

Coordinating Councils for the Regional Campuses of Ohio University

By-Laws

Article I

Establishment of Councils

Section 1. Since by law of the State of Ohio, “there shall be and forever remain in the said university, a body politic and corporate, by the name and style of ‘The President and Trustees of the Ohio University,’” the Ohio University Board of Trustees, hereinafter referred to as the Board, chooses to establish and confer, through these by-laws, certain responsibilities and prerogatives, regarding consultation and communication, to Regional Coordinating Councils of the University’s regional campuses, hereinafter referred to as Coordinating Councils. All actions of Councils must be consistent with Board policies and procedures.

Section 2. No by-law shall be enacted, amended, or repealed, except by a majority vote of the Board, and then only after thirty days notice of a proposed change has been given to all members of the Board.

Article II

Officers of the Councils and Their Duties

Section 1. Officers of the Coordinating Councils shall be as follows:

- (a) Chair
- (b) Vice-Chair/Secretary

Section 2. The Chair shall preside at all meetings of the Council, and unless otherwise ordered by the Council, shall have the authority to appoint members of and fill vacancies on all standing and special committees. Subject to these by-laws, the Chair shall fix the date and time of all regular and special meetings and perform such other duties as may be pertinent to the office.

Section 3. The Vice-Chair/Secretary, in the absence or incapacity of the Chair, shall assume the duties and obligations of the Chair. The Vice-Chair/Secretary shall keep minutes of all Council meetings and shall promptly distribute copies of same to all Council members, the Executive Dean for Regional Higher Education, and the Dean of the respective regional campus. The Vice-Chair/Secretary shall be responsible for the orderly preservation of all records pertaining to Council business, and shall perform all other duties usual to the office or imposed by the Chair or by Council action. To aid the Vice-Chair/Secretary of a Coordinating Council, the Dean of the Regional Campus shall serve as liaison between the Vice-Chair/Secretary and the administration and shall be responsible for obtaining clerical assistance for implementing the functions of the Vice-Chair/Secretary.

Article III

Election of Officers

Section 1. The Chair and Vice-Chair/Secretary shall be elected annually by the Council at its last meeting of the fiscal year.

Section 2. The Chair and Vice-Chair/Secretary shall each serve for one year and shall be eligible for re-election to their respective offices for a period of up to three years.

Article IV

Membership of Councils

Section 1. Each member of the Coordinating Council shall be appointed by the President with the approval of the Board. Members currently appointed at the time of approval for these by-laws shall complete their terms as originally appointed.

Section 2. Each Coordinating Council shall be comprised of nine members, all of whom must be residents of the communities served by the campus. Appointments shall be for a period of three years, with reappointment possible for a maximum of three terms. No person who has served two years or more to complete a term that was vacated can serve more than two additional three-year terms. However, previous Council members may be reappointed after a reasonable length of time. At their discretion Councils may designate retired members, who served three terms, as "emeritus" members of the Council, and include emeriti in occasional meetings or activities that are deemed by the Chair and the Dean to benefit the campus.

Section 3. At its discretion, each Council may appoint up to two non-voting student members of the Council. Student members will participate in all normal deliberations of the Council, except for the annual and comprehensive evaluation of the Dean of the regional campus. Qualifications for student members and procedures for selecting those members will be determined by the Council in consultation with the Dean. Appointments shall be for two years and, if there are two members, these terms shall be staggered.

Section 4. In the case of a vacancy occurring during a member's term, the appointment shall be for the unexpired period of the term.

Section 5. Ex-officio members.

(a) The Dean of a regional campus shall be an ex-officio, non-voting member of that campus' Coordinating Council, and

(b) The Executive Dean for Regional Higher Education shall serve as an ex-officio, non-voting member of each Coordinating Council. Ex-officio members shall be notified of meetings and shall receive minutes of Council meetings.

Article V

Meetings

Section 1. Regular Meetings of Coordinating Councils. The Coordinating Councils shall hold no fewer than three regular meetings a year on their respective campuses. Normally, there should be at least one meeting during fall term and two meetings during spring term. Meetings are typically not held during summer term.

Section 2. Special Meetings. Special meetings may be held upon the call of the Chair, or

upon the written request to the Vice-Chair/Secretary of three voting Council members.

Section 3. Notice of Meetings. Except in cases of emergency, the Vice-Chair/Secretary shall give at least five days notice of all meetings to Council members and to the ex-officio members.

Section 4. Attendance. It shall be the policy of the Councils to expect full attendance at all meetings of the Council and Committees. Excuses for absence from meetings shall be communicated to the Campus Dean or to the Chair of the Council at least two days before meetings. The Council reserves the right to pass on the reasonableness of excuse for absence. Persistent unreasonable absences shall be cause, at the pleasure of the Chair, for reporting such delinquency to the appointive authority of the President.

Section 5. Quorum. For the purpose of doing business, a majority of the voting members of the Council shall constitute a quorum.

Section 6. Agenda. The Chair of the Coordinating Council and the Campus Dean, in consultation with the Executive Dean for Regional Higher Education, except in emergencies, shall prepare a suggested agenda of each Coordinating Council meeting.

Article VI

Responsibilities and Prerogatives of Councils

Section 1. The general and essential function of the Councils is to ensure, for the University and the regional communities they serve, that there exist opportunities for sharing of information and exchange of viewpoints and ideas between members of the communities and the appropriate University officials. Councils shall be provided information about and have opportunity to examine, discuss, and advise upon the following specific matters:

- (a) solicitation of funds in support of the campus;
- (b) relations with local, state, and federal legislative and administrative agencies;
- (c) naming, location, and maintenance of the respective regional campus plant and grounds;
- (d) appointment, evaluation or termination of their respective campus dean; and
- (e) capital improvement planning and construction of new buildings.

Section 2. Councils should be consulted regularly on other matters of concern to the local community, including the need for specific educational programs, public relations, alumni affairs, implications of tuition and fee increases, and other similar matters.

Article VII

Committees

Section 1. Ad hoc committees, consisting of no fewer than three members each, may be appointed by the Chair of Council as necessary.

Section 2. Only voting Council members shall be eligible to serve as chair of committees.

Section 3. The Chair of a Council shall be an ex-officio member of all committees; however, the Chair is not eligible to serve as voting member of any committee.