

BYLAWS
BUDGET & COMMONWEALTH AFFAIRS COMMITTEE

ARTICLE I. OBJECT

The Budget & Commonwealth Affairs Committee shall participate in the budgetary processes of the University.

- A. It shall review and report to the Faculty Senate on the University's biennial budget proposal.

- B. It shall review and report to the Faculty Senate on the University's annual operating budget in at least three stages:
 - 1. A preliminary stage, in which the Budget & Commonwealth Affairs Committee shall generate immediate and long-term budget priorities as a guide for the allocation of operating budget funds.

 - 2. An intermediate stage, while the budget is in the process of preparation, in which the Budget & Commonwealth Affairs Committee shall review and report on the degree to which interim commitments of funds are consistent with the previously established priorities list.

 - 3. A final stage, upon completion of the budget, in which the Budget & Commonwealth Affairs Committee shall review and report on the degree to which the administrative allocation of operating funds was consistent with the previously established priorities list.

- C. It shall review and report to the Faculty Senate on salary data relating to University salary policy and appointment.

- D. It shall review and report to the Faculty Senate on major capital expenditure proposals submitted by the administration to assess their budgetary impact upon the University.

ARTICLE II. OFFICERS

- A. The chairperson of the Budget & Commonwealth Affairs Committee shall act as a liaison to the Administration to facilitate the collection of data and become an ex-officio member of all standing and ad-hoc committees.
- B. The chairperson shall appoint a secretary (with his/her approval and subject to the approval of the committee majority) to keep minutes of all meetings. Except for presiding in the chairperson's absence, the secretary shall not be required to perform additional duties.

ARTICLE III. MEETINGS

- A. The chairperson shall call meetings by notifying the committee members approximately one week in advance. To assure maximum attendance by committee members, the chairperson shall be consistent in the scheduling of meetings and choose times convenient to as many members as possible.
- B. A committee majority shall constitute a quorum, and, unless otherwise specified, the vote shall be decided by the majority of the quorum in attendance.
- C. Proxy votes (either conveyed to the chairperson prior to the vote or conveyed through a stand-in department representative) shall be allowed only when approved by the committee majority in a meeting prior to the vote.

- D. The chairperson has voting power in all matters that other committee members do.

ARTICLE IV. STANDING COMMITTEES AND THEIR APPOINTMENT

- A. The chairperson shall appoint members, with their consent, to the following standing subcommittees of the Faculty Budget & Commonwealth Affairs Committee:
 - 1. Salary Policies and Analysis Subcommittee. This standing subcommittee shall request pertinent data in regard to salaries from the administration and other sources, analyze that information, and make recommendations to the Faculty Budget & Commonwealth Affairs Committee.
 - 2. Current Budget Review Subcommittee. This standing committee shall review the current operation budget in light of previously established priorities set by the faculty and the administration and report their findings to the Faculty Budget & Commonwealth Affairs Committee.
 - 3. Budgetary Priorities Subcommittee. This standing subcommittee shall solicit information from each department through Faculty Budget & Commonwealth Affairs Committee representatives and analyze this data in order to recommend priorities for the following year to the Faculty Budget & Commonwealth Affairs Committee.

4. Commonwealth Affairs sub-committee. This standing subcommittee shall keep the Budget & Commonwealth Affairs Committee informed of actions and proposal of the legislature, governor's office, Council on Higher Education, and other agencies, public and private, which might affect aspects of university programs and governance for which the Faculty Senate has responsibility. This sub-committee shall also provide representation to COSFL (Coalition of Senate and Faculty Leadership) to ensure that faculty interests are represented by COSFL at the state level.
- B. Each subcommittee shall consist of 3-5 members, one of whom shall be appointed subcommittee chairperson by the Faculty Budget & Commonwealth Affairs Committee chairperson.
 - C. Whenever possible, each major division (Professional Studies, Arts & Sciences, Chase College of Law, Business and the Library) should have at least one member represented on each subcommittee.

ARTICLE V. TEMPORARY SUBCOMMITTEES

For issues other than those falling within the purview of the standing subcommittees the chairperson may appoint ad hoc subcommittees upon approval of the committee majority. In the same way, ad hoc committees may include, if desire, administrators, students, other faculty not already members of the Faculty Budget & Commonwealth Affairs Committee, and outside consultants, if desired.

ARTICLE VI. METHOD OF AMENDING THE BYLAWS

Bylaws may be amended at any regular committee meeting by a three-fourths majority vote of the full committee, provided the amendment was submitted in writing at the previous regular committee meeting.

REVISED April 28, 1986

ADDITION

The following duties shall be the specific responsibility of the Budget & Commonwealth Affairs Committee.

1. It shall review, analyze, recommend and report to the Faculty Senate on all matters pertaining to the budget, including the following:
 - a) The University's biennial budget proposal.
 - b) The University's annual operating budget in at least the preliminary, intermediate and final stages of its development.
 - c) Salary data relating to University salary policy and appointment.
 - d) Major capital expenditure proposals submitted by the administration.
2. It shall keep the Faculty Senate informed of the actions and proposals of the Legislature, Governor's office, Council on Higher Education, and other agencies, public and private, which might affect aspects of University programs and governance for which the Faculty Senate has responsibility.
3. It shall serve as an advisory board to the Executive Committee and our representatives to the Congress of Faculty Senate Leaders (COSFL) at the state level.