

UWM Academic Staff Committee Information

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Introduction

UWM's governance committees are conducted per Roberts Rules of Order. While each committee has its own unique set of responsibilities and membership, the conduct of committee business remains consistent and legitimate by following the points below.

Committee Charges and Functions

The charge for each standing committee is specified in the Bylaws which can be located at:

http://www4.uwm.edu/secu/acad_staff/standing_com/upload/UWM_Academic_Staff_Committee_Info.pdf

Committee Membership

Membership is established by each committee's bylaws. Limited title appointees who hold concurrent appointments as academic staff may serve on governance committees. The status of the concurrent appointment determines the eligibility for a given committee. For example, an Assistant Dean with an indefinite status concurrent appointment may serve on one of the review committees that requires all members hold indefinite status.

Committee Chair

Chairs are elected by the committee membership and serve a one year term with the possibility of consecutive terms if specified in the bylaws. Chairs have the responsibility to schedule meetings, create and disseminate committee agendas and minutes, and serve

as the representative of the committee to other standing committees as well as to the Academic Staff Senate and the administration.

Committee Agendas and Minutes

Agendas should include information indicating day, time, and location of meetings as well as the following:

- Approval of previous meeting minutes
- Old business
- New Business

They should be circulated to members at least one week prior to the meeting (where possible). Agendas can be distributed through the use of a committee's reflector which is available through the Office of the Secretary of the University

Minutes should contain the date of the meeting, members and guests present, and members absent as well as the following:

- Approval of previous minutes
- Listing and discussion of old business items
- Listing and discussion of new business items
- Listing and discussion of other business or announcements
- Time of adjournment

Minutes should be sent electronically to the Office of the Secretary of the University where they will be placed on the committee's Web site. Should meetings need to be cancelled, please inform the Secretary's Office so that a notation may be made on the web.

Notice of Meetings

To comply with Wisconsin Open Meetings Laws, all meetings must be noticed (publicly announced). Instructions for placing public notification on the UWM Web site can found at the following:

<http://www4.uwm.edu/news/media/meetings/index.cfm>

Please note that notices must be submitted by noon Thursday prior to the week of the meeting. If the committee believes it may go into closed session, this should be noted in the open meeting notice.

Closed Session/Meetings

Closed meetings are defined under Wisconsin Statute s. 19.85. A closed session occurs when only members of the body are permitted to be in attendance. Section 19.85 (d) allows for a closed session when personnel matters are being considered or discussed by the committee. If the committee will be meeting in closed session, a motion must be made to move into closed session pursuant to Wisconsin Statute s. 19.85 and the motion to be considered must be stated. A roll call/ballot vote is then taken and recorded. To go into closed session, the following steps must be taken:

- The committee must first convene in open session
- A member of the committee must move that the group convene in closed session stating the nature of the business to be considered
- The chair must reiterate the nature of the business to be considered in closed session and cite the relevant statute that provides authority for the closed session (Wisc. Stats. 19.85)
- The motion to go into closed session must be passed by majority vote of those present.
- The vote of each member on the motion to close the session must be ascertained and recorded in the meeting's minutes.
- The contents of the announcement to go into closed session must be noted in the minutes.

Voting on Motions

In accordance with Academic Staff Policies and Procedures, ex-officio members on a standing committee are not allowed to vote. All other members of the committee have the obligation to register their vote on a formal motion. Votes may be taken by voice, a show of hands, or any member has the right to call for a roll call vote. Members of the committee are not permitted to vote in absentia. The record of the vote should be noted in the minutes.

Standing Committee Annual Reports

Each standing committee must submit an annual report to the Academic Staff Senate. Normally, the request for the annual report will be issued by the Office of the Secretary of the University in May. Reports are presented at the following September meeting of the Senate. The format of these reports includes a listing of the members of the committee, the committee's charge, and a summary of the business conducted at the committee meetings. A copy of the annual report of the Academic Staff Committee is attached as an example of the content and format of this report.

Placing Business Before the Senate

Any standing committee may submit items for consideration to the Senate by forwarding it to the Academic Staff Committee which will then place that item on the agenda of the Senate. Depending on the request, it normally appears on the agenda for the next scheduled Senate meeting.

Meeting Quorum

A quorum of one-half of the *voting* committee members is required for the transaction of business at meetings of academic staff committees except as otherwise may be specified under Academic Staff Policies and Procedures.