

Regents Academic Advisory Committee on Biological Sciences

BYLAWS

(Updated on October 19, 2020)

ARTICLE I - NAME, PURPOSE

Section 1: The name of the committee will be The Regents' Biology Academic Advisory Committee or BAAC.

Section 2: The general function of the Biology Academic Advisory Committee (BAAC) will be to study the curricula and programs of instruction within the areas of the Biological Sciences. The committee will make recommendations concerning the improvement of instruction and evaluate proposed new courses or programs at institutions within the USG. The committee will aid in facilitating the exchange of information and ideas to help improve articulation and coordination among the institutions of the USG. Any additional matters requested by the Chancellor, his/her representative, or a member of the committee may be considered.

ARTICLE II - MEMBERSHIP

Section 1: The membership of the Biology Academic Advisory Committee will be composed of individuals from the area(s) of the Biological Sciences who have been appointed by the Provost/Vice President of Academic Affairs or his/her designee at each University System of Georgia institution.

Section 2: The University System Office will be represented at Biology Academic Advisory Committee meetings by USG staff who will serve as non-voting, ex-officio members of the Biology Academic Advisory Committee.

ARTICLE III - VOTING

Section 1: Each institution within the USG will have only one vote on any matter brought before the committee. All votes will be cast by the official representative or the designee of each institution.

Section 2: The official institutional representative may appoint a designee to serve as institutional representative in her/his absence.

Section 3: A simple majority of voting delegates (or designees) will constitute a quorum. If a quorum does not exist at a meeting, business may be discussed, but votes cannot be taken.

Section 4: Voting on a motion.

- Passage of a motion will require a simple majority
- Votes on Business and associated motions that cannot be taken during regularly scheduled meetings may be completed by email. Motions voted on via email will

pass only if

- A majority of institutions vote on the motion, and if
- more than 50% (of the participating Institutional representatives) vote in the affirmative for the motion.

ARTICLE IV - MEETINGS

Section 1: The Biology Academic Advisory Committee will meet officially at least once each year. Additional meetings may be scheduled during the year and may be conducted in an online format.

Section 2: The dates of committee meetings will be set by the Chair or Executive Committee of the Biology Academic Advisory Committee, which will also set the time and place.

Section 3: The membership of the committee will be notified a minimum of two weeks in advance of a regular or a called meeting of the Committee and of the tentative agenda of the meeting.

Section 4: The Chair of the Biology Academic Advisory Committee or the Executive Committee may call special meetings.

Section 5: Biology Academic Advisory Committee meetings may be open to others who may choose to attend, including faculty or staff members invited by voting delegates and additional staff from the University System Office. These others may participate in meetings at the discretion of and upon recognition by the Chair. However, only the official representatives or their designees can vote on motions at the meeting.

Section 6: Meetings will be conducted following Robert's Rules of Order.

ARTICLE V – THE EXECUTIVE COMMITTEE

Section 1: The Executive Committee will consist of three officers: the Chair-Elect, Chair, and Immediate Past-Chair. Only institutionally designated representatives listed on the official USG committee membership list may serve as officers of the Biology Academic Advisory Committee.

Section 2: The office of Chair will be filled by the succession of the Chair-Elect to that post.

Section 3: The Executive Committee will act for the Biology Academic Advisory Committee when the Academic Advisory Committee is not in session. The Executive Committee will make all reasonable attempts to communicate with and solicit opinions from the membership of the Advisory Committee prior to exercising its authority under this article.

Section 4: The members of the **Executive Committee** are responsible for the duties listed below.

The duties of the **Chair** are:

- To serve as Chair of both the Biology Academic Advisory Committee and the BAAC Executive Committee.
- To coordinate and facilitate a minimum of one meeting each year, with additional meetings if needed. This coordination includes
 - Development of Meeting Agendas
 - Determining the location of called meetings
- To convene the BAAC Executive Committee at least once per year and otherwise as needed.
- To represent the issues and concerns of the Biology Academic Advisory Committee to key staff members in the University System Office.
- To inform the Biology Academic Advisory Committee members of system initiatives, issues and concerns related to their discipline(s).
- To solicit input from the Biology Academic Advisory Committee members and the University System Office and compile agendas for annual meetings.
- To facilitate communication between Biology Academic Advisory Committee and other administrative groups responsible for issues related to Biological Sciences.
- To appoint temporary officers in the absence of any officer from a specific meeting.
- To appoint *ad hoc* committees as needed to complete the Business of the Biology Academic Advisory Committee.

The duties of the **Chair-Elect** are:

- To serve on the Executive Committee.
- To serve as recording secretary in the year preceding the year served as the chair
- To serve as Interim Chair until the appropriate category of institutions can select a new chair by special election.
- Will distribute the minutes of BAAC meetings by email to the membership for review and vote for acceptance
- Upon acceptance of the minutes, the Chair-Elect will forward them to the appropriate System Office for posting on the System's Academic Advisory Committee web site.
- To facilitate the involvement of new Biology Academic Advisory Committee members, encouraging their participation in the Biology Academic Advisory Committee decision-making and activities.
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for Biology Academic Advisory Committee meetings.
- To work with the Executive Committee to make all the arrangements for the annual meeting.

The duties of the **Immediate Past-Chair** are:

- To serve on the Executive Committee.
- To facilitate the change in leadership upon selection of the Chair-Elect.
- To work closely with the Chair and Executive Committee in identifying issues and preparing agendas for Biology Academic Advisory Committee meetings.
- To work with the Executive Committee to make all the arrangements for the annual meeting.

ARTICLE VI - ELECTIONS

Section 1: The Chair-Elect will be confirmed by a simple majority vote of Biology Academic Advisory Committee members present at the annual meeting. The Executive Committee will present one or more candidates for consideration and additional nominations will be requested from the floor. The Chair will conduct the elections and announce the new Chair-Elect immediately following election by the membership. When possible, the Chair position will rotate among the three USG sectors ([a] research and comprehensive universities, [b] state universities, and [c] state colleges).

Section 2: The Chair-Elect will serve a three-year term as an officer of the Biology Academic Advisory Committee - one year as Chair-Elect, one year as Chair, and one year as Past-Chair.

Section 3: The term of office for each member of the Executive Committee will begin on July 1 and end on June 30 of the following year.

Section 4: When an office becomes vacant during a term of service, the Chair of the Biology Academic Advisory Committee will appoint an appropriate representative to complete the specified term of office.

ARTICLE VII - COMMITTEES

Section 1: The Executive Committee will be a standing committee of the Biology Academic Advisory Committee.

Section 2: The Executive Committee will be composed of the Chair, Chair-Elect, and Immediate Past-Chair.

Section 3: The Executive Committee will provide leadership to the Biology Academic Advisory Committee by reviewing major issues and communicating such issues to the Biology Academic Advisory Committee members, by assuring that the interests and concerns of professionals in the discipline are communicated effectively to the University System Office, and by informing the membership of system-wide issues, concerns and initiatives with potential impact on the discipline.

Section 4: The Executive Committee will meet a minimum of once per year. Any member of the Executive Committee may request a special meeting. All meetings will be called by the Chair who will determine time and place and will notify other committee members at least two weeks prior to a called meeting unless such notification is prohibited by urgency.

Section 5: The Executive Committee will be empowered to represent the full membership of the Biology Academic Advisory Committee in the event that a called meeting of the Biology Academic Advisory Committee is not feasible to address an immediate concern or respond to a request from the University System Office.

Section 6: The Executive Committee will identify candidates for Chair-Elect and contact them to verify their willingness to serve if elected. The Past-Chair will represent the Executive Committee in presenting the candidates to the membership for consideration.

Section 7: Additional committees may be appointed on an ad hoc basis by the Executive Committee to address specific concerns.

ARTICLE VIII – REPORTS OF THE ACADEMIC ADVISORY COMMITTEE

Section 1: The Chair of the Academic Advisory Committee will ensure that minutes are recorded at each meeting of the Academic Advisory Committee.

Section 2: All minutes, reports, studies, and recommendations of the Academic Advisory Committee will be submitted to the official designated by the Executive Vice Chancellor for Academic Affairs, who will direct their dissemination to the appropriate person(s).

ARTICLE IX - AMENDMENTS

Section 1: Adoption: These bylaws will be adopted by 60% of the voting membership.

Section 2: Amendments: Amendments to the bylaws must be approved by 60% of the voting membership. Proposed amendments to the bylaws must be distributed to the membership a minimum of two weeks prior to a vote.

Adopted by a 60% vote of the Biology Academic Advisory Committee membership on 19 October 2020.