

Add Attendance Requirement to University Council Bylaws

Proposal: To add an attendance requirement for University Council meetings to the University Council Bylaws, Part V-General Procedures; II-Term of Office.

Revision to University Council Bylaws. Part V-General Procedures; II-Term of Office as follows:

II. Term of Office **and Expectation of Attendance**

- A. The term of regularly elected members of the Council shall commence July 1 following election and continue until June 30 three years later.
- 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 replacement as appropriate.**

Rationale:

- 1. An attendance requirement signals that being a member of the Council is important work. Those elected or appointed by their school/college/unit represent other members of the university community and should attend meetings to participate.
- 2. If Council did not think attendance were important, it would not take attendance, which it does and which is included in the minutes of each Council meeting.
- 3. Members may not know they have been elected/appointed to Council and so may not attend, and/or they may be new members of the University community and not understand the importance of the University Council in shared governance at the University. A notice from the Registrar's office that they've missed two consecutive meetings will serve as an alert so they can respond appropriately.
- 4. Several of UGA's peer and aspirational institutions include an attendance requirement in their senate bylaws. See below those policies for the University of Texas-Austin, University of Illinois, University of Minnesota, and Iowa State University.

CLARIFICATION

There were 2 concerns at the October 7, 2020 meeting of the Executive Committee about this attendance policy clarified below:

1. *How a quorum would be determined if a member is removed from Council.* This isn't a problem because the quorum is always based on the number of actual members. So a person is either on the Council and a member or removed from Council and not a member. Thus, there should be no problem determining the number of members from which to determine a quorum. The Bylaws state the following about quorum (*Part V- General Procedures; IV. Meetings; F. Quorum*).
 - F. *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*

2. *A friendly amendment to the proposal was made include an instruction to follow Robert's Rules of Order in case of confusion about the attendance policy, but Robert's Rules always apply to the University Council Bylaws. Therefore, that instruction does not need to be restated here nor is it restated anywhere else in the Bylaws. The Bylaws state the following about Robert's Rules (Part V: General Procedures; IV. Meetings; J. Parliamentary Procedure).*
 - J. *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 the Bylaws*

Attendance Policies of Four UGA Peer and Aspirational Institutions

From UT-Austin

What Is Expected of You? Accepting elected membership on the Faculty Council means that you agree to: 1) attend monthly FC meetings to discuss and vote (two unexcused absences in an academic year is interpreted to mean that you are vacating your seat); 2) serve on at least one General Faculty Standing Committee; and, if you are a voting faculty member, 3) either have your own name in the Grievance Hearing pool during your term or appoint another faculty member in your place. Regular FC meetings occur on a Monday at 2:15 p.m. in Main 212. The following [academic year's schedule](#) is posted each summer by the Office of the General Faculty.

From Univ of Illinois Champaign-Urbana

If a committee member misses two consecutive regularly scheduled meetings of a committee of the Senate and has failed to notify the committee chair prior to such absences as described in subsection (b), the committee chair may notify the Senate Clerk of that fact. The Senate Clerk shall then notify the committee member in writing that because of irregular attendance, the committee member is presumed to have resigned from that committee, effective as of the date of the letter. Upon receipt of this letter, a committee member may be reinstated using the same procedures and subject to the same limitations described in subsections (e) and (f) above. If a committee member's resignation becomes final under these procedures, the Senate Clerk shall notify the chair of the Committee on Committees so that a replacement can be selected to serve the remainder of the resigned committee member's term.

From Univ of Minnesota

4. Removal for Neglect of Meetings

- a. A member of the Faculty Senate shall be said to have neglected a meeting of either the University Senate or the Faculty Senate if the member does not attend, does not provide an alternate, or does not notify the Senate Office of the impending absence.
- b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University or Faculty Senate.
- c. The Senate Office shall notify any member who will forfeit Faculty Senate membership by neglecting the next meeting of the Faculty or University Senate.
- d. A member whose membership has been forfeited may appeal to the Faculty Consultative Committee for reinstatement.

From Iowa State University***Section 1. Attendance at Senate Meetings.***

1. Senate members missing 50% or more of the regular and special meetings of the Senate in any academic year shall be sent a letter by the Senate President reminding them of their obligations to represent their Colleges on the Senate.
2. Members missing 75% or more of the regular and special meetings of the Senate shall have their names published in a special attendance roster at the end of the year. They shall be sent a letter by the Senate President asking them to affirm in writing within a reasonable time their ability and commitment to fulfill their obligations as members and to represent their colleagues or to resign. The Senate President may declare vacant the seat of any member who does not either affirmatively respond or resign. The vacant seat shall be filled in the manner prescribed for filling other vacancies.

Section 2. Attendance at Council Meetings.

Council members missing 25% of the regular and special meetings of the Council during the semester shall be sent a letter by the Senate President reminding them of their obligations to represent their Colleges on the Council.