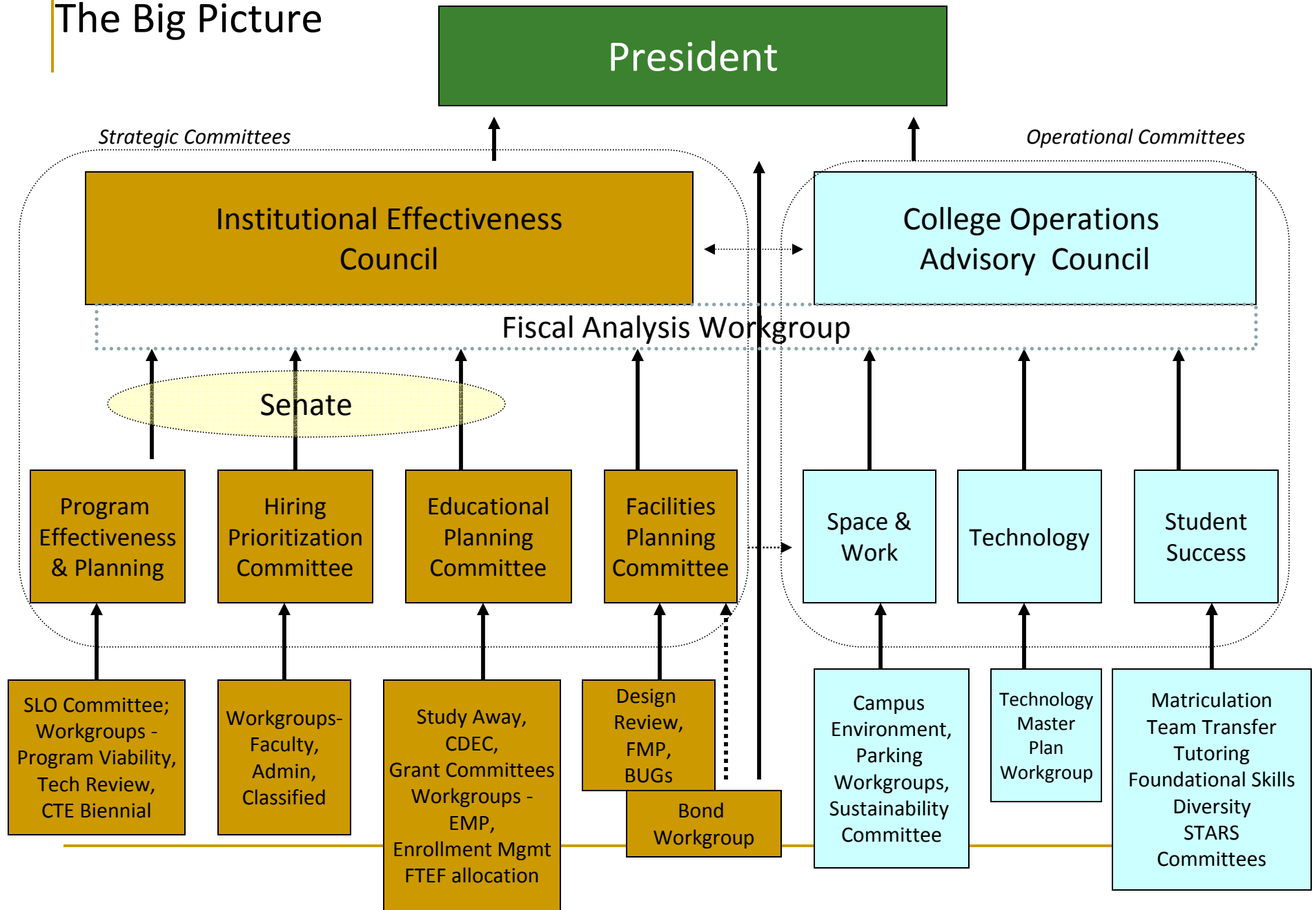

Being an Effective Committee Chair

Opening Day 2010
Los Angeles Valley College

Presented by
Michelle Fowles and Rebecca Stein

BACKGROUND AND BASICS

The Big Picture



Guiding Principles

- Participation and collaboration of all constituencies
 - Transparency
 - Communication
 - Efficiency
 - Accountability
 - Trust
-

Guiding Principles

- Optimal committee size of 9-11 people representing clear constituencies or roles
 - with the exception of the two shared governance committees which must include a broader representation
 - Use of small workgroups to accomplish tasks
 - Operational (*current year*) and Strategic (*future planning*) committees
 - Committees based on function for campus as a whole (no silos)
 - Adaptability to changing needs based on collegial dialogue, assessment and evaluation – Plan, Implement, Evaluate!
-

Annual Plan Workflow

General Duties

Tier 2 Committees

- Align Mission and Goals with Educational Master Plan
 - Create College Plans in designated areas
 - Review Annual Plan Components in designated areas
 - Set priorities
 - Forward priorities to Fiscal Analysis Work Group
-

Fiscal Analysis Workgroup

- Tier 2 committees forward requests and planning items with fiscal implications to the FAW for cost-benefit analysis before the items are forwarded to the appropriate Tier 1 Council (IEC or COAC). The Councils forward recommendations to the president.
 - The Fiscal Analysis Workgroup (FAW) provides technical assistance to the shared governance councils on fiscal matters.
 - It is not a decision-making body.
 - In addition, the FAW analyzes the annual College Operating Plan before it goes to the IEC and COAC.
-

Mission and Goals

- What is your committee's mission?
 - Reason for being
 - What does the committee do
 - Values; tied in with mission/goals of college
 - What are your committee's goals for the year? Are they SMART?
 - Specific Measurable Actionable Relevant Timely
 - Directly related to committee's mission
 - Tied in with mission/goals of the college
-

Committee Basics

- Meeting calendar and location
 - Committee members
 - Who do you report to?
 - What subcommittees/workgroups do you have?
-

Workgroups vs. Standing Committees

- Workgroups:
 - Part of larger committee
 - Focused on specific task
 - Smaller membership
 - May not hold regular meetings
 - May have members not on larger committee
 - Chair of workgroup must be committee member

 - Standing Committees:
 - Report to larger committee, but have life of their own
 - Have a mission and goals
 - Multiple responsibilities
 - Larger and more formalized membership
 - Hold regular meetings
-

RUNNING AN EFFECTIVE MEETING

Productive meetings don't just happen - they require planning and commitment by the committee chair and committee members.

The Agenda

- Have a clear purpose for the meeting – communicate that purpose on the agenda
 - Don't cram too much into one meeting
 - Consider including time blocks (indicates relative importance)
 - Schedule important items early in meeting
 - Use as a checklist to make sure you have the right documents, people and other resources at the meeting
 - Circulate at least 72 hours in advance along with any materials
 - Include noticed motions
-

What goes on the agenda?

- Check old minutes for outstanding issues
 - Be aware of processes that occur at specific times
 - Survey committee members (especially chairs of subcommittees and workgroups)
 - Use agenda template
-

Agenda Template



Los Angeles Valley College

[Committee Name] Committee

http://[Committee Web Page URL]

Committee Members

Mark an "x" next to each person who is present:

Administration

[Administrator Name], [Title] ([Term])

Faculty Members

[Chair Name], [Constituency]* ([Term])

[Faculty Name], [Constituency]* ([Term])

Classified Members

[Classified Name], [Constituency]* ([Term])

Student Member

[Student Name], [Constituency]* ([Term])

Resource Members

[List Resource Name, if applicable -- if not, delete this category]

**Chair*

LAVC Mission Statement: Los Angeles Valley College serves the community by providing transfer, degree, vocational, transitional, and continuing education programs in an attractive and accessible learning environment that fosters student success. Embedded in these programs are the greater goals of critical thinking and life-long learning which are necessary for success in the workplace and for advancing one's education, personal development and quality of life.

[Committee Name] Mission Statement: [The Committee's Mission Statement]

[Date]
[Time]
[Location]

Agenda

1. **Approval of Minutes**
2. **Reports**
 - a. [Report 1] ([Time Allocated])
3. **Old Business (action items)**
 - a. [Person Responsible] ([time allocated])
4. **New Business (action items)**
 - a. [Person Responsible] ([time allocated])
5. **Public Agenda Speakers**
6. **Adjournment**

Future Meeting Dates

Committee Meeting Dates ([academic year])

[List all the meeting dates]

Running the Meeting

- Start and end on time!
 - Stay on topic and follow the agenda
 - Encourage participation of all members
 - Allow time for valuable discussion
 - Take your own notes
 - At the end of the meeting, note what was accomplished, what remains to be done, and what subsequent actions are to be taken by the committee members
-

Quorum

- A quorum is 50% + 1 of your membership
 - Substitutes sent by a member count towards the quorum.
 - Votes by a substitute are counted if the chair has been notified prior to meeting
-

Making Motions, part 1

- **STEP 1. A member raises his/her hand, is recognized, and makes a motion;**
Common Mistake: Members do not wait to be recognized and typically start to discuss their motion before completing STEP 2, STEP 3, and STEP 4 below!
 - **STEP 2. Another member seconds the motion;**
Common Mistake: The person seconding the motion dives into the merits of the motion.
 - **STEP 3. The presiding officer restates the motion to the assembly;**
Common Mistake: Motion is restated differently from the wording of the maker! Beware because the motion that is adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.
-

Making Motions, part 2

- **STEP 4. The members debate the motion;**
Common Mistake: Debate gets out of control in temper, in duration, in relevance! Members talk at each other across the room rather than through the presiding officer.
 - **STEP 5. Presiding officer asks for the affirmative votes & then the negative votes;**
Common Mistake: The presiding officer states 'All in favor' and fails to tell the members what to do as a matter of voting (for example, 'say aye', 'stand up', 'raise your hand', etc.); or the negative vote is never requested or counted!
 - **STEP 6. The presiding officer announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.**
Common Mistake: Presiding officer fails to pronounce the result of the voting! No one is instructed to take action
-

5 Ways to Modify a Motion

- **Between the time that a motion is made and *before the chair states the motion***, any member may informally offer modifying suggestions to the maker of the motion. The maker may accept or reject that member's recommendations.
 - **After the chair has stated the motion**, the maker of the motion may *request unanimous consent* from the members to modify the motion. Remember that at this time, the motion belongs to the assembly and not the original maker.
 - **By means of the subsidiary motion to *Amend***, any member may propose changes to the motion, before the motion is voted upon. These proposed changes must be seconded and may be amended and/or debated.
 - **If a motion requires further study**, the members may vote to *Refer the Main Motion to a Committee*. When the committee returns the motion to the assembly, the committee normally **proposes** amendments for the assembly to vote upon.
 - **Sometimes the motion is so complex** that the only way to do it justice is for a member to urge its rejection and offer to propose a simpler version as a *Substitute Motion*. Upon defeat of the complex motion, anyone may propose the *Substitute Motion*
-

Amending a Motion

- **Let's Amend this Sample Motion:** "I move that we buy a new sign."
 - **You can Move to Amend by *Inserting* words or paragraphs.**
I move to Amend by Inserting the phrase "not to exceed \$50 dollars" at the end of the motion.
 - **You can Move to Amend by *Striking out* (not deleting) words or paragraphs.**
I move to Amend by striking out the word "new".
 - **You can Move to Amend by *Striking out and Inserting* words or paragraphs.** One can even Amend by *Substituting* (Striking out and Inserting) entire paragraphs or the complete motion.
I move to Amend by Striking out the word "sign" and Inserting the word "billboard".
-

Totally Wrong Phrases

- **SO MOVED!**

This is a common statement which means nothing. One must state the actual motion so as to avoid confusion in the audience. Everyone has the right to know exactly what is being moved and discussed. "So moved!" is vague and pointless. Do not allow your club members to be vague and pointless.

- **I MOVE TO TABLE!**

First of all, the motion is "*Move to Lay on the Table*". According to Robert's Rules of Order, this motion is in order only as a **temporary interruption of the agenda**, so as to allow something special and urgent out of turn. It is not intended to kill a motion. If your members wish to kill a motion, let them use the correct motion - "*Move to Postpone Indefinitely*".

- **CALL FOR THE QUESTION!**

This is not a motion. The person calling "Question! Question!" is being disorderly, if another person has the floor. At best, it is a nagging hint to the chair to stop the discussion and get on with the voting. The chair should make sure that everyone has had an opportunity to speak and still please the nagging "call for the question" hint. The chair should state that after one or two more speakers' comments, the vote shall be taken. It is critical that the chair not automatically stop the discussion when someone says "Call for the question". The disorderly member who wishes to stop the discussion does not have more rights than the members who wish to discuss the issue. Actually, a motion to stop the discussion ("*I Call for*" or "*I Move the Main Question*") would **require a 2/3 vote** to be adopted.

Robert's Rules of Order

- Resources for more information:
 - Survival Tips: [/http://www.roberts-rules.com](http://www.roberts-rules.com)
 - All the Rules:
<http://www.robertsrules.org/rulesintro.htm>
-

Minutes

- Designate a committee member to take minutes
 - Include:
 - a listing of members present, members absent, and guests present
 - the committee purpose statement
 - the LAVC mission
 - summaries of reports given
 - decision or action taken on all action items, who is responsible, and when
 - Use the minutes template
-

Communication

- Circulate minutes to all committee members, chairs of other Tier 2 committees, and council chairs
 - Submit highlights to LAVC 411
 - Report out at Council meetings
 - Encourage committee members to communicate with constituencies
-

Communication

LAVC Committee Meeting Schedule - Windows Internet Explorer

http://www.lavc.edu/411/

File Edit View Favorites Tools Help

LAVC Committee Meeting Schedule

My LAVC Portal | Online Classes | Schedule of Classes | Search

Los Angeles Valley College

WHY LAVC FOR STUDENTS FOR FACULTY & STAFF COMMUNITY Apply Online Register for Classes

Welcome to the LVC 411

The LVC 411 contains the latest news and information from all the LVC committees. This page shares brief overviews of the latest action items, motions passed, and decisions made from each committee meeting. It also contains a link to contact the committee chair, a link to the committee's Web page and minutes (if available), and a link to the college's online calendar of upcoming meetings and other events. If you have a suggestion or comment that you want to share with a particular committee, please email the appropriate contact noted below.

Each month, committee chairs are asked to provide updates to post on this page to help keep the campus community in the loop of committee news. [Click here](#) to download the LVC 411 Update Form; forms should be emailed to Maggie Lopez at lopezm@lavc.edu within 5 business days following a committee meeting.

If you have any questions regarding LVC 411, please contact the LVC Public Relations Office at (818) 947-2433.

[Click here](#) to download a complete list of Committee Meeting schedule dates. (Excel Format)

A

Academic Senate

Contact: [Don Gauthier](#) Updates:

To view meeting dates, times and locations visit the [Calendar](#)

- Academic Senate meeting: June 17, 2010
- Motion passed: Approve high school articulation agreement, procedures, and request form, and credit by examination revision.
- Motion passed: Approve DE waiver Etudes request form.
- Motion passed: Deny IPC recommendation that FTEF allocation be made to Workforce Development beginning 7/1/10 at the discretion of the Vice President of Academic Affairs in consultation with the Director of Workforce Development, not to exceed 5 FTEF.
- Motion passed: That FTEF allocation be made to Workforce Development Dept beginning 7/1/10 not to exceed 1 FTEF for the 2010-11 academic year to be re-evaluated in Sp. 2011.

[Read complete minutes](#)

Trusted sites 100%

Communication

http://www.lavc.edu/411/docs/LAVC%20Committee%20Meeting%20Schedule%208%202011%202010.xls

http://www.lavc.edu/411/docs/LAVC%20Committee%20Meeting%20Schedule%208%202011%202010.xls

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http://www.lavc.edu/411/docs/LAVC%20Co...

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
41	Location:	President's Conf. Rm (PCR)												
42	Time:	3:00 PM												
43	2011													
44	Committee (C)		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
45	Campus Distance Education Committee (CDEC)		4	1	6	3	1	5	2	2	6	4	1	
46	Chair: Jim Marteney													
47	Meeting: <i>1st Wednesday</i>													
48	Location: TBA													
49	Time: 1:30-2:45 PM													
50	Career Education Advisory Committee		10	14	12	9*	14	11	8	8	12	10	14	
51	Chair: Laurie Nalepa													
52	Meeting: <i>2nd Tuesday</i>													
53	Location: Faculty Lounge [or *Cafeteria Conf. Rm (CCR)]													
54	Time: 1:15-2:15 PM													
55	Classified Staff Development Committee		10	14	12	9	14	11	8	8	12	10	14	
56	Co-Chair(s): Mary John													
57	Meeting: <i>2nd Tuesday</i>													
58	Location: Faculty Lounge													
59	Time: 11:30 AM-12:30 PM													
60	College Operations Advisory Council (COAC)		26	23	28	25	23	27	24	24	28	26	23	
61	Chair: Don Gauthier													
62	Meeting: <i>4th Thursday</i>													
63	Location: President's Conf. Rm (PCR)													
64	Time: 1:00-3:00 PM													
65	Curriculum Committee (VCCC)		11, 25	8, 22	13, 27	10, 24	8, 22	12, 26	9, 23	9, 23	13, 27	11, 25	8, 22	
66	Chair: Sheri Berger													
67	Meeting: <i>2nd and 4th Thursday</i>													
68	Location: Faculty Lounge													
69	Time: 1:15-3:00 PM													
70	Chairs and Directors Meeting		24	28	26	23	28	25	22	22	26	24	28	
71	Chair: Sandy Mayo													
72	Meeting: <i>4th Tuesday</i>													
73	Location: Cafeteria Conf. Rm (CCR)													
74	Time: 1:30-3:00 PM													
75	2011													
76	Committee (D)		Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
77	Diversity Committee		18	15	20	17	15	19	16	16	20	18	15	
78	Chair: Charmagne Shearrill													
79	Meeting: <i>3rd Wednesday</i>													
80	Sheet1 Sheet2 Sheet3													

ROLES AND RESPONSIBILITIES

Chair Roles & Responsibilities

- Prepare and distribute the agenda at least 72 hours before the meeting.
 - Report on the status of action items.
 - Hold meetings once a month during the Fall and Spring semesters.
 - Maintain files of committee minutes and distribute to members of the Committee.
 - Attend all Council meetings or send a substitute as needed.
 - Maintain committee website (agendas, minutes, policies, meetings) and submit actions taken by the committee to LAVC411 for posting on the college website.
 - Set annual goals that correspond to the College mission and Educational Master Plan with input from the committee.
 - Review the purpose statement of the committee.
 - Conduct an annual evaluation of the committee
 - Other responsibilities as specified in Collective Bargaining Agreements.
 - Attend related district meetings (for example, the Educational Planning Committee chair attends the District Planning Committee).
 - Convene workgroups and bring their decisions to the committee.
-

Chair

- Leads by example (work ethic)
 - Is fully informed and informs fully – ensures all members have the information they need to make informed decisions and take part in discussions
 - Is a consensus builder
 - Understands and is committed to the mission, goals, and values of the college
-

Member Roles & Responsibilities

- Attend all meetings or send a substitute as needed.
 - Come to meetings prepared to participate and carry concerns from the constituent group.
 - Report back to the constituent group or other college committees the information discussed and actions taken in the committee.
 - Listen respectfully to all participants during committee meetings and actively contribute to the meeting.
 - Serve on subcommittees and workgroups
-

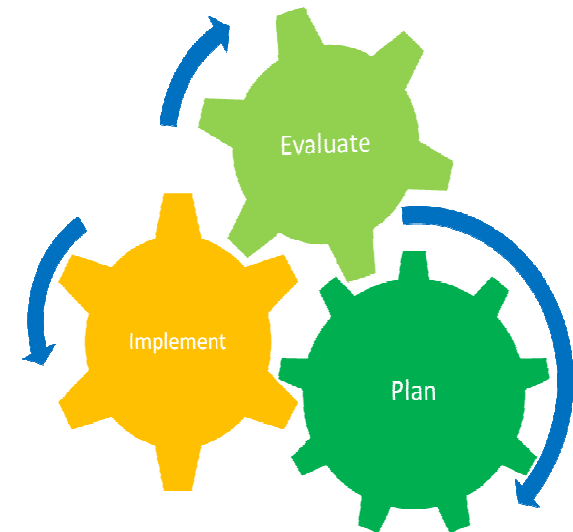
Absences

- Because of the importance of all college constituencies being represented effectively in the shared governance process, members of a Council or its committees are expected to attend all regular meetings. Voting members who have two (2) unexcused absences in an academic year without a representative of their constituency may be replaced. Absences will be considered unexcused unless a member notifies the committee Chair prior to the meeting and provides a compelling reason (such as a sudden emergency situation) for failing to arrange for an alternate representative to attend the meeting in question.
-

EVALUATION AND TROUBLESHOOTING

PIE!

- Plan, Implement, Evaluate
- Ongoing informal evaluation
- Bring any issues to Troubleshooting Group
- Formal evaluations of committee and chairs at end of semester



Committee Self-Evaluation



- Meeting dates
 - Number of members attending/ average attendance
 - Agendas posted in advance
 - Minutes posted
 - Major issues/tasks addressed at each meeting
 - Major committee actions & achievements (*current year*)
 - Major obstacles/problems with committee function
 - Recommendations for improving committee Process/Efficiency
 - Committee goals (*following year*)
-

Best Practices and Support

- Share best practices and support your fellow committee chairs
 - Google Group (discussions, documents):
 - Homepage:
<http://groups.google.com/group/lavc-big-picture>
 - Group email:
lavc-big-picture@googlegroups.com
-