

BYLAWS OF THE CONSTITUTION
OF THE
UNIVERSITY ASSEMBLY
OF THE
UNIVERSITY OF ALASKA ANCHORAGE

Section 1. Purposes, Responsibilities, Structure and Authority (Constitution Article II)

A. The Assembly

The University Assembly of the University of Alaska Anchorage (hereinafter "Assembly") has the only authority to amend the Constitution and shall be empowered to act on any matter not specifically prohibited by the Constitution or the Bylaws.

B. Component Bodies

The component bodies of the Assembly shall be structured, organized and shall operate according to the constitution and bylaws of each respective group.

Section 2. Membership (Constitution Article III)

A. Voting Membership

The voting membership shall be composed of not more than twenty (20) members, including not more than:

- five (5) faculty members, to include the three officers of the UAA Faculty Senate; and at least one faculty member from a Community Campus;
- five (5) members of the UAA Classified Council, at least one of which shall be from a Community Campus;
- five (5) members of the UAA APT Council; at least one of which shall be from a Community Campus; and
- five (5) members representing the students, at least one of which shall be from a Community Campus.

For the purposes of the Assembly Bylaws, the term "a Community Campus" is applied to Kenai Peninsula, Kodiak, Matanuska-Susitna, and Prince William Sound campuses.

B. Non-voting Ex-officio Membership

Additionally, there shall be seven (7) ex-officio members including: the Chancellor, five (5) administrative representatives appointed by the Chancellor, and one (1) representative from the UAA Alumni Association.

C. Nominations and Elections

The method of nominations and the election procedures for voting representatives shall be determined by each component body of the Assembly.

The Assembly Executive Committee may, upon written request of ten (10) members of any individual component body, appoint an ad hoc review committee to determine if any election by a component body of the Assembly was conducted improperly. The ad hoc review committee will recommend to the Executive Committee that the election be declared invalid or make other appropriate recommendations.

- D. The President of the Assembly shall request component bodies to provide members to fill vacancies on the Assembly as they occur.

Section 3. Officers (Constitution Article IV)

- A. President. The President shall be the presiding officer of the Assembly, with the responsibility for appointing special committees of the Assembly. The President shall chair the Executive Committee. The new President of the Assembly shall be elected by the May meeting.
- B. The President shall be an ex-officio, non-voting member of all elected and appointed committees of the Assembly. The President may appoint the Vice President as the designated representative on such committees.
- C. Vice President. The Vice President shall preside at meetings in the absence of the Assembly President. The Vice President shall be elected by the May meeting.
- D. The President and Vice President shall not be from the same constituency.
- E. Representatives to the Systemwide Governance Council (SGC) shall be decided as follows. The USUAA President or his/her designee shall represent students. The Assembly President and the Vice President shall serve as the faculty and staff representatives providing that one of the officers is not a student. If so the USUAA President will be a representative to SGC only in the capacity of USUAA President. The constituent body that is not represented in the SGC shall appoint an Assembly member to serve in that position.

Section 4. Committees (Constitution Article V)

- A. The Standing Committees of the Assembly are:
 - 1. the Executive Committee;
 - 2. the Calendar Committee.
- B. The Executive Committee shall consist of the President, Vice President, and the presidents of the component bodies or their designated representatives.

The Executive Committee shall be empowered to act in the name of the University Assembly.
- C. The duties of the Executive Committee shall consist of the following:
 - 1. Recommend ad hoc committees deemed necessary to facilitate Assembly business.
 - 2. Recommend the establishing of additional standing committees and will, annually, review the need for existing standing committees.
 - 3. Serve as liaison with statewide bodies and the Office of the President as necessary to ensure open communications on University matters.

4. It shall also be the responsibility of the Executive Committee to certify that elections which affect the Assembly membership are conducted in a manner which protects each individual member's right to vote privately
- D. Actions by any component body which affects any other component body must be reviewed by the Assembly.

Section 5. Meetings (Constitution, Article VI)

- A. There shall be a minimum of eight regular meetings each academic year.
- B. Other meetings may be held on special call of the President of the Assembly or a majority of the Executive Committee.
- C. All meetings of the Assembly, the Executive Committee, standing and ad hoc committees are open to all members of the University and the general public; however, only members of the Assembly may participate in the meeting. A period for comment by non-members of the Assembly shall be provided for on each item of business.
- D. The agenda of each regular or special meeting of the Assembly shall be distributed electronically to the members of the Assembly at least two (2) calendar days prior to the meeting and posted on the Governance Web Page.

An email message to an assembly member shall be considered the official method of distributing Assembly public meeting notices, agendas, minutes, and general information.

In the case of special meetings, if, at the direction of the Executive Committee, the urgency of the occasion will not permit the usual notice, notice (by phone and email) shall be given as far in advance as possible, together with a statement of the reasons for the lack of normal notice.

- E. Any regular or special meeting of the Assembly or of any of its bodies may be conducted by audioconference.
- F. Items for business may be presented only by a member of the Assembly. All proposals, except those made by a member during a meeting, will be presented to the Assembly President for listing on the agenda. All proposals must be submitted in writing by the mover of the proposal.

Section 6. Parliamentary Authority (Constitution , Article VIII)

- A. No speaker shall speak for more than five (5) minutes on any one topic.
- B. The Executive Committee may set time limits on each item on the agenda and when this time limit shall be reached, the item shall automatically be carried to the end of the agenda unless extended by a two-thirds vote of the members present.

Section 7. Amendments (Constitution, Article IX)

These Bylaws may be amended by the Assembly by a simple majority vote of the members present and voting at any meeting of the body. A first reading shall be held and action shall not be taken on the proposed amendment until a second reading at the next meeting of the Assembly. Proposed amendments to the Bylaws shall be distributed in writing to Assembly

members prior to the meeting at which the amendments will be voted on.

Section 8. Actions of the Assembly (Constitution, Article X)

Actions of the Assembly shall be forwarded to the Chancellor of the University of Alaska Anchorage by the Executive Committee. Motions of the Assembly are acts of legislation for the University of Alaska Anchorage and resolutions of the Assembly are generally advisory in nature unless specifically stated otherwise.