

# ACADEMIC STAFF CODIFICATION COMMITTEE BYLAWS

## ARTICLE I PURPOSE AND RESPONSIBILITIES

### Section 1 Purpose

The purpose of the Codification Committee is to assure clarity and consistency of language in all proposed additions to and changes in existing and future University policies and procedures affecting the academic staff.

### Section 2 Responsibilities

- A. The Codification Committee reviews and makes recommendations concerning all proposed additions to and changes in the Academic Staff Personnel Policies and Procedures.
- B. When requests for change are initiated by one of the subcommittees or standing committees, the Chair of that committee will submit the request in writing to the Chair of the Codification Committee and the Chair of the Academic Staff Committee (ASC). A brief description of the request and a copy of the respective policy/procedure must be included.
- C. At the request of the ASC, the Codification Committee undertakes a review of specific University policies, procedures, guidelines, and rules governing the academic staff.  
(AS Doc 127, 12/20)
- D. In conducting its work, the Committee will employ the criteria of clarity, internal consistency, and relation to other policies and procedures governing the academic staff at UWM.  
(AS Doc 81, 8/13)

## ARTICLE II MEMBERSHIP

### Section 1 Structure

The Committee consists of seven members: three elected academic staff members; three academic staff members appointed by the Academic Staff Committee; and the Secretary of the University or a designee who is ex-officio, non-voting member of the Committee and who serves as its Secretary. At least two of the voting members must be a past or current member of the Academic Staff Committee or a past member of the Codification Committee. At least four members must have probationary or indefinite status. No more than two members may be from any one college or division at the time of their election to the committee.

(AS Doc 68, 9/11)

(AS Doc 81, 8/13)

(AS Doc 146, 1/24)

### Section 2 Nomination/Election/Appointment Procedures

Members are nominated and elected in accordance with standard Academic Staff Operating Rules. Appointed members are named after the annual academic staff elections.

### Section 3 Term of Office

The term of office begins on the first day of the fall contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the day before the next fall contractual period begins. All members serve three-year terms. No member may serve consecutive three-year terms.

(AS Doc 45, 10/10)

(AS Doc 81, 8/13)

(AS Doc 146, 1/24)

### Section 4 Absences

Attendance at Committee meetings is part of each member's duties. Members who miss four meetings per committee year in accordance with Article III, Section 2, Paragraph A of these bylaws forfeit their Committee membership. There are no excused absences. In instances where a committee member may have to miss four or more meetings for a significant medical or life event, a "leave" may be taken from the committee and a replacement appointed for a semester or year (as determined by the approved leave) with a subsequent return to the committee to fulfill the remaining term. Such a leave must be requested and approved by the AS Codification Committee Chair and Secretary of the University prior to the committee member's fourth absence.

(AS Doc 45, 10/10)

(AS Doc 81, 8/13)

(AS Doc 136, 2/23)

### Section 5 Vacancies

A. If a vacancy occurs, the position is filled by the eligible candidate who received the next highest number of votes in the most recent election. That candidate will serve the remainder of the term associated with the vacancy. If no eligible candidate is available, the Academic Staff Committee appoints an academic staff member to fill the vacancy for the remainder of the term of service.

(AS Doc 40, 5/09, revised 7/09)

B. If a vacancy occurs in an appointed position, the Academic Staff Committee appoints an academic staff member to fill the vacancy for the remainder of the unexpired term.

## **ARTICLE III ORGANIZATION**

### Section 1 Officers

The Chair is the only officer. The Secretary of the University or a designee acts as secretary. Other officers are appointed by the Committee as necessary.

#### A. Responsibilities

The Chair prepares and distributes the agenda for all meetings and presides at the meetings. The Chair is also the liaison with the Academic Staff Committee. At the end of each committee year, the Chair prepares a written report of Committee activities.

The Secretary of the University or a designee takes minutes and distributes them to Committee members, the Chair of the Academic Staff Committee, and the Office of the Secretary of the

University; maintains the attendance records of Committee members; and conducts Committee business in the absence of the Chair.

Responsibilities of other officers are determined when each position is created.

#### B. Eligibility

In order to maintain continuity of leadership, the Chair must have served on the Committee during the year prior to their term of office. Other offices may be held by any voting member regardless of prior length of Committee service.

(AS Doc 127, 12/20)

#### C. Election, Term of Office, Vacancies

The Chair is elected within one month of the annual election for a one-year term beginning September 1 and may not serve more than two consecutive terms. Other officers are elected as necessary. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

### Section 2 Meetings

#### A. Regular and Special Meetings

At the beginning of each committee year the Committee sets its schedule of regular meetings. Special meetings are called by the Chair as needed or at the request of two or more Committee members.

(AS Doc 81, 8/13)

#### B. Quorum

A quorum consists of three voting members.

(AS Doc 99, 2/16)

#### C. Standing Rules

All Committee meetings are conducted according to the latest edition of *Robert's Rules of Order* unless otherwise specified in these bylaws.

#### D. Agenda

The agenda is distributed prior to each meeting. Any Committee member may place an item of business on the agenda of a regular meeting by contacting the Chair prior to the distribution of the agenda. Additional items may not be added to the agenda of special meetings once the agenda has been distributed.

### **ARTICLE IV AMENDMENTS TO THE BYLAWS**

A motion to amend these bylaws may be made only by a Committee member. Amendments must be approved by a majority vote of both the Codification Committee and the Senate of the Academic Staff. Lastly, approved amendment(s) must be reported at the next General Meeting of the academic staff.

(AS Doc 81, 8/13)

(AS Doc 119, 4/19)

Codification Bylaws

5/09

7/09

10/10

9/11

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