### **III. BYLAWS OF PBIM\***

##### **Operating Principles**

**1. Committee Engagement:** Committee members are expected to attend all meetings. Quorum

is represented by 50% of the membership plus one member of the total membership with at least one representative from each College. A committee member may have no more than three absences in an academic year. When a member has three absences, the Committee Chair shall request a replacement from their constituency. Term of service will be one academic year, with extension of service being granted at the request of the constituency that is being represented.

**2. Commitment to Process and Meeting Effectiveness:** The PBIM Committee meetings will start and end on time, use well developed agendas, and balance deliberation with decision-making.

**3.** **Adhere to the Annual Integrated Planning and Budgeting Calendar:** Each Committee will perform its responsibilities according to the timelines set in the integrated planning-budgeting calendar.

**4. Maintain a Transparent Process:** All PBIM Committee meetings are open with opportunities for public comment provided. Draft minutes will be published within two weeks and be replaced with adopted minutes that will be posted within one month of each meeting.Participatory governance committee meetings will take place at least once per month during the academic year (unless noted otherwise), and will be held in locations accessible to the Peralta community (primarily the PCCD Office Board Room). Special meetings can be called, as needed.

**Membership**

### **Committee Roles and Responsibilities**

Each committee will be led by a District Administrator as Chair and a Faculty Co-chair. The chair and co-chair are intended to work collaboratively in providing input and guidance on process and agenda development.

**Chair/Co-Chair duties include:**

1. Determine annual Committee goals, in conjunction with the committee, that are aligned with the District’s Strategic Planning Goals and Institutional Objectives and maintain a district-wide perspective;
2. Ensure an annual assessment of the committee’s goals and objectives;
3. Ensure that monthly meeting agendas are aligned to the District’s Mission and Strategic Planning Goals and Institutional Objectives and are widely distributed in a timely manner;
4. Ensure that the Committee monitors progress toward meeting its annual goals and objectives;
5. Develop meeting agendas and identify action items;
6. Distribute meeting agendas and relevant supporting documents to all PCCD constituencies at least 5 -7 days in advance of meetings;
7. Moderate meetings to ensure participation and accomplishment of tasks;
8. Ensure distribution of written communications between PBIM committees, i.e., formal recommendations to the Chancellor and related documents;
9. Ensure publication of all agendas, meeting minutes, memoranda, and supporting documents on the District website(s); and,
10. Monitor meeting attendance and communicate with non-attendees on behalf of the committee either by memo, e-mail or phone call;

#### **Note Taker:**

All PBIM Committees must have a note taker assigned by the District Office or the Committee. The note taker takes accurate minutes during the meetings and is responsible for:

1. Monitoring attendance;

2. Recording all motions;

3. Forwarding draft minutes to meeting Chair(s) within one week of scheduled meeting;

4. Ensuring that adopted Minutes are posted within one week; and,

5. Alerting meeting Chair(s) if anticipated absence, so substitute note taker, appointed by the Chair(s) can assume duties.

### **PBIM Meeting Guidelines:**

1. Confirm that the agenda focuses on PCCD Mission, Strategic Goals and annual Institutional Objectives;
2. Stay on agenda topics;
3. Use meetings to develop and make sound recommendations;
4. Limit discussion to agenda topics and keep discussion to reasonable time limits;
5. Allow one person to speak at a time;
6. Ensure that designated committee members vote on recommendations and motions;
7. Arrive 5 minutes before the meeting start time and be prepared to participate;
8. Attend all meetings; and,
9. Take responsibility for completing work between scheduled meetings.

\*excerpted from Planning & Budgeting Integration Model (PBIM) August 2017 Manual