

EXECUTIVE COUNCIL BYLAWS

In accordance with the UMW Governance Document (Doc. T03-035, as amended), each Governing Body 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 the related School Bylaws.

ARTICLE I: MEETINGS

A. Frequency

The Executive Council shall meet monthly during the academic year, July through June. The schedule of meetings shall be distributed to the members at the first meeting of the year. Additional meetings may be called by the Executive Council Officers with advanced notice of five (5) days.

B. Attendance

1. It is the expectation that members of the Executive Council 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 Rules 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

1. The Administrative Support designee shall be responsible for meeting minutes.

2. The minutes shall be voted for approval at the next regularly scheduled meeting.
 3. Minutes shall be posted/made available on the Executive Council website.
- F. A permanent record of the meeting minutes shall be maintained by the Office of Faculty Affairs.
- G. Administrative Support

The Office of Faculty Affairs shall provide support to the Executive Council for purposes of coordinating, preparing and distributing materials of the meetings in consultation with the Executive Council Officers.

ARTICLE II: OFFICERS

Please refer to the UMW Governance Document (Doc. T03-035, as amended) regarding the process for nomination and election of Officers.

A. Nominations and Election

1. Nominations shall be solicited by the officers and forwarded to the Chair and the Administrative Support designee for preparation of the ballot.
2. Elections for the Officers in the upcoming year shall occur at the last meeting of the current academic year.

ARTICLE III: ADVISING AND REPORTING

As defined in the UMW Governance Document the Executive Council shall advise the Chancellor and Provost substantive on matters pertaining to the governance of UMW and shall be consulted before decisions are reached on such matters. The Executive Council may advise the Chancellor and Provost on the composition and charge of search committees for senior leadership positions, and may also provide recommendations on the appointment of candidates for senior leadership positions, including interim or acting positions.

ARTICLE IV: SUBCOMMITTEES

The Executive Council may establish subcommittees from time to time to assist in the workings and management of the Executive Council. Such subcommittees shall adopt rules and regulations concerning the conduct of their business and meetings consistent with the general provisions and requirements of the UMW Governance Document, the involved School's Bylaws, and the Executive Council's bylaws. All conduct and any recommendations of such subcommittees are advisory only to the governance body under which they serve.

ARTICLE V: REVIEW AND REVISION

In accordance with the UMW Governance Document (Doc. T03-035, as amended), Governing Bodies 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 the Faculty Council.