

# 2017-2018 SAPC Operating Procedures

*Adopted by SAPC in September 2017*

1. The Student Affairs Policy Committee (SAPC) is governed by the University Senate bylaws in participating in the shared governance of Georgia College & State University. The members are accountable to the constituents they serve and function as a team to benefit these constituents.
  - Reviews SAPC motions and resolutions before they are submitted for University Senate consideration,
  - Is responsible for the maintenance and dissemination of SAPC meeting minutes.
2. The SAPC members work cooperatively as a team for the good of the University, the University Senate, Student Government Association, and the Committee. To realize this objective, members should
  - Attend and participate in all scheduled meetings,
  - Communicate respectfully, openly, and candidly with each other,
  - Seek out and identify agenda items for discussion from constituents directly related to students, and
  - Copy the committee when communicating on its behalf.
3. Committee Officer Responsibilities
  - Chair
    - Drafts, in consultation with the committee, the tentative agenda for committee meetings
    - Distributes each tentative agenda to the committee via email prior to the committee meeting
    - Be contacted by committee members extending regrets prior to a scheduled committee meeting
    - Presides at committee meetings
    - Entering committee motions proposed for University Senate consideration into the online motion database
    - Advertising committee meeting times and meeting agenda to the university community
    - Presents the SAPC report to University Senate at scheduled University Senate meetings
    - Others as defined/assigned by the committee
  - Vice-Chair
    - Assumes all duties and responsibilities of the Chair in the absence of the Chair
    - Others as defined/assigned by the committee
  - Secretary
    - Be contacted by committee members extending regrets prior to a scheduled committee meeting
    - Drafts, in consultation with the committee, the minutes for committee meetings
    - Posts 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
    - Others as defined/assigned by the committee
4. Communication
  - Communicate via the [sapc@gcsu.edu](mailto:sapc@gcsu.edu) email list with the 72-hour rule – a member of the SAPC has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions.
  - Notify the committee Chair ([emily.gomez@gcsu.edu](mailto:emily.gomez@gcsu.edu)) and secretary ([simplice.tchamna@gcsu.edu](mailto:simplice.tchamna@gcsu.edu)) to extend regrets prior to scheduled committee meetings.

## 5. Duration of Meetings

- Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.

## 6. Agenda

- A tentative agenda for the next meeting of SAPC is drafted by the SAPC Chair and is informed by consultation with the entire committee at least one week prior to the next meeting
- Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance
- The tentative agenda is distributed to the committee members, by the SAPC Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of SAPC
- Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting

## 7. Deliberation and Parliamentary Authority

- Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply
- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SAPC 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 SAPC may adopt

## 8. Quorum & Voting

- A majority of the SAPC membership shall constitute a quorum
- Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval
- In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote *assuming the presence of quorum*

## 9. Minutes

- SAPC members review the initial draft of the minutes of SAPC meetings prior to distribution to the University Senate
- The SAPC Secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft
- This draft of the minutes is circulated to the committee for review prior to posting
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review
- The minutes are posted as soon as possible after the review process concludes
- *Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each SAPC meeting*

## 10. Amendment of these operating procedures

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.