-time faculty (one from each campus)
d. One (1) Workforce Development and Continuing Education employee
e. Two (2) part-time faculty members
f. Two (2) students (from different locations)

The permanent Leader Liaison is the Senior Vice President for Academic Affairs/College Provost.

2. **Employee Services Council**

Role: The Employee Services Council will provide input on behalf of all employee groups in decisions related to employment services, employee programs, and related matters and present recommendations to the College Council or other Councils, as appropriate, for further consideration and/or action.

Membership:

a. Three (3) staff members (from different locations)
b. Two (2) administrators (Vice President of Human Resources and Strategic Talent Management and one other)
c. Three (3) full-time faculty members (one from each campus)
d. Two (2) part-time faculty members
e. One (1) Workforce Development and Continuing Education representative
f. Two (2) students (from different locations)

The permanent Leader Liaison is the Senior Vice President for Administrative and Fiscal Services.

3. **Operational Services Council**

Role: The Operational Services Council will examine and discuss the effectiveness of nonacademic College administrative, fiscal, and auxiliary support services and present

recommendations to the College Council or other Councils, as appropriate, for further consideration and/or action.

Membership:

a. Three (3) staff members from different locations
b. Four (4) administrators: 1) the Vice President of facilities, 2) the Chief Information Officer, 3) the Vice President of Finance, and the 4) Director of Public Safety, Health and Emergency Management or their successor positions as designated by the Senior Vice President of Administrative and Fiscal Services
c. Three (3) full-time faculty members (one from each campus)
d. Two (2) part-time faculty members
e. One (1) Workforce Development and Continuing Education representative
f. Two (2) students (from different locations)

The permanent Leader Liaison is the Senior Vice President for Administrative and Fiscal Services.

4. **Student Services and Success Council**

Role: The Student Services and Success Council will provide a forum to identify major governance issues related to student services and present recommendations to the College Council or other Councils, as appropriate, for further consideration and/or action.

Membership:

a. Three (3) staff members from different locations
b. Three (3) administrators (the dean or associate dean of Student Affairs, the College registrar or a campus registrar, and the director of student financial aid).
c. Three (3) full-time faculty members (one from each campus)
d. Two (2) part-time faculty members
e. One (1) Workforce Development and Continuing Education employee
f. Two (2) students (from different locations)

The permanent Leader Liaison is the Senior Vice President for Student Affairs.

Section D: Campus Councils

Each campus and Workforce Development and Continuing Education will have a campus Council that will provide input and recommendations regarding campus-related concerns in consultation with the Campus Dean or appropriate leadership. The Campus Councils will present recommendations to the College Council, or other Councils, as appropriate, for further consideration and/or action.

Membership for Germantown, Rockville, and Takoma Park/Spring Campus Councils:

a. One (1) full-time counseling faculty member
b. Two (2) full-time instructional faculty members
c. One (1) part-time faculty member
d. One (1) department chair

e. One (1) library staff person
f. One (1) Information Technology representative
g. Three (3) staff members
h. Two (2) students
i. One (1) administrator

The permanent Leader Liaison is the Campus Dean.

Membership for the Workforce Development and Continuing Education Council:

a. Two (2) instructors
b. One (1) Office of Information Technology representative from WDCE
c. Four (4) staff members (one Operations, one Business Services, two WDCE program directors)
d. Two (2) students
e. One (1) administrator
f. One (1) at-large staff member
g. One (1) nonsupervisory staff member

The permanent Leader Liaison is the Vice President of Workforce Development and Industry Partnerships.

Section E: Leader Liaisons

A Leader Liaison is assigned to each Council to advise and provide historical context and institutional reference between the College and the Council.

ARTICLE II: COMMITTEES AND TASK FORCES

Section A: Each Council may create standing committees to address ongoing matters.

Section B: Each Council may create ad hoc committees to address unique issues.

Section C: The College Council may create task forces to address specific issues.

Section D: Standing committees and ad hoc committees may appoint nonvoting resource members from the College community, including students, staff, faculty, and/or administrators.

ARTICLE III: COUNCIL

OFFICERS Section A: Officers

1. Each Council will annually elect a Chair from its membership.
2. Each Council will annually elect, or the Chair will appoint, a Vice Chair and secretary.
3. Each Council may elect or appoint additional officers to accomplish the work of the Council.
4. The College Council will elect a Chair from its membership as described in the College Council bylaws.
5. The College Council Chair may hold no other governance position.

Section B: Officer Duties and Responsibilities

1. Chair*
   a. Sets the agenda for Council meetings in conjunction with the Governance Director, Vice Chair, and Secretary.
   b. Presides over all Council meetings
   c. Maintains communication with the Chairs of the other Councils and the Governance Director.

2. Vice Chair
   a. Presides over meetings in the absence of the Chair
   b. Assumes duties of Chair if the Chair is unable to perform responsibilities
   c. Perform other duties as assigned by the Chair

3. Secretary
   a. Assures an accurate record (minutes and agendas of all Council meetings and facilitates the posting of all minutes and agendas to the governance website).
   b. Maintains membership list and attendance records
   c. Ensures communication with collegewide community through website and other means as directed by the Chair.

*In such cases when the intensity and volume of Chair duties is very high for any of the 12 constituent, campus, or functional Councils, a particular Council should, at the beginning of the academic year or the beginning of the spring semester, have the option to establish Co-Chairs, each of whom would be remunerated at the full Chair rate. The establishment of Co-Chairs should be done through a process designed by the College Council. Specific requests for Co-Chairs should be reviewed and recommended by the College Council to the President for approval. Councils would need to request Co-Chairs for each academic year; the designation does not transfer automatically from one academic year to the next.

Section C: **Resignation, Vacancy, and Recall**

1. If an officer (Chair, Vice Chair, or Secretary) resigns, written notification will be provided to the Council membership.
2. An officer may be removed from office by a vote of two-thirds of all Council members if

his/her actions are deemed inappropriate by the membership.

3. An officer facing removal will receive notice prior to the meeting at which the removal will be discussed and will have an opportunity to speak before the Council regarding his/her performance of Council duties.
4. If the removed officer is a member of the College Council, the College Council will notify the respective Council of the removal. The respective Council may choose to maintain the current Chair or elect a new Chair. If the current Chair is maintained, the Vice Chair will serve as the Council's representative on the College Council.

ARTICLE IV: NOMINATIONS, ELECTIONS, AND APPOINTMENTS

Section A: Eligibility

1. Faculty, staff, and administrators who have been employed by the College for a period of at least nine months are eligible to serve on a Council.
2. A faculty member, staff member, or administrator who changes his/her primary employment category will no longer be eligible to represent his/her previous employment category.
3. Credit students, at the time of their nominations, must have completed at least six credits hours, have a minimum of a 2.0 GPA, and be enrolled at the time of their nomination. They must also be enrolled at the College and maintain a minimum of 2.0 GPA during their complete term of service.
4. Noncredit students, at the time of their nominations, must have completed the equivalent of fifteen class hours and must have taken a class within the past year at the time of their nomination.

Section B: Terms

1. Faculty, staff, and administrator terms of office will be two years. Their terms will be staggered.
2. Student term of office will be one year.
3. A member shall be limited to two consecutive terms on a Council. Members may immediately serve on another Council but cannot serve simultaneously as voting members on two Councils except in the case of the Council Chairs who also serve on the College Council.

Section C: Appointment and Election

1. Campus, constituent, and functional Councils will be populated by elections except in the case of particular employee groups of the College that are small in number who may appoint or elect their representatives.
2. In case of a tie, one name will be randomly drawn by the current Chair of the respective Council.

Section D: Expectations

1. Training: Before assuming membership on a Council, newly elected members of Councils will complete governance training.
2. Attendance: More than three unexcused absences in an academic year from regularly scheduled Council meetings will result in removal from office.
3. Service: Each Council member signs an agreement to serve.
4. Communication: Members provide feedback and solicit input from constituent groups and inform constituents of information shared at a Council meeting.

5. Members offer feedback and complete surveys for governance process improvements and enhancements.

Section E: Resignation, Vacancy, and Recall

1. If a member resigns his/her seat on any Council, written notification will be provided to the respective Council membership.
2. If a seat on any Council, other than the College Council, is vacated, the Chair of the represented Council may appoint a new member from the same employee or student category to complete the term that has been vacated.
3. A member of any Council may be removed by a two-thirds vote of that Council's membership if his/her actions are deemed inappropriate by the membership. A member facing recall will receive notice prior to the meeting at which the recall will be discussed and will have an opportunity to speak before the respective Council regarding his/her performance of Council duties.

ARTICLE V: MEETINGS

Section A: Schedule

1. Each Council shall meet at least once a month from September to May. Within the academic year prior to their term, newly elected Council members will attend a May meeting of the Council to which they are elected.
2. Special meetings may be called at the discretion of the Chair, the President or his/her designee.
3. Meetings may be cancelled at the discretion of the Council Chair. Notice of cancellation must be sent to the College Council. If the College Council cancels a regularly scheduled meeting, the Chair must notify the Office of the President.
4. All meetings may be attended by any member of the College community.

Section B: Parliamentary Procedures

For parliamentary procedures, the current version of *Robert's Rules of Order* shall be the parliamentary guide. All business of the Councils shall be conducted in accordance with *Robert's Rules of Order* provisions, unless such business is inconsistent with the Constitution or Councils' bylaws**.**

Section C: Quorum, Voting, and Proxy

1. A majority of the members of the Council shall constitute a quorum to conduct business. Majority is defined as half of the members of the Council plus one additional member.
2. Each Council member shall have one vote.
3. Council members who will be absent from Council meetings may give their general proxy to another individual member of their employee or student category. The Chair of the Council must receive the notification of the proxy in writing and it should state that the proxy has voting rights.
4. More than three unexcused absences in an academic year from regularly scheduled Council meetings will result in that position being declared vacant. If a proxy attends the meeting, the absence is considered an excused absence for that member. The Chair may excuse an absence for other reasons.

ARTICLE VI: AMENDMENTS

Section A: Amending the Constitution

1. The College Council must be notified in writing of any proposed constitutional amendments at least 10 business days prior to its next scheduled meeting.
2. All changes to the Constitution must be proposed by a Council member.
3. After the College Council has considered the proposed amendment to the Constitution, the proposed amendment will be posted on the governance website and distributed via Montgomery College email to all members of the college community. Members of the College Council will vote on the proposed amendment at the next College Council meeting.
4. The Constitution can be amended by a two-thirds affirmative vote by the entire College Council. It is the expectation that College Council members consult with their respective Councils before casting a vote for a constitutional amendment.
5. Amendments to the Constitution or bylaws acted on by the College Council will be forwarded to the President of the College for his/her action.
6. If the amendment is approved, it is then incorporated into the College constitution and posted on the website.

Section B: Amending the Bylaws

1. All Councils, except for the College Council, may amend their bylaws by using the following process:
   a. The Council must be notified in writing of proposed amendments to the bylaws at least 10 business days prior to its next scheduled meeting.
   b. All changes to bylaws must be proposed by a Council member.
   c. The amendment must receive a two-thirds affirmative vote of the Council before it is forwarded to the College Council.
   d. The College Council must be notified in writing of any proposed bylaw amendments that have been approved by a Council at least 10 business days prior to its next scheduled meeting.
   e. Amendments to the bylaws must be approved by a two-thirds affirmative vote of the College Council.
   f. Amendments to the bylaws acted on by the College Council will be forwarded to the President of the College for his/her action.
   g. If the amendment is approved, it is then incorporated into the Council's bylaws and posted on the website.

2. The College Council may amend its bylaws by using the following process:
   a. The College Council must be notified in writing of proposed amendments to the bylaws at least 10 business days prior to its next scheduled meeting.
   b. The amendment must receive a two-thirds affirmative vote by the entire College Council.
   c. All bylaws amendments shall be made available to the College community.
   d. Amendments to the College Council bylaws will be forwarded to the President of the College for his/her action.
   e. If the amendment is approved by the President, it is then incorporated into the College Council's bylaws and posted on the website.

ARTICLE VII. SCOPE

1. The Collegewide Policies and Procedures Manual supersedes the Constitution and bylaws.

Administrative Approval: May, 2014
Constitutional Amendment w/ Presidential Approval: Updated October, 2018
Constitutional Amendment w/ Presidential Approval: Updated December 2021
Constitutional Amendment w/ Presidential Approval: Updated June 2025