



Shared Governance Subgroup Documentation Process

1. Drop completed SGIR form in lock box outside of GS-104 by Wednesday @ 5 pm for it to be accepted into the Shared Governance Structure by the coming Friday. Any SGIR forms received after Wednesday @ 5 pm of a given week will be accepted into the system the following Friday.
2. Post a copy of your subgroup's Agenda for the upcoming Friday meeting on the cork board immediately outside of GS-104 by Tuesday of the same week.
3. Fill out the provided Shared Governance Attendance Record at the beginning of the meeting.
4. At the beginning of your subgroup's meeting, take your subgroup's clipboard off the wall to receive any open SGIR forms requiring your subgroup's attention.
5. The chair will entertain a motion to add any open/new SGIR forms to the agenda before approval of the agenda. *
6. Log your subgroup's feedback by filling out and attaching the SGSF form to the SGIR form. Attach supporting evidence/additional documentation to the SGIR form.
7. In the action block on the back of the SGIR form, list your subgroup name, the action you took, and the date. Actions can include but are not limited to: "Feedback Attached", "Approved", "Denied", "Tabled". All subgroups are invited to attend the Shared Governance Council meeting at 2:30 pm to further discuss any forwarded SGIR forms.
8. Forward the SGIR/SGSF forms to the next subgroup by placing it on the clipboard of that group at the end of your meeting.
9. Once your subgroup has adjourned*, provide copies of the day's approved Agenda, Minutes, and Attendance Record to the Shared Governance Council record to be filed.

*Consult the provided Robert's Rules of Order cheat sheet for assistance with parliamentary procedure.