

**THREE RIVERS COMMUNITY COLLEGE**

**GOVERNANCE CHARTER**

**and**

**Addendum A**

**addressing**

**Curriculum Committee**

**and**

**Other Permanent Standing Committees**

**Version 1.2**

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**THREE RIVERS COMMUNITY COLLEGE  
GOVERNANCE CHARTER**

**Article I. GENERAL STRUCTURE.**

Section 1. Name. The shared governance system at Three Rivers Community College is governed by the provisions of this Governance Charter.

Section 2. Composition. Shared governance is comprised of the President of the College, the Cabinet, and the College Congress.

Section 3. President. The President of the College is the Chief Executive Officer and bears final authority and responsibility for all decision-making.

Section 4. Cabinet. The Cabinet is the advisory team that leads and coordinates the administrative day-to-day operation of the college in support of the college's mission as an educational institution.

Section 5. College Congress. The College Congress is the elective representative body of faculty and staff which acts as a forum for discussion of policies and making recommendations to the President.

**Article II. CABINET**

Section 1. Advisory Status. The Cabinet is advisory to the President.

Section 2. Meetings. The Cabinet meets regularly at the discretion of the College President in meetings chaired by the President (or his/her designee) with detailed summary meeting minutes being kept and made available to the college community in a timely fashion.

Section 3. Committees. The Cabinet and Divisions may create, modify and/or terminate standing committees, ad hoc committees, and task forces as warranted.

Section 4. Rules. The Cabinet makes and applies its own rules of procedure.

Section 5. Student Government Representative. The President of Student Government serves as a non-voting member of the Cabinet.

Section 6. College Congress Representatives. The President of the College Congress serves as a voting member of Cabinet. The Congress Vice President and Secretary & Parliamentarian of the College Congress may participate as non-voting members of the Cabinet.

### **Article III. COLLEGE CONGRESS**

Section 1. Advisory Status. The College Congress is advisory to the President.

Section 2. Composition. The College Congress consists of twenty one (21) representatives comprised as follows:

- a. One (1) full-time tenure track faculty member elected by and from each of the following Academic Division Departments by means of a majority vote of those eligible to vote:
  - 1) Business
  - 2) English and Communications
  - 3) Humanities and Fine Arts
  - 4) Mathematics
  - 5) Nursing & Allied Health
  - 6) Sciences
  - 7) Social Sciences
  - 8) Technologies
- b. Two (2) permanent non-managerial full-time staff members elected by and from each of the following College Divisions by means of a majority vote of those eligible to vote:
  - 1) Academics, Tutoring and Institutional Research
  - 2) Administrative Services, Human Resources and Institutional Advancement
  - 3) Information Technology and Library
  - 4) Student Services and Workforce Development
- c. Two (2) at-large full-time tenure track faculty members elected by and from all full-time tenure track faculty by means of a majority vote of those eligible voters casting ballots.
- d. Two (2) at-large full-time non-managerial staff members elected by and from all full-time non-managerial staff members by means of a majority vote of those eligible voters casting ballots.
- e. In the event the College President chooses to realign college divisions and/or departments he/she shall take into account the need for voting blocs with functional similarities, common communities of interest, and numerical equity in order to maintain proper College Congress representation consistent with this Governance Charter.
- f. An elected Student Government Representative serves as a voting member of the College Congress.

Section 4. Cabinet Representatives. Three (3) representatives of the Cabinet chosen by the College President may participate as non-voting members of the College Congress.

Section 5. Nominations.

- a. Any full-time tenure track faculty member may seek election to a faculty seat in the College Congress.

- b. Any full-time non-managerial staff member may seek election to a staff seat in the College Congress.
- c. Any person eligible to serve in the College Congress may self-nominate or be nominated by any other eligible voter (but only with the express permission of the person nominated).
- d. Nominations must be made in writing in a form to be determined by the ad hoc Election Committee.
- e. Nominations must be received by the Election Committee not earlier than March 15 nor later than April 15 for that academic year's May general election.

Section 6. Eligible Voters.

- a. Full-time tenure-track faculty members on the date(s) the election is held may vote in the election of faculty seats in the College Congress.
- b. Full-time non-managerial staff members on the date(s) the election is held may vote in the election of staff seats in the College Congress.

Section 7. General Election.

- a. College Congress elections are held in May of each academic year for terms beginning with the Fall semester of the next following academic year.
- b. Voting in the May general election of the College Congress is by secret ballot.

Section 8. Election Committee.

- a. An ad hoc Election Committee is appointed by the College Congress in January of each academic year to oversee the May general elections.
- b. No candidate for a Congress seat may serve on the ad hoc Election Committee.
- c. For the first general election held under this Governance Charter the ad hoc Election Committee is created by the current Governance Council and is drawn exclusively from the pool of eligible voters as defined in this Governance Charter.

Section 9. Terms and Vacancies.

- a. Members of the College Congress serve a term of two (2) consecutive academic years.
- b. No one may serve more than two (2) consecutive terms.
- c. There is no limit on the number of non-consecutive terms a person may serve.
- d. In the event the general election process fails to fill all of the available College Congress seats, the College President fills the vacancies by appointment with each appointee drawn from the appropriate population to be represented.
- e. In the event a not-at-large Congress seat is vacated before the end of the incumbent's term, the affected department/division promptly elects a replacement to complete the term; and, failing that, the College President fills the vacancy by appointment with the appointee drawn from the appropriate population to be represented.

- f. In the event an at-large Congress seat is vacated before the end of the incumbent's term, the Congress President fills the vacancy by appointment to complete the term with the appointee drawn from the appropriate population to be represented.
- g. For the first general election held pursuant to this Governance Charter four (4) seats pursuant to Article III, Section 2a; four (4) seats pursuant to Article III, Section 2b; one (1) seat pursuant to Article III, Section 2c; and one (1) seat pursuant to Article III, Section 2d shall serve one-year terms with the current Governance Council deciding via random selection which departments' and divisions' representatives will serve one- and two-year terms.

Section 10. Meetings.

- a. The College Congress meets monthly throughout the academic year and as otherwise needed.
- b. A quorum consists of eleven (11) or more voting members of the College Congress being present. A quorum count may include the Congress President.
- c. A special meeting of the College Congress may be convened by any of the following:
  - 1) The College President
  - 2) The Congress President
  - 3) Approval consisting of at least eleven (11) or more Congress representatives.
- d. Congress meetings are chaired by the Congress President who acts as a non-voting member of the Congress except that once a vote is tallied and the proposal received only ten (10) votes, he/she may, at his/her sole discretion, cast a deciding eleventh vote.
- e. Meetings are conducted using the principles and practices of Roberts Rules of Order then in effect except that in the event of a conflict with this Governance Charter, the Governance Charter prevails.
- f. The Congress Secretary & Parliamentarian interprets Roberts Rules of Order and his/her decision is final and binding on all parties.
- g. A meeting agenda is made available by the Congress Secretary & Parliamentarian to the college community not less than three (3) calendar days before a regular Congress meeting; and as practicable before any special meeting of the Congress.
- h. Detailed summary minutes of each meeting of the College Congress are kept by the Secretary and Parliamentarian (or his/her designee) and made available to the college community in a timely fashion.

Section 11. Congress Officers.

- a. At the first meeting of each academic year the College Congress elects a President, Vice-President, and Secretary & Parliamentarian from the ranks of the College Congress.
- b. Each officer serves a one-year term but may be removed from office at any time by a two-thirds majority vote consisting of fourteen (14) or more voting members and for just cause shown.

Section 12. Majority Vote. Any action and/or recommendation of the College Congress requires, at a minimum, a majority consisting of eleven (11) or more Congress representatives.

Section 13. Congress Voting.

- a. Voting in the College Congress is by a show of hands except when:
  - 1) the Congress President, or
  - 2) a majority consisting of eleven (11) or more Congress representatives may require a secret ballot.
- b. The identity of the person making a motion, seconding the motion, and the numerical result of every vote of the College Congress is recorded in the meeting minutes.

Section 14. Proposals.

- a. For purposes of this Governance Charter the term “proposal” includes matters that might reasonably result in some recommendation and/or action; matters for general discussion where no immediate action and/or recommendation is reasonably expected; or, matters presented for information purposes only.
- b. The Congress President and/or any current voting member(s) of the College Congress may make proposal(s).
- c. Proposals must be made in writing in a form determined acceptable by the College Congress and delivered to the Congress Vice-President.
- d. Proposals must be submitted not less than seven (7) calendar days nor more than thirty (30) calendar days before the next regularly scheduled meeting of the College Congress (except for agenda denial appeals which must be received not less than three (3) calendar days before the meeting).
- e. The Vice-President promptly forwards each proposal to the Congress President and Secretary & Parliamentarian for consideration by all three Congress officers. The Congress officers determine by majority vote if a proposal is appropriate for consideration by the full Congress.
- f. The decision of the Congress officers is delivered by the Vice-President in writing to the petitioner not less than five (5) calendar days before the next regularly scheduled meeting of the College Congress.
- g. If the Congress officers decline to place a proposal, or any portion thereof, on the Congress agenda, written notice of the denial to the petitioner includes the reasons for the decision whereupon the petitioner may appeal any denial to the full Congress by separate proposal to be received by the Congress Vice President no less than three (3) calendar days before the next regularly scheduled meeting of the College Congress. Upon a majority vote consisting of eleven (11) or more Congress representatives the proposal is added to the next following regular meeting agenda of the full College Congress.
- h. A proposal may be withdrawn by the petitioner at any time before it is voted on by the College Congress.

- i. All proposals and Congress officer decisions are made available to the college community in a timely fashion.

Section 15. Congress Resolutions.

- a. Every action and/or recommendation of the College Congress is reduced to writing in the form of a Congress Resolution.
- b. As appropriate, Congress Resolutions are submitted to the College President by the Secretary and Parliamentarian in a timely fashion but not more than twenty-one (21) calendar days from the date the Resolution is passed.
- c. All Congress Resolutions are made available to the college community in a timely fashion by the Secretary and Parliamentarian.

Section 16. Presidential Action.

- a. It is respectfully requested that the College President make every reasonable effort to provide a written response addressed to the Congress President within thirty (30) calendar days of receipt of each College Congress Resolution.
- b. Written responses of the College President are made available to the college community in a timely fashion by the Congress Secretary & Parliamentarian.

Section 17. Waiting Period. Any proposal, or any portion thereof, brought before the College Congress which is voted on and fails to attain a majority vote may not be brought back to the College Congress any earlier than the next following academic year; and only upon a showing of significantly changed circumstances warranting reconsideration.

Section 18. Ad Hoc Committees and Task Forces.

- a. The College Congress may establish, modify and/or terminate ad hoc committees and task forces as warranted but shall maintain not more than a combined total of ten (10) such ad hoc committees and task forces at any one time.
- b. Such ad hoc committees and task forces may establish their own rules of procedure but must, at a minimum, meet regularly; post agendas a reasonable time in advance of each meeting; and, maintain detailed summary minutes and a complete record of actions, recommendations and proceedings, all of which are made available to the college community in a timely fashion.

Section 19. Permanent Standing Committees.

- a. The College Congress charters up to eight (8) permanent standing committees including the following:
  - 1) Curriculum
  - 2) Professional Development
  - 3) Student Support and Advising
  - 4) Community Support and Involvement



- b. Details addressing the charge, makeup, jurisdiction and procedures of permanent standing committees are set forth in Addendum A to this Governance Charter. By reference hereto Addendum A is incorporated into and becomes a part of this Governance Charter as though fully rewritten herein.
- c. In the event of a jurisdictional dispute between and/or among permanent committees, the Chairs of the affected committees shall meet promptly to resolve the matter. If the Chairs cannot come to agreement, the matter is presented to the Congress Officers. The majority decision of the Congress Officers is final and binding on all parties.
- d. In the event that a permanent committee's charge overlaps with that of a collectively bargained committee ("union committee"), the union committee retains its full collectively bargained authority and the permanent committee shall work co-operatively with the union committee.

#### **Article IV. OPEN ACCESS**

Section 1. Open Meetings. All meetings of any body referenced in this Governance Charter are open to all college employees.

Section 2. Observers. Those not having official business before the body attend only as quiet observers.

#### **Article V. AMENDMENT, REFERENDUM AND RECALL**

Section 1. Process.

- a. Any change in this Governance Charter can be made only by a vote consisting of not less than fourteen (14) Congress representatives whereupon the matter is put to a vote of the entire college community (meaning all full-time tenure track faculty and all permanent full-time non-managerial employees of the college on the date of the referendum vote).
- b. Upon a majority vote of votes cast, the change is approved.
- c. Beginning with the Academic Year 2020-21 and every five (5) academic years thereafter, the College Congress shall commission an ad hoc Governance Charter Review Task Force consisting exclusively of members of the college community to review the then current Governance Charter and make recommendations, as warranted, to amend, update, or otherwise revise and/or change the Governance Charter.
- d. Upon a majority vote of those represented, any Congress representative may be removed from office at any time for any reason.
- e. Upon a two-thirds majority vote consisting of fourteen (14) or more Congress representatives, a Congress representative may be removed from office at any time for just cause shown.

## **Article VI. FACULTY SENATE, STAFF SENATE AND COLLEGE FORUMS**

Section 1. Faculty Senate. The faculty members of the College Congress meet collectively with all faculty at least twice per semester to discuss and receive input on issues relevant to governance of the college.

Section 2. Staff Senate. The staff members of the College Congress meet collectively with all staff members at least once per semester to discuss and receive input on issues relevant to governance of the college.

Section 3. College Forum. The College Congress holds a College Forum where all members of the Congress shall meet collectively with the college community at least once per academic year to discuss and receive input on issues relevant to governance of the college.

Section 4. Senate / Forum Votes. Majority votes by a show of hands of those in attendance at a senate or forum serve to advise and guide the actions and recommendations of the College Congress.

**THREE RIVERS COMMUNITY COLLEGE GOVERNANCE CHARTER**  
**ADDENDUM A**  
**PERMANENT STANDING COMMITTEES**

**CURRICULUM COMMITTEE**

Section 1. Name. The College Congress charters the Curriculum Committee (“Committee”) as a permanent, standing committee.

Section 2. Charge. The Committee is charged with oversight of and making recommendations to the College President and College Congress relating to:

- a. Curriculum design and implementation;
- b. College catalog course, program and related content;
- c. Course additions, deletions and titles;
- d. Course prerequisites;
- e. Course descriptions;
- f. Program additions, changes and deletions for both newly proposed and existing programs of study;
- g. Academic assessment;
- h. Academic accreditation;
- i. Such other academic matters that would reasonably fall within what is typically accepted within the academic community as encompassing curriculum and/or academic matters.

Section 3. Composition.

- a. Voting members of the Committee consist of one (1) representative selected by and from each of the academic division departments listed in Article III, Section 2a of the Governance Charter and one representative from Student Services consisting of either the Registrar or a Professional Advisor / Counselor with each representative serving a one (1) year term and with no limit on the number of terms that may be served. However, a member may be removed at any time for any reason by a majority vote of the department represented or by a two-thirds vote of the Committee consisting of six (6) or more voting members and for just cause shown.
- b. The Student Services’ voting representative shall have a Master’s degree, teaching experience, and a minimum of one year full-time service at the College. The Advising / Counseling Department will select a Curriculum Committee representative annually to serve with the Registrar. The Registrar and the selected Professional Advisor / Counselor will serve as the voting member on an alternating annual basis.
- c. Serving members of the College Congress may not serve as voting members of the Committee.

Section 4. Chairperson.

- a. At the first meeting of the Committee each year the voting members elect a Chair by majority vote consisting of five (5) or more votes and serves a one (1) year term with no limit on the

number of terms that may be served. However, the Chair may be removed at any time by a two-thirds majority vote of the Committee consisting of six (6) or more voting members and for just cause shown.

- b. The Chair serves as a non-voting member of the Committee, except that once a vote is tallied and the proposal received only four (4) votes, he/she may, at his/her sole discretion, cast a deciding fifth vote.

#### Section 5. Academic Dean.

- a. The Academic Dean serves as a permanent non-voting member of the Committee.
- b. Ministerial and administrative matters including but not necessarily limited to agendas, meeting minutes, handouts, committee resolutions, meeting times and locations, class schedules, program reviews and other ministerial and administrative matters are handled through the Office of the Academic Dean working in cooperation with the Committee Chair as needed.

#### Section 6. Ex Officio Members.

- a. The Assistant to the Academic Dean and the Registrar or Advisor / Counseling alternating representative, or their designees, serve as non-voting members of the Curriculum Committee.
- b. By majority vote the Committee may add or delete other ex-officio non-voting members.

#### Section 7. Meetings.

- a. The Committee meets monthly throughout the academic year and otherwise as convened by the Committee Chair or the Academic Dean.
- b. A quorum consists of five (5) or more voting members being present. A quorum count may include the Committee Chair.
- c. Meetings are conducted using the principles and practices of Roberts Rules of Order then in effect, except that in the event of a conflict between the Rules and the Governance Charter, the Charter prevails.
- d. The Chair or his/her designee interprets Roberts Rules of Order and his/her decision is binding on all parties.
- e. A meeting agenda is made available to the college community through the Office of the Academic Dean not less than three (3) calendar days before a regular meeting, and as practicable before any special meeting.
- f. Detailed summary minutes of each meeting of the Committee are kept and made available to the college community in a timely fashion through the Office of the Academic Dean.

Section 8. Majority Vote. Any action and/or recommendation of the Committee requires a majority vote consisting of five (5) or more voting members.

#### Section 9. Voting.

- a. Voting in the Committee is by a show of hands.

- b. The identity of the person making each motion; the person seconding the motion; and the numerical result of each vote of the Committee is recorded in the meeting minutes.

Section 10. Proposals.

- a. Proposals take the form of action items; discussion items; or information only items.
- b. The Chair, any voting member(s) of the Committee and/or the Academic Dean may make proposal(s) to the Committee.
- c. Proposals must be made in writing addressed to the Chair and delivered to the Office of the Academic Dean in such form as determined by the applicable authority (TRCC, BOR, DHE, etc.).
- d. Proposals must be received by the Office of the Academic Dean not less than seven (7) calendar days nor more than thirty (30) calendar days before the next regularly scheduled meeting of the Committee (except for agenda denial appeals which must be received not less than three (3) calendar days before the meeting).
- e. The Chair, in consultation with the Academic Dean, reviews proposed agenda items and determines if appropriate for inclusion.
- f. If the Chair, in consultation with the Academic Dean, decides not to include a proposal, or any portion thereof, on the agenda the Chair informs the petitioner of the reasons for the decision not less than five (5) calendar days before the next regularly scheduled meeting of the Committee.
- g. If a petitioner's request is denied inclusion on the agenda, he/she may appeal the decision of the Chair to the full Committee and upon a vote of five (5) or more voting members the proposal will be included on the agenda for the next following regularly scheduled meeting of the Committee.
- h. Any proposal may be withdrawn by the petitioner before it is voted upon.
- i. All proposals, resolutions, vetoes, remands and actions and/or recommendations of the Committee are made available in a timely fashion to the college community through the Office of the Academic Dean.

Section 11. Task Forces.

- a. By majority vote the Committee may create task forces as warranted.
- b. Any task force shall continue for not more than four (4) consecutive semesters including the semester within which it is created.

Section 12. Actions, Recommendations and Vetoes.

- a. Actions and/or recommendations of the Committee are reduced to writing in the form of Committee Resolutions.
- b. All Committee Resolutions are provided to the College President and the Congress President in a timely fashion.
- c. If the College Congress fails to remand a Committee Resolution by means of a two-thirds majority vote consisting of fourteen (14) or more Congress representatives within thirty (30) calendar days of the Resolution's receipt, the Committee Resolution is deemed approved.

- d. If the College President fails to veto or remand a Committee Resolution within thirty (30) calendar days of the Resolution's receipt the Committee Resolution is deemed approved. This time limit may be reasonably extended with notice to the Committee Chair.
- e. Remands shall be in writing addressed to the Chair of the Curriculum Committee and set forth the reasons for the remand whereupon the Committee shall reconsider the matter consistent with the content of the Remand.
- f. Vetoes shall be in writing addressed to the Chair of the Curriculum Committee and set forth the reasons for the veto.
- g. Only an entire Resolution may be vetoed or remanded.

## **OTHER STANDING COMMITTEES**

Section 1. Named Committees. The College Congress charters the following as permanent, standing committees:

- a. Professional Development
- b. Student Support and Advising
- c. Community Support and Involvement

Section 2. Additional Standing Committees. In addition to the Curriculum Committee and those named in Section 1, the College Congress may charter up to four (4) additional permanent standing committees.

Section 3. Application. The provisions of this "OTHER STANDING COMMITTEES" portion of this Addendum A apply to all permanent standing committees chartered pursuant to Sections 1 and/or 2 above.

Section 4. Charge. The Committee is charged with oversight of and making recommendations to the College President and College Congress relating to:

- a. Professional Development. The Committee is charged with oversight and making recommendations to the College President and College Congress relating to the professional development of faculty and/or staff as well as the fostering of transparency, inclusiveness and good communications between and among the college community as a whole.
- b. Student Support and Advising. The Committee is charged with oversight and making recommendations to the College President and College Congress relating to all matters regarding the providing of support and advising to the college's students aimed at better ensuring student retention, success, graduation and a fulfilling college experience.
- c. Community Support and Involvement. The Committee is charged with oversight and making recommendations to the College President and College Congress relating to all matters aimed at expanding college support of the community and involvement in community affairs.

Section 5. Composition.

- a. Voting members of the Committee consist of a minimum of six (6) members with every reasonable effort made to include equitable representation from both faculty and staff. No committee may exceed twelve (12) voting members. By majority vote of the then serving voting members eligible to vote, membership of the Committee may be expanded or reduced consistent with the minimum and maximum limitations set forth herein.
- b. Each voting member serves a one (1) year term with no limit on the number of terms that may be served. A member may be removed at any time by a two-thirds majority vote of the Committee members eligible to vote and for just cause shown.
- c. Serving members of the Congress may not serve as voting members of the Committee.

Section 6. Chairperson.

- a. At the first meeting of the Committee each year the voting members elect a Chair by majority vote of all those eligible to vote and serves a one (1) year term with no limit on the number of terms that may be served. However, the Chair may be removed at any time by a two-thirds majority vote of the Committee members eligible to vote and for just cause shown.
- b. The Chair serves as a non-voting member of the Committee, except that once a vote is tallied and the proposal is one vote short of a majority, he/she may, at his/her sole discretion, cast a deciding vote.

Section 7. Ex Officio Members. The Committee may add or delete ex officio non-voting members to the Committee as warranted.

Section 8. Meetings.

- a. The Committee meets regularly throughout the academic year and otherwise as convened by the Committee Chair.
- b. A quorum consists of a majority of the voting members being present.
- c. Meetings are conducted using the principles and practices of Roberts Rules of Order then in effect, except that in the event of a conflict between the Rules and the Governance Charter, the Charter prevails.
- d. The Chair or his/her designee interprets Roberts Rules of Order and his/her decision is binding on all parties.
- e. A meeting agenda is made available to the college community not less than three (3) calendar days before a regular meeting, and as practicable before any special meeting.
- f. Detailed summary minutes of each meeting of the Committee are kept and made available to the college community in a timely fashion.

Section 9. Majority Vote. Any action and/or recommendation of the Committee requires a majority vote of all those eligible to vote

Section 10. Voting.

- a. Voting in the Committee is by a show of hands.
- b. The identity of the person making each motion; the person seconding the motion; and the numerical result of each vote of the Committee is recorded in the meeting minutes.

Section 11. Proposals.

- a. Proposals take the form of action items; discussion items; or information only items.
- b. The Chair and/or any voting member(s) of the Committee may make proposal(s) to the Committee.
- c. Proposals must be made in writing and delivered to the Chair or his/her designee in such form as determined by the applicable authority (TRCC, BOR, DHE, etc.).
- d. Proposals must be received by Chair or his/her designee not less than seven (7) calendar days nor more than thirty (30) calendar days before the next regularly scheduled meeting of the Committee (except agenda denial appeals which must be received not less than three (3) calendar days before the meeting).
- e. The Chair reviews proposed agenda items and determines if appropriate for inclusion.
- f. If the Chair decides not to include a proposal, or any portion thereof, on the agenda the Chair informs the petitioner of the reasons for the decision not less than five (5) calendar days before the next regularly scheduled meeting of the Committee.
- g. If a petitioner's request is denied inclusion on the agenda, he/she may appeal the decision of the Chair to the full Committee and upon a majority vote of all those eligible to vote the proposal will be included on the agenda for the next immediately following regularly scheduled meeting of the Committee.
- h. Any proposal may be withdrawn by the petitioner before it is voted upon.
- i. All proposals, resolutions, vetoes, remands, actions and/or recommendations of the Committee are made available in a timely fashion to the college community.

Section 12. Task Forces.

- a. The Committee may create task forces as warranted.
- b. Any task force shall continue for not more than four (4) consecutive semesters including the semester within which it is created.

Section 13. Actions and Recommendations.

- a. Actions and/or recommendations of the Committee are reduced to writing in the form of Committee Resolutions.
- b. All Committee Resolutions are provided to the College President and/or Congress President in a timely fashion for further action as determined by each respectively.