

## RPIPC 2016-2017 OPERATING PROCEDURES

The RPIPC charge can be found at:

<https://senate.gcsu.edu/committee/rpipc>

and minutes of previous meetings can be found at:

<http://minutes.gcsu.edu/resources-planning-and-institutional-policy-rpipc>

### 1. Member Responsibilities.

The members of RPIPC are a team and as such must be able to trust that all members operate for the good of the University, the Senate, and RPIPC. Members will be responsible for periodically assessing the committee's performance and, if determined that improvements are necessary, shall make them. Members should:

- Attend and participate in scheduled meetings, and extend regrets when unable to do so
- Communicate openly and candidly with each other -- holding back constructive criticism weakens the □team
- Resist communicating on behalf of the committee without consultation even if the item feels like it is □obvious and embraced by all
- After consultation, copy the entire committee as you communicate on its behalf
- Seek out and identify agenda items for discussion
- Take a leadership role for particular issues when appropriate □

### 2. Committee Officer responsibilities

#### Chair

- Draft, in consultation with the committee, the tentative agenda for committee meetings
- Distribute each tentative agenda to the committee along with supporting documents
- Advertise committee meeting times, locations, and meeting agenda to the university community
- Preside at committee meetings
- Present the committee report to ECUS-SCC and University Senate meetings
- Enter committee motions proposed for University Senate consideration into the online motion database

- Other duties as defined/assigned by the committee ☐

#### Vice-Chair☐

- Assume all duties and responsibilities of the chair in the absence of the chair ☐
- Other duties as defined/assigned by the committee

#### Secretary

- Draft, in consultation with the committee, minutes for committee meetings
- Circulate minutes to the committee and update with suggested edits
- Post committee minutes in a manner consistent with University Senate protocol after the minutes have ☐been reviewed by the committee – including any amendments made as a result of the review
- Other duties as defined/assigned by the committee

### **3. Standard monthly meetings, Fall 2016-Spring 2017– 2:00-3:15pm in A&S 252**

- August 9, September 2, October 7, November 4, December 2, February 3, March 3, March 31.

### **4. Communication, quorum, and voting**

- Communicate via the RPIPC@list.gcsu.edu E-mail list, or email distribution list, with the 72-hour rule – a member of the committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestion. The absence of a response within 72 hours indicates approval.
- Electronic voting methods may be used to approve committee minutes and to make committee decisions. Such methods shall be exercised judiciously and used primarily for decisions that are time- sensitive.
- Notify the committee chair ([jan.clark@gcsu.edu](mailto:jan.clark@gcsu.edu)) and the secretary ([emily.gomez@gcsu.edu](mailto:emily.gomez@gcsu.edu)) to extend regrets at least 15 minutes prior to scheduled committee meetings. ☐

A majority of the committee membership (50% plus 1) shall constitute a quorum (Article V, Section 1.B)☐Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval. In all committee votes taking place during a meeting, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of a quorum.

### **6. Agenda**

- A tentative agenda for the next meeting RPIPC is drafted at the end of the monthly meeting, and briefly reviewed by the entire committee before adjournment whenever possible. The

chair will put out an additional call for agenda items prior to each meeting, and members can suggest items on their own to the chair.

- Agenda items will be prioritized by relative importance, keeping time sensitivity in mind.
- The tentative agenda is distributed by the committee chair to committee members well in advance of the meeting, with links to relevant documents in the shared file. Input is sought from committee members on both the agenda and the documents.
- The final agenda is sent to the committee with supporting documents as early in the week as possible (the week of meeting) and posted on the senate website.

## **7. Documents**

- Documents that require review, revision, or action by the committee will be placed in an electronic shared folder in advance of the meeting, to invite feedback and/or revision
- Committee members are asked to read/respond to such documents in advance of the meeting whenever possible.
- Unless requested of the committee chair, or in a case where the document has not been previously distributed, members will bring their own copies of all documents to meetings.

## **8. Minutes**

- Within a week of the meeting, the secretary will notify committee members when drafts of RPIPC minutes are placed in the shared file.
- Members are asked to review the minutes and provide input and/or corrections to the secretary.
- Minutes will be approved by electronic vote within 2 weeks of the meeting.
- Approved minutes will be posted on the Senate Website by the Secretary. □

## **9. Flow of Meetings**

- In addition to the usual agenda items for a committee meeting, each member will have an opportunity to present issues raised by his or her constituency for possible consideration, and share information on situations where the member talked to others about the work of RPIPC.
- At the end of the meeting, the Secretary will have a chance to clarify any item for the minutes.

## **10. Parliamentary Authority**

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the committee in all cases to which they are applicable and in which they are not

inconsistent with the University Senate Bylaws, these operating procedures, and any special rules of order the University Senate or the committee may adopt.

### **11. Deliberation**

- Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee): deliberation is informal until there is a motion for committee consideration, in which case Robert's Rules apply
- Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration): Robert's Rules apply, meaning that a main motion to recommend the policy for consideration by the University Senate is made, and committee deliberation proceeds with a vote determining committee disposition of the motion.

### **12. Amendment**

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting, or by electronic vote, provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered, or adequate information is supplied to members with a call for an electronic vote. Any such revision(s) that are approved are effective immediately following the committee vote.