

## REVISING THE UAF FACULTY SENATE BYLAWS ON COMMITTEES

### **Rationale:**

While there is a fairly good description in the Senate bylaws of the charge for some of the standing and permanent committees, others are described only very broadly, leaving it up to each chair and assembly of members to define what they should be doing. For the most part this has worked fairly well but questions do arise. Furthermore, there is very little guidance in the bylaws about the membership and proceedings of the committees, and this has led to confusion and misunderstandings for which there are no good answers other than precedence. Although it is not possible, nor desirable, to spell out a policy for every possible scenario we can certainly do a better job of providing a framework for the committees to function in.

### **The Task:**

The task is three-fold:

1. Craft better description of the charge for each committee to be included in the Senate bylaws.
2. Write policies applicable for the areas of functioning that apply to all committees.
3. Write policies applicable to standing and permanent committees and, where necessary, for specific individual committees.

### **The Process:**

1. Each committee will draft the scope and nature of their work as they understand it. This should include current information available in the bylaws.
2. The Administrative Committee will then discuss areas of overlap, lack of clarity, and areas not included in any of the descriptions and vote on the final distribution of responsibilities.
3. Cécile and David will both draft and collect additions and clarifications from members of the Administrative Committee as to the functioning of committees both broadly and specifically (see #2 & 3 above).
4. Cécile and David will bring a draft of these revised bylaws to the Administrative Committee for discussion and a vote.
5. The revised bylaws will be brought to the Senate.

### **Timeline:**

**November and December:** Committees draft the scope of their work. Cécile and David draft and collect changes to procedures.

**January:** Discussion of the committee descriptions in the Administrative Committee. First reading of changes/addition to procedures.

**February:** Second reading of changes to procedures. First draft of full motion with all changes.

**March:** Approval of full motion by Administrative Committee

**April:** Motion is brought to the Senate.

**Some Of The Issue We Need To Address:**

1. Membership rules for **all committees**: review special policies in place (e.g., unit criteria) and add where necessary (e.g., minimum/maximum number of members, representation from different units, junior/senior standing, etc.).
2. In the case of **permanent committees**, how are non-Senate members elected or appointed? Should student members be allowed to vote and can those students vote on the AdCom when they stand in for the chair? Can a non-Senator chair the committee?
3. Do we need a paragraph on conveners for the first meeting?