

NOMINATIONS COMMITTEE BYLAWS

In accordance with the UMW Governance Document (Doc. T03-035, as amended), each Standing Committee shall prepare, adopt and regularly review their own bylaws for the purpose of establishing Chair, quorum and standard operating procedures. Furthermore, committees must adhere to all principles, obligations and language of the UMW Governance Document and related School Bylaws.

ARTICLE I: MEETINGS

A. Frequency

The Nominations Committee shall meet annually. Additional meetings may be called by the Chair of the Nominations Committee with advanced notice of at least five (5) days.

B. Attendance

1. It is the expectation that members of the Nominations Committee will attend all meetings. The Chair or his/her designee should be notified if a member is unable to attend.
2. Members may attend by teleconference, video conference, or any other technology that allows full participation by the member. Representation by proxy is not permitted.

C. Voting

1. One half of the voting membership shall constitute a quorum.
2. All “voting” members may vote (including all Officers).
3. Vote by proxy is not permitted.
4. Voting may be accomplished by teleconference, video conference, or any other technology that allows the voting member to attend/participate in the meeting.

D. Agenda

1. The agenda for regular meetings shall be prepared by the Chair of the Nominations Committee.
2. The agenda and notice of the meeting shall be distributed to the members at least seven days in advance of the meeting.

E. Minutes

In lieu of minutes, a record of the decisions made by the committee will be maintained in the Office for Faculty Affairs.

F. Administrative Support

The Office of Faculty Affairs shall provide support to the Nominations Committee for purposes of coordinating, preparing and distributing materials for all meetings in consultation with the Nominations Committee Chair.

ARTICLE III: ADVISING AND REPORTING

- A. The Nominations Committee shall provide a written report to the Executive Council summarizing the recommendations of the committee for final approval.
- B. The Nominations Committee shall prepare the draft ballot for UMW and School elections, forwarding to the Office of Faculty Affairs for coordination of the election process.

ARTICLE V: REVIEW AND REVISION

In accordance with the UMW Governance Document (Doc. T03-035, as amended), standing committees shall regularly review their bylaws, at a minimum every five (5) years. Proposed amendments shall be forwarded to the Chancellor and Provost for their review and input. Such amendments must then be approved by both the Faculty Council and the Executive Council.