

Proposed Revisions to the University Council Bylaws

Submitted by Barbara A. Biesecker on behalf of the Committee on Statutes, Bylaws, and Committees.

February 14, 2023

PROPOSAL ONE: The following proposed changes to the Bylaws seek to improve the clarity and purposefulness of the document:

1. To reorganize Parts of the document:
 - A. Part V (General Procedures) moved to Part I;
 - B. Part I (Standing Committees: Membership, Functions, and Duties) moved to Part III;
 - C. Part III (Appointments by the Council to Other Positions) moved to Part IV;
 - D. Part IV (Faculty Conference) moved to Part V.
2. Rename Part V (if approved, Part I) since all text applies only to the University Council (and not other standing committees).

CURRENT DOCUMENT

Table of Contents

Part I. Standing Committees: Membership, Functions, and Duties

- I. University Council Executive Committee
- II. Committee on Facilities
- III. Committee on Intercollegiate Athletics
- IV. Committee on Statutes, Bylaws, and Committees
- V. Committee on Student Experiences
- VI. Curriculum Committee
- VII. Educational Affairs Committee
- VIII. Faculty Admissions Committee
- IX. Faculty Affairs Committee
- X. Faculty Grievance Committee
- XI. Faculty Post-Tenure Review Appeals Committee
- XII. Faculty/Staff Parking Appeals Committee
- XIII. Human Resources Committee
- XIV. Information Technology Committee
- XV. Program Review and Assessment Committee
- XVI. Strategic Planning Committee
- XVII. University Libraries Committee
- XVIII. University Promotion and Tenure Appeals Committee

The University Council, as authorized in Article V of the Statutes of The University of Georgia, shall establish policies and enact such rules and regulations as it deems appropriate to provide for the interests and welfare of The University of Georgia and its academic community.

Part II. Basic Charge to Standing Committees

Part III. Appointments by the Council to Other Positions

Part IV. Faculty Conference

Part V. General Procedures

- I. Eligibility of Faculty for Election to the University Council
- II. Term of Office
- III. Election and Appointment Procedures
- IV. Meetings
- V. Amendments to the Bylaws

PROPOSED REVISION

Table of Contents

Part I. General Procedures of University Council

- I. Eligibility of Faculty for Election to the University Council
- II. Term of Office
- III. Election and Appointment Procedures
- IV. Meetings
- V. Amendments to the Bylaws

Part II. Basic Charge to Standing Committees

Part III. Standing Committees: Membership, Functions, and Duties

- I. University Council Executive Committee
- II. Committee on Facilities
- III. Committee on Intercollegiate Athletics
- IV. Committee on Statutes, Bylaws, and Committees
- V. Committee on Student Experiences
- VI. Curriculum Committee
- VII. Educational Affairs Committee
- VIII. Faculty Admissions Committee
- IX. Faculty Affairs Committee
- X. Faculty Grievance Committee
- XI. Faculty Post-Tenure Review Appeals Committee
- XII. Faculty/Staff Parking Appeals Committee
- XIII. Human Resources Committee
- XIV. Information Technology Committee
- XV. Program Review and Assessment Committee

- XVI. Strategic Planning Committee
- XVII. University Libraries Committee
- XVIII. University Promotion and Tenure Appeals Committee

The University Council, as authorized in Article V of the Statutes of The University of Georgia, shall establish policies and enact such rules and regulations as it deems appropriate to provide for the interests and welfare of The University of Georgia and its academic community.

Part IV. Appointments by the Council to Other Positions

Part V. Faculty Conference

PROPOSAL 2: The following proposed change to the Bylaws aims to facilitate the conduct of business of all standing committees by adding VII. to “Basic Charge to Standing Committees.”

CURRENT DOCUMENT

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. 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.

PROPOSED REVISION

- 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. 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.
- VII. **Parliamentary Procedure: All standing committees shall default to Parliamentary Procedure unless exceptions are stipulated in a committee's bylaws. All questions of parliamentary procedure shall be governed by the latest edition of Robert's Rules of Order.**

PROPOSAL 3: To add L. to Part V, section IV. Meetings so as to inform/remind all members of University Council and its Standing Committees of the President's right of veto.

CURRENT DOCUMENT

Part V - General Procedures **of the University Council**

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. Parliamentary

K. 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.

PROPOSED REVISION

IV. Meetings

- K. 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.
- L. Meeting times: Regular meetings will normally be held during the normal academic year when all schools and colleges are in session.
- M. 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.
- N. Electronic meetings: The presiding officer shall determine whether meetings of the University Council will be held face-to-face or electronically.
- O. 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.
- P. 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.
- Q. 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.
- R. 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.
- S. 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.

- T. 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. Parliamentary

K. 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.

L. All actions of the University Council are subject to the approval of the President of the University. Actions of the University Council will be deemed approved unless the President vetoes such action within four weeks. A veto shall be in writing and delivered to the Chair of the Executive Committee. The University Council, by a majority vote taken prior to the end of the subsequent academic semester (excluding summer semester), may direct the Executive Committee to appeal a veto to the Board of Regents.