

## **PARTICIPATORY GOVERNANCE CONSTITUTION**

### **Preamble**

Committed to the notion that full and active participation in the decision-making process by all members of the College community is the best means for achieving our mission, Montgomery College hereby adopts the following participatory form of governance on July 1, 2012.

### **Participatory Governance**

Participatory governance is a method of decision-making in which collegewide policies, procedures, and practices are recommended to the president of the College and the board of trustees (College Policy 11004). In addition, a participatory governance system promotes open and honest communication among and between the constituencies that make up the College community. It seeks to maximize agreement among constituencies and it provides mechanisms to assess its effectiveness.

## **ARTICLE I: ROLE AND MEMBERSHIP OF THE COUNCILS**

### **Section A: The College Council**

The College Council is a collegewide body that reviews and considers key College issues, and makes recommendations to the College president. It includes representation from faculty, staff, students, and administrators.

*Role:* The council will facilitate collegewide dialog by creating an integrated voice and utilizing the expertise of the entire College community. The College Council will consider and act upon issues of collegewide concern originating from the constituent, campus, or functional councils, the president of the College, or the board of trustees. The College Council may ratify, amend, reject or return to a council for reconsideration any submitted proposal or recommendation. Proposals, recommendations, or amendments to the Constitution or bylaws acted on by the College Council will be forwarded to the president of the College for action or sent to other councils, as appropriate.

#### *Membership:*

- a. One (1) College Chair
  - b. Four (4) constituent council chairs
  - c. Four (4) functional council chairs
  - d. Four (4) campus council chairs
- Convener of spring 2012 meeting and permanent resource member:  
Chief of Staff/Chief Strategy Officer

### **Section B: Constituent Councils**

The students, faculty, staff, and administrators of the College shall each be represented by constituent councils. Each council shall engage in discussions of issues of concern to members of its constituency; make recommendations and proposals to the College Council or other

councils, as appropriate, for further consideration and action; and act on issues of concern to its constituency.

## **1. Student Council**

*Role:* The Student Council will function as a venue to afford students a full voice in the governance of Montgomery College and will serve as a liaison between the students and the College Council. Recommendations from the Student Council will be forwarded to the College Council or other councils, as appropriate, for further consideration and/or action.

*Membership:*

- a. Three (3) students from the Germantown Campus
- b. Three (3) students from the Rockville Campus
- c. Three (3) students from the Takoma Park/Silver Spring Campus
- d. Three (3) students from Workforce Development & Continuing Education.  
Convener of spring 2012 meeting and permanent resource member: Senior Vice President for Student Services

## **2. The Faculty Council**

*Role:* The Faculty Council will promote teaching and scholarly excellence; address ideas and issues of concern to faculty; serve as a consensus-reaching forum for faculty ideas and concerns; facilitate and promote communication and cooperation among College faculty; and serve as a liaison between the faculty and the College Council. The Faculty Council will ensure that the duties of its standing committees, including the College Committee on Academic Regulations and Standards and the Collegewide Curriculum Committee, are carried out appropriately. The Faculty Council may choose to establish a standing faculty committee on each campus. The membership of a campus standing committee shall consist of both full-time and part-time faculty members. A representative from each campus standing committee will serve as a voting member of the Faculty Council\*. The Faculty Council will forward recommendations to the College Council, the Senior Vice Presidents or other councils, as appropriate for further consideration and/or action.

*Membership:*

- a. Six (6) at-large full-time faculty (two from each campus)
- b. Three (3) at-large part-time faculty (one from each campus)
- c. One (1) WD&CE faculty representative
- d. Three (3) department chairpersons (one from each campus)
- e. One (1) faculty representative from the College Committee on Academic Regulations and Standards
- f. One (1) faculty representative from the Collegewide Curriculum Committee
- g. One (1) faculty representative from the Germantown Campus Faculty Committee\*
- h. One (1) faculty representative from the Rockville Campus Faculty Committee\*
- i. One (1) faculty representative from the Takoma Park/Silver Spring Faculty Committee\*

\*Voting member if Faculty Council establishes a standing faculty committee on each campus.

### **3. Staff Council**

*Role:* The Staff Council will serve as a liaison between staff and the College Council and will address issues of concern on behalf of Montgomery College staff; research solutions to these issues; and present recommendations to the College Council, or other councils as appropriate, for further consideration and/or action.

*Membership:*

- a. Three (3) staff members from the Germantown Campus
- b. Three (3) staff members from the Rockville Campus
- c. Three (3) staff members from the Takoma Park/Silver Spring Campus
- d. One (1) staff member from West Gude
- e. One (1) staff member from Mannakee
- f. One (1) staff member from OITB
- g. One (1) staff member from Workforce Development & Continuing Education
- h. One (1) nonsupervisory staff member from Facilities
- i. One (1) nonsupervisory administrative support staff member from any location

### **4. Administrator Council**

*Role:* The Administrator Council will serve as a liaison between the administrators and the College Council; will collaborate on College administrative matters; and will make recommendations to the College Council, and other councils, as appropriate, for further consideration and/or action.

*Membership:*

- a. Four (4) Academic Affairs Administrators including one from Workforce Development & Continuing Education
- b. Three (3) Administrative and Fiscal Services Administrators
- c. One (1) Student Services Administrator
- d. One (1) other administrator who is not a member of the President's Executive Council nor represented in the above three membership groups

## **Section C: Functional Councils**

The students, faculty, staff, and administrators of the College shall also be represented in governance through four functional councils that reflect the day-to-day operations of the College.

### **1. Student Services and Success Council**

*Role:* The Student Services and Success Council will be to provide a forum to identify major governance issues related to student services and make recommendations to the College Council or other councils, as appropriate, for further consideration and/or action.

*Membership:*

- a. Three (3) staff members from different locations
  - b. Three (3) administrators (the Dean or Associate Dean of Student Development, the College Registrar or a Campus Registrar, and the Chief of Enrollment Services and Financial Aid Officer or the Associate Director of Student Financial Aid).
  - c. Three (3) full-time faculty members (one from each campus)
  - d. One (1) part-time faculty member
  - e. One (1) Workforce Development & Continuing Education employee
  - f. Two (2) students (from different locations)
- Convener of spring 2012 meeting and permanent resource member: Senior Vice President for Student Services

## **2. Academic Services Council**

*Role:* The Academic Services Council will consider matters related to academic support programs including assessment centers, labs, registration, scheduling, website information, and transfer and articulation agreements, and forward suggestions to the College Council, the Senior Vice Presidents or other councils, as appropriate, for further consideration and/or action.

*Membership:*

- a. Three (3) staff (from different locations)
  - b. Three (3) administrators (two instructional deans or instructional associate deans, and any other administrator)
  - c. Three (3) full-time faculty (one from each campus)
  - d. One (1) Workforce Development & Continuing Education employee
  - e. One (1) part-time faculty member
  - f. Two (2) students (from different locations)
- Convener of spring 2012 meeting and permanent resource member: Senior Vice President for Academic Affairs

## **3. Operational Services Council**

*Role:* The Operational Services Council will examine and discuss the effectiveness of nonacademic College administrative, fiscal, and auxiliary support services and make recommendations to the College Council or other councils, as appropriate, for further consideration and/or action.

*Membership:*

- a. Three (3) staff members from different locations
- b. Three (3) administrators (the Vice President of Facilities and Security, the Vice President of Instructional and Information Technology/Chief Information Officer, and the Vice President of Finance, or their successor positions as designated by the Senior Vice President of Administrative and Fiscal Services)
- c. Three (3) full-time faculty members (one from each campus)
- d. One (1) part-time faculty member
- e. One (1) Workforce Development & Continuing Education representative
- f. Two (2) students (from different locations)  
Convener of spring 2012 meeting and permanent resource member: Senior Vice President for Administrative & Fiscal Services

#### **4. Employee Services Council**

*Role:* The Employee Services Council will provide input on behalf of all employee groups in decisions related to employment services, employee programs, and related matters and make recommendations to the College Council or other councils, as appropriate, for further consideration and/or action.

*Membership:*

- a. Three (3) staff members (from different locations)
- b. Two (2) administrators (Vice President of Human Resources, Development, and Engagement, and one other)
- c. Three (3) full-time faculty members (one from each campus)
- d. One (1) part-time faculty member
- e. One (1) Workforce Development & Continuing Education representative
- f. Two (2) students (from different locations)  
Convener of spring 2012 meeting and permanent resource member: Senior Vice President for Administrative & Fiscal Services

#### **Section D: Campus Councils**

Each campus and Workforce Development & Continuing Education will have a campus council that will provide advice and recommendations regarding campus-related concerns, and campus and academic initiatives to the campus vice president and provost and to the College Council, or other councils, as appropriate, for further consideration and/or action.

*Membership for Germantown, Rockville, and Takoma Park/Spring Campus Councils:*

- a. One (1) full-time counseling faculty member
- b. Two (2) full-time instructional faculty member
- c. One (1) department chair
- d. One (1) part-time faculty member
- e. One (1) library staff person

- f. One (1) campus-based Information Technology representative
- g. Three (3) staff members
- h. Two (2) students
- i. One (1) administrator  
Convener of spring 2012 meeting and permanent resource member: Vice President and Provost

*Membership for the Workforce Development & Continuing Education Council:*

- a. Two (2) instructors
- b. One (1) Information Technology representative from Workforce Development & Continuing Education
- c. Four (4) staff members (one Operations, one Business Services, two WD&CE program directors)
- d. Two (2) students
- e. One (1) administrator
- f. One (1) at-large staff member
- g. One (1) nonsupervisory staff member  
Convener of spring 2012 meeting and permanent resource member: Vice President and Provost

**Section E: Resource Members**

Each Council may invite nonvoting resource members to assist in the completion of its mission.

**ARTICLE II: COMMITTEES AND TASK FORCES**

**Section A:** Each Council may create standing committees to address ongoing matters.

**Section B:** Each Council may create ad hoc committees to address unique issues.

**Section C:** The College Council may create task forces to address specific issues.

**Section D:** Standing committees, ad hoc committees, or task forces may appoint nonvoting resource members.

**ARTICLE III: COUNCIL OFFICERS**

**Section A: Officers**

1. Each Council will annually elect a chair from its membership.
2. Each Council will annually elect, or the chair will appoint, a vice chair and secretary.
3. Each Council may elect or appoint additional officers to accomplish the work of the Council.
4. The College Council will elect a Chair from its membership as described in the College Council bylaws.
5. The College Council Chair may hold no other governance position.

## **Section B: Officer Duties and Responsibilities**

1. Chair
  - a. Set the agenda for Council meetings
  - b. Preside over all Council meetings
  - c. Maintain communication with the chairs of the other Councils and the president
  - d. Represent the Council on the College Council and at official College meetings
2. Vice Chair
  - a. Preside over meetings in the absence of the chair
  - b. Assume duties of chair if the chair is unable to perform responsibilities
  - c. Perform other duties as assigned by the chair
3. Secretary
  - a. Assure an accurate record of all Council meetings and post minutes and summaries for College community
  - b. Maintain membership list and attendance records
  - c. Ensure communication with collegewide community through website and other means as directed by the chair

## **Section C: Resignation, Vacancy, and Recall**

1. If an officer resigns, written notification will be provided to the council membership.
2. An officer may be removed from office by a vote of two-thirds of all Council members if his/her actions are deemed inappropriate by the membership.
3. An officer facing removal will receive notice prior to the meeting at which the removal will be discussed and will have an opportunity to speak before the Council regarding his/her performance of council duties.
4. If the removed officer is a member of the College Council, the College Council will notify the respective Council of the removal. The respective Council may choose to maintain the current chair or elect a new chair. If the current chair is maintained, the vice chair will serve as the council's representative on the College Council.

## **ARTICLE IV: NOMINATIONS, ELECTIONS AND, APPOINTMENTS**

### **Section A: Eligibility**

1. Faculty, staff, and administrators who have been employed by the College for a period of at least nine months are eligible to serve on a council.
2. A faculty member, staff member, or administrator who changes his/her primary employment category will no longer be eligible to represent his/her previous employment category.
3. Credit students, at the time of their nominations, must have completed at least six credits hours, have a minimum of a 2.0 GPA, and be enrolled at the time of their nomination. They must also be enrolled at the College and maintain a minimum of 2.0 GPA during their complete term of service.
4. Noncredit students, at the time of their nominations, must have completed the equivalent of forty-five class hours and be enrolled at the time of their nomination. They must also be enrolled during their term of service.

### **Section B: Terms**

1. Faculty, staff, and administrator terms of office will be two years. Their terms will be staggered.
2. Student term of office will be one year.
3. A member shall be limited to two consecutive terms on a council. Members may immediately serve on another council but cannot serve simultaneously as voting members on two councils except in the case of the council chairs who also serve on the College Council.

### **Section C: Appointment and Election**

1. Campus, constituent and functional councils will be populated by elections except in the case of particular employee groups of the College that are small in number who may appoint or elect their representatives.
2. In case of a tie, one name will be randomly drawn by the current chair of the respective council.

### **Section D: Expectations**

1. Training: Before assuming membership on a council, newly elected members of councils will complete governance training.
2. Attendance: More than three unexcused absences in an academic year from regularly scheduled council meetings will result in removal from office.
3. Service: Each council member signs an agreement to serve.

### **Section E: Resignation, Vacancy, and Recall**

1. If a member resigns his/her seat on any council, written notification will be provided to the respective council membership.
2. If a seat on any council, other than the College Council, is vacated, the chair of the represented Council may appoint a new member from the same employee or student category to complete the term that has been vacated.
3. A member of any council may be removed by a two-thirds vote of that Council's membership if his/her actions are deemed inappropriate by the membership. A member facing recall will receive notice prior to the meeting at which the recall will be discussed and will have an opportunity to speak before the respective Council regarding his/her performance of Council duties.

## **ARTICLE V: MEETINGS**

### **Section A: Schedule**

1. Each Council shall meet once at least once a month from September to May. Within the academic year prior to their term, newly elected council members will attend a May meeting of the council to which they are elected.
2. Special meetings may be called at the discretion of the chair, the president or his/her designee.
3. Meetings may be cancelled at the discretion of the Council chair. Notice of cancellation must be sent to the College Council. If the College Council cancels a regularly scheduled meeting, the chair must notify the Office of the President.
4. All meetings may be attended by any member of the college community.



### **Section B: Parliamentary Procedures**

For parliamentary procedures, the current version of *Robert's Rules of Order* shall be the parliamentary guide. All business of the councils shall be conducted in accordance with *Robert's Rules of Order* provisions, unless such business is inconsistent with the Constitution or councils' bylaws.

### **Section C: Quorum, Voting, and Proxy**

1. A majority of the members of the council shall constitute a quorum to conduct business. Majority is defined as half of the members of the council plus one additional member.
2. Each council member shall have one vote.
3. Council members who will be absent from council meetings may give their general proxy to another individual member of their employee or student category. The chair of the Council must receive the notification of the proxy in writing.
4. More than three unexcused absences in an academic year from regularly scheduled council meetings will result in that position being declared vacant. If a proxy attends the meeting, the absence is considered an excused absence for that member. The chair may excuse an absence for other reasons.

## **ARTICLE VI: AMENDMENTS**

### **Section A: Amending the Constitution**

1. The College Council must be notified in writing of any proposed Constitutional amendments at least ten business days prior to its next scheduled meeting.
2. All changes to the Constitution must be proposed by a council member.
3. After the College Council has considered the proposed amendment to the Constitution, the proposed amendment will be posted on the governance website and distributed via Montgomery College e-mail to all members of the college community. Members of the College Council will vote on the proposed amendment at the next College Council meeting.
4. The Constitution can be amended by a two-thirds affirmative vote by the entire College Council. It is the expectation that College Council members consult with their respective councils before casting a vote for a Constitutional amendment.
5. Amendments to the Constitution or bylaws acted on by the College Council will be forwarded to the president of the College for his/her action.
6. If the amendment is approved, it is then incorporated into the College Constitution and posted on the website.

### **Section B: Amending the Bylaws**

1. All councils, except for the College Council, may amend their bylaws by using the following process:
  - a. The council must be notified in writing of proposed amendments to the bylaws at least ten business days prior to its next scheduled meeting.
  - b. All changes to bylaws must be proposed by a council member.
  - c. The amendment must receive a two-thirds affirmative vote of the council before it is forwarded to the College Council.

- d. The College Council must be notified in writing of any proposed bylaw amendments that have been approved by a council at least ten business days prior to its next scheduled meeting.
  - e. Amendments to the bylaws must be approved by a two-thirds affirmative vote of the College Council.
  - f. Amendments to the bylaws acted on by the College Council will be forwarded to the president of the College for his/her action.
  - g. If the amendment is approved, it is then incorporated into the council's bylaws and posted on the website.
2. The College Council may amend its bylaws by using the following process:
    - a. The College Council must be notified in writing of proposed amendments to the bylaws at least ten business days prior to its next scheduled meeting.
    - b. The amendment must receive a two-thirds affirmative vote by the entire College Council.
    - c. All bylaw amendments shall be made available to the College community.
    - d. Amendments to the College Council bylaws will be forwarded to the president of the College for his/her action.
    - e. If the amendment is approved by the President, it is then incorporated into the College Council's bylaws and posted on the website.

## **ARTICLE VII. SCOPE**

1. The College Policies and Procedures Manual supersedes the Constitution and Bylaws.

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**Administrative Approval: May, 1, 2012; February 7, 2013; May 23, 2013**