



University Senate TRANSMITTAL FORM

Senate Document #:	12-13-47
Title:	Modify the Membership of the Academic Procedures & Standards (APAS) Committee to Include a Representative of the Office of the Registrar
Presenter:	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	April 8, 2013
Date of Senate Review:	April 17, 2013
Voting (highlight one):	1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>The Academic Procedures & Standards (APAS) Committee formulates and reviews policies, and procedures governing admission, academic standing, and student dismissal. The committee examines issues related to academic advisement, scheduling of classes, and course registration. Additionally, APAS creates and analyzes policies to be observed by instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations. The APAS Committee has relied on information and advice from the Office of the Registrar on an ad-hoc basis in considering its charges. In order to facilitate closer and more consistent communication on these issues, a proposal was submitted in March 2013 to consider changing the membership of the APAS Committee to include a representative from the Office of the Registrar.</p> <p>The APAS Committee currently has twenty seats. The committee membership includes a chair, ten faculty members, three undergraduate and two graduate students, and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the Associate Provost for Academic Affairs and Dean of Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School. All ex-officio members may vote. Quorum for the committee stands at nine members.</p>

Relevant Policy # & URL:	Not Applicable.
Recommendation:	The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to include a voting, ex-officio member on the Academic Procedures & Standards (APAS) Committee who shall be the University Registrar, or his or her designee. The Committee further recommends that the Bylaws be amended to change the quorum of the APAS Committee to be ten voting members.
Committee Work:	<p>The ERG Committee reviewed the proposal and background information about the APAS Committee on March 26, 2013. The committee reviewed the current committee composition, APAS Committee charges that related to the Office of the Registrar, and other details. The committee found that the frequency with which the APAS Committee needs to consult with the Office of the Registrar and the fact that the University Registrar specifically requested membership on the committee serve as compelling reasons to change the membership of the committee.</p> <p>Further deliberation of the charge focused on whether a representative should be voting or non-voting and the number of ex-officio members on the committee. The committee raised concerns regarding the number of voting ex-officio members on Senate committees and stressed again that committees should not be able to reach quorum or pass measures with only ex-officio members.</p> <p>After discussion, the ERG Committee voted to recommend amending Article 6 section 1 of the Bylaws of the University Senate to include a voting, ex-officio representative from the Office of the Registrar in the APAS Committee's membership, and to increase the quorum of the committee to ten voting members.</p> <p>6.1.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; three (3) undergraduate and two (2) graduate students; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.</p> <p>6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be nine (9) ten (10) voting members.</p>

Alternatives:	The Senate could reject the recommendation and the current membership of the APAS Committee would continue unaltered. However, without such a change to committee membership, the APAS Committee may face difficulties in responding to charges that are directly related to the Office of the Registrar.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	Senate approval, Presidential approval.

Senate Elections, Representation, & Governance Committee

Senate Document 12-13-47

Modify the Membership of the Academic Procedures & Standards (APAS) Committee to Include a Representative of the Office of the Registrar

April 2013

BACKGROUND

The membership of each standing committee of the Senate is described in Article 6 of the Bylaws of the University Senate. Outside of its designated membership, a committee may invite representatives from various departments across campus to participate in meetings, as appropriate, though those invitations do not guarantee the representative any right to be heard or to vote on the business before the committee. The Senate Executive Committee (SEC) is empowered under Article 5 to appoint non-voting ex-officio members to committees at its discretion, but a formal permanent change in committee membership, including the addition of regular, voting ex-officio members, requires an amendment to the Senate Bylaws.

Occasionally, committees find that the specifications in the Bylaws are insufficient for effective and efficient consideration of committee business, whether as a result of the types of charges they are considering, or because of technical difficulties they have in conducting business. In past cases, the Bylaws have been amended to better serve the needs of the committees. For example, in 2011 the Senate voted to approve new quorum calculations in response to a chronic problem committees had in reaching quorum to conduct business (Appendix 2).

The Bylaws charge the Academic Procedures & Standards (APAS) Committee with reviewing policies and procedures related to admission, readmission, academic standing, and student dismissal; academic advising, course scheduling, and course registration; and the conduct of classes, seminars, exams, student research, and student evaluations. The APAS Committee has relied on information and advice from the Office of the Registrar on an ad-hoc basis in considering its charges over the last few years. In order to facilitate closer and more consistent communication on these issues, a proposal (Appendix 3) was submitted to the Senate in March 2013 to consider changing the membership of the APAS Committee to include a representative from the Office of the Registrar.

CURRENT PRACTICE

The APAS Committee currently has twenty seats. The Bylaws specify that the committee shall be made up of a chair, ten faculty members, three undergraduate and two graduate students, and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the Associate Provost for Academic Affairs and Dean of Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School. All ex-officio members are voting members. Quorum for the committee stands at nine voting members.

The APAS Committee has recently considered a number of charges that have required the expertise of the Office of the Registrar, and the committee is often specifically asked by the SEC in charges to consult with the Registrar. As an example, the recent charge for the “Proposal to Implement a Retroactive

Withdrawal Policy at the University of Maryland” asked the committee to consult with the Office of the Registrar on current procedures and to get input on the effects of proposed changes.

COMMITTEE WORK

On March 14, 2013, the Elections, Representation, & Governance (ERG) Committee was charged with reviewing the proposal and evaluating whether the membership of the APAS Committee should be altered (Appendix 3). The committee reviewed background information connected with the charge and discussed the proposal at its meeting on March 26, 2013.

The committee found that the APAS Committee has considered many issues that impact the Registrar’s office in the last few years. The committee noted that the frequency with which the APAS Committee needs to consult with the Office of the Registrar, and the fact that the University Registrar specifically requested membership on the committee, serve as compelling reasons to change the membership of the committee.

In discussing the technical details of adding such a representative, the ERG Committee considered two remaining questions: 1) whether a representative should be voting or non-voting; and 2) whether the number of ex-officio members on the committee was too great a percentage of total membership, and how it would impact quorum.

In determining whether a representative should be able to vote, the committee noted that most ex-officio members on Senate committees are voting members, and all ex-officio members on the APAS Committee are able to vote. In previous discussions about committee membership, it was the sense of the committee that, although not explicitly stated in the Plan of Organization, the inclusion of voting ex-officio representatives of various units on Senate committees which deal with the business of their respective divisions was done in the spirit of giving them an active role in formulating policy which they would be expected to carry out administratively. The committee felt it was appropriate that the University Registrar should be extended the same privilege to participate in the policy formulation of the APAS Committee.

In its consideration, the committee examined the quorum of the committee and a long-standing concern of the committee regarding the ability for votes to pass with only ex-officio members voting in favor. While there are as yet no committees which can reach a quorum with only ex-officio members, there are some where a quorum could be reached in which ex-officio members represent a simple majority, and could therefore pass motions and approve reports without the consent of any duly elected Senators or volunteers chosen by the Committee on Committees. There is no clear statement of policy prohibiting such an outcome in the Plan or Bylaws. The ERG Committee has stated in the past that this is an area in which a definitive policy statement is warranted for the future, and that this is an issue that should be considered whenever the Senate is considering changes in committee membership.

After discussion, the ERG Committee voted to amend Article 6 section 1 subsection a of the Bylaws of the University Senate as follows:

- 6.1.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; three (3) undergraduate and two (2) graduate students; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, [the University Registrar](#), the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.

The committee voted unanimously in favor of amending the Bylaws as such and including a voting ex-officio member from the Registrar's Office in the membership of the APAS Committee.

In relation to the quorum of the committee, the ERG Committee felt increasing the number of voting ex-officio members from four to five raised a significant concern regarding the quorum of the committee. With a quorum of nine, a vote could pass with a simple majority of ex-officio members. To ameliorate this concern, the ERG Committee voted to amend Article 6 section 1 subsection b of the Bylaws as follows:

6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be ~~nine~~ **(9) ten (10)** voting members.

RECOMMENDATION

The Elections, Representation, & Governance Committee recommends that the Bylaws of the University Senate be amended to include an additional voting, ex-officio member on the Academic Procedures & Standards (APAS) Committee, who shall be the University Registrar, or his or her designee. The Committee further recommends that the Bylaws be amended to change the quorum of the APAS Committee to be ten voting members.

APPENDICES

Appendix 1 – Proposed Amended Bylaws of the University Senate

Appendix 2 – Senate Document Number 09-10-41: Review of Quorum Calculation in Senate Standing Committees

Appendix 3 – University Senate Executive Committee Charge to Modify the Membership of the Academic Procedures & Standards (APAS) Committee to Include a Representative of the Office of the Registrar

BYLAWS OF THE UNIVERSITY SENATE

BYLAWS OF THE UNIVERSITY SENATE
University of Maryland, College Park
Amended December 5, 2012

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BYLAWS OF THE UNIVERSITY SENATE

The University of Maryland, College Park

ARTICLE 1 AUTHORIZATION

- 1.1 These *Bylaws of the University Senate* (hereafter referred to as the *Bylaws*) are adopted according to Article 7 of the *Plan of Organization* (hereafter referred to as the *Plan*), and are subject to amendment as provided for in the *Plan*.

ARTICLE 2 MEMBERSHIP

- 2.1 The members of the Senate are as designated in Article 3 of the *Plan* and further specified in 2.1 and 2.2 below. All elected members are subject to the conditions stated in the *Plan*, including its provisions for expulsion, recall, and impeachment (Article 4.10, 4.11, and 5.6 of the *Plan* and Article 2.3 below).

2.1.a Staff Senators

For the purpose of Senate representation, the Staff Constituency is divided into the following categories. Each category shall elect one Senator from among its ranks for each 200 staff members or major fraction thereof.

1. Executive, Administrative, and Managerial Staff
2. Professional Staff
3. Secretarial and Clerical Staff
4. Technical and Para-Professional Staff
5. Skilled Crafts
6. Service and Maintenance

Exempt staff are in categories 1 and 2; non-exempt staff are in categories 3-6.

- 2.1.b Staff member job categories will not include the category designated for the President, vice presidents, provosts, and deans if they hold faculty rank.
- 2.1.c Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a Senate staff member. Staff candidates for the Senate must have been employed at the University of Maryland College Park for 12 months prior to standing as candidates for Senate. Staff members may not stand for Senate elections while in the probationary period of employment.
- 2.1.d An ex officio member denoted in the *Plan* (Article 3.6.a.) who is not precluded from staff member categories as noted in Articles 2.1.b and 2.1.c may be elected as a voting member of the Senate by an appropriate constituency. Such ex officio members should also have been employed by the University of Maryland College Park for 12 months prior to standing as candidates for the Senate.
- 2.1.e As noted in the *Plan* (Article 3.3.c), the term of each staff Senator shall be three (3) years. Terms of staff members will be staggered in such a way that for each term, one-third of the total members from a job category are serving the first year of their term. Not every member of a specific job category shall be elected in the same year except in the case that the job categories are redefined by the University or these *Bylaws*. In such a circumstance, at the completion of the election, from those members who were elected:
- (1) One-third of the members in a job category who received the lowest number of votes will serve a one-year term,
 - (2) One-third of the members in a job category who received the second lowest number of votes will serve two-year terms,
 - (3) One-third of the members in a job category who received the highest number of votes will serve

three year-terms.

A person serving a one-year term is defined not to have served a full term and is eligible for re-election to a full term the following year.

2.2 Single Member Constituencies

The Senators defined in (a)-(h) below shall be voting members of the Senate. All elections held pursuant to this section shall be organized by the Senate Office.

- (a) Teaching Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall elect two (2) Senators, for a term of one (1) year, their terms renewable for up to three (3) years. Full-time Instructor/Lecturers shall elect one (1) full-time representative and part-time Instructor/Lecturers shall elect one (1) part-time representative representing the Instructor/Lecturer constituency. When the Senate votes by constituencies, those Senators shall have the same voting rights as a Faculty Senator.
- (b) Research Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (c) The part-time undergraduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators. A part-time student Senator who changes to full-time status subsequent to election may serve out his/her term.
- (d) The Contingent 2 Staff shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other Staff Senators. The Contingent 2 Staff Senator shall have been employed by the University for twelve months prior to their election.
- (e) Emeritus Faculty who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (f) The part-time graduate students shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as all other student Senators. A part-time student Senator who changes to full-time status subsequent to election may serve out his/her term.
- (g) Adjunct Professors and Professors of the Practice who are not members of the Faculty Constituency as defined in Section 3.2 of the Plan together shall elect one (1) Senator from among their ranks for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.
- (h) Head coaches who are not members of the Faculty Constituency as defined in Section 3.2 of the University Plan of Organization together shall elect one Senator from among their ranks to serve for a term of one (1) year, renewable for up to three (3) years. When the Senate votes by constituencies, that Senator shall have the same voting rights as a Faculty Senator.

- 2.3 If any elected Senator is absent from two (2) consecutive regularly scheduled meetings of the Senate without prior approval from the Office of the University Senate (Article 4.10.a of the Plan), the Executive Secretary and Director shall notify the constituency of this fact. Also in accordance with Article 4.9 and 4.10 of the Plan, until the member attends a meeting of the Senate, or the Senator is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting.

ARTICLE 3 MEETINGS

3.1 Regular Meetings:

The Senate shall schedule at least four (4) regular meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Senate Office to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee.

3.2 Special Meetings:

3.2.a Special meetings of the Senate may be called in any of the following ways, with the matter(s) to be considered to be specified in the call:

- (1) By the presiding officer of the Senate;
- (2) By a majority vote of the Executive Committee of the Senate;
- (3) By written petition of a majority of the elected members of the Senate. The petition shall be delivered to the Chair or the Executive Secretary and Director of the Senate. The Chair shall give notice of arrangements for the meeting within seventy-two (72) hours of receipt of a valid petition; and
- (4) By resolution of the Senate.

3.2.b The notice of a special meeting shall include the agenda and shall be sent to the members of the Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment and provide information on adjourned meetings.

3.2.c The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

3.3 Openness of Meetings and Floor Privileges:

3.3.a Meetings of the Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.

3.3.b Representatives of the news media shall be admitted to all meetings of the Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Senate.

3.3.c When a report of a committee of the Senate is being considered, members of that committee who are not members of the Senate may sit with the Senate and have a voice but not a vote in the deliberations of the Senate on that report.

3.3.d Any Senator may request the privilege of the floor for any member of the campus community to speak on the subject before the Senate. The Chair shall rule on such requests.

3.3.e By vote of the Senate, by ruling of the Chair, or by order of the Executive Committee included in the agenda of the meeting, the Senate shall go into closed session. The ruling of the Chair and the order of the Executive Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.

3.3.f While in closed session, the meeting shall be restricted to voting members of the Senate (Article 3 in the *Plan*), to members granted a voice but not a vote (Articles 3.6 and 5.2.c of the *Plan*), to the Executive Secretary and Director, to the parliamentarian and any staff required for keeping minutes and audio recordings, and to other persons expressly invited by the Senate.

3.4 Rules for Procedure:

3.4.a The version of *Robert's Rules of Order* that shall govern the conduct of Senate meetings shall be *Robert's Rules of Order, Newly Revised*.

- 3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not received prior approval for absence from the Office of the University Senate, or fifty (50) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members with or without vote shall not be considered.

ARTICLE 4 EXECUTIVE COMMITTEE

4.1 Membership and Election:

- 4.1.a As set forth in the *Plan* (Article 8.2), the members of the Executive Committee shall include the Chair and Chair-Elect of the Senate, and twelve (12) members elected from the voting membership of the Senate. One of the two staff members shall be elected by and from the Senators representing exempt staff, and the other shall be elected by and from the Senators representing nonexempt staff.
- 4.1.b Non-voting members of the Executive Committee shall be the President and the Senior Vice President and Provost or their representatives; the Executive Secretary and Director of the Senate, who shall be secretary of the Executive Committee; and the Parliamentarian.
- 4.1.c The election of the Executive Committee shall be scheduled as a special order at the transitional meeting of the Senate in the Spring Semester, but in no case shall it precede the election of the Chair-Elect as provided for in the *Plan* (Article 5.3). In the event of a tie vote in the election for members of the Executive Committee, a ballot will be mailed to each Senator as soon as the votes are counted and the tie discovered. Ballots are to be returned within one (1) week from the date mailed.
- 4.1.d In the event of a vacancy on the Executive Committee, the available candidate who had received the next highest number of votes in the annual election for the Executive Committee shall fill the remainder of the unexpired term.

4.2 Charge: The Executive Committee shall exercise the following functions:

- 4.2.a Assist in carrying into effect the actions of the Senate;
- 4.2.b Act for the Senate as provided for by and subject to the limitations stated in Article 4.3;
- 4.2.c Act as an initiating body suggesting possible action by the Senate;
- 4.2.d Review and report to the Senate on administrative implementation of policies adopted by the Senate;
- 4.2.e Prepare the agenda for each Senate meeting as provided for by and subject to limitations stated in Article 4.4;
- 4.2.f Serve as a channel through which any member of the campus community may introduce matters for consideration by the Senate or its committees;
- 4.2.g Prepare and submit reports on the Senate's work to the President and the campus community;
- 4.2.h Review the operations of the Office of the University Senate in January of each year, and make recommendations to the President for improvements in those operations and for the replacement or continuation of the Executive Secretary and Director;
- 4.2.i Serve as the channel through which the Senate and the campus community may participate in the selection of officers of the campus and the University;
- 4.2.j Perform such other functions as may be given it in other provisions of these *Bylaws* and the *Plan*; and

- 4.2.k Conduct elections, by Senators representing faculty constituencies, for membership on system-wide bodies requiring faculty representatives.

4.3 Rules Governing Executive Committee Action for the Senate:

- 4.3.a Where time or the availability of the membership precludes a meeting of the Senate, as, for example, during the summer or between semesters, the Executive Committee may act for the Senate.
- 4.3.b A report of all actions taken by the Executive Committee when acting for the Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Senate. By written request of ten (10) Senators, received by the Chair of the Senate prior to the call to order of that meeting, any Executive Committee action on behalf of the Senate shall be vacated and the item in question placed on the agenda as a special order. If any such item is not petitioned to the floor, it shall stand as an approved action of the Senate.

4.4 Rules Governing Preparation of the Senate Agenda:

- 4.4.a The order of business for regular meetings shall be as follows:
- (1) Call to order;
 - (2) Approval of the minutes of the previous regular meeting and any other intervening special meeting(s);
 - (3) Report of the Chair;
 - (4) Report of the Executive Committee;
 - (5) Special orders of the day;
 - (6) Unfinished business;
 - (7) Reports of committees;
 - (8) Other new business; and
 - (9) Adjournment.
- 4.4.b For regular meetings the Executive Committee shall consider all submissions for inclusion on the Senate agenda. The Executive Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Executive Committee.
- 4.4.c The order of business for a special meeting shall be as follows:
- (1) Call to order;
 - (2) Statement by the Chair of the nature and origin of the call of the meeting;
 - (3) The special order;
 - (4) Other business as determined by the Executive Committee; and
 - (5) Adjournment.
- 4.4.d For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Executive Committee deems

appropriate.

- 4.5 Meetings of the Executive Committee: A quorum of the Executive Committee shall be seven (7) voting members. Minutes of the meetings shall be kept. A report of the Executive Committee shall be submitted to the next regular meeting of the Senate. The Executive Committee shall meet at the call of the Chair or by petition of seven (7) voting members of the Executive Committee, or by petition of twenty-five (25) voting members of the Senate.
- 4.6 The Senate Budget: The Executive Secretary and Director shall be responsible for the Senate budget, shall consult with the Executive Committee on the preparation of the budget request, and shall report to the Executive Committee the funds received. The Executive Secretary and Director shall make an annual report to the Senate on expenditure of the Senate budget. Consent of the Executive Committee shall be required before any change in the budgeted use of Senate funds involving more than ten percent (10%) of the total may be undertaken.
- 4.7 **Referral of Items to Standing Committees:** The Executive Committee shall refer items to the standing committees.
 - 4.7.a The Executive Committee shall refer an item to an appropriate committee when instructed by the Senate or when requested by the President, or when petitioned by 150 members of the Senate electorate.
 - 4.7.b The Executive Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Executive Committee.
 - 4.7.c The Chair of the Senate may, as need requires, act for the Executive Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Executive Committee.
- 4.8 To the extent permitted by law and University policy, the records of the Senate shall be open.

ARTICLE 5 COMMITTEES OF THE SENATE

- 5.1 **Standing Committees - Specifications:** The specifications of each standing committee of the Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and may restrict committee composition.
 - 5.1.a General Standing Committees: In an appropriate section of Article 6 there shall be specifications for each general committee.
- 5.2 **Standing Committees - Basic Charge:** In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Senate with the following powers:
 - (1) To formulate and review policies to be established by the Senate according to the *Plan* (Article 1);
 - (2) To review established policies and their administration and to recommend any changes in policies or their administration that may be desirable;
 - (3) To serve in an advisory capacity, upon request, regarding the administration of policies;
 - (4) To function on request of the President or of the Executive Committee as a board of appeal with reference to actions and/or decisions made in the application of policies; and
 - (5) To recommend the creation of special subcommittees (Article 5.8) when deemed necessary.

5.3 **Standing Committees - General Committee Operation:**

5.3.a Agenda Determination:

- (1) Nonprocedural items shall be placed on the agenda of a general committee by vote of that committee, by referral from the Executive Committee (Article 4.7), or by referral of policy recommendations. The committee shall determine the priorities of its agenda items.
- (2) A general committee shall have principal responsibility for identifying matters of present and potential concern to the campus community within its area of responsibility. Such matters should be placed on the agenda of the general committee.

5.3.b Rules for Procedure of Standing Committees: The version of *Robert's Rules of Order* that shall govern the conduct of Standing Committees shall be *Robert's Rules of Order, Newly Revised*.

5.3.c Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

5.4 **Standing Committees - Reporting Responsibilities:** Each committee shall be responsible through its presiding officer for the timely delivery of the following reports.

5.4.a The Executive Secretary and Director shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.

5.4.b The committee shall report its progress on agenda items as required by the Executive Secretary and Director or the Chair of the Senate.

5.4.c Reports providing information and/or recommendations to the Senate shall be submitted to the Executive Committee for inclusion on the Senate agenda. Reports resulting from the committee's advisory or board of appeals function shall be submitted to the appropriate Senate or campus officer, and the Executive Committee notified of the submission.

5.4.d Upon written request of at least four (4) members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.

5.4.e An annual report shall be presented to the Chair of the Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Senate. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each. In the case of committees with little activity, the committee may recommend inactive status the ensuing year.

5.5 **Standing Committees - Selecting Members:** Persons shall be named to standing committees in accordance with the procedures listed below.

5.5.a The Committee on Committees, through the Senate office, shall maintain a database of the qualifications, preferred committees, and past committee service of members of the Senate electorate. Opportunity to update this database shall be provided annually. In the case of students, new information will be solicited through the most practical means. In the case of staff and faculty, current information will be forwarded with a request that the elector update the information. In conjunction with this annual update, the Senate office shall circulate prepared information on the duties, powers, and membership specifications of each committee and council to each unit, to all new electors, and to students requesting the information.

5.5.b The Committee on Committees shall submit nominations as necessary to maintain full and effective committee membership. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement. In making nominations, the Committee on Committees shall keep in view the continuing membership of the committee to ensure that the full membership complies with specifications of the *Plan* and these

Bylaws. Committee members shall be nominated consistent with requirements for diversity specified in Section 8.1 of the *Plan*.

- 5.5.c Ex officio members named in a committee's specifications shall be voting members unless otherwise specified in the *Bylaws*. Upon recommendation of the Committee on Committees, the Executive Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Executive Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.d The Committee on Committees shall forward nominations to the Executive Committee to place on the Senate agenda for approval. Each nominee shall be identified by name, constituency, and Senate committee experience. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the current ex officio members, listed for information only. The nominations shall be subject to action by the Senate consistent with the *Plan* and the specifications of these *Bylaws*.
- 5.5.e Terms on standing committees shall be two (2) years for faculty and staff, and one (1) year for students. Appointments to two-year terms shall be staggered: that is, as far as practical, half of the terms from each faculty or staff constituency shall expire each year. Terms shall begin on the date of the transitional meeting of the Senate in the appropriate year.
- 5.5.f A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Committee on Committees is particularly charged to consider the reappointment of active student members.
 - (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
 - (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.g Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a committee member is continuing; however, no one shall serve as presiding officer of a committee for more than two (2) consecutive years.
- 5.5.h Appointments of the presiding officers of committees shall be designated as the annual committee slate and shall be approved by the Senate at an appropriate meeting. Appointments to unexpired terms shall be for the remainder of the unexpired term and shall be acted upon by the Senate as placed on the agenda by the Executive Committee.

5.6 Standing Committees - Replacing Presiding Officers and Members: The presiding officer and members of any active standing committee may be replaced for cause after inquiry by the Executive Committee, subject to approval by the Senate (see Article 5.6.c).

5.6.a Cause, for presiding officers, is defined as the following:

- (1) Failure to activate the committee during the first semester after appointment in order to organize its business and determine an agenda; or
- (2) Failure to activate the committee in order to respond to communications referred from the Executive Committee; or
- (3) Failure to activate the committee in order to carry out specific charges required in Article 6 or other Senate documents.

5.6.b Cause, for members, is defined as the following:

- (1) Continual absence from committee meetings and/or lack of participation in committee activities; or

- (2) Lack of registration on campus for students or termination of employment on campus for faculty and staff.

5.6.c Procedure for replacing presiding officers and members:

- (1) The decision to replace a presiding officer rests with the Executive Committee; and
- (2) Requests for replacing a committee member shall be submitted by the presiding officer of a committee to the Executive Committee; such requests will contain a statement citing the appropriate "cause."

5.6.d When the Executive Committee decides to replace a presiding officer or committee member, it shall request the Committee on Committees to identify a suitable replacement.

5.7 **Standing Committees - Appointing Special Subcommittees:** A standing committee of the Senate may appoint special subcommittees to assist in the effective performance of its responsibilities. Persons appointed to special subcommittees who are not members of standing committees must be approved by the Executive Committee. The Chair of any special subcommittee must be a member of the standing committee making the appointment.

5.8 **Special Committees:** A special committee of the Senate may be established by resolution of the Senate to carry out a specified task. The empowering resolution shall also stipulate the means of selecting the committee and any restrictions on its composition. The committee shall function until the completion of its tasks or until discharged by the Senate. A final report of its work shall be presented to the Senate. Members shall serve for the duration of the committee unless otherwise specified by the Senate.

ARTICLE 6 STANDING COMMITTEE SPECIFICATIONS

6.1 **Academic Procedures and Standards Committee:**

- 6.1.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; three (3) undergraduate and two (2) graduate students; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, **the University Registrar**, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.
- 6.1.b Quorum: A quorum of the Academic Procedures and Standards Committee shall be **nine (9) ten (10)** voting members.
- 6.1.c Charge: The committee shall formulate and continually review policies, rules, and regulations governing the admission, readmission, academic standing, and dismissal of all students for academic deficiency.
- 6.1.d Charge: The committee shall continually review policies and procedures for academic advisement, scheduling of classes, and registration.
- 6.1.e Charge: The committee shall formulate and continually review policies to be observed by the instructional staff in conducting classes, seminars, examinations, students' research, and student evaluations.
- 6.1.f Policies, rules, and regulations exclusively governing admission, readmission, scholastic standing, and dismissal of graduate students for academic deficiency shall be reviewed by an appropriate committee of the Graduate School. Such policies, rules, and regulations will be transmitted by the Graduate School directly to the Senate through the Executive Committee. Policies, rules, and regulations that concern both graduate and undergraduate matters shall be considered by both the Educational Affairs Committee and the appropriate committee of the Graduate School.

6.2 **Campus Affairs Committee:**

6.2.a Membership:

- (1) The committee shall consist of an appointed presiding officer; six (6) faculty members; two (2) undergraduate and two (2) graduate students; two (2) staff members; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administrative Affairs, the Vice President for Student Affairs, the Vice President for University Relations, the Chief Diversity Officer, and the Chair of the Coaches Council.
- (2) When discussions of safety are on the agenda, the Chief of Police, the President's Legal Office, the Director of Transportation Services, and other campus constituencies, as appropriate, shall be invited to participate or send a representative.
- (3) The Chair of this committee or a member designated by the Chair and approved by the Senate Executive Committee will serve as an ex officio member of the Athletic Council and the Campus Transportation Advisory Committee.

6.2.b Quorum: A quorum of the Campus Affairs Committee shall be nine (9) voting members.

6.2.c Charge: The committee shall formulate and continually review policies and regulations affecting the total campus, its functions, its facilities, its internal operation and external relationships, including the awarding of campus prizes and honors, and make recommendations concerning the future of the campus.

6.2.d Charge: The committee shall establish procedures for the periodic review of campus level administrators.

6.2.e Charge: The committee shall gather community input on safety and security issues and shall act as a liaison between the police and the campus community. The committee shall provide an annual report to the Senate regarding this charge.

6.3 **Committee on Committees:**

6.3.a Membership and terms:

- (1) As set forth in the *Plan* (Article 8.3.a), the Committee on Committees shall be chaired by the Chair-Elect of the Senate.
- (2) Besides the Chair-Elect of the Senate, the voting membership, as defined in the *Plan* (Article 8.3.a), shall consist of six (6) faculty members, with no more than one (1) from any college, elected by faculty Senators; two (2) staff members elected by staff Senators; and two (2) students elected by student Senators.
- (3) Students are elected to serve for one (1) year, faculty and staff for two (2) years, whether or not their membership in the Senate continues beyond their first year of service in the committee.
- (4) Terms of faculty and staff members are staggered in such a way that, at any time, no more than three (3) faculty members and one (1) staff member are serving the second year of their term.
- (5) In the event of a vacancy on the Committee on Committees, the available candidate who had received the next highest number of votes in the last annual election for the Committee on Committees, subject to provisions in 6.3.a(2), shall fill the remainder of the unexpired term.

6.3.b Charge:

- (1) As set forth in the *Plan* (Article 8.3.b), responsibilities of the Committee on Committees include:

- (a) Identification and recruitment of individuals for service on Senate committees,
 - (b) Identification and recruitment of individuals to serve as representatives of the Senate on University committees.
 - (c) Identification and recruitment of individuals to serve as representatives of the Senate on University committees.
- (2) Additional duties include
 - (a) Identification of individuals for service on System committees,
 - (b) Ongoing assessment of the effectiveness of committees, and recommendation for improvements and changes in the operations and structure of the Elections, Representation and Governance Committee and the Executive Committee.
- 6.3.c Operation: The Committee on Committees shall follow the procedures specified for standing committees in Article 5 above, with the exception of 5.5.

6.4 **Educational Affairs Committee:**

- 6.4.a Membership: The committee shall consist of an appointed presiding officer; twelve (12) faculty members; two (2) staff members; two (2) undergraduate students and one (1) graduate student; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of the Honors College, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Vice President of Information Technology and CIO. The presiding officers of the Program, Curricula, and Courses (PCC) and the General Education Committees shall be non-voting, ex officio members.
- 6.4.b Quorum: A quorum of the Educational Affairs Committee shall be eleven (11) voting members.
- 6.4.c Charge: The committee shall formulate and continually review plans and policies to strengthen the educational system of the College Park campus. The committee shall receive ideas, recommendations, and plans for educational innovations from members of the campus community and others. The committee shall inform itself of conditions in the colleges, schools, and other academic units, and shall propose measures to make effective use of the resources of the campus for educational purposes.

6.5 **Elections, Representation, and Governance Committee:**

- 6.5.a Membership: The committee shall consist of an appointed presiding officer; seven (7) faculty members; two (2) staff members; two (2) undergraduate and two (2) graduate students; and the Director of Human Resources and the Associate Vice President for Institutional Research, Planning, and Assessment.
- 6.5.b Quorum: A quorum of the Elections, Representation, and Governance Committee shall be eight (8) voting members.
- 6.5.c Charge: The committee shall review and recommend policies regarding the conduct of elections, determine correct apportionments for all constituencies, and investigate and adjudicate all charges arising from the management and results of Senate elections.
- 6.5.d Charge: The committee shall determine the correct apportionment for all constituencies every five (5) years in association with any review or revision of the *Plan* (Articles 3.8 and 6.3 of the *Plan*).

- 6.5.e Charge: The committee shall supervise all Senatorial elections and referenda in accordance with the *Plan* (Article 4.2), and shall cooperate with certain constituencies in their nomination and election processes in accordance with the *Plan* (Article 4.4) or as requested by the Executive Committee.
- 6.5.f Charge: The committee shall establish appropriate procedures for the tallying and reporting of election results (Article 4.8 of the *Plan*), and other such duties as appropriate (Articles 3.3.b and 3.4.b(2) of the *Plan*).
- 6.5.g Charge: The committee shall review the plans of organization of the colleges, schools, and other units, in accordance with the *Plan* (Article 11).
- 6.5.h Charge: The committee shall review and observe the operation and effectiveness of the University Senate and make any appropriate recommendations for improvements.
- 6.5.i Charge: The committee shall receive all petitions for impeachment of the Chair or Chair-Elect in accordance with the *Plan* (Article 5.6).
- 6.5.j Charge: The committee shall initiate procedures for expelling Senators in accordance with the *Plan* (Article 4.10).
- 6.5.k Charge: The committee shall receive all petitions for the recall of Senators in accordance with the *Plan* (Article 4.11).

6.6 **Equity, Diversity, & Inclusion Committee:**

- 6.6.a Membership: The committee shall consist of an appointed presiding officer; four (4) undergraduate and two (2) graduate students; six (6) faculty members; three (3) non-exempt staff members; the Director of the Office of Diversity Education and Compliance; one (1) exempt staff member or a Director from the Office of the Senior Vice President and Provost; one (1) exempt staff member or a Director from the Division of Administrative Affairs; one (1) exempt staff member or a Director from the Division of Student Affairs; and the following persons or a representative of each: the Senior Vice President and Provost, the Vice President for Administrative Affairs, and the Vice President for Student Affairs.
- 6.6.b Quorum: A quorum of the Equity, Diversity, & Inclusion Committee shall be eleven (11) voting members.
- 6.6.c Charge: The committee shall carry out its responsibilities as detailed in Article 1, Section E of the Code on Equity, Diversity, and Inclusion, University of Maryland, College Park, and recommend any appropriate changes in the Code. It shall consider programs for improving equity, diversity, and inclusiveness at the University.

6.7 **Faculty Affairs Committee:**

- 6.7.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members, of whom four (4) shall be senators and two (2) must be untenured; one (1) undergraduate student and two (2) graduate students; one (1) staff member; and the following persons or a representative of each: the President, the Senior Vice President and Provost, and the Director of Human Resources.
- 6.7.b Quorum: A quorum of the Faculty Affairs Committee shall be eight (8) voting members.
- 6.7.c Charge: The committee shall formulate and continually review policies pertaining to faculty life, employment, academic freedom, morale, and perquisites.
- 6.7.d Charge: The committee shall work for the advancement of academic freedom and the protection of faculty and research interests.
- 6.7.e Charge: The committee shall, in consultation with colleges, schools, and other academic units,

establish procedures for the periodic review of academic administrators below the campus level.

6.8 General Education Committee:

6.8.a Membership: The committee shall consist of:

- (1) A presiding officer, who is a member of the faculty and is appointed by the chair of the Senate;
- (2) Twelve (12) faculty members consisting of:
 - (a) One (1) representative from each of the following entities: the College of Agriculture and Natural Resources; the School of Architecture, Planning, and Preservation; the College of Arts and Humanities; the College of Behavioral and Social Sciences; the Robert H. Smith School of Business and Management; the College of Computer, Mathematical, and Natural Sciences; the College of Education; the A. James Clark School of Engineering; the College of Information Studies; the Philip Merrill College of Journalism; the School of Public Health; and the School of Public Policy;
- (3) Four (4) students, of whom at least one (1) must be an undergraduate student and at least one (1) must be a graduate student, from four (4) different entities listed in 6.8.a(2)(a) above and those under the Office of Undergraduate Studies.
- (4) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Director of the Honors College, the Executive Director of College Park Scholars (or their designees), and the Associate Dean for General Education shall serve as voting ex officio members.

6.8.b Charge:

- (1) To facilitate the ongoing Core Liberal Arts and Sciences Program for students under the Core requirements, the General Education Committee shall exercise continuing supervisory authority and general oversight of the Core Liberal Arts and Sciences Program at the University of Maryland consistent with its authority as mandated by the report on undergraduate education entitled Promises to Keep: The College Park Plan for Undergraduate Education (Pease Report), adopted by the College Park Senate in March 1988 and in coordination with the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. It shall also make periodic reports to the Senate on its evaluation of the effectiveness of the program and make any recommendations for revision or improvements it deems appropriate.
- (2) The General Education Committee shall exercise broad oversight and supervision of the General Education Program at the University of Maryland as described in the 2010 document Transforming General Education at the University of Maryland and the General Education Implementation Plan approved by the University Senate in February 2011. The General Education Committee shall review and make recommendations concerning the General Education Program to the Senate and the Associate Provost for Academic Affairs and Dean for Undergraduate Studies. Such recommendations shall include, as the committee deems appropriate, the program's requirements and its vision, especially with regard to evaluating trends, reviewing learning outcomes, and maintaining the balance of courses in the General Education categories.

6.8.c The committee may, under the provisions of Section 5.7, establish subcommittees for each major segment of its work. A member of the General Education Committee shall serve as the presiding officer of each subcommittee. The other members may, but need not, be members of the General Education Committee as the General Education Committee and the Senate Executive Committee deem appropriate.

6.8.d Relation of the General Education Committee to the Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies:

- (1) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will prepare an annual report on the status of the General Education Program and will send the report to the General Education Committee by September 1.
- (2) The Associate Provost for Academic Affairs and Dean for Undergraduate Studies will meet with the General Education Committee as needed to discuss or update the report. Topics will include but not be limited to: the membership and ongoing work of the General Education Faculty Boards; the proposal and approval process for General Education courses; the learning outcomes for the different course categories; areas where additional courses or rebalancing may be needed; trends and developments that may impact the General Education Program; and informational resources for students, faculty, and advisors about the General Education Program.
- (3) The Office of the Associate Provost for Academic Affairs and Dean for Undergraduate Studies shall inform the committee of modifications in the proposal or review process, the disposition of recommendations from the committee, and any other changes regarding the implementation of the General Education Program as specifically delegated to that office.

6.9 **Governmental Affairs Committee:**

- 6.9.a Membership: The committee shall consist of the Chair-Elect of the Senate; the current Chair of the Senate; the immediate past Chair of the Senate; a federal and a state campus legislative liaison appointed by the President; two (2) faculty members; one (1) undergraduate student; one (1) graduate student; one (1) non-exempt staff member; one (1) exempt staff member; and such additional non-voting, ex officio members as shall be appointed under Section 5.5.c of these *Bylaws*. Committee members shall not be limited to two consecutive terms as specified in Section 5.5.f(1) of these *Bylaws*. To assure continuity, selection of members should be made in a way that will return at least four (4) of the members of the immediate past committee to the newly appointed committee.
- 6.9.b Charge: The committee shall initiate activities to provide contact with and information for executive and legislative bodies; shall serve as an advisory body to the President concerning campus needs requiring legislation; and shall keep the Senate abreast of legislative issues important to the campus.

6.10 **Programs, Curricula, and Courses Committee:**

- 6.10.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; two (2) undergraduate students and one (1) graduate student; and the following persons or a representative of each: the Senior Vice President and Provost, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, the Associate Provost for Academic Affairs and Dean of the Graduate School, and the Dean of Libraries.
- 6.10.b Quorum: A quorum of the Programs, Curricula, and Courses Committee shall be nine (9) voting members.
- 6.10.c Charge: The committee shall formulate, review, and make recommendations to the Senate concerning policies related both (1) to the establishment, modification, or discontinuance of academic programs, curricula, and courses; and (2) to the establishment, reorganization, or abolition of colleges, schools, academic departments, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit.
- 6.10.d Charge: The committee shall review and make recommendations to the Senate in at least the areas designated by (1) through (3) below. Recommendations in these areas are not subject to amendment on the Senate floor unless a detailed objection describing the area of concern has been filed with the Senate Office at least forty-eight (48) hours prior to the meeting at which the

recommendations will be introduced. The committee will announce proposed recommendations to the campus community sufficiently in advance of the meeting at which they are to be considered so as to allow time for concerned parties to file their objections.

- (1) All proposals for the establishment of a new academic program, for the discontinuance of an existing academic program, for the merger or splitting of existing academic programs, or for the renaming of an existing academic program;
- (2) All proposals for the creation, abolition, merger, splitting, or change of name of colleges, schools, departments of instruction, or other units that offer credit-bearing programs of instruction or regularly offer courses for credit; and
- (3) All proposals to reassign existing units or programs to other units or programs.

6.10.e Charge: The committee shall review and shall directly advise the Office of Academic Affairs concerning proposals to modify the curricula of existing academic programs, or to establish citation programs consistent with college rules approved by the Senate. The committee shall inform the Senate of its actions in these cases.

6.10.f Charge: The committee shall review, establish, and advise the Vice President's Advisory Committee concerning policies for adding, deleting, or modifying academic courses.

6.10.g Charge: The committee shall be especially concerned with the thoroughness and soundness of all proposals, and shall evaluate each according to the mission of the University, the justification for the proposed action, the availability of resources, the appropriateness of the sponsoring group, and the proposal's conformity with existing regulations. The committee shall be informed of any recommendations made by the Academic Planning Advisory Committee concerning resource issues, the consistency of the proposed action with the University's mission and strategic directions, or both.

6.10.h The committee shall meet regularly as needed.

6.10.i Relation of the Programs, Curricula, and Courses Committee to the Office of the Senior Vice President and Provost.

- (1) The committee, in consultation with the Office of the Senior Vice President and Provost, shall determine the requirements for supporting documentation and the procedures for review for all proposals.
- (2) The committee shall be informed by the Office of the Senior Vice President and Provost of all proposed modifications to existing programs and curricula. After consulting with the presiding officer of the committee, the Provost's Office shall act on all minor changes that are not of a policy nature.
- (3) The committee shall be informed by the Office of the Senior Vice President and Provost of all changes made pursuant to 6.10.h(2). The committee shall be informed by the Office of the Senior Vice President and Provost of all other changes in academic curricula whose approval has been specifically delegated to that office. In particular, this includes the approval to offer existing academic programs through distance education or at a new off-campus location.

6.10.j Relationship of the Programs, Curricula, and Courses Committee to the Graduate School: Proposals concerned with graduate programs and curricula shall receive the review specified by the Graduate School, in addition to the review of the Programs, Curricula, and Courses Committee. Any such proposal whose approval has been denied by the Graduate School shall not be considered by the committee.

6.11 **Staff Affairs Committee:**

6.11.a Membership: The committee shall consist of an appointed presiding officer; ten (10) staff members, including a member, preferably a Senator, from each of the elected staff categories; three (3) faculty

members; two (2) students; the Director of Human Resources; and one (1) representative each from the offices of the Senior Vice President and Provost, the Vice President for Administrative Affairs, the Vice President for University Relations, and the Vice President for Student Affairs. The elected UMCP representatives to the Council of University System Staff (CUSS), the two staff representatives on the Executive Committee, and two Category II contingent employees shall also be members of the committee.

- 6.11.b Quorum: A quorum of the Staff Affairs Committee shall be twelve (12) voting members.
- 6.11.c Charge: The committee shall formulate and continually review campus policies affecting staff members, including policies regarding periodic review of campus departments and administrators that employ staff members.
- 6.11.d Charge: The committee shall assist the Office of the University Senate in soliciting nominations and encouraging participation in elections of staff Senators as specified in Article 4.4 of the *Plan*.
- 6.11.e Charge: Staff Affairs shall assist the Committee on Committees and the Senate Executive Committee in identifying and recruiting staff representatives for campus and Senate committees, including system-wide activities involving staff.
- 6.11.f Charge: The committee shall administer the Council of University System Staff (CUSS) nomination and election process. Definitions of eligible staff shall be defined by the Board of Regents and CUSS.
- 6.11.g Charge: The committee shall actively promote and provide orientation and opportunities for staff involvement in shared governance at every administrative level.

6.12 **Student Affairs Committee:**

- 6.12.a Membership: The committee shall consist of an appointed presiding officer; ten (10) undergraduate students, of whom five (5) must be Senators; four (4) graduate students, of whom two (2) must be Senators; three (3) faculty members; two (2) staff members; the President or a representative of the Student Government Association; the President of the Graduate Student Government or the President's graduate student designee; two representatives of the Office of the Vice President for Student Affairs; and one representative each from the Graduate School and the Division of Administrative Affairs, the Office of the Senior Vice President and Provost, the Division of University Relations, and the Department of Resident Life.
- 6.12.b Quorum: A quorum of the Student Affairs Committee shall be twelve (12) voting members.
- 6.12.c Charge: The committee shall formulate and continually review policies regarding all non-academic matters of student life including, but not limited to, student organizations, resident life, extracurricular activities, and student concerns in the campus community.
- 6.12.d Charge: The committee shall assist the Office of the University Senate and the colleges and schools as appropriate in soliciting nominations and encouraging participation in the election of student Senators.

6.13 **Student Conduct Committee:**

- 6.13.a Membership: The committee shall consist of an appointed presiding officer; four (4) faculty members; five (5) students, of whom at least three (3) must be undergraduate students and one (1) must be a graduate student; and the Director of the Office of Student Conduct, or a representative, as a non-voting consulting member.
- 6.13.b Charge: The committee shall formulate and continually review recommendations concerning the rules and codes of student conduct, as well as means of enforcing those rules and codes.
- 6.13.c Charge: The committee acts as an appellate body for infractions of the approved Codes of Student Conduct and Code of Academic Integrity. Procedures for the committee's operation in this role are to

be developed and filed with the Office of Student Conduct and the Executive Secretary and Director of the Senate. The committee shall also confirm members of all judicial boards listed in the Codes of Student Conduct, except conference and ad hoc boards.

ARTICLE 7 UNIVERSITY COUNCILS

- 7.1 **Definition:** University councils are established by Article 8.4 of the *Plan* to exercise an integrated advisory role over specified campus units and their associated activities. University councils are jointly sponsored by the University Senate, the College Park campus administration, and the chief administrative officer(s) of the designated unit(s) (hereafter indicated by "director"). University councils may be assigned reporting responsibilities to any member(s) of the College Park administration at the dean level or above (hereafter referred to as the "designated administrative officer").
- 7.2 **Creation of University Councils:** Proposals to create a University council shall be evaluated by a task force appointed jointly by the University Senate Executive Committee and the designated administrative officer to whom the new council would report. Following its deliberations, this task force shall present a report to the Senate, the designated administrative officer, and the director of the unit whose activities are the focus of the council. That report shall indicate the specifications that define the working relationship among the Senate, the designated administrative officer, and the director. The report shall include at least the following: the scope and purpose of the new council; a review of the current committees and advisory relationships to be superseded by the proposed council; identification of the designated administrative officer and unit director to whom the council reports; the charge to the council; the size, composition, and appointment process of members of the council; the council's relationship to the Senate, the designated administrative officer, and the director including the responsibilities of these three sponsors to the council and the responsibilities of the council to these three sponsors; and principles for operation of the council. The proposal of the task force shall be reviewed by the appropriate Senate committees, approved by the designated administrative officer, and then approved by the Senate. At the same time, the Senate shall approve appropriate revisions in its *Bylaws* to incorporate the council into its committee structure. The report of the task force, as approved, shall be preserved with official Senate documents, serving as a record of the original agreements establishing the council.
- 7.3 **Specifications in Senate Bylaws:** For each council, Senate bylaws shall: state its name; specify its responsibilities to the Senate; define its membership, including any voting privileges of ex officio members; and identify any exceptions or additions to the provisions of Article 7 of these *Bylaws* particular to the council.
- 7.4 **Basic Charge:**
- 7.4.a The council's responsibilities to the University Senate shall include those specified for Senate committees in Article 5.2 of these *Bylaws*. In addition, each council shall:
- (1) Sponsor hearings, as appropriate, on issues within its purview that are of concern to the Senate and the campus community.
 - (2) Provide a mechanism for communication with the campus community on major issues facing the unit and its activities.
 - (3) Respond to charges sent to the council by the Senate Executive Committee.
 - (4) Provide an annual written report to the Senate on the council's activities including the status of unresolved issues before the committee.
- 7.4.b Responsibilities to the designated administrative officer shall be specified in the Task Force Report and may include:
- (1) To advise on the unit's budget, space, and other material resources, in addition to personnel, staffing and other human resources.

- (2) To advise on the unit's administrative policies and practices.
- (3) To advise on the charges to be given to periodic internal and external review committees.
- (4) To respond to requests for review, analysis, and advice from the designated administrative officer.
- (5) To meet at least annually with the designated administrative officer to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

7.4.c Responsibilities to the unit's director shall be specified in the Task Force Report and may include:

- (1) To advise on the needs and concerns of the campus community.
- (2) To advise on opportunities, policies, and practices related to the unit's ongoing operations.
- (3) To review and advise on unit reports, studies, and proposed initiatives.
- (4) To respond to requests for review, analysis, and advice made by the director.
- (5) To meet at least annually with the director to review the major issues facing the unit and its activities on campus.
- (6) To fulfill such other responsibilities as specified in the Task Force Report.

7.5 **Membership and Appointment to University Councils:**

- 7.5.a Membership: Councils shall have nine (nine) (9) to thirteen (13) members as specified in the appropriate subsection of Article 8 of these *Bylaws*. In addition, each council shall include an ex officio member designated by the administrative officer, and such other ex officio members as specified in the appropriate subsection of Article 5 of these *Bylaws*. These ex officio members shall have voice but no vote.
- 7.5.b Appointment: Representatives of the designated administrative officer's office and the Committee on Committees of the University Senate shall agree on nominees for vacancies on the council. These nominations shall be submitted to the designated administrative officer and to the University Senate for approval. In exercising its powers of appointment to the council, the Senate shall follow procedures for review and approval for Senate committee appointments specified in Article 5.5.d and 5.5.g of these *Bylaws*.
- 7.5.c Terms: Rules governing beginning date and length of terms, and restrictions on reappointment shall be those specified for Senate committees, except that the presiding officer shall serve a three (3) year term and cannot be reappointed.
- 7.5.d Appointment of Presiding Officer: The designated administrative officer and the Senate Executive Committee shall reach an agreement on a presiding officer, and the joint choice shall be submitted to the Senate for approval. If the presiding officer is selected from among the membership of the council, a replacement shall be appointed to the vacated seat.

7.6 **Operational Relationship of University Councils to Sponsors:**

- 7.6.a The University Senate Office shall support activities of the council in a manner similar to all other Senate committees.
- 7.6.b The office of the designated administrative officer, through its ex officio council member, shall provide

liaison to other administrative units as required.

- 7.6.c The unit director shall provide the council with internal data, reports, studies, and any other materials required to support the council's work. In addition, the director shall also arrange for unit staff to appear before the committee as requested.
- 7.6.d Control of the University council's agenda shall be the responsibility of the presiding officer of the council and the voting members of the council, subject to the charges provided in Article 7.4 of these *Bylaws*, the appropriate subsection of Article 8 of these *Bylaws*, and the approved Task Force Report governing the council.
- 7.6.e Each University council shall develop its own bylaws which must be approved by the designated administrative officer and by the Senate.
- 7.6.f In addition to the required annual report, the presiding officer shall keep the Chair of the Senate informed of the major issues before the council and shall indicate when action or information items are likely to be forwarded for Senate consideration. In submitting recommendations for Senate action, the council shall inform the unit director and the designated administrative officer in advance of its recommendations. For purposes of conducting Senate business, reports from the University council and floor privileges of the Senate shall be managed in the same manner as general committees of the Senate defined in these *Bylaws* (3.3.c, 4.4.b, 4.7, and 5.3.a). In the case where the presiding officer of the University council is not a member of the Senate, he or she may report to the Senate and participate in the deliberations of the Senate subject to the provisions of Article 3.3.c of these *Bylaws*.

7.7 **Review of University Councils:**

- 7.7.a Five (5) years after a University council is formed, a review of the council shall be undertaken jointly by the Senate and administration, and a written report issued. The review may recommend continuation of the council in its original form and mode of operation, modification of the council structure and/or operations, or discontinuance of the council.
- 7.7.b Following the initial review, the University council and its operations shall be reviewed in conjunction with the periodic review of the *Plan*.

ARTICLE 8 UNIVERSITY COUNCIL SPECIFICATIONS

8.1 **University Library Council**

- 8.1.a **Charge:** The University Library Council has the responsibility to provide advice and to report on policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries. (See Appendix 2 for additional responsibilities and the Council's Bylaws).
- 8.1.b **Membership:** The Council shall consist of thirteen (13) appointed members and three (3) ex officio members. The appointed members shall be: the Chair, ten (10) other faculty members including at least one (1) member of the library faculty, a graduate student, and an undergraduate student. The three (3) ex officio members shall be a representative of the office of the Senior Vice President and Provost, a representative of the Office of the Dean of Libraries, and the Chair-Elect of the Senate.
- 8.1.c The Chair shall be a tenured faculty member.
- 8.1.d **Reporting Responsibilities:** The University Library Council shall report to the University Senate and the Senior Vice President and Provost under the terms of responsibility defined in Article 7.4 of these *Bylaws*.

8.2 **University Research Council:**

Amended December 5, 2012

- 8.2.a Charge: In addition to the charges specified in Articles 5.2 and 7.4 of these *Bylaws*, the Council shall be governed by the following: The Council is charged to formulate and continually review policies regarding research, its funding, its relation to graduate and undergraduate academic degree programs, and its service to the community. Also, the Council is charged to review the research needs of faculty, other researchers and students, and to make recommendations to facilitate the research process and productivity of the University. Further, the Council shall formulate and continually review policies on the establishment, naming, reorganization, or abolition of bureaus, centers, or institutes that do not offer programs of instruction or regularly offer courses for credit, including their relationship to graduate and undergraduate academic programs. Additionally, when it perceives problems, the Council has the power to undertake investigative studies and recommend solutions.
- 8.2.b Membership: The University Research Council shall consist of thirteen (13) appointed members and ten (10) ex officio members. The appointed members shall be the Chair and eight (8) other faculty members; one (1) staff member; and three (3) students, including at least one (1) graduate and one (1) undergraduate student. The ten (10) ex officio members shall be a representative of the President (non-voting), a representative of the Senior Vice President and Provost (non-voting), a representative of the Vice President for Research, a representative of the Dean of the Graduate School, a representative of the Dean of Undergraduate Studies, the Director of the Office of Research Administration and Advancement, and the Chairs of four (4) subcommittees of the University Research Council as follows: Research Development and Infrastructure Enhancement Subcommittee (RDIES); Research Advancement and Administration Subcommittee (TAAS); Intellectual Property and Economic Development Subcommittee (IPEDS); and Awards and Publicity Subcommittee (APS). The Chair shall be a tenured faculty member.
- 8.2.c Reporting Responsibilities: The University Research Council shall report to the University Senate and the Vice President for Research under the terms of responsibility defined in Article 7.4 of these *Bylaws* and the report establishing the University Research Council.

ARTICLE 9

DUTIES OF THE EXECUTIVE SECRETARY AND DIRECTOR

- 9.1 The Executive Secretary and Director of the Senate shall be responsible for the minutes and audio recordings of all Senate meetings.
- 9.1.a The minutes shall include only actions and business transacted. They shall be submitted to the Senate for approval. Copies of the approved minutes shall be sent to all chief administrative officers of colleges, schools, departments, and other units, and to the campus news media.
- 9.1.b A complete audio recording shall be made of each meeting. An indexed copy of each audio recording, excluding only those parts recorded during closed sessions, shall be placed with the minutes in the University Archives for open access.
- 9.2 The Executive Secretary and Director shall also maintain the following kinds of Senate records (see Article 4.8):
- (1) All material distributed to Senate members;
 - (2) All material received by or distributed to members of the Executive Committee;
 - (3) Any minutes of the Senate or the Executive Committee not otherwise included under (1) and (2);
 - (4) Annual reports of all committees of the Senate not otherwise included under (1) and (2);
 - (5) The audio records of Senate meetings;
 - (6) The current and all previous versions of the *Plan* and the *Bylaws*;

- (7) Articles concerned with Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary and Director; and
 - (8) Other items deemed appropriate by the Executive Secretary and Director or the Chair of the Senate.
- 9.3 The Executive Secretary and Director shall store inactive records of the Senate in the University Archives.
 - 9.4 The Executive Secretary and Director shall be responsible for the preparation of the Senate budget in accordance with Article 4.6.
 - 9.5 The Executive Secretary and Director shall prepare as soon as possible after each annual senatorial election, a directory of the membership of the new Senate indicating for each member the constituency, term, office, local address, and telephone number. A copy of this directory shall be distributed to all members of the new Senate.
 - 9.6 The Executive Secretary and Director shall furnish all available information concerning the membership of the appropriate categories to each staff candidate nominated for election to the Senate.
 - 9.7 The Executive Secretary and Director shall keep a list, with campus addresses and telephone numbers, of all Senate officers and of all presiding officers of all Senate committees. This information shall be available upon request to any member of the campus community.
 - 9.8 The Executive Secretary and Director shall send to each Senator, by campus or electronic mail, a copy of the agenda and supporting material for each meeting. The receipt of the agenda and the supporting material then available shall satisfy the notice requirements of the meeting in question (Article 3.1 and 3.2.b).
 - 9.9 The Executive Secretary and Director shall prepare for the members of the Senate and its Executive Committee, as appropriate, all agendas, minutes, reports, and other documents, with the exception of proposals relating to the Programs, Curricula, and Courses (PCC) Committee. Nonetheless, the Executive Secretary and Director shall be responsible for the distribution of all items of Senate business, including PCC items to the members of the Senate and its Executive Committee, and to other such committees as necessary.
 - 9.10 The Executive Secretary and Director shall inform the Executive Committee of the status of all members of the Senate in accordance with the *Plan* (Article 3.4.a(4-5), 3.4.b(4-5), and 3.7) and these *Bylaws* (Articles 2.2, 4.1, 5.5, and 5.6).
 - 9.11 The Executive Secretary and Director shall have the privilege of attending the meetings of all standing committees and ad hoc committees of the Senate to assist in the coordination of Senate business.
 - 9.12 The Executive Secretary and Director, as the Senate's representative, shall provide information or assistance as requested to the committee for revision of the undergraduate catalog.

ARTICLE 10

ANNUAL TRANSITION OF THE SENATE

10.1 **Preparation for Transition:**

- 10.1.a By no later than the scheduled December meeting of the Senate, the Committee on Committees shall present to the Senate at least eight (8) nominees from among outgoing Senate members to serve on the Nominations Committee. The nominees shall include four (4) faculty members, one (1) exempt staff member, one (1) non-exempt staff member, one (1) graduate student, and one (1) undergraduate student. Further nominations shall be accepted from the floor of the Senate. The Senate, as a body, shall elect four (4) faculty members, one (1) exempt staff member, one (1) non-

exempt staff member, one (1) graduate student, and one (1) undergraduate to serve as the Nominations Committee. The Chair-elect of the Senate shall serve as a non-voting, ex officio member of the Nominations Committee. The Nominations Committee shall elect its own Chair. The Nominations Committee shall solicit nominations from the membership of the Senate and shall present to the Chair of the Senate by April 1:

- (1) A slate of at least two (2) candidates per seat from each constituency for elected membership on the Executive Committee, including those incumbent elected members who are eligible and willing to stand for reelection,
- (2) Slates of candidates to replace the outgoing members of the Committee on Committees and such other committees as required by these *Bylaws*, including at least one (1) nominee for each position to be filled, and
- (3) A minimum of two (2) candidates for the office of Chair-Elect.

Before reporting to the Chair of the Senate, the nominating committee shall secure the consent of all nominees in writing.

- 10.1.b. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Senate a minimum of twenty (20) calendar days before the Transitional Meeting of the Senate. Any further nominations made by members of the Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary and Director at least twelve (12) working days before the Transitional Meeting. These additional nominations shall be mailed to the membership of the incoming Senate at least ten (10) working days before the Transitional Meeting.

10.2 **Transitional Meeting:**

- 10.2.a The Transitional Meeting will be the last regularly scheduled meeting of the Spring semester, and starts a new Senate session.
- 10.2.b Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, with the call to order of the transitional meeting by the outgoing Chair.
- 10.2.c Election of the Chair-Elect, as provided for in section 5.5.a of the *Plan*, shall be the first order of business of the Transitional Meeting, after which the outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair.
- 10.2.d The election of the Executive Committee and the election of incoming members of the Committee on Committees, and such other persons elected by the members of the Senate as prescribed in these *Bylaws*, shall be scheduled special orders of the Transitional Meeting. Nominations may be received from the floor by the Chair, in addition to those provided for in Article 10.1. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate. In the event of a tie vote in the election for members of the Executive Committee or the Committee on Committees, a ballot will be mailed to each Senator in the appropriate constituency. Ballots are to be returned to the Senate Office within one (1) week from the date mailed.
- 10.2.e The elected members of the outgoing Executive Committee and the Committee on Committees shall continue to serve until the election of new members is held.
- 10.2.f After the conclusion of the Transitional Meeting, any remaining vacancies on standing committees will be filled on an acting basis by the new Committee on Committees, subject to the approval of the Executive Committee and pending confirmation by the full Senate at its next regularly scheduled meeting.

APPENDIX 1

COMMITTEE APPOINTMENTS AND TERMS

Implementation Procedures

In the initial year [1994-95] of implementation of Section 5.5, the following provisions shall govern appointment of members eligible for appointment to two-year terms:

- (1) Half of the members shall be appointed to the committee for a one-year term and half for a two-year term.
- (2) When multiple members are selected for a committee from a particular constituency, half shall be appointed for one-year terms and half for two-year terms.
- (3) Incumbent committee members may be re-appointed to their committees for a one-year term, as long as their serving the one-year term does not extend their service beyond the length of service specified in Sections 5.5.e and 5.5.f.
- (4) In preparing their slate for Senate action, the Committee on Committees shall identify one-year nominees and two-year nominees. The Senate may change the length of term of any nominee as long as such changes do not violate provisions of the *Plan* and *Bylaws*.

APPENDIX 2 BYLAWS OF THE UNIVERSITY LIBRARY COUNCIL

1. **Charge to the Council:** The University Library Council has the responsibility to provide advice about policy issues concerning the University Libraries to the University Senate, to the Senior Vice President and Provost, and to the Dean of Libraries.

A. The Council's Responsibilities to the University Senate:

- (1) Make recommendations for major changes and improvements in policies, operations, and services of the Libraries that represent the concerns and interests of Senate constituencies as well as other users of the Libraries. Such recommendations should specify the resource implications. Reports and recommendations to the University Senate shall be submitted to the Senate Executive Committee for placement on the agenda of the University Senate in the same manner as reports from the Senate's general committees. It is expected that the Council will also inform the Senior Vice President and Provost in advance of these legislative recommendations. In addition to the mandatory annual report, the Chair of the Council shall keep the Chair of the Senate informed of the major issues before the Council and shall indicate when action or information items are likely to be forwarded for Senate consideration.
- (2) Respond to charges sent to the Council by the Senate Executive Committee.
- (3) Provide an annual written report of the Council's activities, including the status of recommendations made by the Council each year, and of unresolved issues before the Council.

B. The Council's Responsibilities to the Senior Vice President and Provost:

- (1) Advise on the Libraries' budget, space, personnel and staffing, and other resources. It is expected that the Senior Vice President and Provost will consult the Council before undertaking major reviews of the Libraries with APAC and before preparing the annual budget for the Libraries.
- (2) Advise on the Libraries' administrative policies and practices.
- (3) Advise on the charges to be given to the committees to review the Dean of Libraries and to conduct the unit review of the University Libraries based on University policy
- (4) Advise on matters concerning the Libraries in conjunction with accreditation review and strategic planning.
- (5) Respond to requests for review, analysis, and advice made by the Senior Vice President and Provost.

- (6) Meet at least annually with the Senior Vice President and Provost to review the major issues facing the Libraries and its activities on campus.
- (7) The Council is responsible for informing the Senior Vice President and Provost of pending reports and recommendations to the University Senate.

C. The Council's Responsibilities to the Dean of Libraries:

- (1) Advise on the needs and concerns of diverse constituencies within the campus community with respect to Library policies, services, and new resources and technology.
- (2) Advise on strategies to involve Library users in the initiation, evaluation, and integration of new Library policies, practices, procedures, and technology. Such strategies might include forums for the discussion of changes, workshops for adjusting to new technologies, and ongoing programs of Library education.
- (3) Advise on operations, policies and new opportunities.
- (4) Advise on Library planning including strategic planning and other major plans for Library operation and development.
- (5) Review and advise on the Libraries' reports, studies, and proposed initiatives that have significant long-term resource implications for the Libraries.
- (6) Hold at least one (1) meeting each year at which the Dean shall review major issues and plans, summarized in a State of the Libraries report distributed in advance to the Council.
- (7) It is expected that the Council will adopt a broad campus perspective and that the Dean of the Libraries will inform the Council of the University Libraries' needs and concerns and seek advice about major modifications of policies and operations affecting the campus community.

D. To Fulfill Its Responsibilities, the Council May:

- (1) Undertake investigative studies in matters concerning the University Libraries and recommend solutions to the University Senate, the Senior Vice President and Provost, the Dean of Libraries, or the general campus community.
- (2) Conduct open hearings on major issues concerning the University Libraries and their activities.
- (3) Communicate directly with the campus community on concerns related to support for, policies of, and services provided by the University Libraries.

2. **Composition of the Council:** The Council shall consist of thirteen (13) appointed members and three (3) ex officio members. The appointed members shall be: the Chair, ten (10) other faculty members including at least one (1) member of the Library faculty, a graduate student, and an undergraduate student. The three (3) ex officio members shall be a representative of the Office of the Senior Vice President and Provost, a representative of the Dean of the Libraries Office, and the Chair-Elect of the Senate.

A. Tenure in Office:

- (1) The Council Chair should be a tenured faculty member appointed for a single three-year term. Normally, the Chair shall have served as a member of the Council. If the Chair is serving as a regular member of the Council at the time of appointment, a new member shall be appointed to serve the remainder of the term the Chair has vacated. The Senior Vice President and Provost and the Senate Executive Committee shall reach an agreement on the Council Chair, and the joint choice shall be submitted to the University Senate for its approval.
- (2) The remaining ten (10) faculty members shall be appointed for staggered two-year terms. No faculty member shall serve more than two (2) terms consecutively. For this purpose, members who have served more than a year should be considered to have served a full term.

- (3) The two (2) student members shall be appointed for one-year terms. No student member should serve more than two (2) terms consecutively. For this purpose, student members who have served more than half their term should be considered to have served a full term.
- (4) The Office of the Senior Vice President and Provost will appoint a member of the Provost's staff as an ex officio member of the Council who will have voice but not vote.
- (5) The Dean of Libraries' Office will appoint an upper-level member of the Libraries' administrative staff as an ex officio member of the Council who will have voice but no vote.
- (6) The Chair-Elect of the Senate shall serve as an ex officio member of the Council who will have voice but no vote.

B. Qualifications of Council Members: Successful operation of the Council requires that the members of the Council understand the nature of the Libraries and represent the best interests of the campus as well as the particular interests of their specific constituencies.

- 1. The Council members should be chosen from people who can bring a campus-wide perspective to their deliberations on Library matters and who have shown interest and willingness to foster a good working relationship between the Libraries and their users.
- 2. Council members should be selected to represent as broad a range of campus disciplines and interests as possible. Faculty members should include representatives from both the professional and arts and sciences colleges, and within these constituencies, representatives of the arts and humanities, social sciences, and physical and biological sciences.

C. The Appointment Process: In the spring of each year, the Chair of the University Library Council shall notify the representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate of the appointments required for the following academic year. The representative of the Office of the Senior Vice President and Provost and the Chair-Elect of the Senate shall draw up a slate of committee members who will agree to serve, and the slate will be submitted to the Senior Vice President and Provost and the Committee on Committees for approval. The list of nominees for Council membership shall be submitted to the University Senate for approval. Ordinarily, the slate will be presented at the same Senate meeting at which other committee slates are approved. Dates of appointment and beginning of terms shall correspond with those of Senate committees. Replacement of Council members will take place through the same consultative process as the initial appointment, with submission of names to the Senate occurring as needed.

3. Operation of the Council: Effective and efficient Council operation will require adequate support and full cooperation among the Senate, the Senior Vice President and Provost, the Dean, and their offices.

- A. The University Senate Office or its designee will provide normal committee support to the Council, including maintaining mailing lists, reproducing Council documents, keeping a copy of Council minutes, maintaining files for the Council, and arranging meeting rooms.
- B. The Office of the Senior Vice President and Provost, through its ex officio Council member, will provide liaison to other administrative units, such as the Office of Institutional Research, Planning and Assessment, for their reports, data, or assistance. The Office of the Senior Vice President and Provost will also provide website space for the Council.
- C. The Dean of the Libraries will provide the Council with internal data, reports, studies, etc. as needed to support the Council's work. The Dean will also arrange for unit staff to present testimony concerning such reports as the Council finds useful in carrying out its responsibilities. The Dean's assistance to the committee shall also include providing the Council members with the opportunity to attend an appropriate orientation session dealing with the Libraries.
- D. Control of the Council's agenda will be the responsibility of the Council Chair and the voting members of the Council.
- E. While being responsive to the needs of the Senior Vice President and Provost and the Senate in a timely manner is

necessary, the sponsoring parties and the Dean of the Libraries must not attempt to micro-manage the ongoing operation of the Council. In turn the Council must not attempt to micro manage the Libraries.

- F. The Council shall meet as necessary, but in no case less than once per semester. Meetings may be called by the Chair. In addition, upon receiving a request of any three members of the Council, the Chair shall call a meeting. A majority of the voting members of the Council shall constitute a quorum for the conducting of official business of the Council.

4. Operational Relationship of the Council to its Sponsors:

- A. For purposes of University Senate action, a Council created through Senate action will appear in essentially the same role as a general committee of the University Senate.
 - B. The Chair may present reports and recommendations to the Senate but will not have a vote in Senate proceedings, unless he or she is a member of the Senate.
 - C. Since the committees of the Senior Vice President and Provost range widely in form and function, and do not operate under a formal plan of organization and bylaws, there is no need to specify the Council's standing in the same fashion. For other purposes, such as APAC review of the Unit, the Council might be consulted like a College Advisory Council (that colleges will have under the shared governance plan) could be.
 - D. The Dean of Libraries will ordinarily meet with the Council and have a voice in its deliberations. Since one of the three main functions of the Council is to advise the Dean, the Dean shall not formally be a member of the Council. On formal reports and recommendations of the Council to the University Senate or to the Senior Vice President and Provost, the Dean of the Libraries may send a separate memorandum to the Senate or the Senior Vice President and Provost, as appropriate, supporting or opposing the report or the recommendations, and providing the rationale for the Dean's position.
5. **Review of the Council:** The Council and its operations will be reviewed in conjunction with the periodic review of the Senate and the *Plan*.

APPENDIX 3 PROCEDURES FOR ELECTIONS OF UMCP REPRESENTATIVES TO THE COUNCIL OF UNIVERSITY SYSTEM FACULTY (CUSF)

The Chair of CUSF is not a member of CUSF. Thus, if the Chair is from College Park, a replacement must be named. At the end of his/her term as Chair, if his/her term on CUSF is not finished, he/she resumes his/her position as a CUSF member.

The normal term for CUSF representatives is three (3) years, with two alternates serving three (3) – year terms; if both alternates are elected at the same time, priority to be a replacement shall be in order of votes received; if a regular representative is unable to serve out his/her term, an alternate replaces him/her for the remainder of the term, and a new alternate is named. The replacement representative shall be chosen in order of number of votes received. The Nominations Committee will select a replacement alternate subject to confirmation by the Senate.

The University Senate, in accordance with its usual procedures, will elect representatives to CUSF in the spring. Faculty members only are entitled to vote. Each faculty Senate member has as many votes as there are open positions. If there are more candidates than positions, the person(s) receiving the most votes, in order, are declared representatives. The person receiving the next most votes is declared alternate. The remaining person, in order of vote tally, will be asked to move into the alternate position if the previous paragraph comes in to play. A record of the outcome of the election will be retained by the Executive Secretary and Director of the University Senate. If there are not sufficient candidates, or the pool of candidates is exhausted, representatives are chosen by the Executive Committee.

Dates of Approval, Updates and Amendments to the Senate Bylaws

(Approved, Campus Senate, October 9, 1986)
 (Approved, Board of Regents, February 6, 1987)
 (Updated, July 11, 1988)
 (Amended, February 13, 1986)
 (Amended, December 7, 1986)
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 (Amended, March 3, 2010)
 (Amended, February 9, 2011)
 (Amended, May 4, 2011)
 (Amended, March 8, 2012)
 (Amended April 19, 2012)
 (Amended December 5, 2012)

APPENDIX 2 - SENATE DOCUMENT NUMBER 09-10-41: REVIEW OF QUORUM CALCULATION IN SENATE STANDING COMMITTEES



**University Senate
TRANSMITTAL FORM**

Senate Document #:	09-10-41																				
PCC ID #:	NA																				
Title:	Review of Quorum Calculation in Senate Standing Committees																				
Presenter:	Marc Pound, Chair of Elections, Representation & Governance Committee (ERG)																				
Date of SEC Review:	January 28, 2011																				
Date of Senate Review:	February 9, 2011																				
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report 																				
Statement of Issue:	Several of the Standing Senate Committees are large and find it difficult to conduct business at Committee meetings due to a lack of quorum and might benefit from an alternate quorum calculation procedure.																				
Relevant Policy # & URL:	NA																				
Recommendation:	<p>The ERG Committee recommends tailored quorums for committees that have 16 or more voting members, subtracting 1, 2, or 3 from the current quorum depending on the committee size, to create what would be an "optimally successful" number. No committee can reach quorum solely with Ex-Officio members.</p> <p>The ERG recommends revised quorums for the following committees:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Committee</th> <th style="text-align: left;">Quorum</th> </tr> </thead> <tbody> <tr> <td>-----</td> <td></td> </tr> <tr> <td>Academic Procedures and Standards</td> <td>9</td> </tr> <tr> <td>Campus Affairs</td> <td>9</td> </tr> <tr> <td>CORE</td> <td>8</td> </tr> <tr> <td>Educational Affairs</td> <td>11</td> </tr> <tr> <td>Equity, Diversity & Inclusion</td> <td>11</td> </tr> <tr> <td>ERG</td> <td>8</td> </tr> <tr> <td>Faculty Affairs</td> <td>8</td> </tr> <tr> <td>Programs, Curricula and Courses</td> <td>9</td> </tr> </tbody> </table>	Committee	Quorum	-----		Academic Procedures and Standards	9	Campus Affairs	9	CORE	8	Educational Affairs	11	Equity, Diversity & Inclusion	11	ERG	8	Faculty Affairs	8	Programs, Curricula and Courses	9
Committee	Quorum																				

Academic Procedures and Standards	9																				
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Equity, Diversity & Inclusion	11																				
ERG	8																				
Faculty Affairs	8																				
Programs, Curricula and Courses	9																				

	Staff Affairs 12 Student Affairs 12
Committee Work:	<p>In the Fall of 2010 the ERG Committee discovered that every committee failed to meet quorum requirements at least once during the 2009-2010 academic year. Current quorum procedure for Standing Committees follows Robert's Rules; a quorum is 50% of the total number of members plus one. The committee decided that the fundamental issue is that many committees are failing to meet quorum for meetings, especially those committees with larger numbers.</p> <p>At the October 6, 2010 meeting the Committee recounted past attempts to revise the quorum requirements for committees that had failed to be adopted. The ERG Committee concluded that there are two possible solutions to the lack of quorum for the Standing Committees: either lower the quorum for the Standing Committees or allow for business to be conducted without a quorum present. Lowering the quorum in the Standing Committees was deemed the more favorable solution. Several methods of lowering the quorums for Standing Committees were discussed and later analyzed.</p> <p>The analysis presented at the November 3, 2010 meeting revealed that, if the quorum were dropped to 1/3 of the members, some Senate Committees could conduct business with very few members present. Furthermore, a few committees could constitute a quorum composed entirely of Ex-Officio members. It was agreed that while it may not be preferable to have a majority of Ex-Officio members deciding a committee vote, the final decision is made in the full Senate where all campus constituencies have representation.</p> <p>The ERG Committee also discussed whether it was appropriate for excused absences to be allowed on Standing Committees much like is done for the Senate. They also considered the method of quorum calculation for Senate meetings (Senate Bylaws 3.4.b), applied only on the Standing Committees of a certain size; the smaller committees would continue with the current practice. Neither of these solutions was deemed satisfactory. The conclusion was that there is no "one-size-fits-all" solution.</p> <p>After the November meeting the ERG Committee voted via email to approve recommending tailoring the quorums for Standing</p>

	Committees with 16 or more voting members.
Alternatives:	Senate Standing Committees could continue having difficulty meeting quorum, impairing their ability to move Senate business forward.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required: <i>(*Important for PCC Items)</i>	Senate approval, Presidential approval

**Senate Elections, Representation, and Governance (ERG) Committee
Report on Review of Quorum Calculation in Senate Standing Committees
November 2010**

Statement of the Problem

Several Senate Standing Committees have had difficulty meeting quorum on multiple occasions, impairing their ability to move Senate business forward.

Background

On April 22, 2010 the Senate Executive Committee (SEC) charged the ERG committee to review the current procedures for quorum calculation in the Senate Standing Committees. The ERG Committee began discussing the charge and the background information presented in the charge at the May 10, 2010 meeting (which notably did not have quorum!). It was decided that additional research was needed for full consideration of this issue, for instance, which Committees struggled to reach a quorum during the 2009-2010 academic year. (Appendix 2)

Committee Work

In the Fall of 2010, the ERG Committee continued research and discussion of the charge and possible recommendations. It was discovered that every committee failed to meet quorum requirements at least once during the 2009-2010 academic year. The fundamental issue is that many committees are failing to meet quorum for meetings, especially those committees with larger membership populations. Research also recounted past attempts to revise the quorum requirements for committees that had failed to be adopted. (Appendix 3)

Current quorum procedure for Standing Committees follows Robert's Rules; a quorum is 50% of the total number of members plus one. (Appendix 4) There are two possible solutions to the lack of quorum for the Standing Committees: either lower the quorum for the Standing Committees or allow for business to be conducted without a quorum present. The latter was recognized as an unfavorable option. Though there are practical ways to work around the quorum requirement, such as conducting business by email or creatively scheduling meetings, these may ameliorate, but do not directly address, the problem. Lowering the quorum in the Standing Committees is the only way to combat the problem procedurally.

Several methods of lowering the quorums for Standing Committees were discussed and analyzed. If 1/3 of the members constituted a quorum, the number of committee members deciding on business in certain Standing Committees could be very small. (Appendix 5) Reducing the size of all Standing Committees would also be difficult to accomplish because all constituencies need to be fairly represented. Another difficulty in reducing the size of the Standing Committees is the number of appointed Ex-Officio members, especially on the larger committees.

The analysis revealed that, if the quorum were dropped to 1/3 of the members, some Senate Committees could constitute a quorum composed entirely of Ex-Officio members. ERG Committee members were concerned that this may not be truly representative because Ex-Officio committee members serve based on their departmental position, not through a

representative selection process. (Appendix 6) On the other hand, while it may not be preferable to have a majority of Ex-Officio members deciding a committee vote, the final decision is made in the full Senate (assuming it is put on the agenda by the SEC) where all campus constituencies have representation.

The ERG Committee also discussed whether it was appropriate for excused absences to be allowed on Standing Committees much like is done for the Senate. They also considered the method of quorum calculation for Senate meetings (Senate Bylaws 3.4.b which states a quorum for meetings would be defined as a majority of elected Senators that have not received prior approval for absence from the Senate Office, or fifty (50) Senators, whichever number is higher.) This would be applied only on the Standing Committees of a certain size; the smaller committees would continue with the current practice. Neither of these solutions was deemed satisfactory.

The conclusion is that there is no “one-size-fits-all” solution.

Recommendation

The ERG Committee agreed that there should be a benchmark number below which committee business could not be conducted, no matter the size of the committee. It was decided that trying to compose one universal method to determine quorum that works for every committee might not be reasonable. It instead may better serve the Standing Committees to specify a numerical quorum for each committee in the Bylaws rather than the current practice of Robert’s Rules. (Appendix 7) Therefore, the ERG Committee tailored proposed quorums for committees that had 16 or more voting members, subtracting 1, 2, or 3 from the current quorum depending on the committee size, to create what would be an "optimally successful" number. No committee can reach quorum solely with Ex-Officio members.

The ERG recommends revised quorums for the following committees:

Committee	Quorum

Academic Procedures and Standards	9
Campus Affairs	9
CORE	8
Educational Affairs	11
Equity, Diversity & Inclusion	11
ERG	8
Faculty Affairs	8
Programs, Curricula and Courses	9
Staff Affairs	12
Student Affairs	12

The Senate Bylaws should be amended to define the specified for quorums for these committees.

Appendix 1 –Charge

Appendix 2 -Failed Quorum

Appendix 3 -Quorum Research

Appendix 4-Robert's Rules

Appendix 5 -Quorum Calculation 1/3 Chart

Appendix 6 -Quorum Calculation Information (D. Ellis)

Appendix 7 -Proposed Quorum Calculation Chart

Appendix 1



University Senate CHARGE

Date:	April 22, 2010
To:	Kendra Wells Chair, Elections, Representation & Governance Committee
From:	Elise Miller-Hooks Chair, University Senate
Subject:	Review of Quorum Calculation in Senate Standing Committees
Senate Document #:	09-10-41
Deadline:	December 1, 2010

The Senate Executive Committee (SEC) requests that the Elections, Representation, and Governance (ERG) Committee review the attached proposal from the Staff Affairs Committee entitled, “Review of Quorum Calculation in Senate Standing Committees.”

The SEC would like the ERG committee to review the current quorum calculation process and identify whether changes should be made to accommodate standing committees with a large membership. We also ask that you review past attempts at revising the process and the current process used for calculating a quorum at Senate meetings. The ERG Committee should advise on whether a specific guideline for quorum calculation of standing committees should be included in the Senate Bylaws. If the committee finds that a change is warranted, we ask that you propose an amendment to the Bylaws.

We ask that you submit your report and recommendations to the Senate Office no later than December 1, 2010. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Appendix 2

Senate Committees that failed to reach quorum more than once in 2009-2010:

Committee	# of members	quorum #	# of meetings without quorum According to Minutes
Campus Affairs	20	11	4
Faculty Affairs	18	10	2
Educational Affairs	26(2 non-voting)	13	2
ERG	16	9	2
Student Affairs	30	16	2
EDI	23	13	4
Staff Affairs	28	15	4



UNIVERSITY OF MARYLAND

COLLEGE PARK SENATE

ELECTIONS, REPRESENTATION AND GOVERNANCE COMMITTEE

1997-1998

ANNUAL REPORT

WILLIAM B. WALTERS, CHAIR

During the 1997-1998 academic year, the Elections, Representation and Governance (ERG) Committee examined and approved two college plans of organization--the College of Arts and Humanities and the Clark School of Engineering. Also, the committee examined and discussed the plans of organization from the Robert H. Smith School of Business and Management and the School of Public Affairs. These two plans were forwarded to the Senate Executive Committee with the points of non-compliance noted to the University of Maryland Plan of Organization and the College Park Senate Bylaws were not observed.

The following Senate Bylaw changes were considered, approved and sent to the floor of the Senate for action.

- a) *Article 3.1* (Senate Document #97-98-25z): The second sentence shall read "The notice, agenda, and supporting documents shall be mailed from the Senate Office to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee." This change reduced the lead time for sending out materials from 10 to about 5 working days. Passed by the Senate at its March 5, 1998 meeting.
- b) *Article 4.1.c* (Senate Document #97-98-26z): The first sentence shall read, "... special order at the transitional meeting of the Senate ...". This change substituted the words "transitional meeting of the Senate" for the words "first meeting of the Senate in the Spring Semester". Passed by the Senate at its March 5, 1998 meeting.
- c) *Article 4.7.b* (Senate Document #97-98-26z): The first sentence shall read, "The Executive Committee may also refer any item ...". This change inserted the word "may" in the phrase. Passed by the Senate at its March 5, 1998 meeting.
- d) *Article 5.6.e* (Senate Document #97-98-27z): The last line shall read "... the transitional meeting....". These changes replaced the word "organizing" with the word "transitional". Passed by the Senate at its March 5, 1998 meeting.

Article 5.6.g (Senate Document #97-98-27z): The last line shall read "... the transitional meeting....". These changes replaced the word "organizing" with the word "transitional". Passed by the Senate at its March 5, 1998 meeting.

Article 5.6.h (Senate Document #97-98-27z): The first sentence shall read "... at the transitional meeting ...". This change replaced the word "organizing" with the word "transitional". Passed by the Senate at its March 5, 1998 meeting.

- e) *Article 6.4.a* (Senate Document #97-98-28z): The first, third, and fifth lines shall read "one faculty representative" instead of "one representative". This change clarified that these committee members are to be members of the faculty. Passed by the Senate at its March 5, 1998 meeting.

Article 6.4.a (Senate Document #97-98-28z): The designation for the former "College of Agriculture" shall be replaced by its new name, "College of Agriculture and Natural Resources". Passed by the Senate at its March 5, 1998 meeting.

- f) *Article 10.1.a(2)* (Senate Document #97-98-29z): This statement would read "... including at least one nominee for each position to be filled, and ..." This change eliminated the requirement that the Nominating Committee present a slate to the Senate that includes two nominees for each position to be filled. Passed by the Senate at its March 5, 1998 meeting.

- g) *Article 6.5.a* (Senate Document #97-98-28z): The section shall read "Membership: The committee shall consist of an appointed presiding officer; ten faculty members; two undergraduate students and one graduate student; and the following persons or a representative of each: The Vice president for Academic Affairs/Provost, the Director of Honors, and the Administrative Deans of Undergraduate and Graduate Studies. The presiding officers of the Program, Curricula and Courses (PCC) and the CORE Liberal Arts and Sciences (CORE) Committees shall be non-voting ex-officio members." This change eliminated the phrase "presiding members of the associated adjunct committees" as there are no associated adjunct committees, and shifted the status of the presiding officers of the Program, Curricula and Courses and the CORE Liberal Arts and Sciences Committees to non-voting and ex-officio members. These presiding officers remain members of the committee and in a position to receive all mailings and minutes of the committee and may attend as required or desired, but do not play a role in the quorum count. Passed by the Senate at its March 5, 1998 meeting.

- h) *Article 6.7.a* (Senate Document #97-98-28z): The section shall read, "Membership: The committee shall consist of an appointed presiding officer; 10 faculty members of whom 4 shall be senators and 2 must be untenured; one ... This change reduced the number of faculty members from 15 to 10, the number that must be senators from 8 to 4, and the number that must be non-tenured from 5 to 2. Passed by the Senate at its March 5, 1998 meeting.

- i) *Article 5.3.c Rules for Procedure of Standing Committees:* (Senate Document #97-98-31z)

5.3.c (1) The version of Robert's Rules of Order that shall govern the conduct of Standing Committees shall be Robert's Rules of Order, Newly Revised. Passed by the Senate at its April 2, 1998 meeting.

5.3.c (2) A quorum for meetings of Standing committees shall be one third of the voting members of the committee. Business transacted by a Standing Committee in the absence of a quorum must be specified as such in any report on committee activities. Presented on the Senate floor at its April 2, 1998 meeting, but failed.

An alternate motion for Article 5.3.c (2) was later proposed by the committee but not acted upon.

5.3.c Rules for Procedure of Standing Committees:

5.3.c (2) A quorum for meetings of Standing Committees shall be 1/3 of the voting members for committees with 18 or more members; for committees with fewer than 18 voting members, the smaller of 6 of the voting members or 50% of the voting members must be present. Business transacted by a Standing Committee in the absence of a quorum must be specified as such in any report on committee activities.

The issue of quorum number is still alive and still needs to be addressed.

The committee also discussed the issue of the size of the Student Affairs Committee. Again, it is a large committee and the issue remains of concern.

***ELECTIONS, REPRESENTATION AND GOVERNANCE
1997-98 COMMITTEE MEMBERSHIP***

William Walters, Chair
Matthew Bodoff
John Van Brunt
Robert Gaines
Paul Green

Patricia Greenspan
Robert Merikangas
Sabastian Niles
Marvin Pyles
Scott Rankin
Janet Schmidt

Ex Officio

Dawn Leavell
Marty Vitale



06/24/2005

University Senate

Senate Doc # 02-03-59
Date Received 05/07/03
Date of Item 05/07/03
Document Name Proposal to Change the Procedural Rule Governing Quorum at Meetings of the Senate Executive Committee
Requestor Dr. Joel Cohen

Status 05-06-2003 Senate Chair-Elect Cohen proposed a change in the rule governing quorum at meetings of the SEC. On a number of occasions in the past year the SEC could not vote on business items because it lacked the presence of seven voting members, as required in the Senate Bylaws. Senate Chair Cartwright agreed to charge the ERG Committee with deciding whether a change in the current procedural rule is appropriate and to consider the proposed amendment to the Bylaws or develop language of its own. The charge was sent it to David Sumner on 5/7/03. The ERG Committee questioned the need to change the quorum rule because the committee had a different understanding of how to count members. Cohen subsequently decided that the quorum rule does not need to be changed. The ERG report of December 12 came to the SEC for information purposes. The ERG Committee's interpretation of quorum count is different from the SEC's practice in recent years. It included the Senate Chair as a voting member for the purposes of a quorum. The SEC agreed with this outcome at its 12/12/03 meeting.

The charge was formally withdrawn, but the ERG Committee's information report was accepted at the 12/12/03 SEC meeting.

Pending EC? ☐ Yes ☒ No **Pending Senate?** ☐ Yes ☒ No **PCC Number**
1st Standing Assign CID0008 ERG Committee **2nd Standing Assign**
Senate Agenda **Response of President** **Board of Regents**
MHEC **Filing** Permanent Files **Closed** ☒ Yes ☐ No



UNIVERSITY OF MARYLAND

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December 12, 2003

MEMORANDUM

TO: Joel Cohen, Chair, University Senate

FROM: Alan Mattlage, Chair, Elections, Representation & Governance Committee *am*

SUBJECT: Proposal to Change the Rule Governing the Quorum for Meetings of the Senate Executive Committee, Senate Document Number 02-03-59

At two of our meetings, the Elections, Representation and Governance Committee discussed the proposal to change the rule governing the quorum for meetings of the Senate Executive Committee. The Committee reviewed Article 4.1.a of the Senate Bylaws and Article 8.2 of the Plan of Organization. These articles establish that the Executive Committee is to be composed of fourteen (14) voting members, including the Chair and Chair-Elect of the Senate. Article 4.5 of the Bylaws establishes that the quorum for the Executive Committee is to be seven (7) voting members. Consequently, the Chair and the Chair-Elect of the Senate may be counted for the purposes of a quorum.

The Election, Representation and Governance Committee believes that seven is an appropriate number for the Executive Committee quorum. Consequently, we recommend that no changes be made in the articles governing the Executive Committee quorum.

AM/MG/am

cc: Mary Giles, Executive Secretary and Director



UNIVERSITY OF MARYLAND

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May 7, 2003

MEMORANDUM

TO: David Sumner
Chair of the Senate Elections, Representation, and Governance Committee

FROM: Kent Cartwright *KE*
Professor of English and Chair of the University Senate

SUBJECT: Proposal to Change the Procedural Rule Governing Quorum
at Meetings of the Senate Executive Committee
(Senate Document Number 02-03-59)

Yesterday, Senate Chair-Elect Joel Cohen proposed a change in the rule governing quorum at meetings of the Senate Executive Committee. According to Article 4.5 of the Senate Bylaws, a quorum of the Executive Committee shall be seven voting members. This past year, the Executive Committee has from time to time been without the required seven at its biweekly meetings. The lack of a quorum has delayed action on important items of Senate business and the setting of the monthly Senate agendas. The Executive Committee seeks a remedy that conforms to the spirit and the letter of Senate rules.

Professor Cohen recommends adapting the procedural rule for quorum at Senate meetings to the needs of the Executive Committee. With Article 3.4 of the Bylaws as a model, Article 4.5 could be amended to read:

A quorum of the Executive Committee shall be defined as a majority of elected members who have not received prior approval for absence from the Office of the University Senate, or five (5) members, whichever number is higher. For the purposes of determining a quorum, the Senate Chair, the Executive Secretary, the Parliamentarian, and the representatives of the President and the Senior Vice President for Academic Affairs will not be considered.

The Executive Committee agrees to the general principle that Professor Cohen has enunciated. We ask that the Elections, Representation, and Governance Committee consider the implications of Professor Cohen's proposal. If you decide a change in the current procedural rule appropriate, please consider the proposed amendment or craft new language for this change to the Bylaws.

David Sumner
May 7, 2003

Page 2

Professor Cohen hopes to have this change approved by the Senate and in place early in the fall semester. Would you then review this matter before the present ERG Committee disbands? I look forward to your comments and your advice. If you have any questions, please contact Mary Giles on extension 5-5804.

KC:mdg

Cc: A. Montgomery

Information on Quorum From Robert's Rules

64. A Quorum of an assembly is such a number as must be present in order that business can be legally transacted. The quorum refers to the number present, not to the number voting. The quorum of a mass meeting is the number present at the time, as they constitute the membership at that time. The quorum of a body of delegates, unless the by-laws provide for a smaller quorum, is a majority of the number enrolled as attending the convention, not those appointed. The quorum of any other deliberative assembly with an enrolled membership (unless the by-laws provide for a smaller quorum) is a majority of all the members. In the case, however, of a society, like many religious ones, where there are no annual dues, and where membership is for life (unless it is transferred or the names are struck from the roll by a vote of the society) the register of members is not reliable as a list of the bona fide members of the society, and in many such societies it would be impossible to have present at a business meeting a majority of those enrolled as members. Where such societies have no by-law establishing a quorum, the quorum consists of those who attend the meeting, provided it is either a stated meeting or one that has been properly called.

In all ordinary societies the by-laws should provide for a quorum as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad. In such an assembly the chairman should not take the chair until a quorum is present, or there is no prospect of there being a quorum. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, and to adjourn, or to take a recess. Unanimous consent cannot be given when a quorum is not present, and a notice given then is not valid. In the case of an annual meeting, where certain business for the year, as the election of officers, must be attended to during the session, the meeting should fix a time for an adjourned meeting and then adjourn.

In an assembly that has the power to compel the attendance of its members, if a quorum is not present at the appointed hour, the chairman should wait a few minutes before taking the chair. In the absence of a quorum such an assembly may order a call of the house [\[41\]](#) and thus compel attendance of absentees, or it may adjourn, providing for an adjourned meeting if it pleases.

In committee of the whole the quorum is the same as in the assembly; if it finds itself without a quorum it can do nothing but rise and report to the assembly, which then adjourns. In any other committee the majority is a quorum, unless the assembly order otherwise, and it must wait for a quorum before proceeding to business. Boards of trustees, managers, directors, etc., are on the same footing as committees as regards a quorum. Their power is delegated to them as a body, and their quorum, or what number shall be present, in order that they may act as a board or committee, cannot be determined by them, unless so provided in the by-laws.

While no question can be decided in the absence of a quorum excepting those mentioned above, a member cannot be interrupted while speaking in order to make the point of no quorum. The debate may continue in the absence of a quorum until some one raises the point while no one is speaking.

While a quorum is competent to transact any business, it is usually not expedient to transact important business unless there is a fair attendance at the meeting, or else previous notice of such action has been given.

Care should be taken in amending the rule providing for a quorum. If the rule is struck out first, then the quorum instantly becomes a majority of all the members, so that in many societies it would be nearly impracticable to secure a quorum to adopt a new rule. The proper way is to amend by striking out certain words (or the whole rule) and inserting certain other words (or the new rule), which is made and voted on as one question.

NOTE ON QUORUM. -- After all the members of an organization have had reasonable notice of a meeting, and ample opportunity for discussion, if a majority of the total membership of the organization come to a certain decision, that must be accepted as the action or opinion of that body. But, with the exception of a body of delegates, it is seldom that a vote as great as a majority of the total membership of a large voluntary organization can be obtained for anything, and consequently there has been established a common parliamentary law principle, that if a bare majority of the membership is present at a meeting properly called or provided for, a majority vote (which means a majority of those who vote) shall be sufficient to make the act the act of the body, unless it suspends a rule or a right of a member (as the right to introduce questions and the right of free discussion before being required to vote on finally disposing of a question) and that a two-thirds vote shall have the power to suspend these rules and rights. This gives the right to act for the society to about one-fourth of its members in ordinary cases, and to about one-third of its members in case of suspending the rules and certain rights. But it has been found impracticable to accomplish the work of most voluntary societies if no business can be transacted unless a majority of the members is present. In large organizations, meeting weekly or monthly for one or two hours, it is the exception when a majority of the members is present at a meeting, and therefore it has been found necessary to require the presence of only a small percentage of the members to enable the assembly to act for the organization, or, in other words, to establish a small quorum. In legislative bodies in this country, which are composed of members paid for their services, it is determined by the constitutions to be a majority of their members. Congress in 1861 decided this to be a majority of the members chosen. In the English House of Commons it is 40 out of nearly 700, being about 6% of the members, while in the House of Lords the quorum is 3, or about one-half of 1% of the members. Where the quorum is so small it has been found necessary to require notice of all bills, amendments, etc., to be given in advance; and even in Congress, With its large quorum, one day's notice has to be given of any motion to rescind or change any rule or standing order. This principle is a sound one, particularly with societies meeting monthly or weekly for one or two hours, and with small quorums, where frequently the assembly is no adequate representation of the society. The difficulty in such cases may be met in societies adopting this Manual by the proper use of the motion to reconsider and have entered on the minutes as explained in [36:13](#).

Appendix 5

Committee Composition for Quorum Calculation (not including SEC)

Committee	Total Membership Mandated in Bvlaws	Voting Members	Regular (Includes Chair)	Ex Officio	Ex Officio - N.V.	Current Quorum	1/3 of Voting Members
Academic Procedures and Standards	20	20	16	4	0	11	7
Campus Affairs	20	20	13	7	0	11	7
Committee on Committees	11	11	10	1	0	7	4
CORE	16	16	13	3	0	9	6
Educational Affairs	26	24	18	6	2	13	8
Equity, Diversity & Inclusion	23	23	19	4	0	13	8
ERG	16	16	14	2	0	9	6
Faculty Affairs	17	17	14	3	0	10	6
Governmental Affairs	11	11	6	5	0	7	4
Programs, Curricula and Courses	18	18	14	4	0	10	6
Staff Affairs	29	29	18	11	0	16	10
Student Affairs	29	29	20	9	0	16	10
Student Conduct	11	10	10	0	1	6	4

notes:

In accordance with standard practice, all 1/3 calculations were rounded down to the nearest whole number

The chair of Committee on Committees is ex officio

Staff Affairs ex officio numbers may vary based on CUSS membership

Where the last number on the right is in red, ex officio members alone could constitute a quorum using the 1/3 rule

Quorum Calculation for Committees

Per the request of the Chair, I have compiled the following thoughts on using the Senate standard for calculating quorum in committees.

Relevant Citation from the Senate Bylaws:

3.4.b A quorum for meetings shall be defined as a majority of elected Senators who have not received prior approval for absence from the Office of the University Senate, or fifty (50) Senators, whichever number is higher. For the purpose of determining a quorum, ex officio members with or without vote shall not be considered.

Issues

Who's Counted for a Quorum?

- The Senate uses "elected Senators" **not** "voting members" for its calculation, which differs from the RONR standard.
- Using the "elected" standard in committees would be somewhat complicated since the ratio of elected to unelected members would vary from year to year (even throughout the year).
- Currently committees use the RONR standard, which is "voting members." As defined in RONR (10th ed.) pp. 466-67 and 480, 1. 18-27, this includes any ex officio members who are not specifically designated as "non-voting" with two exceptions: 1) a presiding officer (in this case the Chair of the Senate) who is automatically a member of all committees; 2) an ex officio who is not a regular member of the body (in this case someone appointed ex-officio who is not an employee of the University). Neither currently applies.

Does the Number of Ex Officio's Matter for Counting Quorum?

- In general an elected body should never be able to obtain a quorum with only unelected members – this probably constitutes the rationale for the choice of "elected members" in the Senate Bylaws.
- The Senate itself has a huge number of **non voting** ex officio members (All VP's chairs, directors, etc.) but only the 16 Deans are voting ex officio members. The balance is somewhat different in committees.

- As the attached spreadsheet shows, many committees have a large number of ex officio members. While what I am calling "regular members" may not necessarily be elected (myself for example), the same principle should probably be applied to them that is applied to elected Senators – in the sense that they have been deliberately selected through some process other than by virtue of holding a particular job title.
- This presents three issues for us to contemplate:
 1. Clearly we don't want to make it **harder** to obtain a quorum, which would certainly be the case if we stopped counting "voting members" and switched to counting only "regular members."
 2. However, if we switch to a 1/3 floor for quorum, there are four committees where it would be theoretically possible to obtain a quorum **with only ex officio members**. This is especially noteworthy since Staff Affairs and Student Affairs are two of the committees in question.
 3. *On the other hand* – if there are any committees with large numbers of ex officio members who rarely have time to attend (Staff Affairs and Student Affairs again suggest themselves, although I don't know about ex officio attendance records at either), eliminating them from the count might make quorum easier to reach.

How Many Is "Too Few" People for a Quorum?

- Officially there is no standard answer to this question, since quorum is based on a certain percentage of a body, and of course on a five member board it would be perfectly logical to have a quorum of three. However, in our meetings the idea has been casually discussed that there is a sort of absurdity threshold with a committee of 20 people having a vote of two to one on an issue, for example.
- To that end, you can see from the attached spreadsheet that there are three committees which would have a 3 person quorum under a 1/3 floor system: Student Conduct, the Committee on Committees, and Governmental Affairs.

Appendix 7

Committee Composition for Quorum Calculation (not including SEC)

Committee	Total Membership Mandated in Bylaws	Voting Members	Regular (Includes Chair	Ex Officio	Ex Officio - N.V.	Current Quorum	Proposed Quorum
Academic Procedures and Stan	20	20	16	4	0	11	9
Campus Affairs	20	20	13	7	0	11	9
Committee on Committees	11	11	10	1	0	6	6
CORE	16	16	13	3	0	9	8
Educational Affairs	26	24	18	6	2	13	11
Equity, Diversity & Inclusion	23	23	19	4	0	12	11
ERG	16	16	14	2	0	9	8
Faculty Affairs	17	17	14	3	0	9	8
Governmental Affairs	11	11	6	5	0	6	6
Programs, Curricula and Course	18	18	14	4	0	10	9
Staff Affairs	29	29	18	11	0	15	12
Student Affairs	29	29	20	9	0	15	12
Student Conduct	11	10	10	0	1	6	6

notes:

In accordance with standard practice, all 1/3 calculations were rounded down to the nearest whole number


The chair of Committee on Committees is ex officio

Staff Affairs ex officio numbers may vary based on CUSS membership

**APPENDIX 3 - UNIVERSITY SENATE EXECUTIVE COMMITTEE CHARGE
TO MODIFY THE MEMBERSHIP OF THE APAS COMMITTEE TO
INCLUDE A REPRESENTATIVE OF THE OFFICE OF THE REGISTRAR**



**University Senate
CHARGE**

Date:	March 14, 2013
To:	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
From:	Martha Nell Smith  Chair, University Senate
Subject:	Request to Modify the Membership of the Academic Procedures & Standards (APAS) Committee to Include a Representative of the Office of the Registrar
Senate Document #:	12-13-47
Deadline:	April 11, 2013

The Senate Executive Committee (SEC) requests that the Elections, Representation & Governance (ERG) Committee review the attached proposal entitled, “Request to Modify the Membership of the Academic Procedures & Standards (APAS) Committee to Include a Representative of the Office of the Registrar,” and evaluate whether the Office of the Registrar should be given representation on the APAS Committee.

Specifically, we ask that you:

1. Consider whether an ex-officio seat on the APAS Committee should be created for the Office of the Registrar.
2. Consider whether the Office of the Registrar should be given representation on other senate committees.
3. Consider whether any changes to membership should be voting or non-voting.
4. Consider whether adding an ex-officio member to the committee adversely affects the balance of regular members versus administrative representatives.
5. If appropriate, recommend changes to the Senate Bylaws.

We ask that you submit your report and recommendations to the Senate Office no later than April 11, 2013. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.



University Senate PROPOSAL FORM

Name:	Christopher C. Davis
Date:	March 1, 2013
Title of Proposal:	Request to Modify the Membership of the Academic Procedures & Standards (APAS) Committee to Include a Representative of the Office of the Registrar
Phone Number:	301-405-3637
Email Address:	davis@umd.edu
Campus Address:	2124 Jeong H. Kim Engineering Building
Unit/Department/College:	Electrical & Computer Engineering/ENGR
Constituency (faculty, staff, undergraduate, graduate):	Faculty
Description of issue/concern/policy in question:	<p>In Spring 2013, the University Registrar approached the Senate APAS Committee Coordinator about the desire to add a voting ex-officio member to the committee, in order to ensure that the APAS Committee's work is communicated to the Office of the Registrar throughout the course of the year, so that we can maintain a transparent process. Senate committees rely on the advice of University administrators to guide their work.</p> <p>The APAS Committee has often reviewed a number of items that directly impact the Office of the Registrar and its functions, including the Proposal to Review the University of Maryland Policies Concerning Academic Transcripts and Calculation of Grade Point Average (Senate Doc #10-11-11), the Proposal to Change the Minimum Average in all Courses Applied to Undergraduate Major Requirements (Senate Doc #11-12-31), Policies Concerning Academic Transcripts & Calculation of Grade Point Average (Senate Doc #09-10-35), the 30-Credit Hour Rule (Senate Doc #07-08-14), and the Calculation of Commencement Honors (Senate Doc #12-13-03). Topics traditionally reviewed by APAS often affect the Office of the Registrar as much as they affect the Office of the Dean for Undergraduate Studies and the Office of Undergraduate Admissions — both of which have voting ex-officios on the APAS Committee.</p> <p>The committee routinely consults with the Office of the Registrar</p>

	during its review process, and has often been charged specifically with consulting the Registrar (e.g., one of the points of the committee's charge for the "Proposal to Implement a Retroactive Withdrawal at the University of Maryland (Senate Doc #11-12-30)" was to, "Consult with representatives of the Office of the Registrar on their current procedures and the impact of the proposed changes").
Description of action/changes you would like to see implemented and why:	Add a representative of the Office of the Registrar to the membership of the Academic Procedures & Standards (APAS) Committee. It would be administratively effective and beneficial if a permanent, voting ex-officio is added to the APAS Committee beginning with the 2013-2014 academic year.
Suggestions for how your proposal could be put into practice:	<p>The Elections, Representation, & Governance (ERG) Committee could be charged with reviewing this request. ERG could then determine whether it should be recommended that a representative of the Office of the Registrar be added to APAS as a voting ex-officio member, who would be appointed annually by the Registrar. If so, the ERG Committee could recommend a change to Article 6 (Standing Committee Specifications) in the Senate Bylaws to account for this membership edit, as follows:</p> <p>6.1 Academic Procedures and Standards Committee: 6.1.a Membership: The committee shall consist of an appointed presiding officer; ten (10) faculty members; three (3) undergraduate and two (2) graduate students; and the following persons or a representative of each: the Senior Vice President and Provost, the Director of Undergraduate Admissions, the University Registrar, the Associate Provost for Academic Affairs and Dean for Undergraduate Studies, and the Associate Provost for Academic Affairs and Dean of the Graduate School.</p>
Additional Information:	The University Registrar is supportive of this proposal request.

Please send your completed form and any supporting documents to senate-admin@umd.edu or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!