

BOR Political Science Advisory Committee Bylaws Adopted 2/28/2020

Article I: Membership

The membership of the Academic Advisory Committee on Political Science will be composed of one voting member from each institution within the University System of Georgia. That member will be the head of the unit in which political science is housed or his or her designee. When there is more than one unit head representing Political Science at an institution, the President of that institution shall designate one Unit Head as the official representative of the institution.

Article II: General Function

The general function of the Academic Advisory Committee on Political Science shall be:

- To study the curricula and programs of instruction in Political Science
- To make reports and recommendations to the BOR concerning the improvement of instruction and curriculum,
- To exchange information and ideas to improve the articulation and coordination among various unity of the University System
- To consider other matters as requested by the Chancellor or his or her representative member to the committee,
- To play in advisory role in evaluation, creation and instruction in Political Science eCore courses, and
- To consider other issues of interest to the membership

Article III: Subcommittees

The Academic Advisory Committee may create such subcommittees as deemed necessary by the committee.

Article IV: Meetings

The Academic Advisory Committee will meet officially at least once each year. Additional meetings may be scheduled during the year and may be conducted in electronic format. The membership of the committee shall be notified at least one month in advance of a regular or called meeting of the committee. A tentative agenda for the meeting will be distributed at least two weeks in advance of the annual meeting.

Article V: Voting

Each University of System of Georgia institution represented at the annual meeting will have one vote on any matter brought before the committee. Official votes will be taken at meetings of the Advisory Committee. Half of the member institutions present will constitute a quorum. If fewer than half of the members attend the annual meeting, any motions passed will be voted on by the committee membership via email. [See Email Voting Guidelines below]

Email Voting Guidelines

In cases where the Committee is unable to meet, or where a question must be resolved before or after the annual meeting, votes may be conducted by email. The Academic Advisory Committee Chair will be responsible for sending voting items and will record all final votes. When email votes are taken, the Chair will allow one week for open discussion via email followed by a one-week period for voting. Votes may only be cast by an official representative or designee of the USG institution on the committee. All issues voted upon will be decided by a simple majority of those voting.

Article VI: Executive Committee

The Executive Committee shall consist of the Chair, the Chair-Elect and the Secretary. The Chair shall be elected by majority vote of those present at the annual meeting of the Academic Advisory Committee. If the advisory committee does not meet one year, then the election will take place via email.

The term of office for each member of the Executive Committee is a 2-year renewable term. These terms will begin at the conclusion of the Annual Advisory Committee meeting in which they are elected and will conclude at the end of the meeting in the 2nd year. If the Chair is renewed, the Chair-Elect will have the option to continue to serve a 2-year renewable term.

The Executive Committee shall represent the membership of the Academic Advisory Committee and act for the Academic Advisory Committee when the Committee is not in session. The Executive Committee shall make reasonable attempts to communicate with and solicit opinions from the membership of the Advisory Committee prior to exercising its authority under this article.

Article VII: Reports of the Academic Advisory Committee

The Secretary (or the Chair-Elect) of the Academic Advisory Committee will record minutes at each meeting of the Academic Advisory Committee. All minutes, reports, studies and recommendations of the committee will be submitted by the Chair to the official designated by the Executive Vice Chancellor for Academic Affairs, who will direct their dissemination.

Article VII: Adoption and Amendment of Bylaws

The bylaws shall be adopted by two thirds of the respondents. Changes and amendments to the bylaws must be approved by two-thirds of the respondents. Proposed amendments to the bylaws must be distributed to the membership a minimum of two weeks prior to a vote. Voting will follow procedures laid out in Article V.