

UNIVERSITY OF ALASKA ANCHORAGE

COLLEGE OF BUSINESS & PUBLIC POLICY

ADVISORY BOARD BYLAWS

SECTION 1 — PURPOSE

The College of Business and Public Policy Advisory Board (CBPP-AB) shall serve as an advocate for the University of Alaska Anchorage (UAA) College of Business and Public Policy (CBPP) programs to —

- ❖ advise the CBPP on matters related to business and public policy education and training, research, service and professional development;
- ❖ recommend actions to enhance public awareness of and engagement with the CBPP's education and training programs, services and resources;
- ❖ support fundraising and advocating for resources needed for the development of the CBPP; and

In order to achieve this purpose, the CBPP-AB, through working committees, may make recommendations to the Dean of the College of Business and Public Policy in the following areas:

- ❖ relevance of curriculum to workforce and business community and government public policy needs and standards (including technology development and application, educational effectiveness assessments, and research-informed instruction);
- ❖ marketing and promotion of the CPBB programs and services throughout the community and the state;
- ❖ identification of career pathways for students and clients and articulation agreements with other education and training institutions;
- ❖ policies and practices as they relate to educational aims;
- ❖ student internship and faculty professional development opportunities, job placement for students, and other business community and government partnerships;
- ❖ student recruitment and scholarships; and
- ❖ any issues of policy or practice important to business and public policy education and the CBPP's role in service to its students and the communities served by UAA.

SECTION 2 — FUNCTIONS

In an advisory role to the CBPP, the CBPP-AB will perform the following duties:

- ❖ Inform the CBPP Dean of issues, challenges and needs of strategic importance to the business community and government agencies. These will include but are not limited to:
 - quality and quantity of near, mid- and far-term forecasted business and public policy education needs; and
 - professional workforce demands (regionally, nationally and globally); community's problem-based, applied research needs and opportunities (local to global);
 - partnership leverage of business and governmental agency communities and university assets to enrich education and efficiently address industry and government education needs, and promote business community development and capacity;
 - physical, fiscal and scholastic access for Alaskans and others to an Business and Public Policy Career Pathway; and integrated expertise of university academic and research institutes and centers.
- ❖ Guide education and business and public policy long-range and strategic planning discussions.
- ❖ Inform and advise legislative, policy and operational decision-makers for business and public policy community and the CBPP on issues related to business and public policy education.
- ❖ Recommend and/or endorse events designed to attract, inform, and educate local, regional and global audiences.

SECTION 3 — MEMBERSHIP

CBPP-AB members shall be appointed by the Dean of the College of Business and Public Policy upon recommendation by CBPP faculty and staff, business and public policy community representatives, and CBPP-AB membership.

The CBPP-AB shall be comprised of no more than 25 voting members, led by a chair and vice-chair with diversity of membership dispersed across the following representational categories:

- Business community employers
 - Public policy-related governmental agencies
 - Professional associations
 - Military
 - Persons with general interest
- A. Members will serve a three-year term. Members may serve successive terms.
 - B. Initial member appointments shall be made by the Dean of the CBPP.

- C. Ex Officio members will be included on the CBPP-AB as non-voting members. The chairpersons of CBPP department advisory councils may serve as ex officio (non-voting) members as liaisons to the departments. The Dean of the CBPP may appoint one CBPP student as an ex officio member.
- D. A member who is absent, without due cause, from two consecutive meetings may be recommended for termination. The CBPP-AB Chair will notify such members of this recommendation in writing, (e.g., e-mail or mail) and will request that the Dean of CBPP appoint a replacement with the recommendation of the CBPP-AB. Substitutes shall be permitted with approval of the Chair and shall have all the voting rights and responsibilities of the member for whom the substitute is serving.
- E. Members are encouraged to physically attend all meetings. However, in exceptional circumstances members may attend by teleconference or videoconference with the approval of the Chair.
- F. In the event that a member vacates his/her position, the Chair will, within 30 days after receipt of the resignation, notify the Dean of CBPP and recommend a replacement.
- G. CBPP-AB members will serve without compensation.
- H. The CBPP-AB will operate as a committee of the whole with authority to refer work to committees.
 - 1. Committees shall generally be composed of 3-5 members, shall include at least one current CBPP-AB member and shall focus on specific issues or goals as determined by the CBPP-AB. The specific charge(s) of committees shall be proposed by the CBPP Dean or the CBPP-AB. Decisions related to scope, duration and membership shall be made at such time as the committee is created. Committees will have a distinct begin/end date, prescribed scope of work, and will report findings or products to the CBPP Dean, with review and concurrence by the CBPP-AB. Depending on areas of concentration, committees could include non-CBPP-AB members.

SECTION 4 — MEETINGS

- A. The CBPP-AB shall hold at least three regular meetings within each academic year, with at least one in the fall semester and one in the spring semester.
- B. Meetings are open to the public. Announcements of meetings will be posted on the UAA and CBPP web calendars at least 14 days in advance of the meeting, and documents related to the functions of the CBPP-AB will be available to the public upon request.

- C. The order of business at all meetings of the CBPP-AB shall be as follows:
- 1. Welcome and Introductions
 - 2. Minutes
 - 3. Special Order of Business
 - 4. Old Business
 - 5. New Business
 - 6. Persons to be Heard
 - 7. Reports
 - 8. Adjournment
- D. Special meetings and committee meetings may be called by the Chair or upon the consensus of one-third of the members. The Chair shall notify all CBPP-AB members and the CBPP Dean's office no fewer than 7 calendar days prior to the meeting.
- E. Fifty-one percent of the voting members appointed to the CBPP-AB shall constitute a quorum for voting purposes.
- F. Each voting member is entitled to one vote on all matters before the CBPP-AB. All decisions of the CBPP-AB shall be made by a majority vote of members in attendance. No proxies will be accepted in place of a member for purposes of voting.

SECTION 5 — OFFICERS

- A. The officers of the Council shall include a Chair and Vice-Chair.
- B. The Chair will:
1. Preside at all CBPP-AB meetings.
 2. Exercise general oversight and coordination of the affairs of the CBPP-AB.
 3. Authenticate by his/her signature, all CBPP-AB actions, documents of advice, and recommendations to CBPP.
 4. Develop and implement the organizational structure of the CBPP-AB.
 5. Prepare an Annual Charge to the CBPP-AB with input and assistance from CBPP staff. The Charge will be provided to the CBPP-AB after review by the Dean of the CBPP. The Chair will also prepare an Annual Report of Activities with assistance from CBPP staff.
 6. Recommend to the CBPP-AB appointments to internal subcommittees.
 7. Set the Agenda for meetings of the CBPP-AB.

- C. The Vice-Chair will:
1. Perform the duties of the Chair in the event of absence or incapacitation, or at the request of the Chair.
 2. Automatically succeed to the position of Chair in case of a vacancy in that position and serve until the next election.
 3. Coordinate the activities of all special internal committees and, where leaders have been designated, maintain communication and provide assistance, as needed.
 4. Assist with the planning of meetings and internal discussions, as appropriate.
 5. Ensure the minutes of the meetings are recorded and circulated.
 6. Ensure appropriate notice of scheduled meeting to the public as per Section 4.B of the CBPP-AB Bylaws.
- D. Officers will be elected by the CBPP-AB and may serve up to two consecutive two-year terms if reelected after the end of first term by the CBPP-AB. Officers shall be elected at the spring semester meeting and shall assume responsibility at the next fall semester meeting. The Chair or Vice-Chair of the Council shall not be an employee of the University.
- E. The Dean of the CBPP will appoint the initial Chair and Vice-Chair.
- F. No officers may be elected to the same position for more than two consecutive terms.

SECTION 6 — CONFLICT OF INTEREST

In the event that an issue, proposal or similar matter presented to the CBPP-AB results in a potential conflict of interest, the affected CBPP-AB member shall request determination by the Chair of the existence of such a conflict. If the Chair or CBPP-AB finds such a conflict or perceived conflict exists, the Chair will require the member abstain from any discussion involving the matter, except for points of clarification requested by the CBPP-AB, and will not vote on the pending matter. For the purpose of these Bylaws, a conflict of interest situation would exist when work that a CBPP-AB member is performing for another organization, state, local, or federal agency, and the interests of that entity, are likely to be directly affected by advice or recommendations that the CBPP-AB makes to the CBPP.

SECTION 7 — TERM YEAR

The term year of the CBPP-AB shall be the same as that of the fiscal/academic year for the University of Alaska Anchorage (July 1 through June 30).

SECTION 8 — GENERAL COMMUNICATION AND OFFICIAL STATEMENTS

- A. The designated CBPP staff to the CBPP-AB will provide guidance and assistance to the CBPP-AB as a unit and, as appropriate, to individual members.
- B. Questions about operational procedures of the CBPP-AB or its internal discussions should be referred to the CBPP staff or the CBPP-AB Chair.
- C. All formal statements in the name of the CBPP-AB shall only be made by the Chair, or, in his/her absence, by the Chair's designee. The Chair will speak, write and act on behalf of the CBPP-AB on issues consistent with the functions, objectives and purposes of the CBPP-AB.

SECTION 9 — ETHICS AND MEMBERSHIP RESPONSIBILITIES

The members of the CBPP-AB will:

- A. Participate actively in the work that the CBPP requires of the CBPP-AB, including participating in committees and/or work groups.
- B. Be aware of the role and goals of the CBPP-AB to ensure consistency with the CBPP mission and goals.
- C. Be regular in attendance at meetings.
- D. Respect other members' viewpoints, opinions, values, and professional standards.
- E. Support the leadership of the CBPP-AB.
- F. Make official statements on behalf of the CBPP-AB only when authorized by the CBPP-AB to do so. Such official statements may be made only after the official CBPP-AB position is formulated.
- G. In public conversation, state clearly whether speaking as individuals or on behalf of the CBPP-AB. If the CBPP-AB has not formulated a position on a matter, the member has an obligation to say this before speaking as an individual regarding the matter.
- H. Refrain from using CBPP-AB membership as a basis for obtaining personal benefit or privilege.
- I. Become familiar with the University of Alaska system and how the CBPP fits into the educational structure.
- J. Understand that CBPP-AB members are held to the same ethical standards as University of Alaska employees. Members should review UA Board of Regents ethics listed on the web site: www.alaska.edu/bor
- K. Support the CBPP's reaffirmation efforts to continually meet the requirements of any college specialized accreditation (e.g. the Association to Advance Collegiate Schools of Business (AACSB)).
- L. Assist the CPBB with fundraising efforts.
- M. Advocate as needed for development of the CBPP.

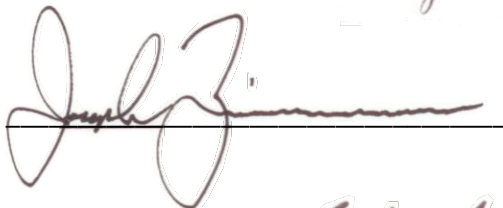
SECTION 10 — OTHER PROCEDURES

- A. Consistent with these Bylaws, the CBPP-AB may, from time to time, establish other procedures to guide its operations.
- B. In all matters not covered by these rules, Roberts Rules of Order shall govern.

SECTION 11 — AMENDMENTS AND RATIFICATION

Any proposed amendment to these Bylaws shall be consistent with the content of the CBPP-AB's charge. Any member of the CBPP-AB may propose, and will present to the Chair, an amendment. A two-thirds vote of the members is required for adoption of the amendment, voting may be accomplished in the meeting, via mail, or via email. An amendment shall become effective upon ratification. The Bylaws of this CBPP-AB will be approved by the Dean of CBPP.

The undersigned, certify that the above is a true, complete and accurate copy of the Bylaws as approved by the members of the University of Alaska Anchorage, College of Business and Public Policy Advisory Board (CBPP-AB) on May 10, 2019 (date).

Chairman: 

Date: May 10, 2019

Vice-Chairman: 

Date: May 10, 2019

ENDORSEMENT

We, the members of the UAA College of Business and Public Policy Advisory Board, enthusiastically and fully, endorse this Advisory Board Charter for guiding and enhancing the UAA College of Business and Public Policy's efforts in becoming a "dynamic center of business and public policy education serving Alaska."

1. /Chair

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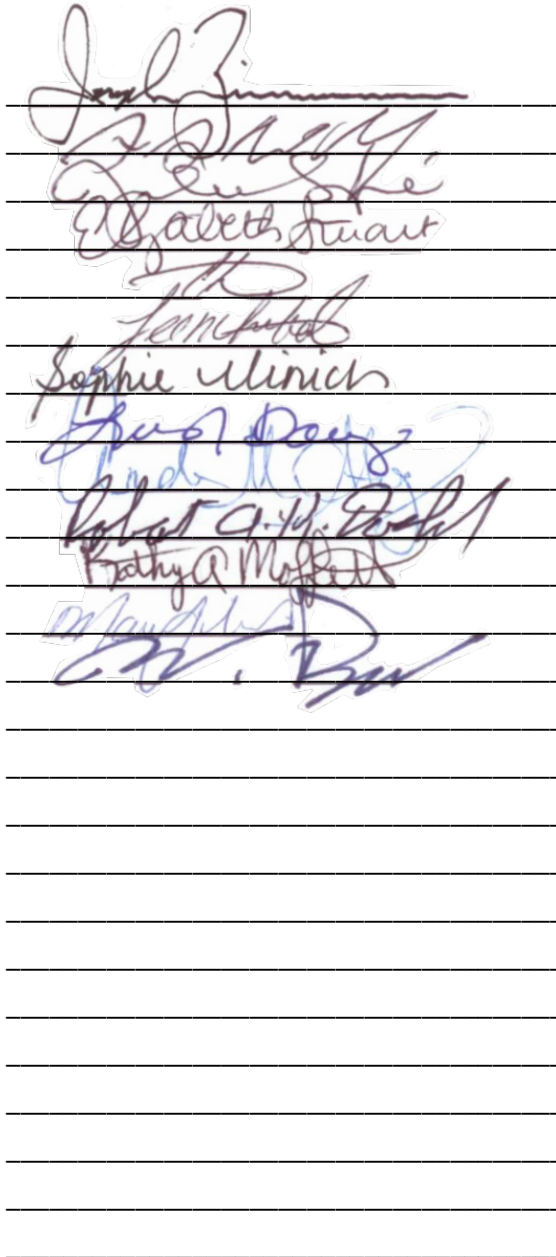
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