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Constitution and By-laws

Campus Governance

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### University of Minnesota, Morris Constitution and By-Laws

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# UNIVERSITY OF MINNESOTA, MORRIS CONSTITUTION

## Preamble

The University of Minnesota, Morris (UMM) is committed to a shared system of governance in which faculty, staff, students, and administrators all play important roles in the development, implementation, and assessment of policies and processes affecting the college. The Campus Assembly is recognized as the central institution of UMM's shared governance system. The Campus Assembly and its committees shall introduce, develop, consider, debate, and adopt policies that move the campus forward in meeting its institutional mission of being a top quality national public liberal arts institution.

## Article I. Devolution of Authority

### Section 1. Authority of the Board of Regents:

“The Board of Regents of the University of Minnesota was established by the University Charter passed by the Legislative Assembly of the Territory of Minnesota in the Territorial Laws 1851, Chapter 3; and this establishment was perpetuated by the Constitution of the State of Minnesota, Article XIII, Section 3.” (Bylaws of the Board of Regents, Introduction)

“The government of the University of Minnesota shall be vested in a board of 12 regents as provided in an act approved in 1851 by the Legislative Assembly of the Territory of Minnesota and affirmed in 1857 in the Constitution of the State of Minnesota, and as amended thereafter.” (Bylaws of the Board of Regents, Article II.)

### Section 2. Delegation of Authority to the President, to the University Senate, and to the Faculty:

“All matters relating to the education and administrative affairs of the University, consistent with actions or policies of the Regents of the University of Minnesota heretofore or hereafter taken or established and including those incident to the management of the student body are, for the purpose of effectuating the government of the University under and by the regents, committed to the president, the University Senate, and the several faculties, as provided in the Senate Constitution and as amended from time to time.” (Bylaws of the Board of Regents, Article VII, Section B.)

### Section 3. Delegation of Authority to Campus Assemblies:

“The University Senate shall have the power to recognize campus assemblies as official campus legislative and policy making bodies and, upon so doing, such organizations shall have all powers permitted the campus assembly in this Constitution and Bylaws.” (University Senate Constitution, Article III, Section 1.b.)

“The University Senate may delegate authority and responsibility to campus assemblies in administrative matters concerning only one campus of the University. Each campus shall determine its own assembly and shall adopt its own constitution and bylaws, consistent with the constitution and bylaws of the University Senate.” (University Senate Constitution, Article III, Section 1.c.)

### Section 4. Precedence:

Should any provision of this constitution conflict with any Board of Regents or other University policy or procedure, the Board of Regents or other University policy or procedure shall govern.

## Article II. Administration

### Section 1. President of the University

The president of the University, as its chief executive officer, has general administrative authority over University affairs. The president may suspend action taken by the Morris Campus Assembly and ask for a reconsideration of

such action. If the president and the Morris Campus Assembly do not reach agreement on the action, it may be appealed to the Board of Regents by either party.

## Section 2. Senior Administrative Officer of the Morris Campus

The senior administrative officer, hereafter referred to as the chancellor, is the chief representative and executive officer of the Morris campus. The chancellor is appointed by the Board of Regents upon the recommendation of the president of the University. By virtue of delegation from the president, the chancellor has general administrative authority over campus affairs. The chancellor shall:

- A. Articulate a vision for the campus and build support for that vision among external constituencies;
- B. Present to the campus community, at the beginning of each academic year and at such other times as the chancellor may choose, a priority listing of the principal concerns he or she sees as important to the continuing successful operations of the campus; The Steering Committee of the Campus Assembly shall review these concerns and ask appropriate standing committees to consider them;
- C. Develop policy, manage financial resources, and provide leadership and direction to faculty and staff to maximize human and financial capital;
- D. Make final recommendations to the Board of Regents for the conferring of tenure and the granting of faculty promotions;
- E. Appoint administrative officers, delegate various responsibilities to them, and initiate performance reviews of them, as specified in Section 3;
- F. Preside at meetings of the Campus Assembly and be a member of the Steering Committee.

The chancellor's performance will be reviewed regularly in accordance with University policy. There shall be substantial UMM representation on the review committee, and input from the entire campus community shall be considered.

## Section 3. Other Administrators

The chancellor will delegate various authorities to other administrators (vice chancellors, associate vice chancellors, and others that report directly to the chancellor). Any reorganization of those administrative offices shall be carried out in consultation with the campus community.

In the appointment of these administrators, the chancellor shall use a formal search process that is visibly inclusive and open.

In the event it becomes necessary to appoint one of these administrators on an interim basis, the chancellor shall consult with the Steering Committee and other appropriate members of the campus community before making an appointment.

The performance of administrators that report directly to the chancellor will be reviewed regularly in accordance with University policy. The chancellor shall consult the Membership Committee in the formation of review committees. The review committees shall actively solicit and consider campus input before making their recommendations.

## Section 4. Vice Chancellor for Academic Affairs and Dean

One of the other administrators the chancellor shall appoint is the vice chancellor for academic affairs and dean (VCAA/dean). The VCAA/dean, working in concert with the division chairs and the directors who report to her or him, shall be responsible for the general administration, organization, and development of the academic and instructional programs and services of the campus and shall be responsible for creating and sustaining an

environment that advances student success and serves diverse constituencies.

The VCAA/dean, in consultation with an advisory committee consisting of tenured professors, shall make recommendations to the chancellor for the conferring of tenure and granting of faculty promotions.

The VCAA/dean ranks next to the chancellor in campus leadership and acts on the chancellor's behalf in the chancellor's absence.

### **Article III. Divisions**

#### **Section 1. Organization**

The division is the basic academic unit of the campus and consists of its professors, associate professors, assistant professors, instructors, lecturers, teaching specialists, and other persons the division may designate. Each division shall adopt a written document specifying its membership and describing its internal governance structure and procedures.

#### **Section 2. Division Chairs**

- A. **Duties and Responsibilities:** The division chair is responsible for calling and presiding over division meetings, leading in the formulation of divisional policies and procedures, executing University and campus policies, hiring new faculty and staff, conducting performance reviews of faculty and staff in the division, overseeing curricular development, setting and maintaining standards of teaching and scholarly productivity, managing budgets, and reporting on physical facilities. The division chair follows the internal governance structure and procedures in working with division members on matters of common concern such as faculty positions, curriculum, budget, special programs, and policies of the division.
- B. **Appointment and Review of Division Chairs:** Division chairs are appointed by the VCAA/dean for five-year terms. To name a new division chair, the VCAA/dean shall consult with the Membership Committee and appoint a selection committee consisting of four members of the division and one division chair from another division. The selection committee shall consult with members of the division before making a recommendation to the VCAA/dean. The VCAA/dean shall consult with the chancellor before making the appointment.

Early in the third year of an appointment, the VCAA/dean shall initiate a review of the division chair. Years of service in an interim appointment shall be included in the count. The VCAA/dean shall consult with the Membership Committee and appoint a review committee, consisting of four members of the division and one division chair from another division, to conduct the review. The review committee shall gather broad input from members of the campus community. The review committee shall complete its work by the end of February the following semester. The final report must include a recommendation on whether the division chair's appointment should continue and shall be submitted to the VCAA/dean as well as to the division chair.

In the event it becomes necessary to appoint an interim division chair, the VCAA/dean shall consult with the faculty of the division and other appropriate members of the campus community before making an appointment.

#### **Section 3. Meetings**

Each division shall hold at least one meeting each semester. The division chair may call additional meetings. At the request of three or more members, the division chair shall call a meeting of the division within seven days. Agendas of meetings of the division are prepared by the chair and normally are distributed in advance to members and to the office of the VCAA/dean.

## **Article IV. The University of Minnesota, Morris Campus Assembly**

### **Section 1. Organization and Membership**

The Morris Campus Assembly includes the faculty, professional and administrative staff (P&A), elected civil service/bargaining unit staff members (United Staff Association—USA), and elected student members. For purposes of this constitution, faculty, professional and administrative staff, students, and civil service/bargaining unit staff are defined as follows:

- A. Faculty: Faculty eligible for membership include professors, associate professors, assistant professors, instructors, lecturers, and teaching specialists holding at least a 60 percent appointment for the semester. Division chairs, lecturers, and teaching specialists shall be counted as faculty rather than as P&A staff. Faculty on sabbatical or single semester leave shall be removed from membership for the duration of that leave unless they submit a written petition to the Steering Committee requesting to remain a member of the Campus Assembly during the leave. The Steering Committee shall grant all such requests.
- B. P&A: Academic administrative staff (93xx) and academic professional staff (97xx) holding at least a 60 percent appointment for the semester are eligible for membership.
- C. USA: Members of the campus community holding at least a 60 percent civil service/bargaining unit staff appointment, (who are not included in the P&A categories), are eligible for election to membership in the assembly.
- D. Students: Students eligible for election to membership must be enrolled for eight or more credits in residence during the semester when the election takes place. Student members of the assembly must carry at least eight credits in residence during each semester of their term.
- E. All members of committees who have business on the assembly floor are eligible to participate in the discussion of that business but only Campus Assembly members may vote on it.
- F. An employee whose appointment is split between the faculty, P&A, and USA categories and whose total appointment is at least 60 percent shall be counted as a member of the category in which the appointment percentage is largest. If the largest percentage is the same in two or more categories, the individual may choose in which of those categories he or she will be counted.

### **Section 2. Powers**

The Campus Assembly is recognized by the University Senate as the official campus policy-making and legislative body. The powers and responsibilities include the following:

- A. To establish appropriate policies, procedures, and regulations governing the campus and to act on all issues that materially affect the campus as a whole. Areas included are institutional mission, organizational structure, allocation of resources, budget, curriculum, academic support services, faculty development, honors, functions, admissions, retention, graduation, study abroad, student services, athletics, student activities, awards, financial aid, student behavior, and campus events. The Campus Assembly does not recommend students for graduation or for academic awards, as that power is reserved for the faculty.
- B. To establish standing and ad hoc committees to assist in the discharge of its duties.
- C. To review the actions of the Steering Committee and of all committees of the assembly.
- D. To receive and discuss reports from the chancellor and other administrative officers of the campus or to request reports on matters affecting the campus.
- E. To discuss and act upon any measure or question appropriate to the legislative body of the campus.

### Section 3. Officers

- A. The chancellor of the campus is the chair of the Morris Campus Assembly.
- B. The chair of the Steering Committee is the vice chair of the assembly. The vice chair presides in the absence of the chancellor or when the chancellor temporarily vacates the chair in order to take part in the discussion of an issue.
- C. The chancellor shall provide a secretary for the Campus Assembly.
  - 1. The secretary is responsible for the minutes of all meetings of the assembly. The minutes are subject to additions and corrections by assembly members only.
  - 2. Within four weeks following each meeting of the assembly, the secretary shall distribute the minutes to each member of the assembly, to the Office of the Chancellor, to the Morris Campus Student Association, and to the clerk of the University Senate. Minutes are available to the entire campus community.
  - 3. The secretary is responsible for maintaining the membership record and the attendance record. The attendance record will indicate whether each member was present, absent, or excused from each meeting.
- D. A parliamentarian shall be elected biennially by the Campus Assembly. Only members of Campus Assembly are eligible for this position. The parliamentarian advises the chair on the propriety of actions according to the constitution, the by-laws, and other rules of procedure adopted in writing by the assembly. Where there is no explicit written rule of procedure, Robert's Rules of Order governs.

### Section 4. Meetings

- A. The assembly shall meet at least twice each semester of the academic year.
- B. Meetings of the assembly are called by the Steering Committee. In addition, on request of ten percent of the members of the assembly, the Steering Committee shall call the assembly into session within seven days.
- C. Agendas of meetings of the assembly are prepared by the Steering Committee. All members of the campus community may submit business to the Steering Committee for its consideration as agenda items. The Steering Committee gives priority to items submitted from assembly committees. Copies of the agenda normally will be distributed to all members of the assembly at least seven days prior to a meeting. Copies of the agenda are available to the entire campus community.
- D. Meetings of the assembly are open unless an executive session is declared.

### Section 5. Executive Session

The assembly may, by majority vote of those present and in compliance with relevant statutes, declare an executive session. During an executive session, attendance is restricted to assembly members, members of committees with business on the agenda for the meeting, and other persons the assembly may include.

### Section 6. Quorum

A quorum shall consist of a simple majority of the membership of the assembly. The secretary shall compile a current membership list at the beginning of each academic semester. If a member cannot attend an assembly meeting and notifies the secretary at least 30 minutes prior to the meeting, that member shall not be included in the membership count for purposes of quorum determination.

### Section 7. Election of Civil Service/Bargaining Unit Staff and Student Members of the Assembly

- A. One student member is elected at large by the student body for each 90 full-year equivalent (FYE) students or

major fraction thereof enrolled the prior fall semester.

- B. One USA staff member is elected at large by the USA staff for each 25 full-time equivalent (FTE) USA staff or major fraction thereof employed the prior fall semester.
- C. Elections shall take place in March for the following academic year. In each of the two elections, the Membership Committee will acquire the official enrollment and employment numbers and take whatever steps are necessary to assure a proper election of the appropriate number of members takes place.

Each election shall include a determination of alternates who shall be called upon to fill any vacancy that occurs during the course of the year.

#### Section 8. Removal for Neglect

A member of the Campus Assembly is said to have neglected a meeting of the Campus Assembly if the member does not attend the meeting and did not notify the secretary in advance.

A member of the Campus Assembly shall forfeit membership by neglecting two consecutive meetings of the Campus Assembly. This forfeiture shall continue indefinitely or until a request for reinstatement has been approved.

A faculty or P&A member who forfeits membership shall be so notified by the Steering Committee. Membership can be regained at any time by submitting a written request to the Steering Committee and all such requests shall be granted.

A USA or student member who forfeits membership shall be so notified by the Steering Committee. The next alternate from the original election shall become a member of Campus Assembly in place of the person who forfeited.

### **Article V. Committees of the Campus Assembly**

#### Section 1. Committee Structure

- A. Constitutional committees are elected committees specified in the constitution. They are the Steering, Membership, and Consultative Committees.
- B. Standing committees are appointed committees specified in the by-laws. They have a specified charge and ongoing duties with no termination date.
- C. Ad hoc committees are appointed committees not otherwise specified in the constitution or by-laws. They are established by approval of the Campus Assembly after recommendation by the Steering Committee to undertake special charges that do not fall within the purview of the standing committees of the assembly. Ad hoc committees must have a defined termination date stated at the time of formation.

#### Section 2. Operations and Procedures of Committees

- A. All assembly committees follow the operations and procedures described in this section.
- B. Each committee chair shall call meetings as often as required to discharge the responsibilities of the committee in a timely manner. The chair shall call a special meeting if requested in writing by two or more committee members.
- C. The chair of each committee shall submit a written report of the committee's actions to the Steering Committee at the end of each academic year.
- D. Meeting times and agendas shall be made public in advance of meetings.

- E. A quorum consists of a majority of the voting members of the committee.
- F. Generally, committee meetings are expected to be open to all members of the campus community. However, a committee may, by majority vote of members present and in compliance with relevant statutes, declare an executive session. During an executive session, attendance is restricted to committee members and other persons they may include in the closed session.
- G. Minutes of all committees shall be submitted to the Office of the Chancellor and shall be made public in a timely manner to all members of the campus community. The campus shall maintain a convenient electronic distribution system in order to promote greater awareness of the work of governance committees. Minutes taken during executive sessions must reference the general topics discussed. Committee minutes must not contain information considered private or confidential under the provisions of state or federal law.
- H. Committees consult, advise, and cooperate with other committees when appropriate.

## **Article VI. Steering Committee**

### Section 1. Organization

- A. The Steering Committee consists of eight voting members and one non-voting member. Seven of the voting members shall be elected by the Campus Assembly and these seven shall consist of three faculty, one P&A staff, two students, and one USA staff. The chair and vice chair are members of this elected group. The other voting member is the chancellor. The non-voting member is the parliamentarian of the Campus Assembly. The chancellor shall arrange secretarial support for the committee.
- B. Committee members shall be elected late each spring semester. Only members of Campus Assembly are eligible to be on the Steering Committee. All members of the Campus Assembly may vote in the elections of the vice chair and the parliamentarian. The vice chair shall be elected first for a term of one year and then serve as chair for the next year. The faculty, P&A staff, student, and USA staff members shall be elected next, by their constituents, terms being one year for students and two years on a staggered basis for others. Finally, the parliamentarian is elected for a term of two years. There are no restrictions on reelection. Vacancies shall be filled by special election.

### Section 2. Responsibilities

The Steering Committee has the following responsibilities:

- A. To prepare agendas and schedule meetings of the assembly;
- B. To request and receive reports and recommendations for action by the assembly;
- C. To develop, with the assistance of the chancellor, an annual agenda for the Campus Assembly and its committees;
- D. To advise the administration on issues that do not fall under the purview of any assembly committee;
- E. To apprise appropriate committees or the assembly of any matter the Steering Committee considers appropriate;
- F. To schedule a meeting of the chairs of all assembly committees at least once per semester in order to promote communication and coordination among the committees. The first such meeting each academic year shall include a discussion of how committees function and interact with the Campus Assembly as well as how to be an effective committee chair;
- G. To monitor the functioning of the Campus Assembly and its committees and to recommend needed changes in structure. In particular, the Steering Committee shall periodically evaluate the productivity and necessity of each standing committee and consider whether its responsibilities and membership are appropriately delineated;



and

- H. To carry out other functions assigned to it by the assembly.

## **Article VII. Campus Consultative Committee**

### Section 1. Organization

- A. The Campus Consultative Committee consists of three faculty, three P&A staff, three USA staff, and three students. Personnel holding the title of chancellor, vice chancellor, associate vice chancellor, assistant vice chancellor, or division chair are not eligible for membership.
- B. Each of the four constituencies elects its own representatives, in the spring or by special election in the event of a vacancy. Members are expected to represent their own constituencies but also act in the best interests of the entire campus community. Terms are for two years with a maximum of three consecutive terms. The committee elects its own chair.

### Section 2. Responsibilities

- A. Reflecting the balance of its composition, the Consultative Committee serves as a campus sounding board for those who wish to seek input or feedback on proposals or initiatives related to campus governance prior to submitting them to the Steering Committee or who wish to express or review concerns outside the scope of campus governance and/or receive recommendations concerning follow-up with appropriate campus offices or programs. The Consultative Committee will hear reports and recommendations from the Morris campus representative to the all-University Faculty Consultative Committee as appropriate regarding relevant all-University issues.
- B. The committee may submit recommendations or proposals to the Steering Committee. All proposals or recommendations from the committee, regardless of whether or not they are submitted to the Steering Committee, must be issued in writing and are subject to the same disclosure policies that govern materials produced by other governance committees.

## **Article VIII. Membership Committee**

### Section 1. Organization

- A. The Membership Committee consists of four faculty members (one from each division), one P&A staff, two USA staff, and two students.

Committee members shall be elected to two-year terms, with the exception of student members who are elected to one-year terms, late each spring semester. The terms of members shall be staggered so as to provide some continuity of experience. Members are elected by their constituencies. Only members of Campus Assembly are eligible for election to the Membership Committee. A vacancy shall be filled by special election. Before the end of spring semester, the continuing and newly elected members of the committee elects their own chair for the forthcoming year from among its members.

### Section 2. Responsibilities

The Membership Committee has the following responsibilities:

- A. To recommend all membership and designate chairs of all standing and ad hoc committees. This shall be done during the spring semester for the ensuing academic year. Full committee rosters, except four student slots on core standing assembly committees (reserved for MCSA First-Year Committee members), will be brought for action to the last Campus Assembly meeting of the spring semester;
- B. To ensure the proper elections of members of the Campus Assembly by the Morris Campus Student Association

(MCSA) and the United Staff Association (USA) as specified in Article IV, Section 7;

- C. To prepare election slates for positions on the Steering Committee, on the Membership Committee, and for the position of parliamentarian; and for the faculty and P&A positions on Consultative Committee.
- D. To report to the Campus Assembly the results of USA and student members of the Consultative Committee.
- E. To advise the president on the membership of a search committee in the selection of a chancellor;
- F. To track the review schedule of the chancellor and to advise the president on review committee membership in accord with Article II, Section 2;
- G. To track the review schedule of all administrators who report to the chancellor and to advise the chancellor on review committee memberships in accord with Article II, Section 3;
- H. To advise the VCAA/dean on the appointment of division chair selection committees and division chair review committees, according to Article III, Section 2;
- I. To advise the chancellor on the appointment of members to search committees for administrative positions that report directly to the chancellor; and
- J. To carry out other functions delegated to it by the assembly.

#### **Article IX. Permanent File**

A permanent file of the minutes of all meetings of divisions, Campus Assembly committees, and the Campus Assembly shall be maintained in the Office of the Chancellor. The file shall be accessible to all members of the campus community.

#### **Article X. Procedure for Amending the Constitution and By-Laws**

A proposed amendment to the constitution or to the by-laws must first be presented for discussion at a meeting of the Campus Assembly. The proposed amendment, possibly with minor modifications made in response to that discussion, must then be distributed to all assembly members at least two weeks prior to the vote on its adoption.

After the required discussion and waiting period, the assembly may vote to adopt an amendment to this constitution by a two-thirds majority of all votes cast in a confidential ballot. The voting period must remain open 14 calendar days. At the conclusion of the 14 days, the Steering Committee shall review the ballots and announce the results.

The above procedures govern the amendment of the by-laws except that only a simple majority of all votes cast is required for ratification.

**Constitution approved by Campus Assembly, December 5, 1984.**

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**UNIVERSITY OF MINNESOTA, MORRIS  
BY-LAWS**

**Article I. Committees of the Campus Assembly**

Section 1. Standing Committees

The standing committees of the Campus Assembly are divided into two groups. Core standing committees are expected to have a significant workload on a consistent basis, whereas the work of other standing committees may be intermittent.

Section 2. Membership

In recommending members and chairs of committees, the Membership Committee shall adhere to the following provisions:

- A. The Membership Committee shall survey the campus community before making recommendations to committees.
- B. Members of standing committees shall be recommended in the spring to serve for the ensuing academic year. There shall be faculty representation from each division on each assembly committee whenever possible.
- C. No person may serve simultaneously as a voting member on more than one of the following: Steering Committee, Membership Committee, core standing committee. This restriction does not apply to other standing or ad hoc committees, to the Consultative Committee, or to individuals appointed to a committee by virtue of being a member of a committee of the University Senate.
- D. Faculty, P&A, and USA staff membership on standing committees is for a term of three years with a maximum consecutive appointment of six years. Student membership on standing committees is for a term of one year with a maximum consecutive appointment of three years.
- E. The Membership Committee fills interim vacancies on standing committees by appointment.
- F. Membership Committee will fill *ex officio* positions by appointment when the listed office or title has changed.

**Article II. Core Standing Committees**

Section 1. Secretarial Support

The chancellor shall arrange secretarial services for core standing committees.

Section 2. Curriculum Committee

A. Membership

The Curriculum Committee consists of seventeen members: fourteen voting members and three non-voting members. The voting members are four faculty, the four division chairs, one P&A staff, four students, and one USA staff. The non-voting members are the VCAA/dean, who chairs the committee, the registrar, and the coordinator of the Commission on Women.

B. Responsibilities

The Curriculum Committee develops, reviews, and recommends curricular policy. It deals with majors, minors, general education, the honors program, and all academic requirements. It oversees the body of courses offered at UMM and receives and considers all curriculum-related proposals. It oversees assessment of student learning.

### Section 3. Equity and Diversity Committee

#### A. Membership

The Equity and Diversity Committee consists of ten members: nine voting members and one non-voting member. The voting members are four faculty, one P&A staff, three students, and one USA staff. The non-voting member is the director of the Office of Equity, Diversity, and Intercultural Programs or their designee.

#### B. Responsibilities

The Equity and Diversity Committee is responsible for fostering a respectful and collegial learning and working environment for all Morris campus students, staff, and faculty. The committee promotes recruitment and retention of a diverse faculty, staff, and student body, and creates a shared, campus-wide sense of responsibility for building, maintaining, and improving an inclusive campus climate.

### Section 4. Faculty and P&A Affairs Committee

#### A. Membership

The Faculty and P&A Affairs Committee consists of nine members: eight voting members and one non-voting member. The voting members are four tenured or tenure-track faculty (one from each academic division), one non-tenure track faculty, the UMM representative to the Senate Committee on Faculty Affairs, and two P&A staff. The non-voting member is the coordinator of the Commission on Women.

#### B. Responsibilities

The Faculty and P&A Affairs Committee develops, reviews and recommends policies and procedures that influence the professional and personal welfare of the faculty and the P&A staff. It recommends improvements in the design and implementation of personnel policies, including such matters as tenure and promotion, workload, salary and benefits, and hiring and retirement alternatives. It reviews and recommends improvements in the campus working environment, including the provision of development opportunities, so that the faculty and P&A staff are able to deliver high quality teaching, research, and service. It also monitors any legislation and other policies affecting faculty and P&A staff welfare and procedures.

### Section 5. Finance Committee

#### A. Membership

The Finance Committee consists of thirteen members: ten voting members and three non-voting members. The voting members are four faculty, one P&A staff, two U.S.A. staff, two students, and the UMM representative to the Senate Committee on Finance and Planning. The non-voting members are the vice chancellor of finance and facilities, one division chair, and the coordinator of the Commission on Women.

#### B. Responsibilities

The Finance Committee reviews the annual campus budget and advises the chancellor on the formation of budgetary proposals. The committee considers the allocation of financial resources to and within the campus and examines the financial impact of all major proposals and policy initiatives. The committee reviews and recommends policies on financial management within the Morris campus. It monitors deficits, reserves, and endowments.

### Section 6. Planning Committee

#### A. Membership

The Planning Committee consists of thirteen members: ten voting members and three non-voting members. The

voting members are four faculty, one P&A staff, two USA staff, and three students. The non-voting members are the vice chancellor for finance and facilities, the director of Information Technology, and one division chair.

B. Responsibilities

The Planning Committee develops, reviews, and recommends policies and plans with long range implications for the development of the campus. The committee considers matters relating to institutional mission, organizational structure, marketing, fund development, energy policy, and the development and maintenance of physical facilities.

Section 7. Scholastic Committee

A. Membership

The Scholastic Committee consists of fifteen members: thirteen voting members and two non-voting members. The voting members are six faculty (one the UMM representative to the Senate Committee on Educational Policy), four students, one USA staff and two P&A staff (one from the athletic staff). The non-voting members are the VCAA/dean or their designee and the registrar.

B. Responsibilities

The Scholastic Committee develops, reviews, and recommends policies affecting the quality of education including admission, academic progress, academic advising, student academic honesty, undergraduate scholarship, and graduation. It has the power to enforce policies and to grant exceptions to academic regulations when the spirit of such regulations has been satisfied. The committee sets admission standards and evaluates transfer credit in accordance with standards established by the Campus Assembly.

Section 8. Student Affairs Committee

A. Membership

The Student Affairs Committee consists of eleven members: nine voting members and two non-voting members. The voting members are three faculty, one P&A staff, four students, and one USA staff. The non-voting members are the vice chancellor for student affairs or their designee, and the director of Student Activities.

B. Responsibilities

The Student Affairs Committee develops, reviews, and recommends policy for student activities and services, such as housing, health, food, athletics, financial aid, campus events, and student behavior. It has the power to grant recognition to student organizations and to approve their constitutions and by-laws, as well as to review and approve subsequent amendments. It provides for the enforcement of procedures and regulations to maintain appropriate standards of conduct within the student community. It develops and monitors compliance with rules and procedures for all campus-wide student elections.

**Article III. Election of Members to the Steering, Membership, and Consultative Committees, and to the Position of Parliamentarian**

Section 1. Election of Members to the Membership Committee

A. Election by Constituencies

Members of the Membership Committee shall be elected by their constituencies. The faculty in each division will elect one member. P&A staff will elect one member. USA staff will elect two members. Students will elect two members. Each constituency will determine its own process and will notify the Steering Committee of election results.

B. Assumption of Office

Newly elected members of the Membership Committee shall participate in meetings as non-voting members upon election and take office the day after spring commencement.

Section 2. Election of Members to the Steering and Consultative Committees

A. Nominations

For all Steering and Membership elections, the assembly shall be presented with a choice of candidates. For faculty and P&A Consultative elections, the constituencies shall be presented with a choice of candidates. There must be at least one more candidate than there are openings for each category of position. If, for example, two student positions are open, at least three candidates must be brought forward for the vote. The Membership Committee shall actively solicit an adequate number of timely nominations for each open position. Should there not be at least one more candidate than there are openings for any position, then the election for that position will be postponed until the next Campus Assembly meeting.

B. Elections

For each open position, there is a separate election, administered by the Membership Committee. Election results are announced before subsequent elections proceed. This structure recognizes that voters may have concern for balance, and previous votes may affect subsequent preferences.

Elections are held in the following order: Vice chair of the Steering Committee; other faculty and P&A positions on the Steering Committee; faculty and P&A positions on the Consultative Committee; parliamentarian.

C. Instant Runoff Voting

All elections managed by the Membership Committee will use single-transferable-vote instant runoff voting. Voters may partially abstain by choosing to rank only some of the candidates on a ballot. At least fifty percent of the eligible voters must vote in order for the result to be considered valid. Reasonable accommodations must be provided for those requiring alternative voting options.

D. Assumption of Office

Newly elected members of the Steering and Consultative Committees take office the day after spring commencement. Newly elected members of the Membership Committee shall participate in meetings as non-voting members upon election and take office the day after spring commencement. A newly elected parliamentarian takes office the day after spring commencement.

E. Vacancies

In the event that the chair of the Steering Committee cannot serve the remainder of the year, the vice chair shall become the chair and a special election shall be held to elect a new vice chair. For other vacancies, a special election shall be held to fill the vacancy. For all special elections, the protocols described in Sections 1-3 shall be followed.

**Article IV. Rules of the Campus Assembly**

Section 1. Attendance Records

The secretary of the Campus Assembly shall provide attendance sheets at the doors to the room in which a meeting of the Campus Assembly is being held. The attendance sheets shall list the names of all members of the Campus Assembly and provides a space for members to sign their names when they enter the meeting.

## Section 2. Duration of Meetings

Meetings of the Campus Assembly shall be limited to 90 minutes. Meetings may be continued beyond that limit only if the assembly passes a motion to continue for a specific number of additional minutes.

## Section 3. Distribution of Minutes

The minutes of every committee shall be distributed by e-mail to a list maintained by Information Technology. Membership in the list is open to all members of the campus community. The names of those on the list shall be public information.

Minutes shall be distributed within three weeks of the meeting they document.

## Section 4. Further Rules

The Campus Assembly may adopt further procedural rules for the conduct of its business.

**By-laws approved by campus assembly, May 13, 1983.**

**Revised, November 9, 1992.**

**Revised, May 10, 1993.**

**Revised, October 18, 1993.**

**Revised, May 22, 1995.**

**Revised, February 3, 1997.**

**Revised, May 4, 1998 (CC adjunct committees).**

**Revised, April 1999, semester language, Honors Committee deleted.**

**Revised, July 2005.**

**Revised, April 2015.**

**Revised, May 2016.**

**Revised, November 2016.**

**Revised, May 2017.**

**Revised, May 2019.**