



RESOLUTION

concerning

ELECTION OF REPRESENTATIVES TO SERVE ON THE  
STANDING ADVISORY COMMITTEE TO THE BOARD  
OF GOVERNORS FOR HIGHER EDUCATION

December 11, 1998

- WHEREAS, Board Resolutions 83-2 and 87-83 establish procedures for the election of persons to the Standing Advisory Committee to the Board of Governors pursuant to Section 10a-3 of the Connecticut General Statutes, and
- WHEREAS, Certain of those procedures require amendment to conform to changes in the Bylaws of the Standing Advisory Committee, and the Bylaws of the CSU Board of Trustees, therefore be it
- RESOLVED, That Board of Trustees for the Connecticut State University System hereby rescinds Board Resolutions 83-2 and 87-83 and adopts the attached Election Procedure Guidelines for Representatives to Serve on the Standing Advisory Committee to the Board of Governors.

A Certified True Copy:

William J. Cibes, Jr.  
Chancellor

ELECTION PROCEDURE GUIDELINES FOR REPRESENTATIVES TO SERVE ON THE  
STANDING ADVISORY COMMITTEE TO THE BOARD OF GOVERNORS

December 11, 1998

PART I - GENERAL PROVISIONS

All elections or appointments of representatives of Trustees, Faculty and Administrators shall be held during the month of February in odd numbered years, the persons so elected or appointed shall take office on the following November 1 and shall serve for two years.

Elections for student representatives and terms of office shall be specified in Part IV.

PART II - REPRESENTATIVES CHOSEN BY THE BOARD OF TRUSTEES

The Chairman of the Board of Trustees shall appoint one trustee to serve on the Committee and another to serve as alternate.

PART III - REPRESENTATIVE CHOSEN BY THE FACULTY

There shall be a Faculty Elections Commission composed of two persons selected by the Council of the Connecticut State University's Chapter of the American Association of University Professors (hereafter termed AAUP), and one person selected by the Executive Board of the State University Organization of Administrative Faculty, AFSCME, Council 4, Local 2836 (hereafter termed SUOAF).

The Faculty Elections Commission shall meet at the joint call of the President of the AAUP and the President of SUOAF and shall elect its own chairperson.

The Faculty Elections Commission shall nominate not more than four persons for election as Committee Member, the said nominees to be selected from among the members of AAUP and SUOAF.

The Faculty Elections Commission shall conduct an election amongst the unit members and of the AAUP and SUOAF to choose a person as Committee Member and that such an election shall provide for write-in candidates.

The person with the greatest number of votes shall be declared elected to the position of Committee Member and the person with the next highest number of votes shall be declared the Alternate: however, if there be a tie for election as Committee Member, the Faculty Elections Commission shall conduct a run-off election as a result of which the person with the highest number of votes shall become the Committee Member and the person with the next highest number of votes shall become the Alternate and, if there be a tie for Alternate either before of after a run-off election, the Faculty Elections Commission shall conduct a run-off election to determine who shall be the Alternate.

#### PART IV - REPRESENTATIVE CHOSEN BY THE STUDENTS

The Committee Member and Alternate chosen to represent the students shall each serve for a term of one year from November 1 to October 31, except that for 1999 the term shall be from March 1, 1999 to October 31.

The Presidents of Student Government Associations, because of the heavy time commitments of their offices, shall not be eligible to serve as Committee Members or Alternate.

Nominations for Committee Member and Alternate shall be requested from different campuses, with nominations for Committee Member coming from only one campus per year and nominations for Alternate coming from only one campus per year.

Nominations for Committee Member shall be requested from the campuses in reverse alphabetical order beginning with Western, i.e., Western, Southern, Eastern, and Central, and nominations for Alternate shall be requested from the next campuses in reverse alphabetical order beginning with Southern, i.e., Southern, Eastern, Central, and Western.

Persons shall be nominated for Member and persons shall be nominated for Alternate by the Student Government Association Presidents of the two appropriate campuses as specified above.

The Student Advisory Board of the Board of Trustees shall elect one Committee Member and one Alternate from among those nominated by the Student Government presidents. The elections shall be held in the spring of each year.

#### PART V- REPRESENTATIVE CHOSEN BY ADMINISTRATIVE OFFICERS

The University Presidents shall elect a member of the Connecticut State University System Office staff to serve on the Standing Advisory Committee to the Board of Governors, and the University Presidents shall elect one member from the Universities' Management Team to serve as the alternate member on the Standing Advisory Committee to the Board of Governors.

**ITEM**

Election of Representatives to Serve on the Standing Advisory Committee to the Board of Governors for Higher Education

**BACKGROUND**

Section 10a-3 of the Connecticut General Statutes provides that the Standing Advisory Committee to the Board of Governors for Higher Education shall be made up of representatives from the constituent units of higher education. The respective boards of trustees establish the procedures for the selection of the representatives and alternates.

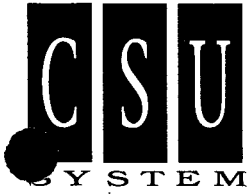
**ANALYSIS**

Current Board election procedures do not reflect that terms of the representatives commence on November 1 of the year of election as outlined in the Bylaws of the Standing Advisory Committee, nor the change in the Board of Trustees Bylaws authorizing the Chair of the Board to appoint trustee representatives. Additionally, because representation of the Student Advisory Board to the Committee has been inactive in recent years, they now plan to hold an election early in 1999 so that CSU students will again have a voice on the Committee.

The proposed revisions have been reviewed and approved by those groups covered under the policy.

**CHANCELLOR'S RECOMMENDATION**

Approve the revisions to the policy on the Election of Representatives to Serve on the Standing Advisory Committee to the Board of Governors for Higher Education.



Connecticut State University System

*file behind press*

*June  
December*



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## MEMORANDUM

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**DATE:** March 6, 1998  
**TO:** Laurie Malinosky, Winston Thompson  
**FROM:** Becky Amberg, Associate for Board Affairs *Becky*  
**RE:** Policy on Election of Representatives to BOG Standing Advisory Committee

Some "housekeeping" modifications need to be done to the current policy to reflect the date the elected persons take office as stated in the SAC bylaws. Our policy shows July 1 but it is actually November 1.

I would like you to review the policy with the appropriate people to determine if any other changes should be made in these procedures. I have marked the portions for deletion and addition and noted my questions in bold type.

There are no elections this year but I would like to get this cleaned up and if I have your response in time, bring it through the Executive Committee to the Board for the April 2 meeting.

Thanks!

*Dr. WT  
Students want to investigate  
before changing rules - on  
hold until Fall.*

**BYLAWS OF THE  
STANDING ADVISORY COMMITTEE  
TO THE STATE OF CONNECTICUT  
BOARD OF GOVERNORS FOR HIGHER EDUCATION**

**Article 1: Preamble**

The Standing Advisory Committee to the State of Connecticut Board of Governors for Higher Education (hereafter referred to as the Advisory Committee) exists to assist the State of Connecticut Board of Governors for Higher Education (hereafter referred to as the Board of Governors) in performing its statutory functions. Both the Advisory Committee and the Board of Governors are joined by a common goal, the strengthening of higher education in Connecticut.

**Article 2: Membership**

**Section 1.** The Advisory Committee shall consist of twenty-two full members (hereafter referred to as members) and twenty-two alternates.

**Section 2.** The membership will consist of the following:

- (1) One member from each of the boards of trustees of the regional community colleges, the state technical colleges, the Connecticut State University, The University of Connecticut, and one member from a board of trustees of an independent college.
- (2) one member from the administrative staff of each of said constituent units and one member from the administrative staff of an independent college.
- (3) one member from the faculty of each of said constituent units and one member from the faculty of an independent college.
- (4) one student from each of the said constituent units and one student from an independent college.
- (5) one representative of the Board for State Academic Awards.
- (6) one representative from the accredited private occupational schools of Connecticut.

**Section 3.** For each member, there shall also be an alternate. The alternate will be entitled to the same privileges to which the member is entitled. The alternate will have voting rights on the Advisory Committee in the absence of the member, and the alternate will have voting rights on all committees of which he is a member.

**Section 4.** In order to properly orient new members of the Standing Advisory Committee all members terms shall commence on November 1 of the year of their election. The electing authorities as specified in Section 10a-3 of the Connecticut General Statutes may adjust the terms of currently serving members to make their terms begin on this date.

**Section 5.** The Chairperson of the Standing Advisory Committee or the Chairperson's designee shall conduct an orientation for new members each November. The staff of the Department of Higher Education shall be requested to assist in this orientation.

### Article 3: Officers

**Section 1.** The officers of the Advisory Committee shall be a chairperson, a vice-chairperson, a secretary/treasurer and such other officers as the members may deem appropriate.

**Section 2.** The officers shall be elected by the members for a term of two years as follows:

- (A) The Chairperson shall appoint a nominating committee composed of three members of the Standing Advisory Committee in November of each odd numbered year. The nominating committee shall report the candidates for offices at the December meeting and the election shall occur at the January meeting.
- (B) Vacancies among the officers shall be filled by a similarly sequenced procedure but at times approved by the Standing Advisory Committee.

**Section 3.** The chairperson shall be the principal spokesperson for the Advisory Committee and shall preside at all Advisory Committee meetings. The chairperson shall be responsible for seeing that the resolutions and actions for the Advisory Committee are carried into effect and shall perform such other duties as are usual to this office.

**Section 4.** The vice-chairperson shall perform the duties of the chairperson in the event of the chairperson's absence or disability and shall assist the chairperson in such duties as the chairperson may from time to time assign.

**Section 5.** The secretary/treasurer will keep the minutes of the proceedings of the Advisory Committee. The secretary/treasurer will also provide notice, to all of the members and alternates, of all Advisory Committee meetings and actions. The secretary/treasurer will also perform duties which may from time to time be assigned to him by the chairperson of the Advisory Committee.

**Article 4: Meetings**

**Section 1.** The Advisory Committee will hold regular monthly meetings.

**Section 2.** Special meetings of the Advisory Committee may be called by the chairperson, and shall be called upon the written request of at least one-third of the members stating the purpose of such meeting.

**Section 3.** The Advisory Committee shall meet at least twice annually with the Board of Governors.

**Article 5: Quorum and Voting**

Ten members shall constitute a quorum, and the majority vote of such a quorum shall control unless otherwise required by these Bylaws.

**Article 6: Attendance**

Members who fail to attend three consecutive meetings may be asked to vacate their membership on the Advisory committee. Should this occur the appropriate constituency will be notified. If the alternate is unable to serve, the constituency shall be asked to arrange for election or appointment of a representative and alternate to the Advisory Committee.

**Article 7: Rules and Procedures**

Roberts' Rules of Order shall govern Advisory Committee meetings, except as provided in these Bylaws.

**Article 8: Committees**

**Section 1.** There shall be an Executive Committee of the Advisory Committee as specified in Section 10a-4 of the General Statutes. The Executive Committee shall be composed of seven members, at least one of whom shall be a member of a board of trustees, one of whom shall be a member of an administrative staff, one of whom shall be a faculty member, one of whom shall be a Connecticut resident who is a student at a public institution, and one of whom shall be a Connecticut resident who is a student at an independent institution. Not more than two members so elected shall be from the same constituent unit.

The Executive Committee will schedule meetings as appropriate; however, it shall meet in December to gather agenda items and to develop an agenda for the joint meetings of the Standing Advisory Committee and the Board of Governors.

**Section 2.** The chairperson of the Standing Advisory Committee shall be the chairperson of the Executive Committee. The other members shall fill out the membership categories specified in Section 1 above. Election of the members of



the Executive Committee shall follow the same procedure and timetable as prescribed for Officers of the Standing Advisory Committee in Article 3, Section 2, except the term of service shall be one year and the procedure shall be followed each year.

Section 3. The meetings of the committees of the Advisory Committee will be called by the chairperson of that committee.

**Article 9: Amendments**

These Bylaws may be amended, repealed, or added to, if such changes are consistent with the purposes described in Public Act 82-218, section 3, as written or amended. The Advisory Committee by the affirmative vote of the majority of all members may amend, repeal, or add to the bylaws at a regular meeting only if the amendments, repeals, or additions are discussed at a prior Advisory Committee regular meeting. Amendments, repeals, or additions shall be presented to members and alternate in written form at least one week prior to a regular Advisory Committee meeting, at which the changes can be considered for a vote.

**Article 10: Effect**

These Bylaws shall be made effective upon an affirmative vote of the majority of the members.

Revised April 13, 1995

Mime-Version: 1.0

Date: Mon, 31 Mar 1997 16:56:07 -0500

To: Amberg

From: MalinoskyL@csusys.ctstateu.edu (Laurie G. Malinosky)

Subject: BGHE Standing Advisory Cmte.

Becky:

It has been brought to my attention that the bylaws of the Standing Advisory Cmte. state that the terms of all members shall commence on November 1. According to our Board Policy, elections are held in Feb. and the term begins on July 1. We need to change our Board Policy to reflect the BGHE bylaws which were revised 4/13/95.

I will get you a copy of the bylaws.

Laurie G. Malinosky

Assoc. for Personnel & Labor Relations

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