

Honolulu Community College  
Planning Council  
Operating Guidelines for Meetings  
11/25/05

**Meeting Convener**

- The meeting convener will be the Chancellor's Executive Assistant, who is not a member of the Planning Council.

**Meeting Schedule**

- Three meetings will be held per semester on a monthly basis. A meeting schedule will be posted on the College's intranet at the onset of each semester. Additional meetings may be convened on as needed basis. For time-sensitive matters, the convener may conduct an email poll and discussion. The simple majority vote will prevail.
- A regular meeting day and time will be established and maintained (e.g. first Friday of each month at 9:00 a.m.).
- Meetings will not exceed two hours.

**Meeting Agenda Process**

- Convener will call for agenda items and develop the meeting agenda.
- All members, voting and ex-officio, may suggest agenda items.
- The agenda will be emailed to [hcc-admin-announce@hcc.hawaii.edu](mailto:hcc-admin-announce@hcc.hawaii.edu) at least 5 working days prior to the meeting.
- Agreement on items added to the agenda fewer than 5 days before a meeting will be considered tentative and may be raised for reconsideration at the following meeting to insure full participation. The exception would be on emergency items.

**Meeting Process**

- The convener will call to order, facilitate, and adjourn council meetings.
- Robert's Rules, as practiced and accepted by the College's major campus committees, will regulate council meetings and will emphasize efficiency, participation, and clarity.
- Members, who are unable to attend meetings, may designate another to attend meetings on their behalf. However, designees may not vote. Proxy votes will not be allowed. This is to encourage informed participation and voting.
- Planning Council meetings are open to the campus community; however, attendees are observers and may not participate in the discussions and vote.
- Individuals may request to be on the agenda. They will be listed as guests in the meeting notes.
- Meeting agenda items not addressed due to time constraints will be carried over to the next meeting.
- Convener will be responsible for insuring the recording of the meetings. Meeting notes will be in a format with the following minimum requirements: Date, Time, Convener, Attendees, Agenda Item, Discussion, and Action/Recommendation.

- Prior to the posting of the meetings notes on the College's intranet, members will review meeting notes for accuracy within 3 working days.
- Final meeting notes will be posted on the College's intranet.

### **Meeting Decision-Making and Recommendations**

- The consensus decision-making model underpins the Planning Council structure. Members blocking consensus are expected to explain their opposition and may offer an alternate proposal. However, when consensus cannot be reached, the majority vote rule will prevail.
- The Planning Council will develop and forward recommendations to the Chancellor for review and final decision-making.
- The Chancellor will inform the Planning Council as to the disposition of its recommendations in a timely manner.