



HARTNELL COMMUNITY COLLEGE DISTRICT *ADMINISTRATIVE SERVICES COUNCIL HANDBOOK*

GENERAL OPERATING PROCEDURES FOR GOVERNANCE COUNCILS

All Governance Council meetings will be conducted using Robert's Rules of Order. The College Planning Council will have authority for the following aspects of the Governance System and for establishing the following general operating procedures for all Councils.

- Member Responsibility and Expectations for Participating in Governance
- Voting to Recommend Action/Approval
- Purpose of Each Council
- Establishing and Discontinuing Governance Councils
- Determining Required Membership Categories for Each Council
- Procedure for Placing Items on Agendas
- Reporting (To Whom or Which Group Recommendations are Forwarded)

FREQUENCY OF MEETINGS

Monthly during the academic year

VOTING TO RECOMMEND ACTION/APPROVAL

Recommended action/approval: The Administrative Services Council shall be governed by Robert's Rules or Order, latest revised edition.

PURPOSE

The Administrative Services Council

4.