**Proposal to Amend USG Faculty Council Bylaws to Create the Position of External Relations Officer and Modify the Terms of Service for the Executive Committee**

The members of the University System of Georgia Faculty Council (USGFC) Bylaws, Statutes, & Administrative committee (the “Committee”) met at the USGFC Spring 2022 meeting and recommended to the Executive Committee that the following amendment be made to the bylaws. The Executive Committee agreed with that recommendation and a copy of the proposed amendment was provided to members of the USG Faculty Council more than 30 days before October 21, 2022.

The proposed amendment reads as follows:

WHEREAS, the USGFC’s purpose is “to promote and foster the welfare of system faculty through the combined creativity and expertise of faculty representatives from system institutions.” USGFC, Bylaws, Art. II.

WHEREAS, situations arise where it would be beneficial for USG faculty to provide a collective voice to external organizations, such as the legislature, professional organizations, and the media.

WHEREAS, the duties of the existing officers do not contemplate service in such a role.

WHEREAS, the current one year terms of service for the Executive Committee members limits the ability of the Executive Committee members to carry out USGFC’s purpose.

THEREFORE, bylaws shall be amended to create an external relations officer, external relations officer elect and modify the terms of service for the Executive Committee as follows:

**IV.4. Officer and Executive Committee Duties.**

The duties of the officers and Executive Committee are as follows:

• **Chair**– overall leadership of the USGFC, appoint standing committee members, preside at all USGFC and Executive Committee meetings, and coordinate with the USG Chancellor’s Office, as needed, for planning and responding to requests for action.
• **Chair-Elect** – substitute for the Chair in cases of absence or incapacity, assist in the planning of meetings, chair the Strategic Planning Committee, and perform other duties as assigned by the Chair.

• **Past-Chair** – substitute for the Chair in case of absence or incapacity of both the Chair and Chair-Elect and perform other duties as assigned by the Chair.

• **Secretary/Treasurer** – maintain the current roster of members and institutional contacts, prepare minutes of each meeting, and coordinate with the Chancellor’s Office and institutions on budgetary and financial matters, as necessary.

• **Parliamentarian** – maintain current versions of the Bylaws and other governing documents; chair the Bylaws, Statutes & Administration Committee; and interpret these Bylaws and Robert’s Rules of Order during meetings.

• **IT Coordinator** – maintain and update the USGFC website, assist the Secretary/Treasurer in maintaining the roster of members and contact information, and coordinate technology needed at USGFC meeting sites.

• **External Relations Officer** – foster and promote mutual understanding and rapport with members of the government that may have an impact on USG, its campuses, and its faculty, with the media, and with other external audiences; additionally, interacting with government officials on specific issues relevant to USGFC. The External Relations Officer will chair the External Relations Committee that consists of the External Relations Officer, one Sector Representative for each of the Sectors, the External Relations Officer-Elect (when the position is filled), and the immediate past External Relations Officer (when the position is filled). The External Relations Committee develops standard operation procedures which it shares with the Faculty Council. Faculty Council is responsible for creating rules for serving on and being elected to the External Relations Committee.

**External Relations Officer Elect** – substitute for the External Relations Officer in case of absence or incapacity, and performed other duties as assigned by the External Relations Officer.

• **Executive Committee** – communicate recommendations and decisions to the USG Chancellor (or designee), prepare meeting agendas in consultation with the Institutional Representatives and the Chancellor’s Office, and represent the USGFC in ad-hoc meeting with USG officers and in providing timely responses to their requests. When the Executive Committee acts on behalf of the USGFC between meetings, it shall promptly report those actions to the members.

**IV.5. Officer Terms and Succession.**

The terms for officers vary by position. The Chair, Secretary/Treasurer, Parliamentarian, and IT Coordinator serve a term of two years (October 1-September 30). The External Relations Officer shall serve a term of three years. The External Relations Officer-Elect will serve a one year term, to be served at the start of Year Three of the External Relations Officer term. The immediate past External Relations Officer will serve a one-year term immediately following their term as External Relations Officer. The Chair-Elect shall serve a one year term, to be served at the start of Year Two of the USGFC Chair. The immediate past Chair will serve a one-year term immediately following their term as Chair. Officers serve a term from October 1 to September 30 [Proposed change under Proposal 3] ~~of one academic year (July 1 – June 30).~~ At the conclusion of the USGFC Chair's term (October 1) the Chair shall become the Past-Chair and the Chair-Elect shall become the Chair. The Secretary/Treasurer, Parliamentarian, External Relations Officer and IT Coordinator may serve multiple consecutive terms. If annual elections are not held prior to ~~July 1~~ October 1 [Proposed change under Proposal 3], succession of the chairs shall still occur; however, the Chair-Elect position shall be vacant and the other officers shall continue to serve until the election is held. If a vacancy occurs during the year, the Executive Committee, at its discretion, may leave the position vacant, appoint someone for the remainder of the term, or hold a special election to fill the position.

**IV.6. Officer Elections.**

At the Spring USGFC meeting, elections shall be conducted for the positions of Chair-Elect, Secretary/Treasurer, Parliamentarian, External Relations Officer, External Relations Officer Elect and IT Coordinator. Nominations (including self-nominations) for each position shall be solicited from the USGFC members. Nominees must be current Institutional Representatives or Officers; the current Chair, Chair-Elect, and Past-Chair are not eligible. Voting for officers shall be conducted in compliance with Article VI.2 of these Bylaws. If no candidate for a position receives a majority, a run-off election shall be conducted between the two candidates receiving the most votes.