

Two Related Proposals to Revise the University Council Bylaws to Elect Standing Committee Chairs by July 1

- 1. Proposal to elect Chairs of Standing Committees by July 1 in the Basic Charge to Standing Committees**
- 2. Proposal to Revise the Bylaws of the Program Review and Assessment Committee to elect the Chair by July 1 in the Bylaws of the Program Review and Assessment Committee**

Rationale: According to the current University Council Bylaws, chairs of standing committees might not be elected until the third week of Fall Semester, which means it is unlikely committees can submit agenda items for the first meeting of the Executive Committee and so for the first meeting of the University Council. For example, the end of the first three weeks of 2021 Fall Semester is September 3, and the deadline for getting agenda items to the Executive Committee is September 2. Given that all members of the University Council as well as the Chair of the Executive Committee assume their duties on July 1, it seems reasonable that chairs of standing committees should also assume their duties on July 1. Typically, the membership of Council's standing committees for the following academic year is constituted by May. See the first proposal, which addresses this revision.

Note that the bylaws of two committees—Curriculum and Educational Affairs— require chairs to be elected at the last meeting of the academic year. Those committees' bylaws do not need to be revised since chairs will be in place by July 1.

However, the bylaws of the Program Review and Assessment Committee do need to be revised because its chair currently doesn't have to be elected until the beginning of the academic year. See the second proposal, which addresses this revision.

- 1. Proposal:** To elect chairs of standing committees by July 1 instead of the current deadline, which is during the first three weeks of Fall Semester.

Revision to Part II, #II of the University Council Bylaws

Part II - Basic Charge to Standing Committees

- I. Each Committee shall review established policies and their administration and shall offer such recommendations as it deems necessary.
- II. **The Chair of each Committee shall hold an election among committee members for the following year's Chair by July 1. The new Chair shall convene the initial meeting of the committee within the first three weeks of the Fall Semester. ~~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. The Chair of the Committee shall determine whether committee members will meet face-to-face or electronically. 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.

2. Proposal to revise the bylaws of the Program Review and Assessment Committee to change the deadline for the election of committee chairs to July 1.

Rationale: The bylaws of the Program Review and Assessment Committee currently state that the new chair and chair elect be elected at the beginning of each academic year. That deadline should be changed to July 1 to reflect the proposed new July 1 deadline in *Part II: Basic Charge to Standing Committees*.

Revision to the Bylaws of the Program and Assessment Committee:

Bylaws of the Program Review and Assessment Committee.

A. Membership

Program Review and Assessment Committee Chair: A chair from the returning members and chair-elect from the new members will be elected ~~at the beginning of each academic year~~ by July 1 with the expectation that the chair-elect will accept a nomination for Chair in the second year of appointment.