

BYLAWS OF THE SCIENCE/MATHEMATICS ADVISORY BOARD (SMAB)

ARTICLE I: Name

This organization shall be known as the Science and Math Advisory Board (SMAB) of McMurry University. The SMAB is henceforth indicated by "Board."

ARTICLE II: Purpose

The purpose of the Board is to promote McMurry University and/or improve the quality of education received by students through programs and projects that enhance science and mathematics

ARTICLE III: Membership

The full Board will consist of 21 general (at-large) members and be supported by an advisory council of McMurry departmental faculty liaisons.

Section 1. Advisory Council

The Arts and Sciences (A&S) Dean may appoint a Chief faculty liaison and departmental liaisons (one from each science/math department) to act as McMurry advisors to the Board. Changes in the Advisory Council are at the discretion of the A&S Dean.

Section 2. General Members

Nomination and Membership Approval:

Potential Board member names are recommended by existing Board members or Advisory Council members to the Board nominating committee for membership consideration. The nominating committee will then nominate the candidate to the entire Board or explain to the originator why the nomination should not be made (the originator may choose to go ahead with the nomination to the entire Board.) Once a nomination is made to the Board, either from the nominating committee, an existing Board member, the A&S Dean, or an Advisory Council Member, a majority vote is required for membership approval.

Term of Office:

Each general Board member will serve a 3-year term but may serve multiple (unlimited) terms if agreeable by the individual member and a majority of the additional general Board membership. Board members terms will be based on a January to December calendar year. Typically (excepting vacancies – see below), Board members will be voted into membership at the fall meeting and take official membership on the board come the following January for three consecutive years.

The expiration of terms will be staggered such that 1/3 (7 seats) of the membership will be up for re-appointment every year, for a possible 100% membership turnover every three (3) years.

Individual members may cease participation in the Board at any time; any vacancies will be filled as the respective member's term expires unless otherwise decided by the Board. In the event that the Board decides to fill a vacancy, the term for the filled seat will remain on the expiration schedule of the member who ceased participation.

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ARTICLE IV: Officers and Committees

The following three sections define the Board Officers and two permanently-existing committees. Other committees may be formed via Board Action (ARTICLE VI) and will have a lifetime as specified by the Board.

Section 1. Officers

The officers of the Board shall be the chair, the vice chair, and the recorder. In the fall meeting during the even-numbered years, the Board members will elect, given nominations from the Nominating Committee, the chair, the vice chair, and recorder.

Section 2. Nominating Committee

A Nominating Committee of three Board members will be appointed annually by the Executive Committee. After consultation with the A&S Dean and Advisory Council, the Nominating Committee will nominate persons to fill vacancies as they occur. Recommendations for Board membership nomination will be accepted by the Nominating Committee from members of the Board, the A&S Dean, and the Advisory Council.

Section 3. Executive Committee

The Officers and the A&S Dean (or an appointed Faculty Liaison) will constitute the Executive Committee.

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ARTICLE V: Board Meetings

The following sections define Board meeting dates, the presiding officer responsibilities, meeting agenda, quorum, and board actions (excluding Bylaw Amendments, which are covered in ARTICLE VII).

Section 1. Dates

Regular meetings will be held during the fall semester and during the spring semester of each year. The Executive Committee has the authority to schedule regular meeting dates and to call a special meeting at any time it deems necessary.

Section 2. Presiding Officer

The chair of the Board will preside over meetings. In his/her absence, duties of the chair will devolve to the vice chair of the Board. If both the chair and vice chair will be absent from a meeting, the Board will designate a presiding member.

Section 3. Agenda

The Executive Committee will prepare an agenda for each meeting. The agenda will be given to the Board members at least seven days prior to the convening of the meeting. The agenda may be changed at the meeting through permission of a majority of the attendees.

Section 4. Quorum

A majority of the current Board voting membership constitutes a quorum at regular or special Board meetings. The guidelines used to establish a quorum will be created and modified through Board action. Prior to the existence of quorum establishment guidelines, a majority of the voting membership of the Board must be present at a meeting to establish a quorum.

ARTICLE VI: Board Action (excludes Bylaw Amendments discussed in ARTICLE VII)

Section 1. In-Cycle (during normal meeting)

Board action can be taken by a majority vote (51%) of those present for a regular or special meeting. The method of voting used by members attending via electronic means will be determined when a meeting is called to order that has electronic attendees. In the case of a tie vote, the chair will cast the deciding vote.

Section 2. Out-of-Cycle (between Board meetings)

Situations may require Board action in between scheduled meetings. To accommodate these situations, a majority of the Board Officers (ARTICLE IV.1) may call an out-of-cycle vote whereby Board actions may be taken through a majority vote of the current Board membership. The procedure for administering such a vote will be approved by the Board at the fall meeting of each year as an in-cycle Board action. The procedure will be written by the executive council and will be submitted to the entire board no later than one (1) week prior to the fall meeting at which it is scheduled for approval. NOTE: Out-of-cycle Board actions are NOT possible until this procedure is approved in-cycle.

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ARTICLE VII: Bylaw Amendments

Bylaw amendments must follow the following Proposal and Ratification phases.

Section 1. Proposal

A Board member or committee proposing amendment(s) to the Bylaws shall distribute the proposed amendment(s) in writing to each member of the Board at least 21 days prior ratification.

Section 2. Ratification

Ratification of proposed amendment(s) shall require a majority vote of the Board membership present at a Board Meeting having attained a quorum (ARTICLE V).

ARTICLE VIII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* will govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.