



**Participatory Governance**

**Council Member Handbook  
Version 4.0**

## Introduction

The Montgomery College participatory governance system provides all members of the College community with the opportunity to express their opinions and make recommendations about how the institution should function. It also provides structures through which these opinions and recommendations will be given due consideration when important decisions are made.

Thank you to all of you who have stepped up to represent fellow members of your constituency as we work together on this critical journey to provide the best possible learning and life experience for all of our faculty, staff, administrators, and most importantly, our students.

The Montgomery College Participatory Governance Handbook is intended to be a living document that outlines the decision making process at the College. It sets forth the process by which the administration, faculty, staff and students engage in collaborative, collegial discussions to determine the direction of the College.

For more information about governance, including access to the Constitution, Bylaws, Council Schedules and Council Membership, please visit the governance website:

<https://www.montgomerycollege.edu/about-mc/governance/index.html>

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## College Mission, Vision, and Values

### **OUR MISSION**

We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

### **OUR VISION**

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

### **OUR VALUES**

EXCELLENCE \* INTEGRITY \* INNOVATION \* DIVERSITY \* STEWARDSHIP \*  
SUSTAINABILITY

(Adopted by the Board of Trustees on June 20, 2011)

## College Policy on Governance

### **POLICY Board of Trustees - Montgomery College 11004**

- I. The Board of Trustees has the responsibility for governing Montgomery College. The Board of Trustees is committed to the collegial principle of governance that serves as the means and actions by which the Board and the College as a collective entity engage in a participatory decision-making process to decide matters of policy, oversight, operations, and strategy. The Board of Trustees is the ultimate authority in regard to and accountable for an inclusive and effective governance system. The Board may delegate to the President portions of that authority at times deemed appropriate by the Board.
  
- II. The Board of Trustees believes that effective governance is achieved in the spirit of cooperation, collaboration, civility, respect and collegiality, and involves all levels of the College including students. It promotes inclusiveness and gives opportunity for a unified effort in ensuring the achievement of the College's vision and mission through sound and current policies and operating procedures. The Board of Trustees further believes that students' educational experiences are made more lasting and relevant in a collegial environment of communication, collaboration, civility, respect and professionalism that studies have shown can be enhanced by an effective institutional governance structure.
  
- III. The governance structure at Montgomery College shall be guided by the following general principles:
  1. All decision-making is based on a shared understanding and recognition that Montgomery College exists to support the comprehensive mission of student success at all levels.
  2. All constituent groups within the College have a vested interest and a role in ensuring that the College fulfills the mission under the authority and direction of the Board of Trustees and under the leadership of the President.
  3. Participatory governance is a method of organized and collegial interaction in which faculty, staff, students, and administrators participate in thoughtful deliberation and the decision-making process, leading to recommendations made to the College President, who represents the administration of the College as an agent of the Board of Trustees.
  4. Mutual agreement is the goal to be achieved through active participation and collegial interaction by all constituent groups.
  5. The most effective means of developing policies and procedures is to provide opportunity for involvement by the constituent groups affected by the implementation of these policies and procedures.
  6. Representatives of constituent groups involved in the participatory governance process have the responsibility of keeping their respective groups informed of the proceedings and recommendations of governance groups.

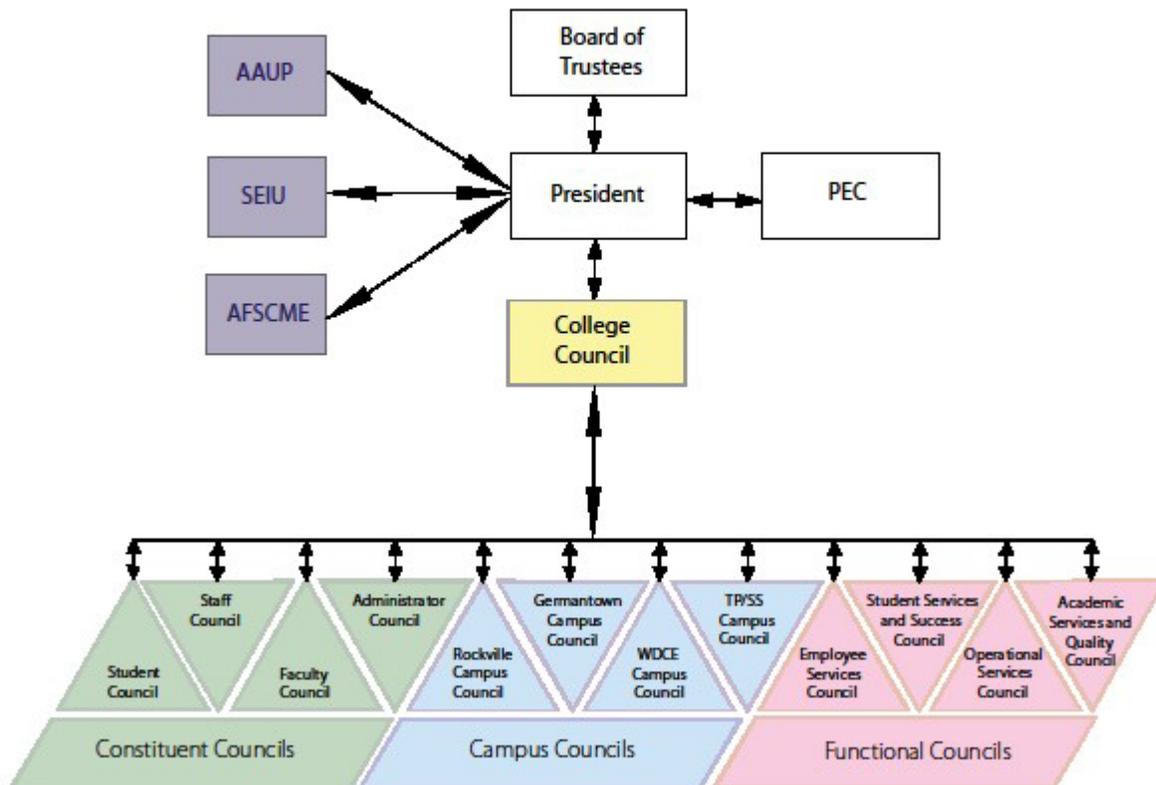
7. Individuals not serving as representatives have the opportunity to share concerns with the elected representatives of their constituent groups, with the anticipation that their views will be represented in governance councils, committees, and task forces.

IV. The President is authorized to develop procedures to implement this policy.

Board Approval: December 13, 2010.

## Governance Model

### Montgomery College Governance Model



## Indicators of Effective Governance

- There is inclusive opportunity to share perspectives
- Senior leadership communicates how input has informed decisions
- Councils demonstrate responsiveness to constituents, but not seen as primarily a “help desk”
- Council efforts are directed at clarifying and sharing representative perspectives to inform decisions, and inspire problem solving
- Participation in governance leads to expanded understanding of and appreciation for diverse perspective
- Pathways for participation are clear for community, councils, and leadership

## Decision-Making Process

A participatory system of governance provides all members of the College community with the opportunity to express their opinions and make recommendations about how the institution should function. It also provides structures through which these opinions and recommendations will be given due consideration when important decisions are made.

Generally speaking, a governance system provides opportunities for members of the College community to discuss and give input about topics such as strategic direction, resource acquisition and allocation, and curricular and programmatic issues. A governance system provides opportunities to talk about a vision for the institution and the translation of that vision into policy. Governance does not manage the work of the College.

The management systems of a College tend to focus on the implementation of policy through the development of procedures to execute the regular operational functions of the institution. For example, the enforcement of parking regulations on a campus is a management issue. The question of whether more parking is needed on a campus is a topic for the appropriate councils in the governance system. The line between governance and management is sometimes difficult to discern. In such cases where the distinction is not clear, the following is a good rule of thumb to understanding the role of each:

- **Participatory governance councils have the power to recommend and advise and the responsibility to do so in an informed and inclusive way**
- **Management has the power to decide and the responsibility to take input into account in the decision process.**

It is also helpful to distinguish between governance and labor relations. Governance is a deliberating body, not a negotiating body. Thus, Councils should consider with care the issues

before them and strive to make recommendations that improve the life of the College and foster student success. Council members focus on sharing their expertise and the perspectives of their

constituencies to make recommendations and inform decision-making.

Governance does not address contractual matters of compensation, benefits, working conditions, personnel matters or grievances except at the level of making recommendations with regard to College policy. Additionally, the presiding officer of the council should suppress any derogatory personal comments about any member of the College community or anyone else.

### How Leadership Works with Governance

Decision Status	Purpose of Working with Governance
Decision not yet made	<ul style="list-style-type: none"> <li>• Build trust and deepen understanding of issue and impact</li> <li>• Improve effectiveness of the decision by gathering representative input</li> </ul>
Decision already made	<ul style="list-style-type: none"> <li>• Notify stakeholders of decision</li> <li>• Identify and address relevant questions or concerns that may arise</li> </ul>

#### When Decision Has Not Yet Been Made: Engage

##### *Consult*

Leadership asks for input relevant to a pending decision at one point in the decision-making process. The promise is to consider input.

##### *Involve*

Leadership involves one or more governance councils with multiple opportunities for input. The promise is to consider input and representative perspectives to a larger degree than consult.

##### *Collaborate*

Leadership engages in all key aspects of designing a solution. Consensus is not required, but promise is to weigh governance recommendations heavily in the final decision

##### *Empower*

Leadership empowers councils to decide among possible choices and provides resources to make an

informed decision. The promise is to implement the recommendation as much as feasible.

**When Decision Has Already Been Made: Inform**

*Inform*

The goal and promise is to keep stakeholders informed so they can understand what is taking place. Minimal to no involvement desired in the decision.

**How Can Constituents Bring Issues to Governance?**

- Contact a council member or chair
- Raise the issue during the Constituent Comments period at the beginning of every council meeting

**What is a governance issue?**

- Governance issues have group impact.
- Governance councils do not implement or manage college work.
- Governance works best when identifying and clarifying needs and interests and recommending the direction of a desired solution
- College procedures that involve contractual, governmental or legal requirements do not fall under governance review

Council chairs and the Director of Governance can provide clarification if you are unsure. If an issue is not the right fit for governance, here are options as to where the issue can be referred:

Topic	Suggested Referral
Academic Status	Counseling and Academic Advising
ADA/Accessibility	Disability Support Services
Bargaining Issue	Union Leadership
Confidential Conflict Assistance (for students)	Student Development Deans, Student Ombuds
Confidential Conflict Assistance (for employees)	Office of Ombuds
Discrimination/Exclusion	HR-STM
Personal/Family Concerns (for students)	Counseling and Academic Advising
Personal/Family Concern (for employee)	Faculty/Staff Assistance Program
Workplace Concern	Office of Ombuds, HR-STM, or Office of Compliance, Risk, and Ethics (if ethical concern)

## Factors to Consider in Prioritizing Issues

- Does the recommendation support the mission, vision, and values of the College?
- How do stakeholders perceive the issue?
- How does leadership perceive potential impacts?
- How much variation is there in how stakeholders in different roles and locations view this issue?
- Consider additional factors such as urgency, equity concerns, or competing priorities?

## Which Council Should Address the Issue?

The most appropriate place for consideration of an issue can be determined as follows:

- Impacts single College role: **Constituent Council**
- Impacts a campus or location: **Campus Council**
- Impacts one area of service: **Functional Council**
- Impacts more than one of these: **Multiple councils**
- Impacts (almost) everyone: **College Council**

## How Does an Issue Move Through Governance?

1. Chair places item on agenda
2. Council determines course of action through a response, usually in the form of a motion and a vote.
3. If the vote passes, the motion is then sent to the College Council to act upon or communicated to the relevant senior leader.
4. The College Council determines the course of action through a motion and a vote.
5. If the vote passes, the recommendation is made to the College President, who approves and assigns the recommendation to management or communicates an alternate response.

It can take a couple of weeks to several months for an issue to move through the system and get due consideration.

## Communication Process

Communication, both vertical and lateral, is a key element in the effective functioning of this governance structure. The vertical communication of recommendations, upwards to the President and the Board of Trustees, and their responses to the College Council and the other councils, is a very important part of participatory governance. The lateral communication between and among councils will be equally as important and likely much more frequent. **The College Council facilitates coordination of issues across the various councils. This may be done through e-mail or by devoting time at College Council meetings for checking in**

## Council Modes of Communication

### A. Lateral Communication across Councils

Here are some examples of how lateral communication might function across councils. The Staff Council, in discussing a particular issue, might realize that the input of one of the functional councils is important and, therefore, communicate on this issue to that functional council. Or perhaps the Germantown Campus Council, in discussing an issue, wants to have significant student input. They would communicate with the Student Council. Another example would be the Academic Services Council considering a recommendation to improve study spaces on campus. The Academic Services Council could get input from the Student Services Council or Operational Services Council to look at study space Collegewide, or the Academic Services Council might consult with the Takoma Park Silver Spring Campus Council if the focus was on study space at a particular campus.

A council, either formally by the Chair of the Council or informally, through one member of a council to a member of another council, can refer an issue to another council before, after, or during discussion. In some instances, it will be evident that time is important and discussion needs to take place simultaneously. In other instances, it might be important for the first council to come to some level of understanding or position before the issue is referred.

**When formally referring an issue to another council, the Council Chair or designee should send an e-mail to the council chair of the other council. The College Council Chair, Vice Chair, and Secretary, as well as the Director of Governance should be copied on all referrals. The receiving council should report back the results of that council's discussion.**

### B. Vertical Communication with College Council

Each of the constituent, campus, and functional councils may, individually or in conjunction with other councils, communicate with the College Council on governance issues. This communication may be in the form of a recommendation asking the College Council to discuss an issue and recommend action to the President of the College. The governance councils may also communicate with the College Council requesting advice or information. All formal communication between the governance councils and the College Council should either take place in writing or at College Council meetings. When done outside of College Council meetings, College e-mail should be used with the Director of Governance copied on the e-mail.

### C. Communication with Senior Leadership

Official recommendations from the College Council will be submitted by the College Council Chair, or designee, to the attention of the President via e-mail to the Director of Governance. Recommendations should include sufficient context and background about the issue that should be taken into account in making a determination. The Director of Governance will maintain an issues tracking record that shows the dispensation of recommendation made to the President from the College Council. Senior leadership is responsible for communicating decisions on College Council recommendations in a timely matter.

To further strengthen communication between governance and senior leadership, the College Council Chair will meet regularly with the President of the College to discuss the disposition of recommendations originating from the governance councils or from the College Council. The College Council Chair will communicate information from the President of the College or the Director or Governance to the governance councils concerning the disposition of recommendations, and other information she or he deems appropriate. The College Council Chair also serves as a member of the President's Executive Cabinet.

The College Council Officers will meet regularly with the Director of Governance, Chief of Staff/Chief Strategy Officer, and Senior Vice Presidents to discuss issues of relevance to governance and identify opportunities where governance input would be particularly important.

Each Council also has a direct communication channel to a specific senior leader, the Leader Liaison:

- College Council and Administrator Council: Chief of Staff/Chief Strategy Officer
- Faculty Council and Academic Services Council: Senior Vice President for Academic Affairs
- Student Council and Student Services Council: Senior Vice President for Student Affairs
- Staff Council: Senior Vice President for Advancement and Community Engagement
- Employee Services Council and Operational Services Council: Senior Vice President for Administrative and Fiscal Services
- Campus Councils: Vice President and Provost

Leader Liaisons serve as permanent advisors and resource members to each council for the purposes of information-sharing and development. They may or may not attend meetings but are available to their respective councils as needed and able to provide clarification, help with development and share information.

## Council Charges

### Campus Councils

Each campus will have a Campus Council that will provide advice and recommendations regarding campus-related concerns, and campus and academic initiatives to the campus vice president and provost and to the College Council, or other councils, as appropriate, for further consideration and/or action.

- Germantown Campus Council
- Rockville Campus Council
- Takoma Park/Silver Spring Campus Council

- Workforce Development & Continuing Education (WD&CE) Campus Council

## Constituent Councils

### Administrator Council

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

### Faculty Council

The Faculty Council will promote teaching and scholarly excellence; 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 and the Collegewide Curriculum Committee, are carried out appropriately. The Faculty Council may choose to establish a standing faculty committee on each campus. 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 forward recommendations to the College Council, the Senior Vice Presidents or other councils, as appropriate for further consideration and/or action.

*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, the General Education Committee and the Faculty Campus Committees. The Faculty Council will forward recommendations to the College Council, the Senior Vice Presidents or other councils, as appropriate for further consideration and/or action.

### *Standing committees:*

#### **1. Academic Regulations Committee**

The functions of the Committee are to make recommendations to the Senior Vice President for Academic Affairs on matters of academic regulations and standards by reviewing, evaluating, and updating the College academic

regulations; to inform College administrators responsible for implementation; and to inform the College community with respect to revisions, deletions, and additions to the academic regulations. Membership, term limits and conditions on reappointment as specified in the bylaws.

## **2. Collegewide Curriculum Committee**

The functions of the Committee are to make recommendations to the Senior Vice President for Academic Affairs on matters of curriculum by reviewing, evaluating, and updating the curriculum; to oversee initiation, design, development, modification, and discontinuance of courses and programs offered by Montgomery College; to inform the units of the College and College administrators responsible for implementation; and to inform the College community with respect to modifications in the curriculum. Membership, term limits and conditions on reappointment as specified in the bylaws.

## **3. General Education Committee**

The function of the Committee is to coordinate activity between the Faculty Council, SVP for Academic Affairs and the College community on general education concerns including recommendations on requests for general education status and global and cultural perspectives

designation, recommendations for the regular reform and review of the General Education Program, including, but not limited to, the identification and implementation of additional competencies in order to ensure that program maintains currency, as well as the development of new curricula and the revision of existing curriculum in order to resolve questions about the general education components of the components of the curricula. Membership, term limits and conditions on reappointment as specified in the bylaws.

## **4. Campus-Based Faculty Committees (Campus Senates)**

The functions of the Campus Senates are to provide a forum for broader discussion on faculty issues relevant to a specific campus and to convey relevant information from those discussions to the Faculty Council for possible action. Membership, term limits and conditions on reappointment as specified in the bylaws.

## **Staff Council**

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.

### *Standing committee:*

#### **1. Staff Enrichment Day Committee**

This committee provides leadership for Staff Enrichment Day (SED). SED is an annual event for all staff (associate and support, bargaining and non-bargaining) to come together and learn, and to

also recognize the many great works and contributions from the staff over the past year. Multiple professional and personal growth workshops are offered during the event. The event is rotated between the three main campuses every year: Takoma Park/Silver Spring, Rockville, and Germantown. The SED Committee leads the event and coordinates all aspects of planning for the event with support from Special Events and within guidelines provided by the Office of the President. The committee's scope of work includes determining theme and event agenda, proposing budget priorities and allocations, drafting communications about the event and encouraging participation, hosting the event, assessing the event, and making recommendations based on assessment for the following year. Membership is appointed by the Staff Council Chair and must include representation from each campus and Workforce Development & Continuing Education. Committee members need not be members of governance.

### Student Council

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. Recommendations from the Student Council will be forwarded to the College Council or other councils, as appropriate, for further consideration and/or action. The Student Council shares information with the Student Senates and relevant issues from the Student Senates are shared with the Student Council for possible action.

## Functional Councils

### Academic Services Council

The Academic Services Council is to consider discussions on academic support programs including assessment centers, labs, registration, scheduling, website information, and transfer and articulation agreements, and forward suggestions to the College Council, the Senior Vice Presidents or other councils, as appropriate, for further consideration and/or action.

### Employee Services Council

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

#### *Standing committee:*

#### **1. Employee Engagement Advisory Group**

This committee works closely with Human Resources and Strategic Talent Management (HR-STM) to review Employee Engagement data and provide recommendations to improve employee engagement. See bylaws for membership.

### Operational Services Council

The Operational Services Council will examine and discuss the effectiveness of College services and make recommendations to the College Council or other councils, as appropriate, for further consideration and/or action.

### Student Services and Success Council

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

### 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. Membership of the College Council includes the Chair of the College Council, elected from the previous year's College Council membership, and all Chairs of the other councils.

The council 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, or functional councils, the President of the College or the Board of Trustees. 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 his/her action via e-mail to the Director of Governance.

*Standing committees:*

**2. Communications Committee**

The Communications Committee works to promote effective and efficiency communication with the College community about governance. Membership is appointed by the College Council Chair. Members do not need to be members of governance councils.

**3. Nominations and Elections Committee**

This committee promotes participation in nominations and elections. Membership is appointed by the College Council Chair. Members do not need to be members of governance councils.

## Committee Structure within Governance System

Councils may choose to form committees. Committee members are chosen or appointed to perform a function on behalf of the larger group. Understanding the distinctions between these groups may help keep all involved clear on the group's parameters:

- A standing committee is a group formed to help a Council with its duties. A standing committee is usually given jurisdiction over a particular area of work. Standing committees are intended to exist for long periods of time (over a period of years), and may be memorialized in a council's bylaws. Standing committees may be modified or dissolved as needs evolve and change.
- An ad hoc committee is a temporary group established to accomplish a particular task or to oversee an ongoing area in need of control or oversight.

When an ad-hoc committee or task force is created, the council must post a description of the new committee to its webpage.

The College Council may choose to form a task force. A task force is a temporary group established as needed to work on a single task or activity. Task forces are often formed to address an unanticipated problem and, unlike committees, may have access to additional resources in order to meet stated objectives.

Regardless of the committee type, committee members need not be members of the related Council, at the discretion of that Council. However, they should develop, with their respective

Councils, a report-back procedure to ensure clear and consistent communication.

## Meetings

The meetings of the councils will follow *Robert's Rules of Order*, except as provided by the Constitutions and Bylaws of the councils, processes that have been officially adopted by the councils, or items covered in this handbook. Information on these rules will be provided.

## General Meeting Schedule

Sept – May*	Tuesday	Thursday
1st and/or 3rd	Campus Council	Constituent Councils
2nd and/or 4th	College Council	Functional Councils

## Agenda, Minutes, and Committee Reports

Templates will be provided to council officers for minutes and agendas. Reports of committees should be submitted electronically to the secretary prior to the meeting. These should be included as addenda in the minutes.

## Agenda Template

### MONTGOMERY COLLEGE

Governance

COUNCIL

Room

Date

TIME

**OUTCOMES**

**AGENDA**

**PURPOSE KEY: (R)=RECOMMEND ACTION, (D)=DISCUSS FOR FUTURE ACTION, (I)=INFORMATION, (O)= OTHER**

Start	Ref	Topic	Time	Purpose
3:00	1	Call to Order	1 min	O
3:06	2	Constituent Comments	10 min	I
3:16	3	Approval of Minutes	4 min	O
3:30	4	Chair's Report Clarifications and Questions	14 min	I
3:30	5	Invited Guest	30 min	I
4:00	6	Unfinished Business Item 1 Item 2	30 min	R
4:30	7	New Business Item 1 Item 2	30 min	D
5:00	8	Adjourn	1 min	O

## Sample Meeting Script

### Call to Order

*"I call this meeting of the COUNCIL NAME to order."*

### Constituent Comments

*"There is now time for any comments from guests to our meeting."* If guests are present and would like to speak, you can recognize them and ask them to state their name and topic. At this point, you may advise them that they have up to 5 minutes to address the council. The council will not dialogue with them, although a council member may ask a brief question for follow up. After listening to the comment, you can thank the guest. If the topic is considered to be a topic for additional consideration you can place the item on a future agenda, but the topic is not discussed in the meeting. If there are no comments, then you can move to the next item on the agenda.

### Approval of Minutes

The secretary should share the draft of the minutes from the previous meeting via e-mail ahead of time so that council members can review. This also allows for the secretary to skip reading the minutes at the meeting or to have printed copies at the meeting. If this has been done say, *"Are there any additions or corrections to the minutes? [Pause.] If not, the minutes will stand approved as written."* If there were corrections, then say *"The minutes will stand approved as corrected."*

### Chair's Report

The chair's report is a good opportunity to briefly share any updates from the College Council or from the leader liaison for the Council. If the leader liaison wishes to share any comments with the Council he or she may do so or may send the information to the chair for inclusion. The chair can also share other information here for the good of the council. Some campus councils also include a provost's report in addition to the chair's report. This is acceptable but not required.

### Unfinished Business

*"The topic of unfinished business before the council now is X."* You may state very briefly what the key points of the issue are." Depending on the topic, if there is not already a particular stand or action that the council wants to take, you may wish to allow the council to have a short amount of time to discuss the topic. The goal of the discussion should eventually be for the council to take a stand or action. After a little discussion, you can ask *"Having learned more about this issue, does the Chair have a motion for the council to take a particular action on this?"*

Such a motion is the main motion, a motion that brings before the assembly any particular subject and is made when no other business is pending. If passed, it commits the assembly to do or say something. If there is a motion for an action (e.g., recommend, refer to another council, refer to another area/department, etc.), then say *"Does the motion have a second?"* Once seconded, say, *"The motion has been made and seconded. Now the*

*council has an opportunity to debate the merits of the motion.”* The person making the motion has the right to speak first to the motion. After that, a good way to manage debate is to ask who else would like to speak to the motion and whether they would like to speak for it or against it. Having that list, you can recognize alternate viewpoints. For the group to make a decision on any new business brought up at a meeting, remember what is required: a motion, a second, a chance for discussion/debate and a vote.

**Here are some things that can happen while debating the main motion:**

**1) Amendment (requires majority vote to pass, debatable):** In addition to speaking for or against, a council member may move to amend the main motion. An amendment may include inserting, striking out, or striking out and inserting text. Once moved and seconded, you say *“It is moved and seconded that we amend “Motion A” by [inserting; striking out; striking out and inserting] as follows [state the change]. If the amendment is adopted the main motion would then read [read the amended motion] Is there any discussion? [After discussion] Are you ready for the question? [Pause] The question is on the adoption of the motion that we amend inserting; striking out; striking out and inserting] as follows [state the change]. If the amendment is adopted the main motion would then read [read the amended motion] all those in favor, say aye. [Pause for response] All those opposed, say no.”* Report the results. *Is there any further discussion?*

**2) Put the question (requires 2/3<sup>rd</sup> vote to pass, not debatable) :** A council member may *“Move the previous question.”* This essentially calls to end debate and proceed to voting on the main motion. The effect of this motion is to immediately stop debate on the primary motion and any amendments and to move immediately to a vote on the motion. It must be seconded, no debate is allowed, and a two-thirds vote is needed to close debate. Here is what to say once it has been moved and seconded: *“The previous question is moved and seconded on “Motion A”. This is not a debatable motion. It takes a two-thirds vote. The effect of the passage of this motion is that we would immediately stop debate and vote on the motion. If you want to close debate, vote in favor of the motion; if you want debate to continue, vote against the motion.”* If this passes, then proceed immediately to a vote on the motion before the council.

**3) Commit or refer to a committee (requires majority vote to pass, is debatable, is amendable):** If the council feels that more deliberation on an issue is warranted before taking a stand or action, and would like a special group to gather information and share findings at a later date, this motion is appropriate.

**4) Motion to limit or extend debate (requires 2/3<sup>rd</sup> vote to pass, not debatable):** This is another option for managing debate beyond “putting the question”. A council member would make a motion to extend or limit debate by a certain amount of time.

### **New Business**

New business is handled the same way as unfinished business. For the group to make a decision on any new business brought up at a meeting, remember what is required: a motion, a second, a chance for discussion/debate and a vote. *“The topic before council now is X.”* Once the listed items are discussed, you can ask *“Is there any new business?”* If there is time, you may address these. If not, you can put them on future agendas.

## Adjourn

A motion and second can be requested. Then state, *“Without objection the meeting is adjourned.”*

## What do Council Members do?

*Council members provide service to the College and engage in professional development by serving on one of the governance councils.*

### Service to the College

Although council members may represent different constituencies (e.g., academic services, operational services, students, faculty, staff, administrators, or a particular campus) and consider different issues, they are united in fulfilling the promises of governance by:

- focusing on the mission of the College
- seeking to promote mutual success.
- inviting all members of the College community to be heard
- keeping constituents informed
- sharing representative perspectives with leadership
- emphasizing communication, collaboration and civility
- ensuring that governance is a transparent and evolving process

*Council members have five general duties:*

- 1) **Participating in the Council.** This includes (a) attending council meetings, (b) responding to requests from the Chair, other council members, or the governance coordinator in a timely manner, and (c) learning about relevant issues for the council. Council members attend council meetings once or twice per month.\* Members may also attend additional meetings if they agree to be officers or on a committee. They should try to find a substitute if they are unable to attend a meeting.
- 2) **Communicating with constituents about governance issues.** This can be done face-to-face, by phone or via e-mail according to the preferences of the council member and communication plan of the council. This includes raising awareness, sharing information, encouraging participation, and fostering collaboration and consensus.
- 3) **Representing constituents.** This involves (a) listening to constituents, (b) making motions that reflect constituent views, (c) voting in accordance with the best understanding of what constituents would want, and (d) sharing constituent views at meetings or in other appropriate forums.
- 4) **Attending training** before the Fall semester (usually a full day). Council chairs and officers may receive additional orientation and training in May.
- 5) **Providing feedback about governance** by participating in the annual survey in May.

Note: In recognition of the service to the College, supervisors will work with employees to support their work in

governance as much as possible given the needs of the department or unit. It is recommended that council members, or those considering serving, have a conversation with their supervisor about how to balance governance work with job duties. Talking with supervisors is especially important before agreeing to serve as an officer or as a committee member due to the greater time commitment involved.

### Professional Development

Council members engage in professional development that includes (a) opportunities to network and build relationships beyond one's daily work interactions, including College leaders, (b) gaining knowledge about other areas of the College, (c) developing skills to run and participate in effective meetings, (d) learning about issues of importance to others, (e) demonstrating effectiveness in these areas. Council officers and committee leaders also hone leadership, planning, organizing, and feedback skills in addition to the above.

## Nominations and Elections

Nominations and elections will occur annually in the spring. Directions and information will be provided each spring.

### Nomination instructions

1. Members of the College community should identify their primary role\* and location\*
2. They should then look to identify possible seats for which they, or others they may want to nominate, are qualified. More information will be provided via e-mail and the governance website in the spring.
3. Individuals can nominate themselves or anyone else regardless of their primary role or location.
4. They can nominate as many people as they wish; however, they can only nominate one person per position.
5. To nominate someone for a given council using the Simply Voting software, they will begin typing the name and a list of those eligible for that position with those letters in their name will pop up from which to select.
6. When they are finished with all of their nominations for a particular primary role (Staff, Faculty, Students, Administrators), they should click "Continue" at the bottom of the screen. This will take them to the confirmation page where they can view and confirm all of their nominations. If they want to make changes, they click "Change" to go back to the nominations page. They would then click "Confirm" when they have completed the process. Once they have confirmed their nominations, they will receive a receipt which they can view at any time by logging back into the voting system.
7. Once the nomination process is completed, individuals will be notified of their nominations and be asked to accept or decline the nomination. The nominator will receive an email notification once their nominee has taken action on their nomination. Those nominated for more than one position will have to choose which nomination they will accept. All nominees will be verified for

eligibility to serve on that particular council.

**Example 1:**

An individual with a primary role of **Student** and admission location of **Rockville** Campus has the following eligibility:

Student Council – Rockville Student position

Rockville Campus Council – Student position

**Example 2:**

An individual whose primary role is **Staff (Administrative Aide in Facilities)** and work location is **Germantown**

Campus, has the following eligibility:

Staff Council – Germantown Staff position

Staff Council – Administrative Support Staff

Council – Non-Supervisory

Germantown Campus Council – Staff position

Once nominations have been completed, members of the College community will be notified that the ballots are prepared and ready for voting. After accessing the URL to the voting site, individuals will be prompted to log into MyMC to cast their vote. This login process authenticates your MyMC user id to ensure that each person only votes once. Their primary role and location at the College are the role and location that determine the seats for which they are eligible to vote and will be displayed on the top portion of the ballot. For example, a Rockville Staff person will only be able to vote for the Rockville Staff positions on the Rockville Campus Council and on the Staff Council.

Any comments should be directed to the Governance Director using the [college.council@montgomerycollege.edu](mailto:college.council@montgomerycollege.edu) mailbox. **Thanks!**