

Proposal to Add an Attendance Policy to the Bylaws of the Executive Committee

Rationale:

University Council Standing Committees are governed by *Robert's Rules of Order*, which states, "An individual member's right to vote may not be transferred to another person (for example, by the use of proxies)" (45.2). Therefore, substitutes are not allowed on the Executive Committee. This revision of the Executive Committee's Bylaws adds an absentee policy that mirrors the absentee policy of the University Council, which does allow substitutes. The attendance policy of the University Council is as follows:

Part I: II. B. Members who do not attend or send a substitute to two consecutive meetings of the University Council are notified by the Registrar's Office that they will forfeit their membership if they miss or do not send a substitute to a third consecutive meeting. When a member forfeits their membership, the school/college/unit they represent shall elect or appoint a substitute as appropriate.

The addition of the attendance policy to the Executive Committee bylaws is highlighted below.

Bylaws of the Executive Committee

I. University Council Executive Committee

The agenda and other pertinent materials shall be distributed electronically to each Council member and posted on the Council web site at least ten days prior to any Council meeting. An e-mail notice containing the link to the agenda will be sent to Faculty, Staff, and Student listservs.

A. Membership

Faculty: One voting member of the University Council Executive Committee shall be elected from the faculty of each School or College, except for the College of Agricultural and Environmental Sciences (which shall have two members), the Franklin College of Arts and Sciences (which shall have four members), and the College of Education (which shall have two members). Faculty on the Executive Committee shall be elected from and by the University Council faculty representatives of their respective Schools or Colleges and shall serve three-year terms, even if their term of membership on the University Council expires prior to their term of service on this committee.

Students: The president of the Student Government Association and the president of the Graduate Student Association shall serve as voting members.

Staff: The President of the UGA Staff Council shall serve as a voting

member.

Administration: The Senior Vice President for Academic Affairs and Provost, and the Secretary of the Council shall serve as voting members.

Executive Committee Chair: The Chair of the Executive Committee shall be the immediate past Chair-Elect of the Executive Committee. Each year the Executive Committee shall choose a new Chair-Elect from among the elected faculty members of the Committee who have at least one year of previous service on the Executive Committee (which could be from a previous term) and at least two years remaining on their committee term. The Chair shall serve as Grand Marshal of the University, shall represent the faculty of the University on external bodies that requires representation of Faculty Senate Leaders, and shall be an ex-officio member of the Board of Directors of the Alumni Association and an ex-officio voting trustee of the University of Georgia Foundation. With the advice of the members of the Executive Committee, the Chair shall constitute and charge any ad hoc committees approved by the Council. The Chair shall call an orientation meeting of all chairs of all University Council standing committees prior to or during the first week of Fall Semester.

B. Expectation of Attendance.

There are no substitutes on the Executive Committee. Members who do not attend two consecutive meetings are notified by the chair of the committee that they will forfeit their membership if they miss a third consecutive meeting. When a member forfeits their membership, the school/college/unit they represent shall elect or appoint a replacement as appropriate.

C. Duties

1. To consider, recommend, and report to the University Council rules and regulations on general educational policy and matters dealing with the general welfare of the entire University within the powers of the Council under Article V, Section 2 of the Statutes of The University of Georgia.
2. To review, at least annually, the content and organization of the public facing information on the University Council's website and make recommendations for appropriate action to the Council.
3. To fill unexpired terms on any standing committees of the Council. When filling a committee vacancy formerly occupied by an elected representative of a particular school or college,

- the Executive Committee shall seek the recommendation of that school or college concerning a suitable replacement.
4. To confirm the members of the Program Review and Assessment Committee in accordance with the University's Program Review Policy.
 5. To appoint a faculty representative to the UGA Retiree Association.
 6. To elect a member of the Executive Committee to serve a three-year term on the University System of Georgia Faculty Council who will report on a regular basis to both the Executive Committee and the University Council at their meetings. The representative's term on the USG Faculty Council shall continue even if their term of membership on the Executive Committee expires.
 7. To recommend for the Council's approval such ad hoc committees as it deems necessary.
 8. To receive and prepare agenda items from the following sources for the Council when such items fall within the powers and jurisdiction of the Council as defined in Article V, Section 2 of the Statutes of the University of Georgia.
 - a. Items received from the following sources will be placed on the Council agenda:
 1. Items from the President of the University.
 2. Items endorsed by the signatures of fifty or more faculty members.
 3. Items approved by a two-thirds vote of the University Council.
 - b. Items received from any of the standing or ad hoc committees of the Council, including the Executive Committee, will be placed on the University Council agenda, unless the Committee decides, by a two-thirds majority vote, to refer the item back to committee for reconsideration or further development.
 - c. Items received from the following sources will be referred to the appropriate standing committee unless unusual or urgent circumstances merit prompt presentation to the Council or unless the Committee decides to refer the item back to the original source for reconsideration or further development. Each decision requires a majority vote.

1. Items received from the faculty of any of the schools or colleges of the University or from the duly constituted representative body of any school or college.
 2. Items received from the Staff Council.
 3. Items received from the official governing organizations of the student body.
 4. Items received from any person or group not provided for above.
9. To act, in matters of particular urgency, on behalf of the full Council, as authorized under Article V, Section 2 (6) of the Statutes of the University of Georgia. Actions taken in this manner shall be reported to the Council at its next meeting and confirmed or revoked by a majority vote.
 10. To oversee the activities of the Council and to ensure that it implement and observe faithfully the provisions of these bylaws.