

## I. Membership

### A. Composition

1. The Commission shall consist of the Commission Chair(s), the Chair(s) of the Committees, Chair(s) of the Case Management Team and student, staff and faculty leaders with a substantial commitment to the work of the Commission.

2. The Commission's Committees shall consist of at least one representative from the following departments/offices/organizations: Residential Life, Police Services, Student Campus Life, City and Government Relations, Communications, Office of the General Council, Student Government Association, Center for Health and Well Being, Women's Center, Diversity and Equity Unit, Dean of Students' Office, Faculty Senate, Center for Student Ethics and Standards, and representative(s) from different departments/offices/organizations as deemed necessary by the Commission.

3. The Case Management Team shall consist of the Director of the Counseling Center, the Assistant Dean of Students for Retention and Assessment, a Victim Services representative and representative(s) from different departments/offices/organizations as deemed necessary by the President.

### B. Nominations and Appointments

1. The Commission Chair(s) and the President shall seek out and nominate potential Commissioners for the following academic year by April 1<sup>st</sup>. 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.

### C. Terms of Appointment

1. Commission Chair(s) shall be appointed by the President for an indefinite term.

2. Student representative(s) from SGA shall be appointed for a one year term, from September 1<sup>st</sup> to June 1<sup>st</sup>, with the option to extend their appointment for one or two years.

3. Faculty and staff leaders shall be appointed for a two year term; each year of service shall be from September 1<sup>st</sup> to June 1<sup>st</sup>, with the option to continuously extend the appointment for an additional year.

## **D. 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(s) shall preside at all the meetings of the Commission. The meeting shall not proceed in the absence of the Commission Chair(s).

## **B. Schedule**

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

## **C. Attendance**

Meetings should be scheduled to allow all Commissioners to attend at least some meetings of the Commission. Ideally, all of the Committees Chairs and the Chairs of Case Management Teams should be in attendance.

## **D. Agenda**

The Commission Chair(s) shall provide the commission members 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.

1. 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.

## **F. Record Keeping**

The Assistant to the Presidential Commissions shall keep all records of recommendations proposed by the Commission. The Commission Chair(s) shall inform the Liaison to the President and the President of the Commission's recommendations as soon as they are formulated. The Commission Chair(s) shall provide 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 Commission Chair(s) 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 will nominate Committee members from a representational group (see I.A.2) for the following academic year by April 1<sup>st</sup>. An appointment to a Committee is made when the nominee accepts the nomination and agrees to serve the Commission as directed by the Commission by-laws.

2. Committee Chairs shall be appointed by the Commission Chair(s) with consultation of the corresponding Committee members for indefinite terms from the pool of each committee's membership.

#### C. Meetings

1. The Committee Chair(s) shall schedule committee meetings as needed.

*a) The Committee Chair(s) or designee shall preside at all the meeting of the Committee. The meeting shall not proceed in the absence of the Committee Chair(s) or designee.*

#### D. Decisions

1. 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.

*a) 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.*

### IV. Amendment of the By-laws

Any amendments to the by-laws must be approved by the President.