

The ad-hoc Bylaws Review Committee recommends the following action item for consideration by the Faculty:

Clarifying the replacement of committee members

Current situation:

The current Bylaws do not provide clear standards for the expected contributions and involvement of committee members. The process for replacing committee members is described in Article IV, Section 4, which lists descriptions of each committee, instead of Section 2 on General Provisions.

Proposal:

Language will be added to Article IV, Section 2 (General Provisions) that defines the responsibility of committee members as well as a mechanism for replacing committee members who do not meet these requirements.

Section 2.b. Terms and Expectations.

All standing committee appointments and elections shall be for two-year, staggered terms, except for the Enhancement Review Committee and the School representative to the campus Promotion and Tenure Committee for which the terms are three years. Terms begin at the end of the spring semester when appointments and elections shall take place. Committees that may need to conduct business during the summer should designate a contact person.

All elected and appointed members of committees have a responsibility to ensure that the committee is able to do the best work possible to complete its charge. It is expected that members will attend at least 75 percent of meetings, and that they will participate fully in and take responsibility for making decisions on issues, policies, and other matters in their charge.

Should any elected or appointed member of a committee not be able to continue serving on a committee due to unforeseen circumstances, the member will inform the committee chair and the Executive Committee, and request a replacement. And in the event that a member does not regularly attend meetings and/or does not act in good faith to meet the expected responsibilities of membership on the committee, the committee by majority vote may make a formal request to the President and the Executive Committee to have that member replaced.

Rationale:

With the recent approval of reducing the size of most standing committees, it is important to try to ensure that each committee functions at maximum efficiency and focus. For that reason, the Bylaws Review Committee recommends that in addition to a statement on the term of appointment or election, the Bylaws include a brief declaration of expectations for committee membership, as well as a mechanism for the replacement of members who, for whatever reason, are unable to contribute to the proper functioning of the committee.