

Biological Sciences Committee Bylaws

(Approved 01 April 2005)

Role of the Biology AAC

- To be advisory to the University of Georgia System Office in matters dealing with the biological sciences.

Duties of the Officers

- Chair
 - Call the annual meeting(s).
 - Determine the location(s) of called meeting(s).
 - Preside over called meetings.
 - Develop the agenda for called meetings.
 - Act as liaison to the University System of Georgia office.
 - Coordinate activities with the Executive Committee of the Biological AAC.
 - Appoint ad hoc committees as needed to complete the business of the Biological AAC.
- Chair-elect
 - Serve as the recording secretary in the year preceding the year served as the chair.
 - Shall serve as the interim chair until the appropriate category of institutions can select a new chair by special election .
 - Shall distribute the minutes of the meeting(s) by e-mail to the membership for a review and vote for acceptance.
 - Upon acceptance of the minutes, the chair elect shall forward them to the appropriate System office for posting on the System's AAC web site.

Meetings

- Meetings will be called at least once each academic year and more often as needed to execute Biological AAC business.
- A quorum shall consist of a simple majority of the membership.
- If a quorum does not exist at a meeting, business may be discussed, but votes may not be taken.
- Election of officers shall occur at the first called meeting of the academic year.
- Voting on a motion
 - Passage of a motion shall require a simple majority.
 - Business and associated motions that cannot be voted on at a regularly scheduled meeting(s) may be completed by e-mail.
 - Motions voted on by e-mail shall pass only if a majority of institutions vote on a measure and more than 50% vote in the affirmative for the measure.

Election Processes

- For the purpose of elections, the institutions of the University System of Georgia shall be divided into the following categories: two-year institutions and state colleges, four-year institutions (state universities), and regional and research institutions.
- Each category of institutions shall elect the chair-elect in the following sequence: regional and research institutions, four-year institutions (state universities), and two-year institutions and state colleges.
- The current chair-elect shall serve as the chair the following year.
- Preferably, the chair-elect shall not be repeated by the same institution in a six-year time period.
- Should a chair or chair-elect not be able to serve out their term, a special election will be held as soon as possible to replace any vacant offices.
- Each category of institutions shall elect a representative to serve on the Executive Committee the following year, and the election will be held at the first meeting held in an academic year.

Committees

- A member of the Biological AAC shall be that person appointed by each institution to represent that institution at the Biological AAC meeting.
- The Executive Committee of the Biological AAC shall consist of one member from each category of institutions plus the two elected officers
- Ad hoc committees shall be appointed by the chair as needed to complete the business of the Biology AAC
 - Ad hoc committees shall report the results of their business to the officers and members of the Biology AAC as directed.

By-law Changes

- 60% of all System institutions voting in the affirmative is required to change the by-laws.
- Proposed changes to the by-laws must be disseminated to all institutions at least two weeks prior to the meeting they will be voted on.

Fines and Fees

- Institutions failing to attend a scheduled meeting at least every other year will buy coffee and treats. Missing two years in a row means dinner.