Managers Council Revised & Approved: May 2013

Managers Council Charter

Name
- Managers Council

Purpose
- Acknowledge the collective voice of non-executive Administrators, Managers and Directors in the Redwoods Community College District by having a wide-reaching effect in the institutional decision-making process
- Provide members with information on district-wide issues as well as convey information to the Administration and Board of Trustees
- Meet and confer with members of Administration on topics relating to salary, benefits, and working conditions to maintain an ongoing open dialogue and serve as an advocate for professional development, training and recognition

Principles
- Function in the spirit of Collegial Consultation
- Develop and improve working relationships between departments by creating a safe venue for expressing ideas
- Create a support network for members who have similar work experiences and serve in a variety of functions throughout the district

Meeting Procedures
- Hold monthly meetings (schedule to be determined at the beginning of each academic year)
- Plan outcomes and agenda for each meeting beforehand
- Review and agree on outcomes and agenda at start of each meeting
- Close each meeting by summarizing agreements, action items and evaluating group functioning

Procedure for Nomination and Election of Officers
- At the first meeting in April, a three-member Nomination and Election Committee shall be appointed by the Managers Council
- Nominations for Officers may be made in the following ways:
  - Nomination and Election Committee
  - Written self-nomination
  - From the floor at the May meeting
- The slate of officers will be presented at the first meeting in May
- Using a survey tool, voting will take place the following week.
- The candidate 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 first meeting in June.
- Newly elected representatives shall assume office in July.
Term Limits for Officers:
- The President shall serve a one-year term as President
- The President-Elect shall serve for two years: the first year as President-Elect, the following year as President.
- The Secretary is not subject to term limits and may serve consecutive terms.

Roles of Officers (President, President-Elect, Secretary)
- Develop and maintain a monthly meeting schedule
- Conduct meetings and keep the council organized and on task
- Encourage participation from Council members
- Disseminate Information to the Managers Council
- Select a facilitator if both the President and President-Elect are unable to attend a meeting

Roles of Council Members
- Participate in Council activities to achieve the purpose and desired outcomes
- Share leadership responsibilities
- Take responsibility for assignments between meetings; come to meetings having read the agenda and supporting documents
- Share insights with other Council members
- Actively challenge themselves to pursue fresh approaches and perspectives; explore new pathways

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 (thumbs up / thumbs sideways), 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
- Listen deeply / actively
- Remain open to others’ perspectives … explore
- Share your own thoughts / opinions
- Agree to not attack people for their positions / views
- Balance inquiry and advocacy
- Do not disparage Council members or Council decisions outside of Council meetings
**Membership**

- Membership is voluntary and will consist of active at-will, regular employees who are currently working as non-executive Administrators, Managers, and Directors
- The list of eligible members will be provided by Payroll prior to the beginning of the Academic Year, and updates will be provided on a regular basis (e.g. quarterly)

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