

DISTRICT GOVERNANCE COUNCIL OPERATIONAL GUIDELINES

The District Governance Council (DGC) operates under the rules of the "Brown Act." (Government Code §54950, 54952(a)(b), 54953) Following are a few notable responsibilities and rules mandated by this legal designation.

- All agendas are to be publicly posted at least 72 hours prior to the time of the meeting.
- A quorum must be achieved in order to conduct a meeting.
- No action may be taken on an item that is not on the agenda unless there is a legally defined "emergency."
- The public must be permitted to comment on agenda items and on any item of interest to the public that is within the subject matter jurisdiction of the DGC.
- The calendar of meetings and the minutes must be publicly posted.

Chancellor's Office Responsibilities

The Chancellor's Office shall be responsible for providing logistical support and training for DGC. Annually in September, the Chancellor or designee shall conduct an orientation for new DGC members on participatory governance and its application in the Contra Costa Community College District (CCCCD). The Chancellor or designee shall also meet with the DGC Steering Committee to orient its members to their responsibilities.

Logistical support shall be provided by the Chancellor's Office, including but not limited to the following:

- Reserve a meeting room;
- reserve a laptop to display the agenda and attachments;
- provide a voice recorder;
- provide a sign-in sheet;
- create member name cards;
- provide a note taker for the minutes;
- maintain the DGC email distribution list; and
- ensure the agenda and minutes with accompanying attachments are posted in a timely fashion to BoardDocs.

DGC Chair Responsibilities

The DGC Chair position rotates among the four constituency groups. The constituency group in the rotational line for DGC Chair selects one of its member representatives as DGC Chair. The DGC Chair conducts the monthly DGC and DGC Steering Committee meetings and is responsible for coordinating the development of the initial agenda, presenting the minutes of the previous meeting, preparing the DGC calendar for the coming fiscal year in cooperation with the Steering Committee. Further, the DGC Chair is responsible for overseeing the placement of the agenda

with attachments, minutes, and the calendar on the website and on BoardDocs with the assistance of the Chancellor's Office.

The Steering Committee

The Steering Committee is comprised of five members: the DGC Chair and one representative member from each constituency group who is the "Speaker" for that group (classified, faculty, management, and students). The Steering Committee is responsible for working with the DGC Chair in the development of the agenda, minutes, and calendar (the Steering Committee may meet by phone, by video conference using Zoom, or by email).

The Speaker

The role of the Speaker is to present the majority view of his/her constituent group at DGC meetings and casts votes on behalf of his/her constituency.

General Operation

As the coordinator for DGC, the DGC Chair is responsible for the following:

- Development of the agenda
 - Email DGC members with a request for agenda topics and attachments.
Sample email message:
Please forward any agenda items you have for the [insert date], District Governance Council meeting by Monday, [insert date]. Please also include the name of the person presenting, the time needed, the attachment (if applicable), and the desired outcome.
 - Agenda topics and attachments should be held in a folder for that month's DGC meeting, i.e., 09.03.19 DGC.
 - Forward the agenda topics and attachments to the Chancellor's Office.
 - The Chancellor's Office will build the agenda in BoardDocs.
 - Agendas should include the following:
 - Call to order;
 - identification of speakers;
 - introduction of new members;
 - adoption of agenda;
 - approval of draft minutes;
 - public comment;
 - reports from constituency groups (two minutes each);
 - DGC Chair report;
 - Chancellor's report;
 - review of the next Governing Board agenda;
 - topics received from the DGC membership and approved by the Steering Committee;
 - adjournment; and
 - date of the next DGC meeting.

- Steering Committee Review
 - The Chancellor's Office will create a pdf file of the draft agenda, including attachments for the Chair to forward to the Steering Committee for review and approval.
 - The Chair will notify the District Office of changes to the agenda or minutes identified by the steering committee.

- Forward Finalized Agenda Link to DGC Membership
 - The DGC Chair will forward an email with the link provided by the Chancellor's Office to DGC members at least one week (or a minimum of 72 hours) before the DGC meeting.

- Development, Approval, and Posting of Minutes
 - The Chancellor's Office will provide a voice recorder and note taker for the minutes of all DGC meetings.
 - The minutes should include the names of those in attendance from the sign-in sheet, items to be discussed, and significant outcomes for each item.
 - After the Chair reviews the draft minutes, the Steering Committee will also review the minutes for accuracy.
 - The Chair will communicate any suggested edits to the Chancellor's Office.
 - The Chancellor's Office will place the draft minutes for approval on the following month's DGC agenda.
 - At the meeting, all DGC members will review the minutes for accuracy.
 - When the minutes are approved with amendments, the Chancellor's Office staff will make the necessary changes. Indicate "Amended" at the top of the first page of the minutes. Insert the amendments in bold, italics.
 - Once the minutes are approved as written or with amendments, save the file name from "DRAFT" to "final approved" and post to BoardDocs.

- Development of Calendar (Exhibit 3: Excel file "Calendar – DGC")
 - The Chancellor's Office will provide the draft calendar for the coming fiscal year for presentation to DGC at the April meeting (1st reading) and the May meeting (2nd reading).
 - The calendar is to include the following dates:
 - Agenda items due to Chairperson
 - Steering Committee reviews agenda and minutes from the prior meeting;
 - Post agenda and draft minutes from the prior meeting publicly on BoardDocs;
 - DGC meeting dates; and
 - Governing Board meeting dates.
 - Upon DGC approval of the calendar, save the Excel calendar to pdf.
 - The Chancellor's Office will post the approved calendar to the website.

- Conduct Meeting According to [DGC Bylaws](#)
 - The notetaker assigned by the Chancellor's Office should have a hard copy of the DGC agenda (to take notes or earmark as needed) and a copy of the Governing Board agenda (in order to follow the Chancellor's and District Office presentations noted in the Board agenda).
 - The Chancellor's Office will provide a sign-in sheet
 - The Chair will call the meeting to order.
 - The Chair will confirm that there is a quorum (the presence of a Speaker or alternate of at least three constituent groups at a regularly scheduled meeting constitutes a quorum (DGC Bylaws, V.C.1)).
 - The Chair will begin the agenda determine consensus for action items (consensus means an agreement by a quorum of constituent groups (DGC Bylaws, V.C.1a-c));
 - The Chancellor's Office will take notes for significant discussion items and outcomes.

- Maintain the Website
 - The Chair should ensure that the Chancellor's Office promptly posts all agendas (with attachments), minutes, the calendar, and any other pertinent documentation to the website and BoardDocs.
 - The DGC website is located at the District home page, [About the District, Committees, District Governance Council](#)
 - The DGC home page includes DGC's "[Purpose](#)" and "[Scope](#)" from the DGC Bylaws.
 - The [DGC Agendas & Minutes](#) page shows archived agendas from 2008-09 to February 2019. DGC agendas & Minutes from March 2019 to the present are located in [BoardDocs](#).
 - [Membership Roster](#)
 - [Participatory Governance in CCCC: History, Roles, and Responsibilities](#)
 - [DGC Bylaws](#)

EXHIBITS

**District Governance Council
Deadlines and Meeting Dates
2013-2014**

Agenda items due to chairperson	DGC Steering Cmte. review of agenda / minutes from prior meeting	Agenda and draft of minutes from prior meeting sent to DGC. Agenda publicly posted.	DGC Meeting Date	Governing Board Meeting Date
			July 16, 2013	July 24, 2013
			NO MEETING August 6, 2013	
August 20,2013	August 21, 2013	August 27, 2013	September 3, 2013	September 11, 2013
September 17, 2013	September 18, 2013	September 24,2013	October 1, 2013	October 9,2013
October 22, 2013	October 23, 2013	October 29,2013	November 5, 2013	November 13,2013
November 19, 2013	November 20, 2013	November 26,2013	December 3, 2013	December 11, 2013
January 7, 2014	January 8, 2014	January 14, 2014	January 21, 2014	January 22, 2014
February 4, 2014	February 5, 2014	February 11, 2014	February 18, 2014	February 26, 2014
March 11, 2014	March 12, 2014	March 18, 2014	March 25,2014	March 26, 2014
April 1, 2014	April 2, 2014	April 8, 2014	April 15, 2014	April23, 2014
May 6, 2014	May 7, 2014	May 13,2014	May 20,2014	May 28,2014
June 3, 2014	June 4, 2014	June 10, 2014	June 17, 2014	June 25,2014

Annual Calendar of Standing Agenda Items for District Governance Council

September

- Participatory Governance in CCCC: DGC History, Roles and Responsibilities—
Chancellor or designee
(See DGC Bylaws Section III.C.1)

October (once every three years after 2013)

- Districtwide Evaluation of DGC (See DGC Bylaws Section V.A.7)

March

- Annual Review of DGC Bylaws: Discussion (See DGC Bylaws Section VII.A)

April

- Annual Review of DGC Bylaws: First reading of amendments (See DGC Bylaws Section VII.A)
- DGC Calendar for next year: First reading (See DGC Bylaws Section V.B.3)
- Announce that constituencies should select and announce at the next DGC meeting their DGC representatives for July of the current year to June of next year (See DGC Bylaws Section III.C.1)

May

- Annual Review of DGC Bylaws: Second reading of amendments (See DGC Bylaws Section VII.A)
- DGC Calendar for next year: Second reading (See DGC Bylaws Section V.B.3)
- Constituencies announce their DGC representatives for July of the current year to June of next year (See DGC Bylaws Section III.C.1)