Policy Number:	**100.5**
Policy Title:	**College Councils, Committees, Workgroups, and Taskforces**
Subject:	**Section 100 – Governance and Organization**
Date Adopted:	**October 23, 2024**
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Approved by:	**Sandra J. Bauman** **Dean/CEO** **Helena College University of Montana**

POLICY STATEMENT:

The Helena College University of Montana, as an important component of shared governance, maintains Councils, Committees, Workgroups, and Taskforces. Each entity has a defined purpose and role in the College's operation.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations and with the Board of Regents' policies and procedures.

DEFINITIONS:

Montana Board of Regents

The governing body of the Montana University System is the Montana Board of Regents (BOR). All campus policies must comply with BOR policy.

Dean/CEO

The Dean/CEO is the Chief Executive Officer and is responsible for the overall operation of the institution.

Dean's Cabinet

The Dean's Cabinet works with the Dean/CEO to provide leadership and executive level operational coordination of the College. The Dean's Cabinet is charged with making decisions related to policies and procedures and with ensuring decisions reached are effectively implemented. Each member of the Dean's Cabinet has a defined scope of authority over a major area of campus operation. Final authority over all decisions lies with the Dean's Cabinet.

Council

Councils serve as oversight and coordinating groups based on functions pertinent to the College's mission and operation. Members may be elected or appointed, as defined within the Council's by-laws.

Committee

Committees exist to fulfill a specific function. There are two types of committees:

- Standing committees are a permanent part of the organization. They have specific functions to perform that are essential to the smooth operation of the College and meet on a regular basis. Members of the committee may change, as described in the by-laws, but the function and duties of the committee generally do not change.
- Ad Hoc committees are created to perform a specific task and meet as necessary to complete the task. Members are typically chosen for specific areas of expertise.

Workgroup

A workgroup is a subgroup of a Council or a Committee that is typically appointed by the Chair to work on a particular project. Work groups often rely on subject matter experts and may include people who are not regular members of the group as necessary to ensure expertise or when broader stakeholder representation is desired.

Taskforce

A task force is a group established to work on a single defined task, activity, or specific problem. These groups are short-term and formed by a member of the Dean's Cabinet with a specific charge.

PROCEDURES:

Mission Statements and By-laws

Each Council and Committee should have a mission statement that clearly defines why the group exists, its purpose, and who it serves. The mission statement should be a simple statement that clearly captures the essence of what the group will achieve and how they will achieve it.

Each Council and Committee must have by-laws that include:

1. Name of Council/Committee
2. Mission Statement
3. Descriptive paragraph that provides detail on:
    a. Type of group
    b. Purpose/major functions
4. Membership
    a. How members are selected
    b. Terms of service
    c. Whether or not there is a required composition of the membership (e.g. employee type, department, total number)
    d. Whether or not there are classes of members (e.g. voting and non-voting)
    e. Duties or requirements of members
5. Officers
    a. How they are selected
    b. Duties
    c. Terms of office

6. Meetings
    a. When and how often meetings are held
    b. How cancellations of regular meetings are handled
    c. How special meetings are called
    d. What constitutes a quorum
    e. How decisions are made

Workgroups fall under the charter of the Council or Committee forming the workgroup.

Taskforces are not required to have by-laws as temporary bodies formed to perform a specific function under the guidance of the Dean/CEO and the Dean's Cabinet.

Meeting Etiquette Standards

Prioritize In-Person Meetings
Whenever possible, meetings should be held in person to foster collaboration, participation, and engagement. Virtual meetings may be used when there is a valid business need or when parking or other logistical constraints make in-person attendance impractical.

Be Present and Engaged
Whether attending in person or virtually, participants are expected to remain attentive, actively participate, and minimize distractions throughout the meeting.

Communicate Absences in Advance
If you are unable to attend a meeting, notify the chair as soon as possible and before the meeting begins whenever feasible.

Use Cameras During Virtual Meetings
Participants attending virtually should have their cameras turned on whenever possible to support engagement and effective communication. Reasonable exceptions may be made for bandwidth, connectivity, or other technical limitations.

Respect Meeting Time and Purpose
Arrive on time, come prepared, and contribute constructively to help ensure meetings are productive and efficient.

Record Keeping

Essential documents include:

- Meeting minutes
- Supporting documentation that accompany minutes that provide important background information for decisions made
- Records relating to the mission and the by-laws
- Membership lists

Minutes for all meetings shall be kept using the official template. Minutes are posted on the Council or Committee page of the Helena College website and maintained for two years online. In addition, minutes shall be stored digitally for seven years.

For Councils or Committees conducting business that is not of a public nature with a need to ensure confidential information is not published, these records will be stored in a format appropriate to the nature of the work.

Workgroups will report in Council or Committee meetings and the records will be kept in accordance with that group's procedures.

Taskforce reports will be submitted to the Dean/CEO and Dean's Cabinet.

Forming or Dissolving a Council or Committee

Any proposed new Council or Committee will be approved by the Dean's Cabinet. The person or persons proposing the new Council or Committee must present a proposed mission statement and proposed membership.

Councils or committees that are no longer deemed relevant may be dissolved. The group shall clearly document their recommendation to dissolve and present it to the Dean's Cabinet for final determination. If a Council or Committee is not fulfilling the intended purposes or meeting the expectations outlined in this document, the Dean's Cabinet may make the determination for dissolution.

Communication Requirements

Every Council and Standing Committee will have both a page on the Helena College website and a Team within Microsoft Teams. The Team will be actively managed to update membership when necessary.

The webpage will contain:

- Mission statement
- Link to by-laws
- Information about meetings
- Members
- Minutes from all meetings – posted within two weeks of the approval of the minutes and maintained for two years online
- Any other information that gives a full picture of the work

In addition to maintaining the webpage, all minutes will be uploaded and stored digitally for seven years.

Additionally, all Councils and Committees will compile an annual summary report to be shared with the campus during the spring State of the College meeting. These documents should be published on the website and maintained online for 5 years. The annual report should include:

- Mission
- List of members
- List of meeting dates
- Summary of accomplishments
- Goals for the upcoming year
- Photos or other information showcasing the work, as appropriate

In order to ensure access to information, the Dean's Cabinet webpage will also include a regularly updated listing of decisions and actions taken during all meetings.