

## **Add Special Meetings for Standing Committees to University Council Bylaws**

**Proposal:** To allow Standing Committees of the University Council to call special meetings. Add this option to the University Council Bylaws, Part II-Basic Charge to Standing Committees, #II.

**Revision to University Council Bylaws. Part II - Basic Charge to Standing Committees, #II as follows:**

- 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. **Special meetings of standing committees shall be called in either of the following ways: 1. By the chair of the committee 2. By written petition, signed by 10% of the committee members, addressed to the committee Chair.**
- 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.

### **Rationale:**

1. Both the University Statutes and the University Council Bylaws specify that a special meeting of the University Council can be called (see below); however, neither specifies that a special meeting of UC Standing Committees can be called. This revision would add that option to the University Council Bylaws.
2. If all seats on the University Council are filled in 2020-2021, there will be 230 members of Council. Only 20 members of Council (about 10%) are required to call a special meeting of Council. This proposal for calling a special meeting of a standing committee at the request of 10% of its members is consistent with those requirements.

**Information from the University Statutes and the University Council Bylaws on calling special meetings of the University Council.**

*From the University Statutes: Article V-The University Council; Section 11. Special Meetings.*

“The presiding officer of the Executive Committee of the Council shall have authority to call a special meeting, or a special meeting shall be held upon written petition, addressed to the Executive Committee and signed by twenty members of the Council.”

*From the University Council Bylaws: Part V-General Procedures; IV. Meetings. #C.*

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.”