

I. Membership

A. Composition

The membership of the Commission shall consist of no fewer than fifteen individuals. The preferred commission composition is a balanced representation of students, staff and faculty members. Every effort shall be made to have Commissioners who represent all or some of the professional and educational diversity within all categories of staff, faculty, and students. These Commissioners shall have a substantial commitment to the work of the Commission.

B. Nominations

The Standing Commission Chair shall seek out and recommend potential Commissioners for the following academic year by March 1st. Nomination letters shall be sent out by the President's Office by April 1st.

C. Appointments

An appointment to the Commission is made when the Presidential Nominee accepts the nomination and agrees to serve the Commission as directed by the Commission by-laws.

D. Terms of Appointment

1. The Standing Commission Chair's term shall begin on July 1st and last for a period of two years. A Commission Chair-elect shall be identified at the end of the first year of the Standing Commission Chair's term. The Commission Chair-elect shall serve in that capacity during the second year of the Standing Commission Chair's term. The Commission Chair-elect shall then assume the role of the Standing Commission Chair. If a Standing Commission Chair or a Commission Chair-elect is employed by the University, but is not a 12 month University employee, the Chair will be compensated appropriately for any Commission related work done during such a time that they are out of contract.
2. Student Commissioners shall be appointed for a one year term, from September 1st to June 1st, with the option to extend their appointment for one or two years.
3. In most instances, faculty and staff shall be appointed for a two year term; the second year of service shall be contingent upon active participation in the first year. Each year of service shall be from September 1st to June 1st, with the option to extend the appointment one more year or multiple years with the President's approval.

E. Liaison to the President

A liaison between the presidential commissions and the President shall be appointed for an unlimited term by the President.

II. Meetings

A. Officers

The Commission Chair and/or the Commission Chair-Elect and/or the Commission Chair's appointee shall preside at all the meetings of the Commission. In some instances, Commissions may choose to function in a Co-Chair model, with the Commission Chair and Commission Chair-Elect serving together as Commission Co-Chairs.

B. Schedule

Meetings of the Commission shall be scheduled by the Commission Chair at least once a month during the academic year. The Commission Chair shall have the option of not scheduling meetings during the months of student finals and breaks.

C. Attendance

Meetings should be scheduled to allow as many Commissioners as possible to attend meetings of the Commission. Ideally, at least one representative of all of the Commission's committees should be present.

D. Agenda

The Commission Chair shall provide the Commissioners with an agenda prior to all meetings.

E. Decisions

At any meeting of the Commission, the presence of a majority of the Commissioners shall be necessary to constitute a quorum for the making of decisions. Decisions of the Commission shall be made by majority vote of the Commissioners present. Should a quorum not be present, the issue may be referred by the Commission Chair to the Commission as a whole, to be decided by mail and/or electronic ballot before the subsequent Commission meeting.

1. Should an urgent matter arise between scheduled Commission meetings, the Chair of the Commission can decide to make decisions through mail and/or electronic ballot. When a decision is made by mail and/or electronic ballot, a vote by a majority of the Commissioners is necessary to constitute a quorum. Should a quorum not be reached, the issue will be revisited during a scheduled Commission meeting.

F. Record Keeping

The Assistant to the Presidential Commissions shall keep all records of recommendations proposed by the Commission. The Commission Chair shall inform the Liaison to the President and the President of the Commission's recommendations as soon as they are formulated. The Commission Chair shall inform the Liaison to the President and the President with an Annual Report on the status of the Commission's work.

G. Commission Chairs' Meeting

The Standing Commission Chair and Commission Chair-elect shall attend a meeting of the Commission Chairs' every six weeks, presided by the Liaison to the President.

III. Committees

A. Establishment of Committees

Committees shall be established by the Commissioners according to interest and need; they may carryover from one year to the next, depending on the decision of the Commission.

B. Appointments

1. The Commission Chair with consultation of the Commissioners on their interests shall appoint each Commissioner to one or more committee.
2. The Commission Chair with consultation of the Committee Members shall appoint a Committee Chair to each committee.

C. Meetings

1. The Committee Chair shall schedule committee meetings after the first Commission meeting as needed. The Committee Chair or the Committee Chair's designee shall facilitate all Committee meetings.
2. The Commission Chair shall schedule Committee Chairs' meetings as needed.

D. Decisions

At any meeting of the Committee, the presence of a majority of the Committee members shall be necessary to constitute a quorum for the making of decisions. Decisions of the Committee shall be made by majority vote of the Committee members present. Should a quorum not be present, the issue may be referred by the Committee Chair to the Committee as a whole, to be decided by mail and/or electronic ballot before the subsequent Committee meeting.

1. Should an urgent matter arise between scheduled Committee meetings, the Committee Chair can decide to make decisions through mail and/or electronic ballot. When a decision is made by mail and/or electronic ballot, a vote by a majority of the Committee members is necessary to constitute a quorum. Should a quorum not be reached, the issue will be revisited during a scheduled Committee meeting.

IV. Amendment of the By-laws

Any amendments to the by-laws must be approved by two-thirds of the Commission Chairs of the presidential commissions with approval of the President.