Revision to Codification Committee Bylaws

The Codification Committee has revised its bylaws; rationale follows the tracked document below.

Tracked Version

CODIFICATION COMMITTEE
BYLAWS

ARTICLE I PURPOSE AND RESPONSIBILITIES

Section 1 Purpose
The purpose of the Codification Committee is to ensure clarity and consistency of language in all proposed additions to and changes in existing and future University policies and procedures affecting the academic staff.

Section 2 Responsibilities
A. Upon request of the Academic Staff Committee, the Chair of the Codification Committee will submit the request in writing to the Chair of the Codification Committee and the Chair of the Academic Staff Committee (ASC). A brief description of the request and a copy of the respective policy/procedure must be included.

The Committee employs the criteria of clarity, internal consistency, and relation to other policies and procedures governing the academic staff at UWM.

B. The Committee undertakes and maintains a continuing review of Academic Staff Personnel Policies and Procedures and any supplement thereto employing the criteria of clarity, internal consistency, and relation to other policies and procedures governing the academic staff at UWM. The Committee notifies the Academic Staff Committee of any problems it perceives and undertakes rewriting only with the prior approval of the Academic Staff Committee.

C. At the request of the Academic Staff Committee, the Codification Committee reviews any other University policies, procedures, guidelines, and rules affecting the academic staff.

The Codification Committee undertakes and maintains a continuing review of all other University policies, procedures, guidelines, and rules governing the academic staff, employing the criteria of clarity, internal consistency, and relation to other policies, procedures, guidelines, and rules. The Committee notifies the Academic Staff Committee of

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any problems it perceives and undertakes rewriting only with the prior approval of the
Academic Staff Committee ASC.

D. In conducting its work, the Committee will employ the criteria of clarity, internal
consistency, and relation to other policies and procedures governing the academic staff at
UWM.

ARTICLE II MEMBERSHIP

Section 1 Structure
The Committee consists of seven members: three elected academic staff members; three
academic staff members appointed by the Academic Staff Committee; and the Secretary of the
University or a designee who is an ex-officio, non-voting member of the Committee and who
serves as its Secretary. At least two of the six voting members must be a past or current member
of the Academic Staff Committee, or - and another of the voting members must have
current or past membership on the ASC, a former past member of the Codification Committee.

At least four members must have probationary or indefinite status. No more than two members
may be from any one school/college/division at the time of their election to the committee. (AS
Doc 68, 9/11)

Section 2 Nomination/Election/Appointment Procedures
Members are nominated and elected in accordance with standard Academic Staff Operating
Rules. Appointed members are named after the annual academic staff elections.

Section 3 Term of Office
All members serve three-year terms. No member may serve consecutive three-year terms. The
committee year is September 1 through the following August 31.

Section 4 Absences
Attendance at Committee meetings is part of each member's duties. Members who miss four
meetings per committee year, as scheduled at the beginning of each year, in accordance with
Chapter Article III, Section 2, Paragraph A of these bylaws forfeit their Committee membership.
There are no excused absences.
(AS Doc 45, 10/2010)

Section 5 Vacancies
A. If a vacancy occurs, the position is filled by the eligible candidate who received the next
highest number of votes in the most recent election. That candidate will serve the remainder
of the term associated with the vacancy. If no eligible candidate is available, the Academic
Staff Committee appoints an academic staff member to fill the vacancy for the remainder of
the term of service. (AS Doc 40 approved by AS Senate 5/2009, revised 7/14/2009)

B. If a vacancy occurs in an appointed position, the Academic Staff Committee appoints an
academic staff member to fill the vacancy for the remainder of the unexpired term.

ARTICLE III ORGANIZATION

Section 1 Officers
The Chair is the only officer. The Secretary of the University or a designee acts as secretary. Other officers are appointed by the Committee as necessary.

A. Responsibilities
The Chair prepares and distributes the agenda for all meetings and presides at the meetings. The Chair also is the liaison with the Academic Staff Committee. At the end of each committee year, the Chair prepares a written report of Committee activities.

The Secretary of the University or a designee takes minutes and distributes them to Committee members, the Chair of the Academic Staff Committee, and the Office of the Secretary of the University; maintains the attendance records of Committee members; and conducts Committee business in the absence of the Chair.

Responsibilities of other officers are determined when each position is created.

B. Eligibility
In order to maintain continuity of leadership, the Chair must have served on the Committee during the year prior to his/her term of office. Other offices may be held by any voting member regardless of prior length of Committee service.

C. Election, Term of Office, Vacancies
The Chair is elected within one month of the annual election for a one-year term beginning September 1 and may not serve more than two consecutive terms. Other officers are elected as necessary. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

Section 2 Meetings
A. Regular and Special Meetings
There are two organizational meetings of the Committee. The first is held in September at which time—At the beginning of each committee year—semester, the Committee sets its schedule of regular meetings for the committee year that semester. The second is held within one month after the annual election of Committee members. Special meetings are called by the Chair as needed or at the request of two or more Committee members.

B. Quorum
A quorum consists of four voting members.

C. Standing Rules
All Committee meetings are conducted according to the latest edition of "Robert's Rules of Order" unless otherwise specified in these bylaws.

D. Agenda
The agenda is distributed prior to each meeting. Any Committee member may place an item of business on the agenda of a regular meeting by contacting the Chair prior to the distribution of the agenda. Additional items may not be added to the agenda of special meetings once the agenda has been distributed.
ARTICLE IV AMENDMENTS TO THE BYLAWS

A motion to amend these bylaws may be made only by a Committee member. and must be placed on the agenda prior to a regularly scheduled meeting. Amendments must be approved by a majority vote of both the Codification Committee and the Senate of the Academic Staff. All proposed amendments must be reviewed by the Codification Committee for logic, clarity, and consistency prior to final approval by the Senate. Any approved bylaw amendment(s) must be reported at the next regular meeting of the academic staff.

Rationale for Changes

Article I, Section 2 Responsibilities: Academic Staff governance committees currently are required to submit requests for review and possible revision of bylaws, policies, and procedures to the Academic Staff Committee, which then forwards the requests to the Codification Committee. This referral process often causes some delay, because upon receipt of the request, the Codification Committee often needs more information regarding the impetus and the objective for the request in order to conduct the review and make appropriate recommendations. Often, the Committee and must invite a representative of the requesting body to a subsequent meeting, causing additional delays. Allowing direct submission to the Codification Committee and consultation with other affected committees when changes are proposed will increase the Codification Committee’s efficiency and effectiveness.

Article II, Section 1 Structure: Familiarity with Academic Staff policies and procedures is critical to the Codification Committee’s work. With the current criterion for two of the voting members to be current or former members of the Academic Staff Committee, it has been difficult to attain the required membership. Opening one of the two positions to those who are current or former members of the Codification Committee will provide additional members with policy knowledge to draw upon in composing the Committee.

Article II, Section 2A Regular and Special Meetings: Amendments follow the current practice of establishing a meeting schedule based on members’ availability, which can change each semester. Requirement of an organizational meeting following the (spring) election is unclear, because new members do not begin their term until September.

Article IV Amendments to the Bylaws: The revised language allows more flexibility in considering bylaw changes and eliminates duplication with other sections of the document.
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BYLAWS

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Section 2 Responsibilities
A. The Codification Committee reviews and makes recommendations concerning all proposed additions to and changes in the Academic Staff Personnel Policies and Procedures.

B. When requests for change are initiated by one of the subcommittees or standing committees, the Chair of that committee will submit the request in writing to the Chair of the Codification Committee and the Chair of the Academic Staff Committee (ASC). A brief description of the request and a copy of the respective policy/procedure must be included.

C. The Codification Committee undertakes and maintains a continuing review of other University policies, procedures, guidelines, and rules governing the academic staff. The Committee notifies the ASC of any problems it perceives and undertakes rewriting only with the prior approval of the ASC.

D. In conducting its work, the Committee will employ the criteria of clarity, internal consistency, and relation to other policies and procedures governing the academic staff at UWM.

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