

Management Council Charter

Revised & Approved: April 2024

Purpose

- Represent the collective voice of non-executive Administrators, Managers, Directors, and Assistant Directors in the Redwoods Community College District.
- Provide members with information on district-wide issues and convey information to the Administration and Board of Trustees.
- Advocate for professional development and other training opportunities.
- Share information of interest amongst council members and address problems or concerns collectively.

Principles

- Function in the spirit of collegial consultation.
- Encourage collaboration and improve working relationships between departments.
- Serve as a support network for members.

Meeting Procedures

- Hold monthly meetings (schedule to be determined at the beginning of each fiscal year).
- Plan outcomes and agendas for each meeting.

Procedure for Nomination and Election of Officers

- Nominations will be called for President-Elect and Secretary at the March meeting each year.
- Nominations for Officers may be made in the following ways:
 - Nomination from the floor at the March meeting.
 - Written nominations can be submitted to the President-Elect prior to the April meeting.
- As a write-in on the voting survey. The candidates will be presented at the April meeting.
- The President-Elect will facilitate voting the week following the April meeting. Under normal circumstances, the former President-Elect will become the President.
- The candidates for President-Elect and Secretary receiving the highest number of votes in each office will be the newly elected representative. In the case of a tie, a run-off election for the tied position will be held.
- Results will be announced at the May meeting.
- Newly elected representatives shall assume office in July.

Term Limits for Officers:

- The President shall serve a one-year term.
- The President-Elect shall serve for two years: the first year as President-Elect, the following year as President.

- The Secretary shall serve for one year but is not subject to term limits.

Roles of Officers (President, President-Elect, Secretary)

- Develop and maintain an annual meeting schedule.
- Facilitate meetings and keep the council on task.
- Encourage participation from Council members.
- Disseminate information to the Management Council.
- Select a facilitator if both the President and President-Elect are unable to attend a meeting.
- Deploy an annual survey to evaluate group functioning.
- Meet with District President monthly and communicate information to council members.
- Responsible for Management Council organizational report at Board of Trustee Meetings.

Roles of Council Members

- Actively participate in Council activities.
- Regularly attend meetings ready to engage and participate.
- Share insights with other Council members.

Decision – Making Process

- Quorum: In order for the council to make any binding decision, 50% + 1 of the eligible members must be present.
- Consensus: Decisions will be made by consensus through a survey tool, meaning that each member must agree that he or she understands the decision, has had adequate opportunity to express concerns, and will actively support the decision. In the event that consensus cannot be reached, it will be reported that a consensus could not be reached, both majority and minority results will be recorded, and the number of persons dissenting from the majority will be noted.
- Communication within the Council will be primarily through campus email.

Ground Rules

- Actively listen.
- Remain open to others' perspectives.
- Be open to sharing your own thoughts and opinions
- Council members will show respect to one another at all times.
- Approach differing opinions with curiosity.
- Do not disparage Council members or Council decisions outside of Council meetings.
- Council Members will agree to maintain a safe place to share information with each other in confidence.

Membership

- Membership is voluntary and will consist of active at-will, regular employees who are currently working as non-executive Administrators, Managers, Directors, and Assistant Directors.
- In the event that any district campus location does not have a manager, as defined above, to participate as a member of Management Council, a non-executive administrator from that location may participate as a non-voting member.
- Council Leadership will compile a list of eligible members at the beginning of the fiscal year, and updates will be made on an as-needed basis to capture potential new membership.