

# KETTERING COLLEGE COMMITTEE CHARTER

## General Assembly

<b>Name:</b>	<b>Kettering College General Assembly</b>
<b>Purpose:</b>	<b>The General Assembly provides a forum for disseminating information to the college community and makes decisions on matters referred by the College Council. At the request of a member of the Assembly, the Assembly may take up prior decisions made by the College Council.</b>
<b>Status and Type:</b>	<b>Permanent College Governance Committee</b>
<b>Membership:</b>	<b>All members of the College faculty, staff and administration with at least a 0.5 FTE appointment to the College. All members have equal votes regardless of rank, status, or appointment type.</b>
<b>Appointment:</b>	<b>Coterminous with appointment to the College.</b>
<b>Term:</b>	<b>Continuous.</b>
<b>Chair:</b>	<b>Kettering College President</b>
<b>Meeting Frequency:</b>	<b>Generally twice annually, with one meeting occurring during the week prior to the start of the fall semester, and the other occurring near the end of the winter semester. Other meetings at the call of the chair. For the purpose of transacting urgent business the chair will call a special meeting of the Assembly on the request of not less than ten members.</b>
<b>Minutes:</b>	<b>Distributed to the membership by the chair.</b>
<b>Input From:</b>	<b>College Council, College governance entities, General Assembly members</b>
<b>Reports To:</b>	<b>The KC Board of Directors, through the President of the College</b>
<b>Scope of Responsibility:</b>	
<b>To Act:</b>	<ol style="list-style-type: none"> <li><b>1. Receive reports at least once per year from all College governance entities and permanent committees.</b></li> <li><b>2. Vote on matters referred to the General Assembly by the College Council. An affirmative vote by the Assembly on a policy matter which is under the authority of the College Board of Directors serves as a recommendation to the Board which is to be conveyed to the Board for action by the College President.</b></li> <li><b>3. At the request of a member of the General Assembly, serve as an appellate body by voting to redress policy matters previously decided by the College Council and judged by the Assembly to be significantly misaligned with the interests of the College.</b></li> </ol>
<b>To Recommend:</b>	<ol style="list-style-type: none"> <li><b>1. Provide direct feedback to the college administration, governance entities and committees on matters of interest to the College.</b></li> </ol>
<b>Committee Procedures:</b>	<ol style="list-style-type: none"> <li><b>1. The chair will set the agenda for each General Assembly meeting, including items referred by the College Council or requested by one or more members of the General Assembly.</b></li> <li><b>2. Each meeting agenda, with all supporting material needed for the membership to review for proper consideration, will be sent out three working days prior to the meeting. No new business may be voted on without this prior notification and dissemination, unless this rule is suspended by a 2/3 majority vote of those present.</b></li> </ol>

	<p>3. Meetings may take place via teleconference or other electronic means.</p> <p>4. Other procedural aspects will conform to <i>Robert's Rules of Order, Newly Revised</i>.</p>
<b>Date of Origin:</b>	<b>Faculty Handbook 2014-15</b>
<b>Last Reviewed:</b>	<b>August 23, 2021</b>
<b>Last Revised:</b>	<b>May 21, 2021</b>
<b>Date of Origin:</b>	<b>May 21, 2021</b>
<b>Replaces:</b>	<b>August 24, 2020</b>
<b>Approved By:</b>	<b>General Assembly</b>
<b>Effective Date:</b>	<b>August 23, 2021</b>