

3359-10-01.1 The university of Akron rules of the university council.

- (iv) Send the recommendation back to university council with an explanation for disapproval.
- (c) The president will notify university council of the disposition of each recommendation, indicating whether the recommendation has been approved, referred to the board of trustees, sent back for more information, or sent back with an explanation for disapproval.
- (4) University council will record its recommendations in minutes of meetings that are publicly available on its website and co

- (e) The president and executive vice president and provost shall be ex officio but non-voting members.
 - (f) Appointed administrators for support shall be ex officio but non-voting members of their respective committees.
- (5) Election of officers.
- (a) The members of the university council who are

department chairs.

- (iv) One member: An appointed administrator for support shall be designated and appointed by the executive vice president, and provost. The appointed administrator for support shall be an official from the office of academic affairs or the vice president that is most closely associated with the standing committee's topical areas. The appointed administrator for support is a voting member of the standing committee who is responsible for convening the first meeting every year to elect committee officers and providing administrative support to the officers of the committee sufficient to achieve the work of the committee.

(b) Officers.

- (i) At the first meeting of the university council year, the appointed administrator for support shall coordinate an election for the chair, vice chair and secretary of the committee, if necessary. The appointed administrator for support may not be an officer of a committee.
- (ii) Terms of office for committee officers are two years. If the officer is a student representative, the term shall be one year.
- (iii) The duties of the chair are to preside over committee meetings, which determine their own agenda. The university council or executive committee may refer matters to the committees directly. The chair of o(resp46 tees)5. ardiviii) wrsittof committee 42rs. 8009Vacauniepartmenrs.7ee.

university and continue employment pursuant to a re-employment agreement may, if they wish, continue to fulfill the duties of their unexpired terms, but

month, year round.

(h) All meetings of the university council and standing committees shall be open to the public.

(2) Specific guidelines on meetings.

(a) University council.

(i) Announcement of meeting dates and an agenda shall be available electronically at least one calendar week prior to each regularly scheduled meeting accompanied by the minutes of the previous meeting.

(ii) Requests to have items placed on the agenda of the council shall be submitted in writing to the secretary of the council by a university council member at least two calendar weeks prior to a meeting of the council.

- (b) Duties of the vice chair of the university council/executive committee: Assists the chair in such ways as the latter may request; and in the absence of the chair, the vice chair presides over the meetings of the university council/executive committee.
- (c) Duties of the secretary: oversees the preparation and posting of council agendas and minutes to all constituent groups and interested members of the university community, assists the chair in such ways as the latter may request. In the absence of the chair and vice chair, the secretary presides over meetings of the university council.

(2) Responsibilities of the executive committee.

- (a) The executive committee shall forward university council policy recommendations to the president, and monitor their disposition.
- (b) When policies are enacted by the board of trustees, the executive committee may monitor their implementation or may delegate such monitoring to a standing committee.
- (c) The executive committee shall ensure that all policy questions that come to the university council will be referred to the appropriate standing committee for discussion and recommendations to university council. It shall also ensure that their disposition is managed through a system that will be available to all members of the university community.
- (d) The executive committee shall accept items for consideration by university council or one of the university council standing committees, from the president, or the executive vice president and provost, or from a member of the university council constituency groups.
- (e) The executive committee shall oversee and monitor the operations of the standing committees and ensure that the business of the standing committees and ad-hoc committees are completed in a timely fashion.
- (f) The executive committee shall receive reports of standing committees and transmit them to the university council for disposition. Each such report must be on the university council agenda.
- (g) The executive committee shall recognize and notify, prior to the first meeting of the university council in each council year, all new members as having been duly chosen based on information provided by the presiding member of each constituency group. Notifications are to be provided to the persons selected, the constituency, the chair of the standing committee and such others as the executive committee may designate.
- (h) The executive committee shall participate in meetings with the president at least

once per semester (fall, spring, summer).

- (i) The executive committee shall ensure that university council and its committees convene in joint session, once per year.
- (j) Orientation of new university council members: The executive committee shall oversee appropriate orientation of new members (prior to October first of each year) to the university council. Orientation should consist of university council history, organizational structure and operational protocol at a minimum.
- (k) Members of the executive committee serve on the university planning group (or its equivalent). The university planning group (or its equivalent) shall be responsible for creation, updating and execu

- (b) Provides recommendations for action on policy, operations, organization and other matters related to the committee domain to the university council.

and assignment of university space, physical facilities and equipment in collaboration with staff, professional staff, and faculty in appropriate departments.

(e) Communications committee.

The communication committee is responsible for: assessing and making recommendations regarding the university's internal/external communication strategies and practices; providing/receiving feedback to/from university council on systemic communication issues; tracking issues that have a direct institution-wide impact and recommend action as appropriate; gathering feedback from the constituents that each committee member represents and bring attention to issues for consideration by the whole committee in collaboration with staff, professional staff, faculty and students in appropriate departments.

(f) Campus wellness committee.

The campus wellness committee is responsible for developing policy in support of building a campus community that provides a foundation for the life-long wellbeing of each student, employee, partner, and alumnus. It is an institutional priority to continually mold thriving individuals to be citizens that use a lifelong model for reflection, resilience, meaning, and lifelong happiness.

(g) Talent development and human resources committee.

The talent development and human resources committee is responsible for studying, monitoring and making recommendations on the development of all university policies and practices relating to inclusive excellence and to the wellbeing of employees of the university, subject to existing contractual agreements. Issues of wellbeing would include but are not limited to fringe benefits, insurance, employee performance, recreation and wellness and other aspects of working conditions in collaboration with staff, professional staff and faculty in appropriate departments.

(h) Institutional advancement committee.

The institutional advancement committee is responsible for studying, monitoring and making recommendations on development and alumni issues in collaboration with staff, professional staff and faculty in appropriate departments.

- (J) Rules. The parliamentary authority for the university council shall be "Robert's Rules of Order," in its most recent edition. In any conflict between the university council bylaws and "Robert's Rules of Order," the council bylaws take priority. A person who is not a

member of the university council may be appointed parliamentarian by the chair of the university council.

(K) Amendments.

- (1) Amendments to these bylaws may be proposed in writing by a member of university council at any regularly scheduled meeting.
- (2) A vote by the university council on a proposed amendment may be taken only at a subsequent regular or special meeting of the university council.
- (3) To pass, a proposed amendment requires a positive vote by at least two-thirds of the voting members present at a regular or special meeting of the council.
- (4) Amendments shall take effect upon approval by the board of trustees.

(L) Bylaws revision

- (1) University council bylaws will undergo a complete review every three years or earlier if circumstances warrant a review.
- (2) The executive committee of the university council will oversee the process and present recommendations to university council for approval.

(M) Authority of board of trustees. Notwithstanding the preceding, Ohio law vests full authority and responsibility for the operation of the university in its board of trustees which retains and reserves exclusively to itself all rights, powers, prerogatives, responsibilities, and authority vested in it, whether exercised or not. Nothing in this rule shall be construed to limit, reduce, modify, or relinquish any authority or power of the board to govern the university consistent with the powers conferred on the board by law. Any delegation of authority by the board may be enlarged, reduced, modified, or withdrawn at the discretion of the board.

Effective: 10/14/2023

Certification:

M. Celeste Cook
Secretary
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359.01

Rule Amplifies: 3359.01

Prior Effective Dates: 09/11/2016, 12/18/2017, 02/24/2020, 06/25/2022
04/29/2023