

PROPOSED DRAFT

Unanimously Recommended by Ad Hoc Committee Appointed by President Coleman
General Charter for University Committees

(President 3/18/74; amended 3/75, 1/77, 6/85, 9/93)

With changes suggested by Faculty Officers in all caps or double strikeouts (6/23/98).

- a. General Purpose and Method of Operation. University charter committees are established, modified, and disestablished by the collective action of the following three organizations, namely, the University of Iowa Student Government, the Staff Council, and the Faculty Senate (herein called "assemblies"), and by the President of The University of Iowa.

The organization, purpose, and charge of University charter committees ~~are to be interpreted within the legal framework of the Code of the State of Iowa~~ are subject to the authority of the Iowa State Board of Regents and the President of The University of Iowa.

Charter these committees are established in an effort to assure that ~~the~~ University-wide services and activities will be carried out in the best interests of education and society. The membership of University charter committees generally ~~are~~ is composed of faculty, staff members and students in varying proportions according to the committee's primary interest. They are designed to be small working groups. Unless special circumstances dictate, they shall not exceed eleven appointed, voting members. Their general responsibility is twofold: 1) to recommend and to advise on the formulation of University policy; and 2) to assist in the interpretation of ~~interpret the considerations underlying~~ University policies to ~~the~~ their respective constituencies.

The composition of each University charter committee, the ~~service~~ activities which concerns it, and the specific charges to it are set forth in Specific Charters which follow this General Charter.

- b. Scope of Concern. Within the area to which it is assigned by its specific charter, each University charter committee may recommend University policy and advises on the following matters: 1) formulation of basic policy and objectives; 2) development of plans and programs including financing; 3) development of operations procedures, rules and regulations; 4) response to suggestions and inquiries from all persons interested in the University; 5) solicitation of expert opinion and information from any sector of the University when it appears that such opinion and information will help the committee in its advisory capacity; and 6) other matters of mutual interest and concern as they arise. University charter committees are privileged, as are the assemblies and constituencies which the committees represent, to take a position on any question concerning the relation between the area of their immediate concern and the overall welfare of the University. The position taken will be deemed that of the charter committee and not necessarily that of the three assemblies or ~~the~~ their constituencies ~~represented~~. Upon its request, the charter committee will have access to all relevant public information as defined in Chapter 22 of the Iowa Code.
- c. Authority. Each University charter committee acts only in an advisory capacity within the area assigned to it. Committee recommendations ~~decisions~~ are not binding on the administration. On the other hand, it is expected that the views of the committees will have an important influence on policies and procedures in their areas of concern. Administrators remain responsible to and accountable to the President of the University. Members of the charter committee, on the other hand, should report to and seek the views

of the ~~several constituent~~ assemblies which have nominated them. ~~It is expected that the views of the several constituent assemblies as expressed by their committee representatives will have an important influence on policy and procedures in the area of concern. Orderly procedures for resolving and reporting differences of opinion are detailed in I 2.8(6)(g) of the General Charter.~~

Furthermore, it is expected that when administrative officers of the University seek the opinions of students, faculty, or staff, they will use, among other sources of information and advice, the services of the appropriate University charter committee ~~established under this General and these Specific Charters~~. Each assembly, of course, may maintain its own internal committee system. Similarly, the President shall be able to establish committees as deemed necessary by the President.

- d. Appointment Procedures. ~~Terms of Office,, and Replacement for University Charter Committee Members.~~

(1) Qualification for Members.

(A) Each assembly ~~The constituent assemblies~~ shall appoint only members of their constituency to the charter committees on which the assembly is represented. APPOINTMENTS FROM EACH ASSEMBLY ARE TO BE MADE IN ACCORDANCE WITH THE PROCEDURES ADOPTED BY THAT ASSEMBLY. APPOINTMENTS MUST MEET THE COMMITTEE MEMBERSHIP REQUIREMENTS OF

THE GENERAL CHARTER AND SPECIFIC CHARTER FOR THE COMMITTEE AND MUST BE CONSISTENT WITH THE UNIVERSITY'S AFFIRMATIVE ACTION POLICY. All such appointments shall ~~to~~ be confirmed by the President of the University, WHO WILL ALSO MAKE COMMITTEE APPOINTMENTS IF SPECIFICALLY MANDATED BY THE CHARTER OF A SPECIFIC COMMITTEE. ~~if 1) the appointees meet the requirements of the General Charter for appointment to membership, and 2) the appointments are consistent with the University's Affirmative Action Policy. Appointments from each assembly are to be made in accordance with procedures adopted by that assembly the assemblies of the constituencies. Constituencies may appoint only members of their own constituency to membership on committees.~~

(B) Appointees of the University of Iowa Student Government ~~from the student constituency~~ shall be persons who are currently registered as students at the University in an undergraduate, graduate, or professional program on campus.

(C) Appointees ~~from the faculty constituency~~ of the Faculty Senate shall be persons who are eligible to be members of the Faculty Senate (see 2.8(2) Operations Manual) ~~who hold academic appointments with the rank of instructor, assistant professor, associate professor, or full professor.~~

(D) Staff Appointees of the Staff Council ~~from the staff constituency~~ shall

be permanent employees of the University, either full or part-time, who are covered by the Board of Regents Merit System, or who are classified primarily as Professional and Scientific Staff, except that staff covered by any collective bargaining unit are ineligible to serve on the Funded Retirement Insurance Committee.

(2) Annual Term of Charter Committee. Each charter committee shall have an annual term running from September 1 of each year to the following August 31.

(3) Term of Members. The term of appointment for each member of a charter committee shall be fixed by the assembly appointing that member except that no appointment shall be for a term of more than three years. Reappointments are possible. However, with the exception of the Funded Retirement Insurance Committee, no person may serve more than six consecutive years on a charter committee. Terms of newly appointed and reappointed committee members will begin on September 1 and terms of retiring committee members will expire on August 31. When appointments are made for more than one year to a new charter committee, initial appointments from each assembly are to be staggered terms, that is, for one, two, or three years.

(4) Time of Appointment. To the extent possible, appointments and re-appointments are to be made each spring before May 15 on or before May 15 of each academic year so that all new and continuing members of the charter

committee will be appointed before the committee's first meeting of its next term commencing on the following September 1. ~~so that an organizational meeting of each new committee may be held before September 1~~ The committee's term of office will begin on September 1 and will continue through the following year until the succeeding committee members take office. ~~Terms~~ committee members will begin on September 1 and terms of retiring committee members will expire on August 31. ~~Terms of office for each committee member from each constituency shall be established by the constituency except that no appointment shall be for more than three years, and no individual shall ordinarily serve more than three consecutive years on one committee. When appointments are made for more than one year, initial appointments from each constituency are to be staggered terms, that is, for one, two, or three years.~~

(5) Selection of Chairperson. On or before August 31 of each year, the chairperson of each charter committee will be appointed from among those members of the committee for the next annual term by the President of the University ON RECOMMENDATION OF ~~after consultation with~~ the presidents of the three assemblies.

e. Resignation and Replacement. In the event that a duly appointed member wishes to resign, the member ~~he or she shall~~ should notify the ~~executive officer~~ president of the appropriate ~~constituent~~ assembly that appointed the member and the President of The University of Iowa. The ~~executive officer~~ president of the relevant assembly shall forward the name of any new appointee to the President of the University, who will confirm the appointment if it is consistent with

(d)(1) ~~above with requirements of the General Charter and The University's Affirmative Action Policy.~~ If qualified, the person so designated will be appointed to complete the full term of the person who resigned. The President of the University shall send written notice of the appointment to the chairperson of the charter committee to which the person has been appointed and to the ~~executive officer~~ presidents of all three assemblies ~~of the appropriate constituent assembly.~~

f. Removal. THE COMMITTEE CHAIR MAY RECOMMEND TO THE PRESIDENT OF THE APPROPRIATE ASSEMBLY THAT A COMMITTEE MEMBER APPOINTED FROM THAT ASSEMBLY BE REMOVED FROM THE COMMITTEE IF HE OR SHE IS ABSENT FROM AT LEAST THREE CONSECUTIVE COMMITTEE MEETINGS, OR FOR OTHER GOOD CAUSE. IF THE PRESIDENT OF THE ASSEMBLY BELIEVES REMOVAL WOULD BE APPROPRIATE, THE MEMBER WILL BE NOTIFIED THAT THE COMMITTEE SEAT HAS BEEN DECLARED VACANT, AND A NEW MEMBER WILL BE APPOINTMENT TO THE COMMITTEE BY THE ASSEMBLY IN ACCORDANCE WITH ITS PROCEDURES. ~~The chairperson of any charter committee may recommend to the president of any assembly that a member of that assembly serving on that charter committee should be removed because of chronic absence from committee meetings or other good cause. The president of the assembly shall then consider whether removal is appropriate and, if so, how such removal should be accomplished in accordance with the rules of the assembly.~~

g. e. Notification Procedures for Appointees and Re-appointees; Designation of Administrative Officer to Charter Committees. After charter committee members are appointed and confirmed, the President of the University shall give written notice of full committee membership to the presidents of all three assemblies ~~executive officer of each constituent~~

~~assembly who will be and the executive officer~~ responsible for notifying new appointees and re-
appointees from that ~~constituency~~ assembly of their appointment. The President of the University
shall also distribute a consolidated membership list of all University charter committees to the
presidents of the three assemblies ~~the executive officer of each constituent assembly~~, to the
current chairperson of each charter specific committee, to each administrator who is a liaison to
the charter committee, ~~to the Student Activities Center, to The Daily Iowan, to the Office of~~
~~Public Information, University Relations,~~ and to other centers of communications as may be
appropriate.

In addition, it is expected that ~~each spring before May 15, on or before September 1 of~~
~~each year~~ the President of the University will designate one or more administrators
~~administrative officers,~~ consistent with the terms of any specific charter, who will work
with the charter committees during the coming year. The list of administrators who are the
liaisons to any charter committee ~~who are designated to work with committees~~ will be sent
to the committee in time to permit each committee to hold its first meeting of its annual
term ~~in organization meeting before September 1~~ with the administrators ~~administrative~~
~~officers~~ in attendance.

h. ~~f.~~ First Meeting of Annual Term, Organizational Meeting.

- (1) Time of Meeting: The first regular meeting of the annual term for each charter committee shall be held on or before October 1 in each annual term. ~~Each current committee chairperson is to call an organizational meeting of current and newly~~

~~appointed committee members before September 1 of each year.~~

(2) Election of Secretary. At this meeting, the general and specific charges to the committee will be explained to the new members appointees, current committee activities will be reviewed, and a secretary for the annual term next year will be nominated and elected by the committee. ~~continuing and newly appointed members who will constitute the committee for the following year. The chairperson will be appointed from among the committee membership by the President after consultation with the chairpersons of the constituent assemblies.~~

i. ~~g.~~ Regular and Special Meetings.

- (1) Frequency: Each charter committee is to hold a minimum of two regular meetings ~~each semester~~ during each fall and spring semester falling within the annual term, ~~the first to be held within three weeks of the opening of classes.~~
- (2) Call: Meetings may be called from time to time by the chairperson as business arises. The chairperson shall ~~He or she is obligated to~~ call a meeting upon petition by one-third of the committee members or upon the request of the administrative officers designated to work with the committee.
- (3) Notice: ADVANCE NOTICE OF EACH MEETING SHALL BE MAILED PROVIDED TO ALL COMMITTEE MEMBERS, THE ADMINISTRATORS DESIGNATED AS LAISONS TO THE COMMITTEE, OTHERS HAVING BUSINESS WITH THE COMMITTEE, THE PRESIDENTS OF THE THREE ASSEMBLIES, ~~to the designated administrative officers, to other persons~~

~~known to have business with the committee, to the presidents of the three assemblies, to the President of the University, to the executive officer for each constituent assembly, to The Daily Iowan, to the Office of Public Information, to the Student Activities Center, and to all other campus and community media as may be appropriate, and, at the discretion of the committee chairperson, to the IMU Campus Information Center for inclusion in the master calendar.~~

- (4) Floor Privilege: Meetings of the University committees shall be opened to the public and media except when the committee deems it appropriate to meet in executive session. Duly appointed Committee members (as defined in I-2.8(6)(d)) and the designated administrative officers (or their representatives) have the right and privilege of the floor at all times; this right may be extended to other persons by majority vote of the committee.
- (5) Voting Privilege: Voting privileges are limited to members of the committee. A roll-call record of split votes is to be kept in the minutes when requested by a member of the committee.
- (6) Quorum Requirements: A QUORUM CONSISTS OF AT LEAST ONE-HALF OF THE COMMITTEE'S MEMBERS. IF PROCEEDINGS ARE UNDERWAY TO REPLACE A COMMITTEE MEMBER (SEE F ABOVE) AND NEITHER THE MEMBER FACING REMOVAL OR AN OFFICIALLY APPOINTED SUCCESSION IS ABLE TO ATTEND A COMMITTEE MEETING, THE SEAT SHALL BE CONSIDERED VACANT FOR QUORUM PURPOSES. ~~A quorum shall consist of at least one half of the number of members currently holding valid appointments. If a member accumulates a significant number of absences from the meetings of the committee during any semester, the committee~~

~~chairperson shall, upon the concurrence of a majority of other members present in response to a formal call for a meeting at a meeting called to consider this matter, notify the executive officers of the appropriate constituent assembly president of the assembly from which that member was appointed at least two weeks before the next scheduled meeting to suggest that nominations for a replacement be made. If the habitually absent member or an officially appointed replacement is not present at the next meeting, the seat will be considered vacant for quorum purposes.~~

- (7) Conduct of Business: Committee deliberations generally should ~~shall~~ be conducted in accordance with Robert's Rules of Order, Newly Revised, which makes due allowance for the informality appropriate to small working groups. The committee shall follow a prepared agenda. ~~and should attempt through debate to reach a consensus. If a reasonable amount of debate does not result in consensus, each of the various points of view should be summarized in the committee minutes.~~ The procedures outlined in this section do not interfere with the prerogative and responsibility of members of the committee to communicate with their several constituent assemblies frequently and informally or to refer a disputed issue to the constituent assembly for broader debate.
- (8) Minutes: Minutes from each committee meeting are to be sent to all members of the committee, to the designated administrators who are liaisons to the committee, ~~administrative officers, to the presidents of the three assemblies, to the executive officer of each constituent assembly,~~ to the President of the University, and to other persons in the University or to such campus and community media as may be appropriate. At minimum, the minutes should reflect any resolutions or other

recommendations or motions of the committee and be fairly reflective of the committee's discussions.

j. Files. All files and copies of the minutes of the committee shall be kept by the administrator who is the liaison to the committee. The chairperson and secretary may maintain such files as they deem appropriate. Files of the chairperson and secretary should be sent to the administrator who is the liaison to the committee when their term as chairperson or secretary ends, or, alternatively, to their immediate successor in office.

At convenient times, as files relating to any charter committee accumulate in the Office of the President or in the files of any of the assemblies, administrators, chairpersons or secretaries and are no longer needed by others for current reference, they shall be transferred to the University Archives. At that time, the presidents of the three assemblies may deal with their copies of committee records in accordance with any university records retention policy then in effect.

k. h. General Charge to University Charter Committees

- (1) Each committee shall concern itself with the six matters listed in I-2.8(6)b as these matters apply to the area assigned to the committee.
- (2) In terms consonant with I-2.8(6)a and I-2.8(6)c, the committee should at all times seek to advise the administration and to inform the several ~~constituent~~ assemblies of matters of concern. ~~To this end, the committee's secretary may invite and inform other persons known to be concerned with the committee's work.~~ Except as may be provided in the specific charters, Apart from this policy, there are no ex officio members of University charter committees under this Charter.

- (3) When requested by the President of the University, AND IN ADDITION TO THE ROLE PLAYED BY THE FACULTY SENATE COMMITTEE ON THE SELECTION OF CENTRAL ADMINISTRATIVE OFFICIALS, the committee shall be available to advise the President: 1) on the methods of reviewing the functions which come within the scope of the committee's advisory role, 2) concerning the criteria for appointment of new University-wide administrative officers, some of whose functions come within the scope of the committee's advisory role; and 3) on the selection of such administrative officers.
- ~~(4) Each committee shall maintain and transmit to succeeding committees an orderly file of all policy statements and a complete statement defining the function, responsibility and work of the committee. This file will be available to the public~~
- (4) Each outgoing committee shall prepare in time for the first regular meeting for the organizational meeting of the incoming committee in the next annual term a brief report summarizing committee activities for the past year and identifying current issues and future questions to the extent such information is not readily available from the committee's minutes. Any This annual report is to be distributed in the same manner as the committee's minutes. ~~It should also be summarized for publication in fyi and The Daily Iowan.~~
- (5) ~~Each secretary will convey the files of the committee to the successor secretary. At convenient times, as these files accumulate in the Office of the President and in the files of each of the constituencies and are no longer needed by others for current reference, they shall be transferred to the University Archives. At that time, the executive officers of the various constituent assemblies may direct, if they wish,~~

~~the destruction of their copies of the committee records.~~

- (6) Committee members shall neither expect nor accept by reason of their service on any committee any gratuities, rewards, or perquisites, including tickets.

Preferential treatment shall not be given to any committee member by virtue of service on the committee.

l. ~~i.~~ The Establishment and Modification of University Charter Committees. At least once every three years or more if necessary, ~~Each year the chairpersons of the constituent assemblies~~ the presidents of the three assemblies and the President of the University shall review the committee structure to determine whether charter committees should be established or modified. Before making a final decision, ~~they the chairpersons~~ shall seek the advice of the appropriate constituencies in this review process.

To establish or modify a committee requires the ~~unanimous agreement of the chairpersons of those constituent assemblies affected by the area of committee concern~~ approval of the three assemblies and the President of the University.

m. ~~j.~~ Duration of General Charter. The General Charter shall be formally reviewed at least biennially and continued if agreed to by ~~all chairpersons of the constituent assemblies~~ the presidents of the three assemblies and the President of the University. It can be amended at any time by unanimous agreement of these officers.

Note: Senate officers suggest three years.

GENERAL CHARTER REVISIONS

P. 4, l.1

... represented. Appointments from each assembly are to be made in accordance with procedures adopted by that assembly. All appointees must meet the committee membership requirements of the general charter, and all appointments must be consistent with the University's Affirmative Action policy. All committee appointments will be approved by the President of the University, who will also make committee appointments if specifically mandated by the committee charter.

Handwritten note: James Smith
affirmed

p. 6, l.14. On or before August 31 of each year, the chairperson of each charter committee will be appointed from among those members of the committee for the next annual term by the President of the University on recommendation of the presidents of the three assemblies.

p. 7, l.6

f. Removal. If a committee member is absent from at least three consecutive committee meetings, or for other good cause, the committee chair may recommend to the president of the appropriate assembly that the member be removed from the committee. If the president approves, the member will be notified that the committee seat has been declared vacant; the president will then nominate a replacement member for the committee for approval by the President of the University.

Handwritten signature: [Signature]

p. 9, line 12

Notice: Advance notice of each meeting shall be provided to all committee members, the administrators designated to work with the committee, others having business with the committee, the presidents of the three assemblies, the Office of University Relations, and to others as determined by the committee.

p. 10, l. 16

(6) Quorum Requirements: A quorum shall consist of at least one-half of the committee's members. If proceedings are underway to replace a committee member (Sec. f), and neither the member facing removal nor an officially appointed replacement is able to attend a committee meeting, the seat will be considered vacant for quorum purposes.

p. 11, l. 9

Minutes: Minutes from each committee meeting are to be provided to all members of the committee, the designated administrative liaisons, the presidents of the three assemblies, the President of the University, and the Office of University Relations.

p. 12, last lines

When requested by the President of the University, and in addition to the role played by the Faculty Senate Committee on the Selection of Central Administrative Officials, the committee shall be available ...

p. 13, last lines

(6) In accordance with the provisions of Iowa Code (legal reference, or code language on what is prohibited), committee members shall not accept by reason of their service on any committee any gratuities, rewards, perquisites, or preferential personnel treatment.

p. 14, line 11

We suggest the charter be reviewed at least every three years, since three years is the time period specified for review of charter committee structure (sec. 1 above) and the lifetime of committee appointments.