

**School of Natural Resources & Agricultural Sciences  
and  
Agricultural and Forestry Experiment Station  
University of Alaska Fairbanks  
Board of Advisors  
By-Laws**

**ARTICLE I. NAME**

The name of this organization shall be the Board of Advisors for the School of Natural Resources & Agricultural Sciences and the Agricultural and Forestry Experiment Station (SNRAS/AFES) of the University of Alaska Fairbanks.

**ARTICLE II. PURPOSE**

The purpose of this Board of Advisors shall be to assist the University of Alaska Fairbanks in developing program direction and priorities for SNRAS/AFES; and to provide guidance on goals and objectives and evaluation of opportunities and priorities for program development, in consultation with appropriate constituencies.

**ARTICLE III. MEMBERSHIP**

- A. Composition: The board shall consist of no more than twelve members, including a student representative and a faculty representative.
1. A minimum of four board members should be selected from disciplines that are reflected in the school's degree and research programs, and the remaining board members should be selected to represent a broad disciplinary and geographical diversity.
  2. The student member shall be enrolled in at least one class within SNRAS and must maintain at least a 2.5 GPA.
  3. The faculty member shall be selected by simple majority vote of the faculty of SNRAS/AFES.
- B. Appointment: Nomination for membership shall be received and reviewed by the Dean of the School and Director of the Experimental Station. Following the recommendation to the Chancellor of the University of Alaska Fairbanks, members are appointed by the Chancellor to serve on the Board.
- C. Terms: Members shall be appointed for three-year terms, unless filling a vacant seat.
1. A person who has served one term on the Board may be reappointed to a second consecutive term.
  2. A person who has served for an appointed period of less than a complete term to fill a vacancy created on the Board may serve two additional consecutive terms.

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3. A person who has served two consecutive terms on the Board may be reappointed to the Board after a one year lapse from his/her last date of membership.
4. If a member is serving as an officer of the Board, his or her term of appointment shall be extended commensurate to the term of office.

### **D. Responsibilities of Board Members: Board members should**

1. Become knowledgeable about SNRAS/AFES issues to facilitate program evaluation and the public education process;
2. Attend all meetings with the understanding that attendance of at least half of the semi-annual meetings is essential or the seat may be declared vacant by the Board;
3. Assist in the development of a comprehensive plan for SNRAS/AFES to address short-term needs and long-term goals;

## **ARTICLE IV. OFFICERS**

A. Chairperson: The Chairperson will be elected by the members of the Board and will serve one two-year term and may be eligible for not more than two additional terms. The Chairperson serves as the presiding officer of the Board, appoints committees and oversees all Board business, and in consultation with the Dean of SNRAS, sets the agenda for all meetings. The Chairperson should

1. Submit interim reports to the Dean of SNRAS as appropriate; and
2. Submit a meeting report to the President of the University through the Dean of SNRAS and the Chancellor of the University of Alaska Fairbanks.

Vice Chairperson: The Board shall also elect a Vice Chairperson to serve one two-year term and may be eligible for not more than two additional terms. The Vice Chairperson shall preside at Board meetings in the absence of the Chairperson, and in the event the chair is vacated, shall fulfill the duties of the Chairperson.

## **ARTICLE V. COMMITTEES**

A. Standing Committees: The Chairperson may appoint standing committees as necessary. The committees must include at least one board member. Other members may include faculty, staff, students, and community representatives.

Ad Hoc Committees: The Chairperson may appoint ad hoc committees to accomplish specific Board tasks outside the standing committees' purview.

## **ARTICLE VI. MEETINGS**

A. Frequency: The Board shall meet at least two times a year, one of which will be in Fairbanks; additional meetings may be called by the Chairperson and the Dean of SNRAS.

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- B. Elections of Officers and appointments to the Board will be conducted at the last meeting held each calendar year. Vacant seats may be filled as needed (term defined by ARTICLE III. C2).**
- C. Quorum: A quorum shall consist of a simple majority of the membership and shall be required to take official action at any meeting. Some actions, as specified below, shall require a two-thirds majority.
- D. Voting: Approval of Board actions shall be by a simple majority of those present. For some actions, as determined by the Board, including, but not limited to, approval of reports, passage of resolutions, shall require a two-thirds majority. Votes by mail or written proxy may be used.
- E. Public Comment: The Board shall provide public notice and an opportunity for the public to comment at each of its meetings.

**ARTICLE VII. PARLIAMENTARY AUTHORITY**

Board meetings shall be conducted according to Robert’s Rules of Order in all cases to which they are applicable and consistent with the By-Laws.

**ARTICLE VIII. AMENDMENT OF BY-LAWS**

These By-Laws may be amended at any duly constituted meeting of the Board by a two-thirds vote.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-Chairperson

\_\_\_\_\_  
Date

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