

Revise the University Council Bylaws to approve electronic meetings of the Council and its standing committees.

Rationale: Both the University Council and its standing committees have met electronically during the 2020-2021 academic year, so we know their duties can be accomplished electronically. Because they are not located in Athens, meeting electronically has been beneficial for some members of Council and its committees. These *two related proposals* allow the Presiding Officer of the Council and the Chairs of Standing Committees to determine whether meetings will be held face-to-face or electronically.

Proposal #1 There is nothing in the University Council Bylaws to preclude the Council from meeting electronically, but this addition to the Bylaws explicitly allows the presiding officer to determine whether the Council meets face-to-face or electronically.

Add Item D to the University Council Bylaws. Part V-General Procedures. IV. Meetings.

- A. Regular meetings: The University Council will schedule at least three meetings each semester of the regular academic year. The presiding officer will set the time and place of meetings.
- B. Meeting times: Regular meetings will normally be held during the normal academic year when all schools and colleges are in session.
- C. Special meetings: Special meetings shall be called in any of the following ways: 1. By the presiding officer 2. By majority vote of the Executive Committee 3. By written petition, signed by twenty or more Council members, addressed to the presiding officer.
- D. Electronic meetings: The presiding officer shall determine whether meetings of the University Council will be held face-to-face or electronically.**
- E. Agenda: The agenda for each meeting along with pertinent information on items the Council will discuss shall normally be published on the Council web site and distributed electronically to the Council members at least ten days in advance of regularly scheduled meetings. An e-mail notice containing the link to the agenda will be sent to Faculty, Staff, and Student listservs. Items not on the announced agenda may be added by the Executive Committee prior to the meeting, or they may be added at the meeting by a two-thirds vote of members present and voting.
- F. Voting: Only those members present at a meeting shall vote. Substitute members may vote after registering with the secretary prior to the meeting. No person can represent more than one member at a meeting. Substitutes must be a member of the same group (student, staff, or faculty) as the Council member for whom they are substituting.
- G. Quorum: A simple majority of the voting members of the Council shall constitute a quorum. Motions may be passed by a majority of those present and voting. The Council may not conduct normal business if a quorum is called and found lacking.
- H. Visitors: Non-members shall be seated separately from the Council so as not to interfere with normal deliberations. All meetings shall be conducted in accordance with the Georgia Open Meetings Law. Non-members who wish to address the

Council shall request permission to do so from the Executive Committee, prior to the meeting, or from the presiding officer during the meeting. Any Council member may move that a non-member be allowed to speak, though such motion must pass with a two-thirds vote.

- I. Minutes: Copies of the minutes of each meeting shall be sent electronically to all University Council members and placed on the Council web site. An e-mail notice with the appropriate link to the minutes will be sent to Faculty, Staff, and Student listservs.
- J. Order of Business: The order of business of regular meetings by the University Council shall be as follows:
 - 1. The presentation of the minutes of the last meeting of the Council, their corrections, if any, and their adoption.
 - 2. Report from the University President and discussion thereof.
 - 3. Report from the Chair of the Executive Committee and discussion thereof.
 - 4. Reports from other standing committees and discussion thereof.
 - 5. Reports from special committees and discussion thereof.
 - 6. Report from the Staff Council and discussion thereof.
 - 7. Report from the Student Government Association and discussion thereof.
 - 8. Action Items.
 - 9. Information Items/General Discussion.
 - 10. Old business.
 - 11. New business.

K. Parliamentary Procedure: All questions of parliamentary procedure shall be governed by the latest edition of Robert's Rules of Order unless such Rules are inconsistent with these Bylaws.

Proposal #2. To approve electronic meetings of University Council standing committees. The Bylaws currently state that only the initial meeting of a standing committee to elect a chair can be held electronically. This revision allows the Chair of the committee to determine whether members will meet face-to-face or electronically.

Revise the University Council Bylaws, Part II-Basic Charge to Standing Committee, II.

- I. Each Committee shall review established policies and their administration and shall offer such recommendations as it deems necessary.
- II. Unless these Bylaws provide otherwise, the individual who served as Chair in the previous year shall convene the initial meeting within the first three weeks of the Fall Semester. Each standing committee shall meet at least once each semester during the regular year, except for the Faculty Grievance Committee which shall meet on an as

needed basis. ~~Electronic meetings are acceptable as the initial meeting for electing a new chair, but Committees should still meet face-to-face once each semester in normal circumstances.~~ The Chair of the Committee shall determine whether committee members will meet face-to-face or electronically.

- III. Reports providing information and results of investigations shall be submitted to the Executive Committee for inclusion on the agenda. Each Committee will specifically report on the disposition of all items referred to it.
- IV. Recommendations to the Council shall be submitted to the Executive Committee for inclusion on the agenda.
- V. Minutes of each committee meeting shall be furnished to the Secretary of the Council who shall make them available to the University community electronically.
- VI. Committee meeting times shall be posted by the committee chair on the University's master calendar.