

By-laws Budget and Planning Committee

Membership

The Budget and Planning Committee shall consist of (14) members, including 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 Business, Finance & Facilities, and the EOU Budget Director shall serve ex officio.

Elections

1. Budget and Planning Committee members are elected in the spring for a two year term beginning in the fall.
2. Election of Budget and Planning Committee Officers is to take place at the last regularly scheduled committee meeting of the academic year.
3. One student committee member, the ASEOU V.P. of Financial Affairs is elected by the ASEOU Student Senate in the spring. The second student member is appointed by the ASEOU V.P. of Campus Affairs in the fall.

Officers

A. Chair

The Chair of the Budget and Planning Committee presides over all scheduled committee meetings, sets and publicizes meeting agendas, 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 also serves on the Position Review Committee (PRC)

B. Vice Chair

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 is current.

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.

Meetings

The committee will meet on a regular basis throughout the year as determined by the membership. Meeting 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.