College Assembly Operating Procedures

1. Agenda
   a. The agenda shall be published and distributed 24 hours prior to the date and time of the meeting.
   b. Any member of the College Assembly may cause an item to be placed on the agenda by notifying the chair at least 48 hours prior to the date and time of the meeting at which consideration is requested.
   c. The basic format of the agenda shall be:
      i. Call to order
      ii. Roll call and check in
      iii. Approve/amend agenda
      iv. New issues identified for consideration- screening and scheduling
      v. Reports of Councils and Committees
      vi. Existing Business
      vii. New Business
      viii. Set next agenda
      ix. Adjourn
   d. “New issues identified for consideration” shall include any issues being brought to the body for the first time.
   e. “Reports of Council and Committees” shall include reports or any other communication from the standing Councils, or any other committee, task force or work group created by the College Assembly. Each item listed shall include a time limit if one has been set by the Assembly for that item.
   f. “Existing Business” shall include any issue previously scheduled for consideration on the date of the meeting. Each item listed shall identify the IBPS process phase for which the item has been scheduled. Each item listed shall include a time limit if one has been set by the Assembly for that item.
   g. “New business” shall include any issues listed on the agenda as “New issues identified for consideration” which the Assembly decides to take up on the same day. Each item listed shall include a time limit if one has been set by the Assembly for that item.

2. Action upon agenda
   a. Upon request by the chair to approve the agenda, the College Assembly may, upon the consensus of the body, modify or amend the published agenda in any way it chooses.
   b. For each item posted on the agenda under “New issues identified for consideration”, the college assembly shall, through consensus, make one of the following determinations:
      i. **The issue is moved to consideration that same day.** Issues so designated shall be listed on the agenda under “New Business”. The body may specify an amount of time to be allocated to the issue and/or may specify one or more IBPS process steps to be completed that same day.
ii. **The issue is tabled to a particular fixed date, and an interim policy is identified.** Issues so designated shall be placed on the agenda of the specified future meeting under “Existing Business”. The body may specify an amount of time to be allocated to the issue and/or may specify one or more IBPS process steps to be completed to be on the date of consideration.

iii. **The issue is tabled indefinitely, and an interim policy is identified.** Issues so designated shall be placed on a list of indefinitely tabled issues. This list of indefinitely tabled issues shall be reviewed by the College Assembly at least once per semester, at which point the Assembly shall act upon each tabled item as though it were a “New issue identified for consideration”.

iv. **The issue is declined.** This may be because the issue is outside the scope of the Shared Governance System, the issue has been subsumed by another issue already under consideration, or the issue is inappropriate for consideration for some other reason not inconsistent with college policies and values.

v. **The Assembly is at impasse.** If the Assembly cannot reach a consensus decision about an agenda item, then the Assembly shall declare an impasse on the item and shall follow the impasse procedure to move the item on.

3. **Consideration of issues.**
   a. Upon the consideration of an issue by the Assembly, the Assembly shall take the following steps:
      i. The Assembly shall, through consensus, define the issue to be considered by stating it in the form of a question to be answered by the body.
      ii. The Assembly shall decide whether to retain the issue for consideration within the Assembly or to refer the issue to a Council(s), committee, work team or task force.
      iii. For issues the Assembly elects to refer, the Assembly may decide to generate an initial collection of interests, and to include those interests with the referral as additional guidance for the Council(s) or other subordinate body receiving the referral. The Assembly may also identify initial data needs for the issue.
      iv. When referring issues to subordinate bodies, the Assembly shall determine the following:
         1. To which bodies the issue shall be referred.
         2. The due date for each subordinate body’s report.
         3. The instructions to the subordinate body upon referral, which may include:
            a. Complete an entire IBPS process on the issue and report the subordinate body’s determination of Best Option.
            b. Complete interest gathering and/or background analysis only.
            c. Complete one or more data requests only.
            d. Complete IBPS through the identification of options but return the issue without a recommendation for Best Option.
e. Exercise jurisdiction over a particular issue or subject matter, acting semi-independently to identify and implement Best Options without returning the issue to the Assembly on a regular basis. (Jurisdictional referrals may be reviewed/modified by the Assembly at any time.)

v. For issues the Assembly elects to retain, the Assembly shall act according to the following procedure:

1. Issues will be processed using the IBPS methodology, unless the body consents to a variation from this practice.
2. The body shall specify an amount of time allocated to an issue on the agenda for each meeting at which the item is being discussed. This time allocation may be extended by consensus.
3. The body shall specify, on the agenda, the current IBPS process step for each issue.
4. The body may designate the time and manner for the collection of interests on a particular issue from the college community.
5. For each issue, the body shall designate a date upon which the collection of interests shall be closed. Collection of interests may be reopened only upon consensus.
6. Upon the expiration of the time allocated to an issue, consideration of the issue will be suspended and the issue will be scheduled for a future meeting, unless the time allocation is extended by the consensus of the body.

4. Procedure upon Impasse

a. Any member of the College Assembly may request that the body declare itself to be at impasse on any issue before the body, at any point in the consideration process.

b. When a member has requested the declaration of an impasse, upon consensus, the body may declare itself to be at impasse on the issue.

c. If there is not consensus that the body is at an impasse, then the impasse question shall be scheduled for reconsideration by the body in the following month. At that reconsideration, unless there is consensus that there has been substantial progress on moving the issue to resolution, then the body will be considered at impasse on the issue.

d. When an impasse is identified, the body shall take the following steps:

i. Identify any relevant aspects of the Guiding Principles of the Shared Governance System, College Operating Principles/Philosophies and/or the Strategic Plan.

ii. Identify, to the extent possible, the specific interests in conflict which give rise to the impasse.

iii. Each stakeholder group shall document its preferred Best Option and any supporting rationale.

iv. The complete report consisting of items i.-iii., above, shall be submitted to the President of the College, who shall determine and implement the Best Option.
v. Any time prior to the submission of the impasse report to the President, the body may reconsider the question of whether it is still at impasse. If there is a consensus decision that the body is no longer at impasse, then consideration of the issue shall be resumed by the body per the normal IBPS process.