
COMMITTEE CHARTER – General Assembly

Administrative Liaison: Board of Directors through the College President or a designee appointed by the College President

Goals: The General Assembly/Faculty Forum makes decisions that influence college governance and policy, provides a forum for disseminating information to the college community, and serves as a venue for academic discourse and decision-making.

Scope of Responsibility:

1. Participate in the governance of the College by voting on policy issues brought before it by the Administration, the College Senate, or by members of the General Assembly.
2. Allow for dissemination of information to the college community.
3. Provide a means by which the Administration or other groups can receive direct feedback from the college community on matters of general interest.
4. Serve as a forum for activities, discussions, and decision-making related to teaching and faculty issues.

Membership: The General Assembly membership consists of all faculty, staff, and administration in the College community. All members have equal votes regardless of rank or status.

Note: When General Assembly functions as "Faculty Forum," attendance will be assumed to be employees with Faculty rank and Status and others with an interest in the topic. All individuals present, regardless of rank or status, can vote on issues presented at Faculty Forum.

Key Stakeholders:

Meeting Frequency:

1. The General Assembly will meet twice during the academic year, once during the fall and winter semesters.
2. The annual meeting will be scheduled for the last general assembly gathering in the Winter Semester.

General Committee Procedures

1. During each academic year, there will be at least but not limited to:
 - One (1) annual meeting for all employees, consisting of reports from College Council, Faculty standing committees, and Administrative standing committees.
 - Two (2) faculty forums consisting of academic/teaching employees,
 - As needed governance meeting consisting of all personnel directly involved with issues being presented.
2. Governance meetings will be presided over by the College President or a designee. The Faculty Forum will be presided over by the Academic Dean or a designee.
3. Duties of the General Assembly/Faculty Forum Chair include:
 - Announcing the Agenda for the meetings.
 - Running the meetings in a timely manner.
 - Acting as mediator if discussion is part of the agenda.
 - Making sure all voting follows the rules in the charter.
4. General Assembly agendas will be set by the President, College Senate, or by general petition. The Academic Dean will set the agenda for the Faculty Forum.
5. The secretary of the General Assembly or Faculty Forum shall be the administrative assistant of the respective chair. This person will designate a temporary secretary in the event of his/her absence. The secretary will be responsible for: 1) recording of minutes, 2) typing and distribution of minutes in a timely manner, and 3) submitting minutes to the archives in the LRC.

6. No issue brought to the General Assembly for the first time can be voted upon at the same meeting in which it is raised. An exception is if the proposal is emailed to all members 3 working days ahead of time, in which case the issue can be voted upon.
7. Members will vote on issues brought before the assembly by a show of hands. If the issue is deemed sensitive, a motion requesting a secret ballot is necessary. It will be the duty of the secretary to distribute, collect and count the secret ballots, then to inform the meeting chair of the results. The meeting chair will only vote when a tie vote occurs.
8. In order for a "voting issue" to pass, it will require a passage of at least 25 members of the General Assembly/Faculty Forum. At the discretion of the meeting chair, members will be permitted to cast their vote via e-mail.
9. The charter will be reviewed annually with changes submitted to the General Assembly for approval/changes. Changes will then go to the Board of Directors for final approval.

DATE OF ORIGIN: Faculty Handbook 2014-15

LAST REVIEWED: March 17, 2017

LAST REVISED:

REPLACES:

APPROVED BY:

EFFECTIVE DATE: March 17, 2017