



# University Council Bylaws

## **Article I. Scope and Purpose**

The University Council was instituted to ensure that the perspectives and informed opinions of all those in the Eastern Oregon University community are given a voice. The University Council strives to thoughtfully and thoroughly consider diverse views and assist in the formation of policy and planning designed to better serve our students and the region while strengthening the mission and aims of the University. Growing out of the tradition and expanding upon the function of the former EOU Assembly, the University Council seeks to provide a voice to all constituencies, including the academic faculty, administrative professionals, classified staff, students, and executive administrators through elected representatives. The University Council considers the activities of the University that affect the common interests of faculty, staff and students, with particular attention to university policy and strategic planning. In its advisory role to the President and his or her Cabinet, the University Council may propose and approve initiatives and general policies as well as express its opinions, make recommendations, and request information through appropriate channels from any member of the University administration.

### **A. Organization and Structure**

The University Council shall be governed by its own set of bylaws.

The University Council and Faculty Senate shall keep the other apprised of all actions and other legislative business that has been conducted. Either body may request that the other reconsider an action it, the deciding body, has taken. Such a request for reconsideration of an action must be made within 30 days of said action. The deciding body shall have authority to rescind or uphold its actions (see EOU Constitution). Responsibility for these requests will be handled by the University Council Chair.

### **B. Legislative Authority**

The University Council shall have the authority to discuss and to take action as provided by Oregon law on any university issue the University Council deems necessary (see EOU Constitution).

## **C. Committees**

### **1. Standing Committees:**

The standing committees of the University Council are those whose activities are directly instrumental in advancing the work of the Council. The Council takes primary responsibility for the actions and recommendations of the following committees:

- a) Diversity
- b) Budget and Planning
- c) Financial Aid
- d) Student Affairs
- e) Athletics.

Reports and communications by committees to the University Council shall be submitted to the Council through the Chair for inclusion in the agenda and to the Shared Governance Support Coordinator for publication on the University Council web page. Details regarding each of the standing committee's membership and responsibilities are contained in the Constitution and should be posted on the committee's webpage.

### **2. Subcommittees:**

The University Council Chair shall have the power to delegate specific tasks or functions to subcommittees whose members shall include one or more members of the University Council. The standing committees may also form subcommittees. The membership of a subcommittee is not limited to members of the relevant standing committee, but to the extent possible, members of subcommittees shall include at least one member of that standing committee. The longevity of a subcommittee is determined by its function and purpose.

## **Article II. Membership**

The University Council shall consist of seventeen (17) voting members and one (1) non-voting member, including four (4) EOU students, four (4) administrative professionals, four (4) classified staff, one (1) member of the administration, and four (4) academic faculty, one from each college (see EOU Constitution). In addition, one member of the Faculty Senate shall serve as a liaison who will be a non-voting representative.

#### **A. Duties**

Membership on the Council requires regular Council meeting attendance and full participation in Council business. This includes discussing issues, voting on motions, and serving on subcommittees as needed. It is the continuous obligation of Council members to report to their constituencies about the discussions, decisions, and recommendations of the Council and to solicit questions and suggestions from them for presentation to the Council. University Council officers will conduct an orientation for the new members of the Council to clarify members' duties and roles. To foster effective communication and coordination of shared governance as a whole, the University Council Chair shall also attend the monthly Shared Governance Coordination Council (SGCC) meetings. This allows for the sharing of ideas between the Faculty Senate, the University Council, and ASEOU along with the President and the Provost.

#### **B. Voting**

University Council representatives vote on items such as policies, recommendations and constitutional changes. Motions may arise from deliberations that have taken place in the course of a meeting of the Council, and when appropriate, voting may take place immediately. At other times, discussion may take place at one meeting with voting scheduled to take place at a later date. A Council member who knows that he or she will be unable to attend a University Council meeting where an action item is scheduled for a vote may send an absentee vote in writing directly to the executive members of the Council, including the Chair, Vice Chair and Recorder, prior to the time the vote is scheduled to take place.

#### **C. Terms of Office**

University Council members shall serve two-year terms with the terms of the initial University Council being staggered. Student members of the Council are expected to serve one-year terms.

#### **D. Absences**

A Council member with three (3) absences within an academic year may be asked to relinquish his or her seat on the Council if, after meeting with the officers, it is determined that the

individual is unable or unwilling to carry out the duties of the position. Individual members are replaced according to election guidelines (Article III, F.).

## **Article III. Elections**

### **A. Student Government Representatives**

Student members on the Council are members of the Associated Students of Eastern Oregon University (ASEOU) and are appointed to serve on the University Council by ASEOU Student Government.

### **B. Classified Staff Representatives**

Classified staff members shall be elected by the classified staff.

### **C. Administrative Professional Representatives**

Administrative professional members shall be elected by the administrative professionals.

### **D. Academic Faculty Representatives**

Academic faculty members shall be elected by the college they represent; however, a college may consider and elect a librarian to fill its membership seat.

### **E. Executive Representative**

The Administration, which shall include all deans and vice presidents, shall select their representative to University Council.

### **F. Filling Vacancies**

Classified staff vacancies shall be filled by special election for the remainder of the existing term of the exiting member. The Administrative Professional Executive Committee shall appoint mid-term replacements for administrative professional representatives to fill the seat until the next scheduled election in the spring term. Academic faculty, ASEOU Student Government, and the President's Cabinet shall appoint replacements for their respective groups.

### **G. Election Schedule**

1. Elections for University Council members occur during the spring term and are finalized by the last Council meeting of the academic year.
2. Election of University Council Officers is to take place at the last regularly scheduled meeting of the academic year.
3. Elections of members for standing committees take place during the spring term. A list of members serving on the standing committees will be distributed to the University Council members prior to the end of the academic year.

## **Article IV. Officers**

### **A. Chair**

The Chair of the University Council presides over monthly and special meetings, sets meeting agendas, and communicates Council recommendations directly and formally to the President and Cabinet. It is the responsibility of the University Council Chair to represent the Council in various campus forums, to maintain communication with the Faculty Senate President about University Council actions and recommendations that affect both governing bodies via the SGCC.

### **B. Vice Chair**

The Vice Chair of the University Council assumes the roles and responsibilities of the Chair in his or her absence.

### **C. Recorder**

The University Council Recorder provides backup to the Shared Governance Support Coordinator, provides members with a brief summary of actions after each meeting for members to share with their constituencies. The Shared Governance Support Coordinator records and distributes meeting minutes subject to Article 6 of these Bylaws.

### **D. University Council Representative to Faculty Senate**

A member of the University Council is elected to fill the role of representative on the Faculty

Senate. The duties of the University Council Representative on Faculty Senate are as follows:

1. To keep the Council apprised of all actions of the Faculty Senate by way of a brief written or verbal report distributed to all University Council members at the next regularly scheduled University Council meeting.
2. To perform all other duties as requested by the University Council Chair or the University Council.

## **Article V. Meetings**

The University Council shall hold regularly scheduled meetings no fewer than (3) times per academic term, excluding summer sessions. University Council meetings shall be open to any member of the EOU community. The Chair will determine the length of time any participant has to address the Council.

### **A. Quorum**

Nine members of the University Council shall constitute a quorum at all meetings thereof.

### **B. Special Meetings**

A special meeting of the Council may be called at the request of at least three (3) members of the Council or the Council Chair.

### **C. Decorum**

Civility among members and guests of the University Council shall prevail. Any individual, who, in the opinion of the Chair, violates the rules of civil discourse, may be asked to leave.

### **D. Robert's Rules**

University Council meetings shall be conducted according to Robert's Rules of Order, current edition.

## **Article VI. Minutes**

### **A. Recording Minutes**

The Shared Governance Support Coordinator shall record minutes in writing and use an electronic recording system as back-up. The Shared Governance Support Coordinator shall also take attendance.

### **B. Distribution of the Minutes**

The Council Recorder shall distribute meeting minutes electronically to all members within two (2) weeks of each meeting.

1. Council members shall have 72 hours to review minutes and submit corrections directly to the Recorder who will send copies of the minutes with changes to all voting University Council members before posting the minutes to the Web. A Council member may also request that the minutes be brought to the next regular meeting of the Council for modifications and a formal vote.
2. If no requests are made within 72 hours, then minutes will be formally accepted and posted to the Council website within one week.
3. Minutes are archived yearly on the University Council website.

## **Article VII. Amendments**

The bylaws may be amended at any regular meeting of the University Council by the affirmative vote of not less than two-thirds of the members of the Council.