TO: The Executive Committee of the Academic Senate
FROM: Committee on Budget and Resource Allocation (COBRA)
SUBJECT: Policies and Procedures for Committee Operation

ACTION REQUESTED: That the Executive Committee approve the adoption of the revised Policies and Procedures for Committee Operation and that membership issues be provided as a By-Laws change to the faculty before spring elections.

BACKGROUND INFORMATION:

The policies and procedures governing operation of the Committee on Budget and Resource Allocation (COBRA) had not been updated since the committee was formed in 2003. At meetings in Spring 2008, the Committee reviewed the policies and procedures and began initial revisions. In particular, members felt that the duties of the committee were now concerned more with the development of principles and policies related to budgetary decision-making rather than development of processes and priorities. Items were rearranged and redundancies omitted to improve document clarity.

At its meeting on October 3, 2008, the Committee revisited the policies and procedures as part of normal committee startup duties. The Committee also discussed the terms of COBRA members and Chair(s) and felt that it was difficult for faculty to make a commitment of that length and it no longer seems necessary, due to increased transparency in budgetary procedures and reporting. Therefore, the Committee additionally recommended that terms of members be reduced to coincide with those of all other Standing Committees of the Academic Senate. Members whose terms were originally 2005-09 will serve through the end of this year (2009); members whose terms were originally 2007-2011 will serve through 2010. Spring elections in 2009 will be for the term 2009-2011. This will provide for alternating terms.
Policies and Procedures for Committee Operation

1. **Preamble.** As authorized by Article XV, Section 10 of the Bylaws of the University Faculty, these policies and procedures for conduct of its operations shall be established on adoption by the majority vote of the members present of the Committee on Budget and Resource Allocation and approval by the Executive Committee of the Academic Senate.

The goal of the Committee on Budget and Resource allocation is to enable and ensure active faculty participation in the fiscal planning and budget development processes.

2. **Duties and Organization**

A. The duties of the Committee shall be:
   1. To recommend to the Academic Senate budgetary principles and policies that help the University to achieve its long-term academic goals in the light of changing conditions;
   2. To make recommendations to the Academic Senate on the development, improvement, and use of university-wide resources;
   3. To consult with the appropriate administrators and committees of the administration regarding academic planning, current budget issues, allocation of resources, and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate;
   4. To make recommendations concerning principles and policies to the Academic Senate governing the development, improvement, and use of the academic facilities of the University and the allocation of funds and human resources directly related to the instructional program; and
   6. To consult, when appropriate, with other Standing Committees.

B. The membership of the Committee on Budget and Resource Allocation shall be:
   1. Nine (9) tenured members from the faculty of the University (2 from each College and 1 from the library);
   2. Two (2) appointees of the President of the University, one from Academic Affairs and one from Business Affairs;
   3. Members may be required to serve as faculty representatives on other budget-related committees, such as the University Planning, Assessment and Budget Committee.
   4. Faculty members shall be elected for two-year, overlapping terms. Because it is expected that members of the committee will develop special expertise in budgetary and financial matters there shall be no term limitation on membership in the committee. It is expected that in ordinary circumstances the Chair of the committee shall be an elected member of the committee and shall serve in that capacity for at least one year.

C. The role of the Committee Chair is as follows:
   1. The Committee shall elect a Chair who is a member of the regular faculty to organize and conduct the Committee business (Article XV, Section 9). The Chair shall be a voting member.
   2. The Chair shall have the following responsibilities:
      a. the preparation, organization, and distribution of proposed agendas to the Committee members;
b. notifying persons with business before the Committee of the Committee meetings and agendas;

c. conducting the Committee meetings and business;

d. transmitting Committee recommendations and reports to the Executive Committee;

e. overseeing the work of the subcommittees;

f. coordinating Committee activity with the work of other Standing Committees and special committees;

g. providing for representation of the Committee at meetings of the Executive Committee and Academic Senate when Committee recommendations or reports are on the agenda; and

h. preparing (with the assistance of the Secretary) the annual report of the Committee (Article XV,9);

3. In the absence of the Chair from a Committee meeting, the Secretary shall preside; in the absence of both Chair and Secretary, the Committee shall elect a Chair pro-tem for that meeting.

D. The role of the Committee Secretary is as follows:

1. The Committee shall elect a Secretary to prepare and maintain its records.

2. The Secretary shall have the following responsibilities:
   a. the preparation, distribution and correction of the minutes of Committee meetings;
   b. maintenance of a file of the complete agendas, with supporting materials; minutes; and records of the Committee; and
   c. assisting the Chair in the preparation of the annual report of the Committee.

3. In the absence of the Secretary from a Committee meeting, the Chair shall appoint a Secretary for that meeting.

3. Committee Procedures

A. The regular meeting of the Committee shall be the first and third Fridays of each month during the academic year, and at such other times as a majority of the Committee shall decide.

B. A quorum for formal action by the Committee shall consist of a majority of the members serving, provided that in no case shall it be fewer than five.

C. The agenda for each meeting shall be prepared by the Chair and sent, with pertinent supporting materials, to members of the Committee sufficiently in advance of the meeting to allow for careful preparation for Committee action. As a rule, the agenda should reach Committee members at least three academic days before each meeting. The meeting agenda may be reordered or added to by a majority vote of members present.

D. The order of business at regular meetings of the Committee shall be as follows:

1. Approval of the agenda
2. Approval of the minutes
3. Report of the Chair
4. Report of the Presidential appointee
5. Report of the Subcommittees
6. Other items of business
7. Adjournment
E. Committee business may be conducted informally, consistent with basic principles of parliamentary procedure for committees. Formal actions by the Committee require a vote in which the number of Yes votes, No votes, and abstentions is recorded.

F. Committee minutes shall identify the topic of discussion; summarize discussions of the Committee; and record all motions with the name of the maker, the actual motion, the action on the motion, and the vote on the motion (including any count required under Section III.E above).

IV. Subcommittees

A. The committee may establish special subcommittees as it deems necessary to expedite its business.

B. Members of Subcommittees shall be appointed by the Chair subject to approval by the Committee. The membership of each Subcommittee shall include at least one member of COBRA in addition to the Chair of COBRA, who shall be a member ex officio of each subcommittee.

C. Membership of all Subcommittees shall be submitted to the Executive Committee of the Academic Senate for approval.

V. Special Procedures

VI. Adoption and Amendment of Procedures

Adoption of new policies and procedures to replace these interim procedures, or amendment of these interim procedures, shall be by majority vote of the Committee, subject to approval by the Executive Committee of the Academic Senate.

VII. Parliamentary Authority

Any questions of order or procedures not covered by the Policies and Procedures shall be dealt with according to the latest edition of Robert's Rules of Order, Newly Revised.

10/02/08