

COLUMBIA COLLEGE CHICAGO ASSEMBLY GUIDELINES

I. Name

The name of the organization will be the Columbia College Chicago Assembly.

II. Purpose

The College Assembly is an information sharing body, a think tank, empowering the college community through knowledge, dialogue and counsel. The Assembly provides opportunities for a shared voice on significant issues, both internal and external, that have impact on the College. The College Assembly will consist, at a minimum, of one presentation followed by an in-depth, lively discussion of the topic. All attendees will be encouraged to participate in the conversation in an effort to reach mutual understanding.

The Presiding Committee of the Assembly represents the constituencies of the Columbia College Chicago community, and is responsible for planning, executing and moderating each Assembly as well as disseminating information to the college community. Assemblies may result in recommendations to the College Administration concerning policy and procedure, if deemed appropriate by the Presiding Committee.

III. College Assembly

- A. Regular Assembly will be held three times a semester during each academic year.
- B. Additional Assemblies may be called by the Presiding Committee under special or emergency circumstances.
- C. All Assemblies will be open meetings.

IV. College Assembly Agenda

- A. The Agenda of each Assembly will be determined by the Presiding Committee at pre-Assembly planning meetings. The Assembly Agenda will be circulated to the college community in advance of the Assembly.
- B. An item may be added to the agenda at an Assembly by a majority vote of the members present and voting.
- C. The agenda for special meetings will be restricted to the item or items for which the meeting was called.

V. Presiding Committee Membership:

The Presiding Committee is expected to consist of fresh voices that will participate in shared leadership. The membership selection process is to be managed by each constituency. To the extent possible:

- Members should not act as representatives of a constituency but as stewards of the College,
- An electoral or reasonable selection process should be conducted, and
- Senior officers from the governance bodies of the various constituencies should not be eligible for selection.

CONSTITUENCY:	NUMBER OF MEMBERS:
A. Department Chair	1
B. Full-time Faculty Member	2
C. Part-time Faculty Member	2
D. Staff	2
E. Students	2

The Provost / Vice President for Academic Affairs will be a non-voting, ex-officio member of the Presiding Committee.

TOTAL MEMBERSHIP: 10 (9 voting members)

VI. Terms of Office for Presiding Committee Members

- A. The term of office of elected members of the College Assembly Presiding Committee will be staggered terms of two years unless otherwise provided herein.
- B. After service of one term, a former member of the College Assembly Presiding Committee may serve in the same capacity only after an absence of one academic year.
- C. New College Assembly Presiding Committee members will take office and begin their work during the last meeting of each year, as provided herein.
- D. If a member becomes unavailable for an extended period of time, it is the responsibility of the constituency to elect a replacement. The replacement will serve out the remainder of the original member's term.
- E. Failure of a College Assembly Presiding Committee member to attend three committee meetings without a written excuse to the Staff to the Committee will be deemed to constitute resignation from that position.

VII. Chairperson's Responsibilities and Terms of Office

- A. The Chairperson will call and preside at College Assemblies, as well as meetings of the College Assembly Presiding Committee. It will be the sole prerogative of the Chairperson to designate a surrogate from the Presiding Committee to lead, in the event of the absence of the Chairperson.
- B. The Chairperson is elected for a one year term and may serve a subsequent term of one year. No member may serve as Chairperson for more than two consecutive years.

VIII. Presiding Committee Meetings

- A. The Presiding Committee will meet regularly to prepare an Assembly Agenda and plan accordingly.
- B. The Presiding Committee will encourage the submission of Assembly topic and presentation suggestions from all members of the College community. An Assembly website will encourage input from and continued discussion within the College community.
- C. The Presiding Committee will decide whether or not the Assembly Agenda includes an actionable item. If so, a poll will be taken during the Assembly and will be recorded by a designated member of the Presiding Committee.
- D. After each Assembly that features an actionable item, the Presiding Committee will elect a subcommittee or an individual to draft a report and recommendation that includes the Assembly discussion, poll, and number of Assembly attendees. This report will be delivered to the appropriate senior administrator and disseminated to the College community via the College Assembly website.

IX. Quorum

A majority of the Presiding Committee (five members) will constitute a quorum.

X. Amendments to the Guidelines

These guidelines may be amended at any regular meeting of the Presiding Committee by a two-thirds vote of the members present and voting, provided that the amendment has been submitted at the previous regular meeting.

XI. Definitions:

- A. Chairperson: This refers to the person elected by the Presiding Committee of the Assembly to serve as its chairperson.
- B. Faculty: This refers to members of the full-time faculty (FT) and part-time faculty (PT) of the College.
- C. Provost / Vice President for Academic Affairs: a non-voting, ex-officio member of the Presiding Committee who shares valuable College knowledge and information with the committee. The Provost will introduce each Assembly.
- D. Staff: This refers to College employees who are full- and part-time staff and administrators, including officers of the College.
- E. Student: This refers to undergraduate, graduate and certificate students enrolled as full- or part-time students in degree or non-degree programs.
- F. Staff to the Assembly Presiding Committee: The Office of Academic Affairs will provide one staff person to the Presiding Committee. This staff person will be responsible for scheduling Assembly and Presiding Committee meetings, distributing the agenda and producing the minutes of the Presiding Committee.