

# **By-laws Budget and Planning Committee**

## **Membership**

The Budget and Planning Committee shall consist of 12 voting members, four (4) teaching faculty, two (2) from the College of Arts and Sciences, and two (2) from the Colleges of Education and Business, with one (1) from Education and one (1) from Business; one (1) librarian; three (3) administrative faculty; two (2) students and two (2) classified staff. In addition, the Vice President for, Finance and Administration shall serve non-voting ex officio. The office of Finance and Administration will provide a budget analyst to be available for the meetings.

## **Elections**

1. Budget and Planning faculty and staff committee members are elected in the spring for a two year term beginning in the fall.
2. Election of the Budget and Planning Committee Vice Chair / Chair elect will take place at a specially convened meeting of the newly elected committee at the end of spring term.
3. One student committee member is the ASEOU V.P. of Financial Affairs. The second student member is appointed to the committee by the ASEOU V.P. of Campus Affairs in the fall. ASEOU will be accorded an additional member, selected from the elected leadership, that will sit in during terms when one or both of the other representative have scheduling conflicts. This will ensure that the membership of ASEOU will have at least one seat at the table. This third proxy member serves in the place of one member not in addition to a member.

### **A. Chair**

The Chair of the Budget and Planning Committee presides over all scheduled committee meetings, helps set and publicize the agenda and communicates Committee recommendations directly and formally to both the University Council and the President. It is the responsibility of the Committee Chair to represent the Budget and Planning Committee in various campus forums. The chair serves on the Position Review Committee (PRC) and the Campus Master Plan steering committee.

### **B. Vice Chair / Chair elect**

The Vice Chair of the Budget and Planning Committee assumes the roles and responsibilities of the Chair in his or her absence, and acts as the Archivist to ensure that records of correspondence and motions are maintained and that information published on the Council website are current. The Vice chair becomes the chair at a special session meeting at the end of spring term. This special meeting is convened of all the newly elected committee members for the coming year.

### **C. Recorder**

The Budget and Planning Committee Recorder coordinates meeting logistics and communicates those logistics to all members of the Committee, records meeting minutes and distributes minutes subject to committee approval. The recorder will assist when possible with the posting of meeting agendas and minutes to the B & P Committee web page. This position is coordinated through the office of the Vice President for Finance and Administration.

## **Meetings**

The committee will meet Tuesdays at 12 noon as needed throughout the year. The first formal committee meeting will occur at the end of spring term. Meetings will be conducted in the presence of a quorum, consisting of a simple majority of the voting membership as stipulated in Article 5 Section 13 of the constitution.