

Bylaws

Governance Steering Council

ratified Oct. 24, 2013

Scope and Purpose

The University of Baltimore Governance Steering Council's (GSC) role and responsibilities are designated in the *Plan of Organization for Shared Governance of the University of Baltimore* (Plan). This document contains the bylaws of the GSC and refines, delineates and provides a mechanism of organization for the GSC.

The GSC will:

1. coordinate the activities of the University Faculty Senate (UFS), UB Staff Senate (UBSS) and Student Government Association (SGA) on issues that affect the common interests of faculty, staff and students
2. serve as a conduit of information between the three governance bodies and the University administration
3. provide counsel to the University President on establishment of strategic priorities for the University
4. coordinate the activities of the four governance-related University Committees—University Budget Committee, University Culture and Diversity Committee, University Planning and Facilities Committee, and University Work Life Committee—and serve as a liaison between the three governance bodies and the four committees, according to the workflow structure outlined in the *Communication Process* document.

The GSC may recommend general policies and otherwise advise the President, the Provost and other officers of the University, on behalf of any or all governance bodies and/or the University committees. If a recommendation comes from a University committee, the GSC will communicate the recommendation to the governance bodies, as applicable, and seek concurrence.

Members of the GSC shall have the ability to readily and directly contact their respective constituencies via University email technologies. GSC members understand that messages pertaining to GSC business sent to their constituencies must be of significant import and shared with the entire GSC prior to sending.

Membership

GSC membership is defined in the *Plan of Organization*.

While recognizing that the *Plan of Organization* states "There are no limits to the number of terms an officer may serve," careful consideration should be given to which governance body holds the chair position and how often, to ensure fair and equal representation.

Meetings

- A. The GSC shall meet regularly, at least once per month, August 1-May 31. The ability to call all meetings rests with the GSC Chair.
- B. All GSC meetings are open to the University community. Meeting dates will be posted to the website prior to the start of each semester.
- C. All GSC members shall use their University email accounts for the conduct of GSC-related business.
- D. The responsibility for determining the agenda of the GSC meeting shall rest with the GSC Chair. The agenda must be distributed four days prior to a GSC meeting.
 - i. Each meeting agenda will contain a report by the three governance bodies.
 - ii. Each agenda will feature reports from the four University committees on a rotating basis, such that each committee reports at least once during each academic semester.
 - iii. Individual GSC members can place items on the agenda if at least two members, each of whom represents a different governance body (UFS, UBSS and SGA), request it.
 - iv. An item referred to the GSC by one of the governance bodies will be placed on the GSC agenda.
 - v. The University President may request an item be placed on the GSC agenda.
 - vi. Each agenda will have an opportunity for new business at which point those attending GSC meetings who are not GSC members will have the ability to raise issues and concerns potentially resulting in agenda items for current or future meetings.
 - vii. The agenda must be approved by vote at the beginning of each meeting.
- E. The GSC must achieve a quorum to act. A quorum will consist of one member from each of the governance bodies plus one additional GSC member.
- F. The GSC will prepare an agenda for its regular meetings with the University President.
- G. The responsibility for taking minutes at the GSC meeting shall be rotated among the GSC representatives of the governance bodies: UFS, UBSS and SGA.

Operating Policies

- A. Election of officers and its timing is defined in the Plan of Organization.
- B. GSC membership involves a responsibility of participating in a “hand-off” meeting during which the GSC for the current year meets with the GSC of the next year. This meeting will take place in May.
- C. In the event that one of the governance bodies changes its officers and those officers serve as members of the GSC, the GSC will accept those new officers as members. With reasonable accommodation, this will apply to changes in structure of the governance bodies.
- D. If a member of the GSC is not fulfilling his or her duties or responsibilities, the GSC can ask the appropriate governance body to appoint a new representative to the GSC.
- E. Email votes are permitted if an issue has been discussed at a meeting. A majority email vote to table an issue to the next meeting can be requested by any GSC member.

Bylaw Provisions

- A. The bylaws shall be made available to the University community on the website.
- B. Changes to the bylaws can be approved upon a positive vote by at least two-thirds of the GSC's members after the governance bodies review and provide feedback about the changes.