

**UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
UNIVERSITY ADVISORY COUNCIL
BYLAWS**

(Effective February 28, 2002)

SECTION I: Mission and Authority

- A. The mission and authority of the University Advisory Council (UAC) are set forth in the UAC Constitution and in UMUC policy 20.20 ("Governance").
- B. These bylaws are established in accordance with Article VIII of the UAC Constitution.
- C. These bylaws may be amended by a 2/3 majority of the UAC membership.

SECTION II: Membership in the UAC

- A. Voting membership in the UAC is open to duly-elected representatives to the Faculty Advisory Council (FAC), the Student Advisory Council (STAC), and the Global Staff Advisory Council (GSAC), in accordance with Article III of the UAC Constitution.
- B. In the event that a UAC representative vacates her/his membership in UAC before completion of their term, the chairperson will formally request from the appropriate advisory council that a new representative to UAC be appointed to complete the term of representation.
- C. The non-voting *ex officio* member will be a UMUC employee designated by the President.
- D. The *ex officio* member may attend all formal meetings, will act in an advisory capacity as the President's liaison in all UAC activities and deliberations, and will inform and aid the UAC in conducting its mission.

SECTION III: Election of Officers

- A. In accordance with Article VI of the Constitution, the UAC will hold annual elections to select a chairperson, a vice-chairperson, and a secretary. These will be known collectively as the "Officers of the Executive Committee" of the UAC.
- B. The current chairperson (or the *ex officio* member in the absence of UAC officers per Section II.D above) will accept a maximum of three nominations for each of the three officer positions.
- C. Election of officers shall be sequential in the following order: chair, vice-chair, and secretary.

- D. The chairperson will distribute a ballot with the names of the candidates to all voting members. Each voting member will vote for one candidate for each of the offices. The chairperson will count the votes and award the office to the candidate with a majority.
- E. In the event of a tie for any of the offices the chairperson will hold a runoff election until one candidate receives a simple majority of votes.
- F. Elections will be held by December 1 of each year. The term of office will be from January 1 - December 31.
- G. In the event an officer vacates his/her office before completion of the one-year term, the chairperson will hold a special election to fill the office for the remainder of the term, in accordance with the procedure specified in Section III.D.
- H. Officers may be reelected for subsequent terms.
- I. No UAC member may hold more than one office simultaneously.
- J. Officers may be removed from office for cause by a $\frac{2}{3}$ majority vote of the UAC.

SECTION IV: Duties of Officers

- A. The chairperson will, in consultation with other executive committee officers:
 - develop agendas for and preside over UAC meetings;
 - create *ad hoc* subcommittees to examine specific issues when necessary;
 - have right of final review on all UAC communications to stakeholder councils and UMUC leadership;
 - act as liaison with the President of UMUC, appropriate UMUC staff, and external bodies as required;
 - conduct elections for officers;
 - direct the work of the UAC to ensure deadlines and priorities are met; and
 - call for and certify votes on UAC action items.
- B. The vice-chairperson will, in consultation with other executive committee officers:
 - serve as chairperson in the absence of the elected chairperson or in the event the elected chairperson is unable to carry out his/her duties;
 - arrange the yearly face-to-face meeting between the UAC and the President in Adelphi, Maryland;
 - moderate UAC electronic communication forums;
 - oversee the work of ad hoc subcommittees designated by the chairperson; and
 - be responsible for the travel/lodging budget provided by the Office of the President and the Office of the Provost.

- C. The secretary will, in consultation with other executive committee officers:
- record and archive minutes of the yearly face-to-face meeting between the UAC and the President;
 - record and archive votes on UAC action items;
 - record and archive votes for UAC officers;
 - produce a yearly report to the Board of Regents (BOR) of the University System of Maryland (USM) on the activities of the shared governance bodies (the report to be submitted via the President); and
 - ensure that the provisions contained in these bylaws are applied to all UAC actions.

SECTION V: Meetings

- A. In accordance with Article IV of the UAC constitution, the UAC will hold at least one face-to-face meeting with the President and other UMUC leadership in Adelphi, Maryland. Additionally, the chairperson, or her/his designate, will hold a face-to-face meeting in Asia and Europe with local UAC representatives at least once a year. Funds for travel and lodging of out-of-town members will be provided by the Office of the President and Office of the Provost, and will be the responsibility of the vice-chairperson.
- B. Other meetings and routine business of the UAC will be conducted via synchronous or asynchronous telecommunications media. A WebTycho classroom will be provided to the UAC for this purpose.
- C. The chairperson will create a calendar of regular virtual meetings. These are distinguished from routine business. For UAC purposes, a meeting is virtual when it is conducted via telecommunications, synchronously or asynchronously. The chairperson will, in consultation with other executive committee officers:
- provide representatives with advance notice of scheduled meetings; determine the agenda and duration of a virtual meeting;
 - determine the proper medium to use for the virtual meeting; require a quorum to be present during the course of the virtual meeting;
 - provide the means to allow each member to comment and interact regarding the issue(s) under discussion; and
 - establish a secure medium that will allow members to vote using a secret ballot if called for.
- D. Nine (9) voting members of the UAC will constitute a quorum.
- E. Voting members who are unable to participate in a meeting may give a written proxy to another voting member.
- F. When certified by the Chairperson, all votes are immediate and binding. UAC