

# CEFO Standing Committee Bylaws



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*The* WILLIAM STATES LEE COLLEGE *of* ENGINEERING

Thursday, February 6, 2014

CEFO Meeting

P. Schmidt

# CEFO Constitution

## Article VII, Section 2

All meetings shall be conducted according to rules contained in Robert's Rules of Order, Newly Revised. (RRONR)

- Committee powers are enumerated in the CEFO Constitution, with each committee tasked to write bylaws governing operations.



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# Minimum Officers

## RRONR, Chapter II, Section 3

The minimum essential officers for the conduct of business in a deliberative assembly are a presiding officer, who conducts the meeting and sees that rules are observed, and a secretary, or clerk, who makes a written record of what is done – usually called “the minutes”.



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# Duties of the Secretary

## RRONR, Chapter XV, Section 47

1.) To keep a record of all the proceedings of the organization – usually called “the minutes”.



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# Conduct of business in committees

## RRONR, Chapter XVI, Section 50

“In small committees, the chairman usually acts as secretary, but in large ones, and many standing committees, a secretary may be chosen...”



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# Committee Reporting Requirement

## RRONR, Chapter XVI, Section 50

“A standing committee of a society reports to the assembly of the society, and not to the executive board or board of directors, unless bylaws provide otherwise.”

All CEFO committees report to CEFO



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# Committee Reporting Format

## RRONR, Chapter XVI, Section 51

“All committee reports should in general be submitted in writing, except as noted (for particular types of brief reports in a small assembly)”



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# Meeting minutes are NOT transcripts

## RRONR, Chapter XV, Section 48

“Form of the minutes”

This model form is proposed, rather than full publication of proceedings, as detailed in “Minutes to be published”



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# Proposed Verbiage

**Allow all committees to report via publication of minutes. Proposed verbiage for all bylaws:**

"The Chair of the XXX Committee, or their designee, shall keep a record of all business at committee meetings. This record, in a neat and orderly form, shall be published to the committee members for corrections, and subsequently provided to the College of Engineering Faculty Executive Committee (CEFEC) Secretary and the Dean's Office within 2 weeks of the meeting."



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# Calvinball Amendments



ARTICLE V. Amendments

Proposed verbiage:

“These standing rules are intended to represent operating procedures upon which there is consensus in the committee. They may be amended at any time regular CEFO meeting by a majority of voting members of ~~XXX~~ Committee.”



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# Change Control Block

**Each set of bylaws should include a revision block, similar to the one shown on the constitution, so that change dates and rationale are summarized on individual documents.**

**Dates of changes guide research into committee minutes for further detail if needed or desired.**



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