

University of Alaska Fairbanks Research Advisory Committee Bylaws

Mission Statement

The Research Advisory Committee shall serve researchers at the University of Alaska Fairbanks, and exists to provide reports and recommendations for researchers and to suggest resolutions to the UAF Faculty Senate. The Research Advisory Committee will provide a connection between the faculty and the UAF Vice Chancellor for Research, and advise the VCR on developing productive relationships with the different research facilities across UAF.

Definitions

The *RAC* shall refer to the Research Advisory Committee, *UAF* shall refer to the University of Alaska Fairbanks and *VCR* shall refer to the UAF Vice Chancellor for Research;

The *voting members* of RAC shall consist of members confirmed by the committee;

A seat on the RAC shall be considered *vacant* if the individual serving has left the UAF research faculty or has asked to be removed from the committee;

Unless otherwise specified, a *vote* of the RAC shall be an in-person or electronic vote by the voting members of the RAC only.

Composition of members

The members of the RAC shall consist of a representation of the different research facilities across the UAF campus;

The number of members in the RAC shall consist of the chair, co-chair (who both will be a member of the UAF faculty, and at least one will be a member of the UAF Faculty Senate), and up to 10 other members;

Each research facility will be able to suggest between 1 and 2 members to the committee;

The RAC committee will also allow non-voting ex-officio members: who can include the UAF VCR, the UAF Faculty Senate President/President-Elect, a UAF Post-doctoral researcher, a UAF Graduate student member and a UAF undergraduate student member.

The current RAC members will ensure at the end of each year, member changes do not exceed 50% of the current members, thus to ensure a quorum of members transitions across University years;

Election of members

The RAC will ask each UAF research facility/department for a member to serve on the committee;

The RAC committee will vote on new members as provided by the UAF research facilities/departments and those from the UAF Faculty Senate;

For the RAC committee to remove a member, there needs to be a 2/3 majority in the vote;

Selection of the chair

The RAC chair must be a member of the UAF faculty;

The RAC chair term will last no more than 2 years and for at least 1 year;

A new RAC chair will be voted on by the RAC members and will be a current RAC member and a current member of the UAF faculty;

In the event that the RAC chair becomes vacant, a vote of the current RAC members will be convened as soon as possible to select a new candidate.

The RAC Chair (or her/his designee) shall be responsible for ensuring that the meetings are run in a fair and efficient manner. The members of the RAC may overrule any particular decision of the Chair (or her/his designee) in this regard by majority vote.

Items for agenda

The RAC chair will be responsible for calling the agenda and preside over the meetings;

Members of the RAC will be able to call items to the agenda by providing this information to the RAC chair with adequate notice for them to be added to the agenda;

Each decision of the RAC shall be made by the consensus of the RAC members present at the meeting during which the decision was made;

The minutes from the monthly meeting should be sent out electronically to the RAC members. The minutes of the meetings shall be completed each meeting by one of the RAC members.

Meetings

The RAC will meet once a month;

The RAC chair will call the meetings and make sure there is adequate notice before each meeting;

The RAC chair will be able to change the date of the meeting, along as adequate notice is provided of the change;

The RAC chair has the ability to extend the length of the meeting beyond 1 hour.

Quorum and Bylaws

For a motion to pass or a meeting to take place, there needs to be a quorum of at least half of the current members of the RAC present;

To change any item written into these by-laws requires a 2/3 majority vote by the current RAC members;

Anything not addressed within these by-laws will be covered by the UAF Faculty Senate by-laws.