



**Committee on Budget and Resource Allocation Policies and Procedures
for Committee Operation**

History:

COBRA formed in 2003

Revised 08-09 COBRA 1

Revised by 12-13 COBRA 1

**ARTICLE
I Preamble**

As authorized by Article XVI, 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.

**ARTICLE II 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
5. 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.

ARTICLE III
Committee Procedures

- A. The regular meeting of the Committee shall be the second and fourth Wednesdays 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).

ARTICLE 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.

ARTICLE V
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.

ARTICLE VI
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*.

**APPENDIX A
EXCERPTS FROM THE BYLAWS OF THE CSUEB FACULTY**

**ARTICLE XVI
THE COMMITTEE SYSTEM**

SECTION 1: Representation of Colleges on Standing Committees

In the Winter Quarter of each year the Executive Committee shall allocate to each College Faculty the number of representatives on each Standing Committee of the University Faculty to which it is entitled. The allocation shall be proportional to the number of regular members in the College Faculties; except that each College shall have at least one representative on each Standing Committee.

SECTION 2: Election of College Representatives to Standing Committees

Concurrently with the election of College representatives to the Academic Senate (Article VII, Section 3) each College shall elect the number of representatives on each Standing Committee to which it is entitled; the Division of Libraries shall elect its representatives to the Committees on Instruction and Curriculum, Academic Planning and Review, Budget and Resource Allocation, and Research. Faculty members of Standing Committees shall be regular members of the University Faculty.

SECTION 3: Election of Student Services Representatives to Standing Committees

Concurrently with the election of the Student Services electorate representatives to the Academic Senate (Article X, Section 2), the Student Services electorate shall elect one representative to the Committee on Academic Planning and Review and one representative to the Committee on Instruction and Curriculum.

SECTION 4: Presidential Appointees

Before the end of the Spring Quarter, the President shall appoint one administrator or faculty member to each committee, except the Committee on Budget and Resource Allocation, where two representatives are to be appointed.

SECTION 5: Terms of Office

- A. For Student Members of Standing Committees: Student members shall be selected for one-year terms. A student member may serve no more than two terms of one year each. A student appointed to serve out the unexpired term of another shall be eligible for two additional terms.
- B. For Presidential Appointees on Standing Committees: Presidential appointees shall be appointed for one-year terms.
- C. For Faculty and Student Services Members of Standing Committees Other than COBRA: Faculty members and Student Services members shall be elected for two-year overlapping terms. Such members may serve consecutive terms, but having served two terms, shall not be eligible to serve again on the same committee within

a year. Such a member elected or appointed to serve out the unexpired term of another shall be eligible for election to two terms of his/her own, provided that no person shall serve more than five consecutive years.

- D. For Faculty Members on the Committee on Budget and Resource Allocation (COBRA): Faculty members shall be elected for two-year overlapping terms. There is no term limitation for service on COBRA.
- E. Balance of Alternation: When necessary and notwithstanding provisions in Parts 3 and 4 of this Section, the Executive Committee shall provide for a balance of alternation on committees by apportioning one-, and two-year terms among the Colleges.

SECTION 6: Restriction on Committee Memberships

No person shall be a candidate for more than one Standing Committee; no elected faculty, Student Services or student member shall serve on more than one committee.

SECTION 7: Vacancies

When a vacancy occurs on a committee it shall be filled for the period of absence in the following ways:

- A. A presidential appointee: The Executive Committee shall request the President to appoint a replacement;
- B. A faculty member: For an absence of more than one quarter, the Executive Committee shall request the College or Division Faculty to provide a replacement. For an absence of one quarter or less, the Executive Committee shall appoint a replacement member from the appropriate College or Division;
- C. A Student Services member: The Executive Committee shall request the Vice President of Student Services to provide for the selection of a qualified replacement by a method to be determined by the Student Services electorate;
- D. A student member: The Executive Committee shall request the President of the Associated Students to provide for the selection of a qualified student replacement by a method to be determined by the Associated Student Body President and Council.

SECTION 8: Termination of Membership

- A. The Executive Committee may terminate the service of any member of committee or subcommittee whose continuance is deemed by a majority of the entire membership of the committee to interfere with the orderly conduct of business.
- B. Ordinarily, any member of a committee or subcommittee who is absent three (3) times in a quarter shall be terminated from service on the committee or subcommittee. The committee chair shall confer with such a member concerning his/her resignation and report the circumstances to the Executive Committee.

SECTION 9: Responsibilities of the Chair

- A. Each committee shall elect a Chair from among the elected regular faculty

representatives whose principal function shall be to organize the business of the committee and to preside at its meetings. The Chair of each committee shall be a voting member, representing his/her committee in the Academic Senate. The Chairs shall be elected regular faculty members and shall serve a one-year term, with encouragement to the COBRA Chair to serve more than one year.

- B. At the end of each academic year, the Chair shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

SECTION 10: Committee Procedures

Each committee shall, with the approval of the Executive Committee, establish procedures for the conduct of its business. Only the Committees on Faculty Affairs and Research and their subcommittees may establish procedures containing provisions for closed meetings.

SECTION 11: Regular Subcommittees

With the consent of the Executive Committee any committee may establish regular subcommittees. These shall report to the committee. The Chair shall appoint the members of subcommittees annually, in consultation with the whole committee and subject to the approval of the Executive Committee. At least one member of each subcommittee shall be an elected faculty member of the committee, with the exception of the Graduate Programs Subcommittee of CIC, on which the Presidential Appointee to CIC may serve rather than an elected faculty member; other members may be drawn from any segment of the University community, except that only faculty members may serve on subcommittees that deal with faculty personnel matters. Members of subcommittees shall be chosen with a view of their special acquaintance with the subjects within the purview of the subcommittee.

SECTION 12: Special Subcommittees

- A. In consultation with the committee, the Chair may establish special subcommittees; and he/she may, with the approval of the Executive Committee, appoint persons who are not members of the committee.
- B. Special subcommittees shall go out of existence at the end of the academic year.

SECTION 13: Committee Reports

The Chair of each committee shall transmit its recommendations and shall report the results of its consultation to the Executive Committee in the form and manner prescribed by the Standing Rules of the Academic Senate. In those instances in which a committee is authorized to report directly to the President, when recommending a policy matter, the report shall first be placed on the agenda of the Senate, as provided for in the Standing Rules. When recommending specific personnel actions, the report need not be so placed on the agenda.

ARTICLE XVII
THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY

SECTION 5: Committee on Budget and Resource Allocation (COBRA)

A. Duties of the Committee:

- 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 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
- 5) To consult, when appropriate, with other Standing Committees.

Special Procedures for Recommendations

B. The Committee on Budget and Resource Allocation shall recommend as follows:

- 1) To the Academic Senate on principles and policies governing the development, improvement, and use of campus financial resources;
- 2) To the Academic Senate on principles and procedures governing the development, improvement, and use of campus facilities; and
- 3) To the Academic Senate on the use of facilities and the allocation of instructionally related resources.

Membership

C. The membership of the Committee on Budget and Resource Allocation shall be:

- 1) Nine (9) tenured members from the faculty of the University two from each College and one from the Library;
- 2) Two (2) appointees of the President of the University, one from Academic Affairs and one from Administration & Finance;

D. Members may be required to serve as faculty representatives on other budget-related committees, such as the University Planning, Assessment, and Budget

Committee (UPABC).

- E. 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.