

CouncilProceduresList050917

Compiled by Jim Collins on May 9 from materials submitted by Senate Council and Committee Chairs.

We now have materials from all **Council and Committee procedures**. There is a wide range:

- From COR, which describes a full binder of materials prepared for Council members and distributed anew each year;
- to LISC, which sent a short paragraph, that a 20-minute meeting with the previous Council chair sufficed,
- to CAA, which reports 'three parts' of orientation documents, each with 18+ files;
- from CAFFEECoR, which had no prior orientation or procedures, but whose chair describes how they currently organize themselves,
- to very detailed, concise overviews, with numerous links, provided by the staff assistants of UAC and
- and GAC;
- from CERS, which has a single link to a procedure statement, for filing the (rare) ethics complaint,
- to GOV, which sent 7 pages outlining schedules and procedures for the start of the year, including annual fora, biennial surveys, website and elections,
- and CPCA, which has a detailed 10-point list of Council procedures, dating from 2012-2013

Comments:

I have attached all the documents mentioned above, but suggest that you sample a few before Thursday's meeting. At that time we can continue our discussion of:

- (a) the best way to preserve and transfer this information to new Council and Committee Chairs; and
- (b) how best to insure access and reliable revisability; and
- (b) whether and how awareness of procedures should relate to Council and Committee Chairs' monthly reporting to the Senate and the Senate website.

Best,
Jim