

# COA Department Chair Council By-laws and Charge

(Approved unanimously at 11/14/23 Dept.Chair Meeting)

## BYLAWS:

1. Regular meetings will be held once a month during the regular semester.
2. The elected Chair of Chairs may call extra meetings if special circumstances require them. An attempt will be made to schedule extra meetings on the same day of the week and at the same time as regular meetings. Advance notice for extra meetings will be a minimum of (4) working days. California Government Code [§ 54956.5](#) provides legal guidance on the grounds by which an emergency public meeting may be called: "An emergency, shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body."
3. Meeting modality will be determined by a vote of elected chairs.
4. A quorum will be 50% of elected chairs. A quorum must be present to conduct business.
5. In cases where multiple chairs are elected to represent a department cluster, each department cluster only receives one vote.
6. Department Chair meetings are open meetings unless a majority of elected chairs vote to close all or parts of a meeting to non-Chairs.
7. The elected Chair of Chairs, in consultation with the Vice President of Instruction, will determine the agenda for each meeting. Agenda item requests and supporting materials for a meeting must be submitted to the elected Chair of Chairs at least four (4) working days preceding a scheduled meeting. An elected chair can appeal a previous agenda item dismissal decision through a majority vote of elected chairs present at the meeting.
8. The agenda and meeting materials will be distributed to elected chairs at least two (2) working days preceding a scheduled meeting.
9. Elected chairs that are present at the time of the vote may vote to approve, table, or to refer recommendations back to the originator with proposed changes. Recommendations require a majority vote.
10. Recommendations made to the administration not adopted must be accompanied by a written rationale explaining why it was opposed.

COMMITTEE CHARGE: The Department Chair Council serves as a leadership advisory group for matters related to:

- schedule development,
- enrollment management,
- faculty hiring, and
- instructional units including facilities, technology, assessment, and curriculum

- policies, practices, procedures, unit plans, program reviews and processes as they pertain to department affairs.

Through Chairs Council, all department chairs contribute to college-wide decision-making activities. Department Chairs' roles and responsibilities are defined in the [Peralta Federation of Teachers' contract](#), Appendix 16.

CHAIR OF DEPARTMENT CHAIRS COUNCIL: Chair of Chairs

SELECTION PROCESS/LENGTH OF TERM FOR CHAIR OF CHAIRS ROLE: The Chair of Chairs for the Department Chair Council shall be elected at the start of the Fall semester and serve in this role for one academic year. Faculty interested in serving in this position may self-nominate at the beginning of Fall term and voting will consist of one vote for each cluster. If an individual is unwilling or unable to serve out an entire term, the process will be repeated to elect a new Chair of Chairs for the Department Chair Council for the remainder of that term.

MEMBERSHIP: Elected Department Chairs

LENGTH OF TERM OF MEMBERS: One academic year, no term limits

RECOMMENDS TO: Vice President of Instruction

MEETING DAY & TIMES: 2nd Tuesday of every month. 12:30 pm – 2:00 pm.