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Constitution and By-laws

Campus Governance

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University of Minnesota Morris Constitution and By-Laws [Final Draft], April 2007

University of Minnesota Morris Constitution Revision Committee

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UNIVERSITY OF MINNESOTA, MORRIS CONSTITUTION

Preamble

The University of Minnesota at Morris campus (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 standing 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 twelve 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:

- articulate a vision for the campus and build support for that vision among external constituencies;
- 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.
- develop policy, manage financial resources, and provide leadership and direction to faculty and staff to maximize human and financial capital.
- make recommendations to the Board of Regents for the conferring of tenure and the granting of faculty promotions.
- appoint administrative officers, delegate various responsibilities to them, and initiate performance reviews of them, as specified in Section 3.
- preside at meetings of the Campus Assembly and be a member of the Steering Committee.

The Chancellor's performance will be reviewed early in the third year. The Committee on Membership will propose the membership of a review committee to the Campus Assembly for approval at the first meeting of the fall term. The review committee will complete its work by February 15 and will forward a copy of its report to the president as well as to the Chancellor. An executive summary, that includes a recommendation on whether the Chancellor's appointment should continue, will be submitted to the Campus Assembly for information. Following the initial third-year review, a similar review shall be conducted every five years, beginning early in the fifth year. Years of service in an interim appointment will be included in the count.

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 shall be reviewed early in the third year of each appointment. The Committee on Membership shall propose the membership of a single review committee to the Chancellor early in the fall term. The Chancellor shall appoint the proposed, single review committee to review all the administrators who are slated for review that year. The review committee shall complete its work by February 15 and forward a copy of its report(s) to the Chancellor as well as to the individual(s) reviewed. An executive summary, that includes a recommendation on whether each administrator's appointment should continue, shall be submitted to all Campus Assembly members for information. Following the initial third-year review, a similar review shall be conducted every five years, beginning early in the fifth year, for each of these administrators. Years of service in an interim appointment shall be included in the count.

Section 4. Chief Academic Officer of the Morris Campus

One of the other administrators the Chancellor shall appoint is the chief academic officer. The chief academic officer, working in concert with the division chairs and the directors who report to her/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 chief academic officer ranks next to the Chancellor in campus leadership and acts on the Chancellor's behalf in the Chancellor's absence.

Section 5. Chief Student Affairs Officer of the Morris Campus

One of the other administrators the Chancellor shall appoint is the chief student affairs officer. The chief student affairs officer shall be responsible for creating and sustaining an environment that advances student success, serves diverse constituencies, and fosters a sense of community within student affairs and across campus.

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, formulating 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, and managing budgets and physical facilities. All of these are done in consultation with faculty and staff as appropriate to the issue.
- B. Appointment and Review of Division Chairs: Division chairs are appointed by the chief academic officer for five-year terms. To name a new division chair, the chief academic officer shall consult with the Committee on Membership 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 chief academic officer.

Early in the third year of an appointment, the Committee on Membership shall initiate a review of the Division Chair. (Years of service in an interim appointment shall be included in the count.) The chief academic officer shall consult with the Committee on Membership 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 February 15 and submit a copy of its report (that includes a recommendation on whether the division chair's appointment should continue) to the chief academic officer as well as to the division chair. An executive summary shall be submitted to all Campus Assembly members for information.

In the event it becomes necessary to appoint an interim division chair, the chief academic officer shall consult with the tenured 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 chief academic officer.

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, elected student members, and elected civil service/bargaining-unit staff 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% 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. Faculty on sabbatical or single-semester leave may submit a written petition to the Executive Committee requesting to remain a member of the Campus Assembly during the leave. The Executive Committee shall grant all such requests.

- B. Professional and Administrative Staff (P&A): Academic Administrative staff (93xx) and Academic Professional staff (97xx) holding at least a 60% appointment for the semester are eligible for membership.
- C. Civil Service/Bargaining-Unit Staff (U.S.A.): Members of the campus community holding at least a 60% 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 have credits in residence and be enrolled for twelve or more credits during the semester when the election for student assembly members takes place. Student members of the assembly must carry at least twelve credits during each semester of their term.
- E. All members of committees that 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 U.S.A. categories, but whose total appointment is at least 60%, 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, but not including the recommendation of students for graduation or for academic awards---that power is reserved for the faculty.
- B. To establish standing and ad hoc committees.
- 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 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 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 and normally will be distributed to all members of the assembly at least seven days prior to a meeting. All members of the campus community may submit business to the Steering Committee for its consideration as agenda items. 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, declare an executive session. During an executive session, attendance is restricted to assembly members and members of committees with business on the agenda for the meeting.

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 ninety FYE students or major fraction thereof enrolled the prior fall semester.
- B. One U.S.A. staff member is elected at large by the U.S.A. staff for each twenty five FTE U.S.A. 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 Committee on Membership 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 Campus Assembly. The Campus Assembly shall grant all such requests.

A U.S.A. 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. Steering Committee of the Campus Assembly

Section 1. Organization

- A. The Steering Committee consists of fourteen members, thirteen voting members and one non-voting member. The chair of the committee shall be the person who served as vice-chair of the committee in the previous year. The vice-chair of the committee, three faculty, one P&A staff, two students, and two U.S.A. staff shall be elected by the assembly. Those elected nine, together with the chair, the Chancellor, the UMM representative to the all-University Faculty Consultative Committee, and the UMM representative to the Student Consultative Committee are voting members of the committee. The person who serves as vice-chair automatically becomes the chair the following year. The parliamentarian of the Campus Assembly shall be an *ex officio*, non-voting member. The Chancellor shall provide secretarial support to the committee.
- B. A quorum consists of a majority of the voting members of the committee.
- C. Committee members shall be elected at a spring semester assembly meeting. The term of appointment is one year for students and two years for other members, with the possibility of re-election. (See Article III of the By-Laws.) The terms of members shall be staggered so as to provide some continuity of experience. Only members of Campus Assembly are eligible for election to the Steering Committee. A vacancy shall be filled by special election. (See Article IV of the By-Laws.)

Section 2. Powers

The Steering Committee has the following powers and responsibilities:

- A. To prepare agendas and schedule meetings of the assembly. Agenda items for action shall only be accepted from standing committees of the assembly or from committees created by the Campus 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 standing 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 standing committees at least twice per semester in order to promote communication and coordination among the committees. The first such meeting each academic year should 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 should periodically evaluate the productivity and necessity of each standing committee and consider whether the duties and powers are appropriately delineated.
- H. To carry out other functions assigned to it by the assembly.

Section 3. Meetings and Minutes

All meetings of the committee are open to all members of the campus community. Minutes of all committee meetings shall be filed in the Office of the Chancellor and shall be actively distributed in a timely manner to all members of the campus community who request them.

Article VI. Campus Consultative Committee

Section 1. Organization

- A. The Campus Consultative Committee consists of four faculty/academic staff, four students, and four United Staff Association members. 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 three 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. Duties

- 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

-Express or review concerns outside the scope of campus governance and/or receive recommendations concerning follow-up with appropriate campus offices or programs.

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 VII. Committee on Membership

Section 1. Organization

- A. The Committee on Membership consists of four faculty members (one from each division), one P&A staff, two U.S.A. 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, at a meeting of the Campus Assembly late each spring semester. The terms of members shall be staggered so as to provide some continuity of experience. Only members of Campus Assembly are eligible for election to the Committee on Membership. A vacancy shall be filled by special election. (See Article IV of the By-Laws.)

Section 2. Powers

The Committee on Membership has the following powers and responsibilities:

- A. To assign membership and designate chairs of all standing and ad hoc committees. This shall be done during the spring semester for the ensuing academic year.
- B. To ensure the proper elections of members of the Campus Assembly by the Morris Campus Student Association and the United Staff Association as specified in Article IV, Section 7.
- C. To prepare election slates for positions on the Steering Committee, on the Committee on Membership, and for the position of Parliamentarian. (See Article IV of the By-Laws.)
- D. To advise the president on the membership of a search committee in the selection of a Chancellor.
- E. To initiate the periodic performance review of the Chancellor as specified in Article II, Section 2.
- F. To track the review schedule of all administrators who report to the Chancellor and to propose review committee memberships to the Chancellor in accord with Article II, Section 3.
- G. To advise the chief academic officer on the appointment of division chair selection committees and division chair review committees, according to Article III, Sec. 2.
- H. To advise the Chancellor on the appointment of members to search committees for administrative positions that report directly to the Chancellor.
- I. To carry out other functions delegated to it by the assembly.

Section 3. Meetings and Minutes

All meetings of the committee shall be open to all members of the campus community. Minutes of all committee meetings shall be filed in the Office of the Chancellor and shall be actively distributed in a timely manner to all members of the campus community who request them.

Article VIII. Standing Committees of the Campus Assembly

Section 1. Organization

The campus assembly may establish committees to assist in the discharge of its responsibilities.

Section 2. Selection of Members

The Committee on Membership shall appoint members to all standing committees in accordance with the provisions of this constitution and its by-laws.

Section 3. Meetings

- A. A 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.
- B. The chair of each committee shall submit a written report of its actions to the Steering Committee at the end of each academic year.
- C. All meetings of assembly committees shall be open to all members of the campus community. Minutes of all committee meetings shall be filed in the Office of the Chancellor and shall be actively distributed in a timely manner to all members of the campus community who request them.
- D. A quorum consists of a simple majority of the voting membership of each assembly committee.

Article IX. Ad Hoc Committees

The assembly may establish ad hoc committees to undertake special charges that do not fall within the purview of the standing committees of the assembly. Ad hoc committees shall observe the same operational procedures as specified for standing committees including the distribution of minutes and the submission of an annual report.

Article X. Permanent File

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

Article XI. 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 written, signed ballot, provided the voting period remains open at least fourteen days. At the conclusion of the fourteen days, the Steering Committee shall review the ballots and announce the results.

After the required discussion and waiting period, the assembly may vote to adopt an amendment to the by-laws by a majority of all votes cast in a written, signed ballot, provided the voting period remains open at least fourteen days. At the conclusion of the fourteen days, the Steering Committee shall review the ballots and announce the results.

Article XII. Ratification

This constitution shall be considered ratified when a two-thirds majority of all votes cast in a written, signed ballot approves of its adoption. Assembly members shall be given at least two weeks, during the academic year, to cast their ballots.

Constitution approved by campus assembly, December 5, 1984.

Revised, November 9, 1992

Revised, November 1993.

Edited for Semesters spring 1999.

Revised, July 2005.

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

Article I. Standing Committees of the Campus Assembly

Section 1. Assembly and Adjunct Committees

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

Standing committees and other committees created by the Campus Assembly have exclusive authority to submit action items to the Steering Committee for inclusion on an agenda of the Campus Assembly.

Section 2. Membership

The Committee on Membership shall appoint the membership (including chairs) of standing committees in accordance with the constitution, the by-laws, and the following provisions:

- A. Members of standing committees shall be appointed in the spring to serve for the ensuing academic year. There shall be faculty representation from each division on each assembly committee whenever possible.
- B. No person except *ex officio* members may serve on more than one assembly committee. This restriction does not apply to adjunct committees. No person who serves on the Committee on Membership may serve on any standing committees or on the Steering Committee. No person who serves on the Steering Committee may serve on any standing committee.
- C. The Committee on Membership shall survey the campus community before making appointments to committees.
- D. Faculty, P&A, and U.S.A. 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 Committee on Membership fills interim vacancies on standing committees by appointment.

Section 3. Minutes

Minutes of all standing committees shall be filed with the Office of the Chancellor and shall be distributed in a timely manner to all members of the campus community who request them. The campus shall establish and maintain a convenient electronic distribution system in order to promote greater awareness of the work of governance committees.

Article II. Assembly Committees

Section 1. Secretarial Support

The Chancellor shall provide secretarial services for assembly committees.

Section 2. Assessment of Student Learning Committee

A. Membership

The Assessment of Student Learning Committee consists of eleven members, including one faculty member from the Division of Education, two faculty from the Division of the Humanities, two faculty from the Division of Science & Mathematics, two faculty from the Division of the Social Sciences, one U.S.A. staff, two students, and one *ex officio* non-voting member--the chief academic officer or his/her designee.

B. Powers

The Assessment of Student Learning Committee oversees and provides support to all aspects of the assessment process, receives all data and materials generated by assessment activities, recommends improvements in the assessment program and disseminates reports on the results of assessment and the initiatives based on assessment intended to improve student learning.

Section 3. Curriculum Committee

A. Membership

The Curriculum Committee consists of sixteen members, including four faculty (with representation from each division, if possible), four division chairs, four students, two U.S.A. staff, and two *ex officio*, non-voting members--the chief academic officer, who chairs the committee, and the registrar.

B. Powers

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.

Section 4. Faculty Affairs Committee

A. Membership

The Faculty Affairs Committee consists of eight members, including four faculty (one from each academic division), the UMM representative to the Senate Committee on Faculty Affairs, one P&A staff member, one student, and one *ex officio*, non-voting member, the chair of the Commission on Women.

B. Powers

The Faculty Affairs Committee develops, reviews and recommends policies and procedures that influence the professional and personal welfare of the faculty and P&A staff and 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 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 twelve members, including four faculty (with representation from each division, if possible), one division chair, one P&A staff, two U.S.A. staff, two students, the UMM representative to the Senate Committee on Finance and Planning, and one *ex officio*, non-voting member--the chief financial officer of the campus.

B. Powers

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 eleven members, including four faculty (with representation from each division, if possible), one division chair, one P&A staff, two U.S.A. staff, three students, and one *ex officio*, non-voting member--the Associate Vice Chancellor for Physical Plant and Master Planning.

B. Powers

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, student recruitment and retention, organizational structure, marketing, fund development, faculty and staff development, energy policy, and the development and maintenance of physical facilities.

Section 7. Scholastic Committee

A. Membership

The Scholastic Committee consists of eighteen members, including eight faculty members, four students, two U.S.A. staff, one P&A member of the athletic staff, the UMM representative to the Senate Committee on Educational Policy, and two *ex officio*, non-voting members--the chief academic officer or his/her designee and the registrar.

B. Powers

The Scholastic Committee develops, reviews, and recommends policies affecting the quality of education. It is concerned with such matters as admissions, academic progress, academic advising, student academic honesty, scholarship, and graduation. It has the power to grant exceptions to academic regulations when the spirit of such regulations has been satisfied. The committee admits students 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 sixteen members, including five faculty members, one

P&A staff, five students, two U.S.A. staff, and three *ex officio*, non-voting members--the chief student affairs officer or his/her designee, the Director of Student Activities, and the chair of the Commission on Women.

B. Powers

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 implements rules and procedures for all campus-wide student elections.

Article III. Adjunct Committees

Section 1. Academic Support Services Committee

A. Membership

The Academic Support Services Committee consists of twelve members, including four faculty members, one P&A staff, two students, one U.S.A. staff person, and four *ex officio*, non-voting members--the Director of the Briggs Library, the Director of Computing Services, the Director of Media Services, and the Associate Vice Chancellor for Physical Plant and Master Planning.

B. Duties and Responsibilities

The Academic Support Services Committee considers and makes recommendations regarding academic support provided by the Briggs Library, Computing Services, and Media Services. In addition, within the context of academic support, the committee studies issues and makes recommendations regarding the development and coordination of campus communication infrastructures and technologies.

Section 2. Faculty Development Committee

A. Membership

The Faculty Development Committee consists of nine members, including four faculty members, one P&A staff, two students, one U.S.A. staff, and one *ex officio*, non-voting member--the Director of the Faculty Center for Learning and Teaching.

B. Duties and Responsibilities

The Faculty Development Committee works with faculty, administrators, and students in exploring ways to provide faculty with resources for improving the quality of instruction, research, and service.

Section 3. Functions and Awards Committee

A. Membership

The Functions and Awards Committee consists of ten members, including four faculty members, one

P&A staff, one U.S.A. staff, three students, and one *ex officio*, non-voting member--the Coordinator of Special Events.

B. Duties and Responsibilities

The Functions and Awards Committee develops and recommends awards for scholarship and special merit, and in conjunction with the Chancellor's office, assists with the development, planning, and execution of academic and awards ceremonies, including commencement.

Section 4. International Programs Committee

A. Membership

The International Programs Committee consists of eleven members, including four faculty, one P&A staff, four students (including at least one international student and the Study Abroad Advising Service coordinator), one U.S.A. staff, and one *ex officio*, non-voting member--the Director of the Center for International Programs.

B. Duties and Responsibilities

The International Programs Committee helps develop international policy for the campus and oversees international programs and activities. It, along with the Center for International Programs, serves as liaison between this campus and the Office of International Programs on the Twin Cities campus.

Section 5. Multi-Ethnic Experience Committee

A. Membership

The Multi-Ethnic Experience Committee consists of thirteen members, including four faculty, one P&A staff, four students, one U.S.A. staff, and three *ex officio*, non-voting members--the chief academic officer or his/her designee, the director of the Multi-Ethnic Student Program or his/her designee, and the chair of the Commission on Women. The voting membership shall reflect the diversity of the campus.

B. Duties and Responsibilities

The Multi-Ethnic Experience Committee is responsible for promoting campus-wide understanding of racial and ethnic minorities and for enhancing their educational opportunities. It considers and makes recommendations regarding curriculum, educational programs, and extracurricular activities where these touch upon the interests of racial or ethnic minorities. It consults, advises, and cooperates with existing committees that have jurisdiction in these areas to develop and recommend policies.

Article IV. Election of Members to the Steering Committee, to the Committee on Membership, and to the Position of Parliamentarian

Section 1. Steering Committee

Members of the Steering Committee are elected by the Campus Assembly during spring semester. Only members of the Campus Assembly are eligible for election to the Steering Committee. The new members

of the Steering Committee take office the day after the spring commencement. Vacancies on the Steering Committee shall be filled by special election at the next meeting of the Campus Assembly.

Section 2. Committee on Membership

Members of the Committee on Membership are elected by the Campus Assembly during spring semester. Only members of the Campus Assembly are eligible for election to the Committee on Membership. The new members of the Committee on Membership take office the day after the spring commencement. Vacancies on the Committee on Membership shall be filled by special election at the next meeting of the Campus Assembly.

Section 3. Parliamentarian

The parliamentarian is elected by the Campus Assembly during spring semester. Only members of the Campus Assembly are eligible for election to the position. The new parliamentarian takes office the day after the spring commencement. If the position becomes vacant, it shall be filled by special election at the next meeting of the Campus Assembly.

Section 4. Election Process

Two weeks prior to the Campus Assembly meeting at which members are to be elected to either committee, the Committee on Membership shall announce to all Campus Assembly members which committee members' terms are expiring (on both committees) and which are continuing and shall request nominations for the open positions. Nominations shall be open for ten days. Continuing members of the Committee of Membership shall contact each nominated person to ascertain whether the person is willing to serve.

For each election, the assembly 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, there are two faculty positions open on the Committee on Membership, at least three candidates must be brought forward for the vote. If one student position is open, at least two candidates must be brought forward for the vote. The Committee on Membership shall 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.

To be elected, a candidate must receive a majority of votes cast, The method of instant runoff voting shall be used.

Section 5. Vacancies in the Chair or Vice-Chair Positions of the Steering Committee

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 at the next meeting of the Campus Assembly to elect a new vice-chair. The protocol described in Section 4 shall be followed.

In the event that the vice-chair cannot serve the remainder of the year, a special election shall be held at the next meeting of the Campus Assembly to elect a new vice-chair. The protocol described in Section 4 shall be followed.

In the event that the Steering Committee is left without either a Chair or Vice-Chair, the remaining members of the committee shall elect an interim Chair, from among their members, who will serve in that capacity until a special election can be held to select a new Chair.

Section 6. Other Vacancies

In the event that any position on the Committee on Membership or any position other than Chair or Vice-Chair on the Steering Committee becomes vacant during the year, a special election shall be held at the next meeting of the Campus Assembly to elect a new member. The protocol described in Section 4 will be followed.

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.

**UNIVERSITY OF MINNESOTA, MORRIS
RULES OF THE CAMPUS ASSEMBLY**

Article I. Rules of the Campus Assembly

Section 1. Rules

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

Section 2. Amendments to the rules

A proposed amendment to these rules shall be distributed to all members of the campus assembly at least fourteen days before the meeting at which it will be considered. The assembly may then vote to adopt the amendment by a majority vote.

The rules may not be amended in such a way that effectively contravenes either the Constitution or the By-Laws.

Section 3. 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 4. 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 5. Members on Leave

Members of the Campus Assembly who are on going on leave, with the result that their appointment no longer qualifies them for membership, may petition the Steering Committee requesting to remain a member of the Campus Assembly.

Section 6. Distribution of Minutes

The minutes of every standing committee shall be distributed by e-mail to a list maintained by Computing Services. 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 7. Instant Runoff Voting

(Much of this language has been borrowed from a proposed Minnesota statute.)

A. General explanation

In general, instant runoff voting proceeds in the following manner. Voters may rank up to three candidates for the same office in order of preference. A candidate who receives a majority of the votes is nominated or elected. If no candidate receives a majority at the first or any subsequent stage, then the last place candidate at each stage is eliminated and the next choices on ballots for an eliminated candidate become votes for the candidates indicated in those choices. This process continues until all but one candidate have been eliminated.

B. Voting Procedure

Voters may vote for candidates in order of preference by numbering them. The number "1" beside a candidate's name indicates a first choice, the number "2" indicates a second choice, and the number "3" indicates a third choice. Voters may vote for one, two, or three candidates. Voters are under no obligation to rank more than one candidate for each office. Ranking additional candidates will not affect the first-choice candidate. Assigning more than one ranking to the same candidate will have no effect. Skipping numbers will have no effect.

C. Counting Procedure.

All first choices are counted and if a candidate has obtained a majority of those votes that candidate is nominated or elected and counting ends.

If no candidate receives a majority of votes at the first stage, then second-stage counting begins by eliminating the last-place candidate. The second choices made on ballots for the eliminated candidate become votes for the second-choice candidate indicated on those ballots. A candidate who receives a majority of votes at that stage is nominated or elected.

If no candidate receives a majority at a previous stage, the last-place candidate among the remaining candidates is eliminated and the next choices made on ballots for an eliminated candidate become votes for the candidate indicated on those ballots. A candidate who receives a majority of votes at that stage is nominated or elected.

If at any stage in the counting there are two or more last-place candidates, these candidates are eliminated simultaneously and the next choices made on ballots that had votes for one or more eliminated candidates become votes for indicated candidates who remain.

The counting process continues in this manner with successive last-place candidates being eliminated and the next choices made on continuing ballots, on which votes were cast for eliminated candidates, are counted for the remaining candidate or candidates indicated by those choices until all but one candidate has been eliminated and that candidate is then nominated or elected.

D. Other

If ballots do not contain sufficient effective second and lower choices for a particular office, so that at the end of the counting no candidate achieves a majority, the candidate who has received the most votes is nominated or elected.

No votes may be counted for a candidate who has been eliminated no matter how many second and lower-ranked choices might otherwise have become votes for the candidate in a later stage.

Section 8. Grandfathered Members

Under the provisions of prior employment rules and constitutional requirements, civil service employees with the title of director were all members of campus assembly. In order not to take away the privilege of membership, these two people—Gary Strei and Roger Boleman—shall continue as members of Campus Assembly as long as they continue to hold directorial positions.