



## **B. Terms and Selection of Membership**

### 1. Terms begin in June.

- a. Student members serve a two-year term.
- b. Ex officio members do not have terms.
- c. All other members serve a three-year term with the option of reappointment
- d. Regular attendance and participation in committee activities is expected of all committee members.

### 2. Selection Procedures

- a. Member selection will take place as terms expire or as needed.
- b. Open positions are presented to the appropriate consultative body (as indicated in Article II.A), with a request for nominations made to the CGE by a specified deadline. Each nominee must submit a pa

- in collaboration with the CGE record keeper, update and maintain the CGE website
- make appointments to subcommittees
- represent the CGE as necessary

## 2. Record Keeper

- a. The record keeper will be elected by committee members
- b. The term of office for the record keeper is one-year, with no term limit.
- c. The duties of the record keeper include:
  - Record, Maintain, Prepare, circulate among members, and post on the website minutes of CGE meetings
  - Serve as the record keeper and archivist of all CGE resolutions, motions or recommendations
  - Coordinate posting the CGE meeting schedule on the CGE website
  - In collaboration with the CGE chairperson, maintain the membership list
  - In collaboration with the CGE chairperson, update and maintain the CGE Web site
  - In collaboration with the University's archivist, archive appropriate CGE records and documents

## ARTICLE III: MEETINGS

The Committee shall hold monthly meetings, except during the summer months, at which time the agenda presented will be the principal order of business.

1. Monthly meeting dates and times during the academic year will be decided by the chair(s) in consultation with committee members
2. Meeting information will be distributed through email and posted on the CGE website
3. Summer meetings: Recommend one meeting during the summer (June – August), depending on preparation needed for fall semester
4. Special meetings may be called by the Chair(s) acting independently or upon written request of the members of the Committee, or upon request from the University Provost.
5. Open meetings
  - a. Anyone interested in learning about the CGE, or wishing to be put on the agenda, should contact the chairperson at least 48 hours prior to the scheduled meeting
  - b. The first part of CGE meetings will be open to University members, with the later portion of meetings for members only to conduct regular business.
6. **A Quorum** for a CGE meeting will require a simple majority (51% or more) of currently serving members, including a chairperson. Each member shall be entitled to one vote. Voting shall be by a majority voice vote except when a roll call vote is requested.

### DO WE CONTINUE WITH A MEETING IF THERE IS NOT A QUORUM?

Meetings may be held when quorum is not met, but resolutions or changes to policies or procedures may not be agreed upon without a simple majority. In such cases, a vote may be held via email.

## **ARTICLE IV: STANDING WORKING GROUPS**

### **A. Bylaws Working Group:**

1. Will review and recommend to the CGE membership any changes it deems necessary.
2. Will review and send forward to the CGE membership any revisions proposed by other CGE members.

## **ARTICLE V: BYLAW AMENDMENT PROCEDURES**

Amendments to these bylaws shall become effective after having been adopted by a majority of the entire members.

## **ARTICLE VI: REPORTING**

1. In Spring 2015, the Committee on