



**Academic Senate**  
for California Community Colleges

LEADERSHIP. EMPOWERMENT. VOICE.

# Collegiality, Governance and Roberts Rule of Order

Presentation to Los Angeles Harbor College

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- Faculty Member for 20 Years
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# Collegiality

- Today's common definition
  - Implies a collegium where everyone is equitable and represented
  - Refers to collegiality as ideal “professional” behavior
- Challenging “collegiality”
  - Used in shared governance and collegial consultation benefits: Are we using power to advance equity?
  - Consider power dynamics: Are we wielding power to oppress or shut another colleague down?
  - Remember equity: Are we truly equal or are there systemic barriers for some?

# Governance Defined

“Shared governance” is not defined in the Education Code, Title 5, nor any other statute or regulation. There is, however, the provision in Title 5, California Code of Regulations section 51203.5(a) (4) that “staff shall be provided with opportunities to participate *in the formulation and development of district and college policies and procedures*, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.”

## Title 5 (California)

### Title 5: § 53203

- The governing board shall adopt policies for appropriate delegation of authority and responsibility to its academic senate.
- ...providing at a minimum the governing or its designees
- consult collegially with the academic senate when adopting policies and procedures on academic and professional matters.

# Purpose of College Academic Senate

- “Primary function of the College Academic Senate, as representatives of the college faculty, is to make recommendations to the administration of the college and the Board of Trustees”

*LACCD Chapter XVIII Article I Section 18102*

## Consulting Collegially

- Consult collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:
  - rely primarily upon the advice and judgment of the academic senate, or
  - reach mutual agreement between the governing board/designee and the academic senate/designee

# Focus on Processes, Policies and Procedures

## Rely Primarily On

1. Curriculum including prerequisites and placing courses in the discipline
2. Degree and certificate requirements
3. Grading Policies
8. Policies for professional development
9. Process for program review
7. Faculty roles in accreditation

## Reach Mutual Agreement

4. Educational program development
6. District and college governance structures as it relates to faculty role
10. Processes for institutional planning and budget development
5. Standards or practices regarding student preparation or success
- + 1 Other professional matters as mutually agreed.

LACCD Chapter XVIII Article I Section 18104

# Recommendations

- Can be forwarded to the President as recommendations from the Body (Formal Resolution) or through committee work
- All recommendations are just that....recommendations.
- Independent staff can make a 3 minute public comment directly to the Board of Trustees.
- Academic Senates may take disputes directly to the BOT once they have gone through consultative process

# Right to Appear Before the Board

- The Academic Senate shall retain the right to meet with or to appear before the Board with respect to the views, recommendations or proposals of the academic senate.”
- *LACCD Chapter XVIII Article I Section 18107*

# Delegation of Authority and Board Ultimate Authority

- “For the purpose of consulting collegially with the College Academic Senate the Board designates the College President, acting under the authority and supervision of the Chancellor.”
- *“College policies for collegial consultation with College Academic Senates shall be submitted to the Board for approval. The Board reserve the right to approve, disapprove or supersede college agreements reached under those policies.”*
- *LACCD Chapter XVIII Article I Section 18109*

# Senate Authority and Role of a Senator

“The Academic Senate shall be the voice of faculty opinion in campus and community affairs and communicate that opinion appropriately.”—LAHC Academic Senate Website

Voice of the faculty (academic and Professional Matters) = Action of the body (Senate)

Having representatives in the room is not the same as the consolation process

## Senators Role

- Attend and participate in Senate meetings
- Communicate information to the faculty they represent (constituency)
- Bring feedback from their constituency to Senate Meetings
- Vote on behalf of their constituency on action items

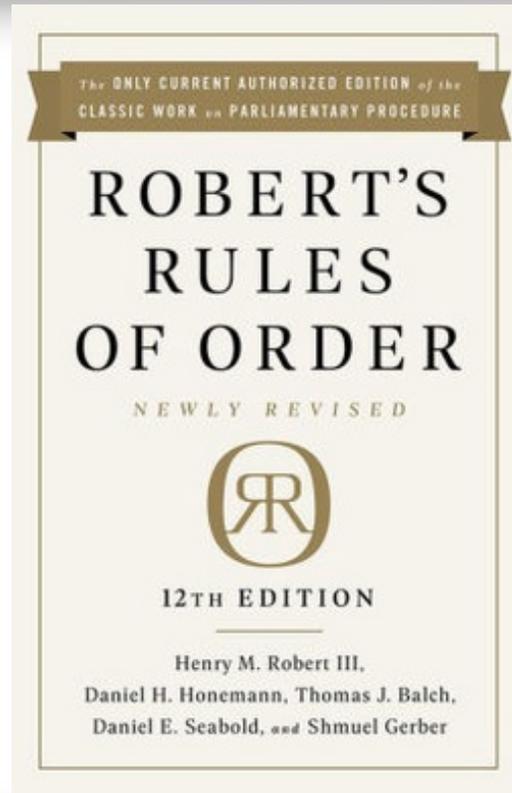
## Accreditation (ACCJC)– Standard 4

The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution.

Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution

# Roberts Rule of Order

A refresher....



# Purpose/Principles of Roberts Rules of Order

- Maintenance of order
- All sides are heard
- Ability for each member to provide input on a topic
- All members have equal rights, privileges and obligations
- Full and free discussion
- Quorum must be present for business to be conducted

# Role of the Chair

- Remain impartial during the debate, if the chair wishes to engage in debate must assign a temporary chair
- Votes only to break a tie
- Introduces the agenda items
- Recognizes speakers
- Determines if a motion is in order
- Keeps the discussion centered on the current item or motion
- Maintains the order of the process
- Puts motions to vote and announces the results

# Processes for Handling Motions

- Senator must obtain recognition of the chair
  - Senator makes a motion
  - Motion must be seconded by a Senator
  - Chair restates motion and opens debate
  - Maker of the motion has the right to speak first in the debate
  - Motion and any secondary motions are debated
  - Debate closes when debate has ended or question has been called (requires 2/3 vote)
  - Chair restates motion
  - Vote\* and announcement of results
- \* Remember the Brown Act requires all votes be listed (roll call) in the minutes.

# General Rules of Debate

- No senator may speak unless recognized by the Chair. Only senators are allowed to speak.
- All discussion must be relevant to the immediate motion
- No senator may speak more than twice to each debatable motion. They may speak the second time only when everyone else wishing to speak has had the opportunity
- No member can speak for more than 10 minutes
- All remarks must be addressed to the Chair

# General Rules of Debate Continued

- Debate must address issues not personalities
- When possible, chair should let the floor alternate between those speaking in support and opposition of the motion
- It is not permissible to speak against one's own motion (but you can vote against it)
- Senators may not disrupt the assembly unless to make a complaint about a rules violation or the relevance of the discussion to the motion.
- If a member/attendee is disruptive, not allowing the business of the group to continue, they may be removed from the meeting by the chair.
- Rules of debate may only be changed by a 2/3 vote or consensus without objection

## *Parliamentary Motions Guide*

*Based on Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

| <b>YOU WANT TO:</b>  | <b>YOU SAY:</b>   | <b>INTERRUPT?</b> | <b>2ND?</b> | <b>DEBATE?</b> | <b>AMEND?</b> | <b>VOTE?</b> |
|--|---|-------------------|-------------|----------------|---------------|--------------|
| §21 Close meeting  | I move to <b>adjourn</b>                                | No                | Yes         | No             | No            | Majority     |
| §20 Take break   | I move to <b>recess</b> for                             | No                | Yes         | No             | Yes           | Majority     |
| §19 Register complaint                                     | I rise to a <b>question of privilege</b>                | Yes               | No          | No             | No            | None         |
| §18 Make follow agenda                                     | I call for the <b>orders of the day</b>                 | Yes               | No          | No             | No            | None         |
| §17 Lay aside temporarily                                  | I move to <b>lay the question on the table</b>          | No                | Yes         | No             | No            | Majority     |
| §16 Close debate   | I move the <b>previous question</b>                     | No                | Yes         | No             | No            | 2/3          |
| §15 <b>Limit or extend debate</b>                          | I move that debate be limited to ...                    | No                | Yes         | No             | Yes           | 2/3          |
| §14 <b>Postpone to a certain time</b>                      | I move to postpone the motion to ...                    | No                | Yes         | Yes            | Yes           | Majority     |
| §13 <b>Refer to committee</b>                              | I move to refer the motion to ...                       | No                | Yes         | Yes            | Yes           | Majority     |
| §12 Modify wording of motion                               | I move to <b>amend</b> the motion by ...                | No                | Yes         | Yes            | Yes           | Majority     |
| §11 Kill main motion                                       | I move that the motion be <b>postponed indefinitely</b> | No                | Yes         | Yes            | No            | Majority     |
| §10 Bring business before assembly (a <b>main motion</b> ) | I move that [or "to"] ...                               | No                | Yes         | Yes            | Yes           | Majority     |

Side 1

# Senate Onboarding, Orientations and Ongoing Training



- Many senates have formal onboarding programs for new senators and continuing training for ongoing senators
- Often a orientation is used at the beginning of the year to set the tone for the year.

# Questions?

