

# **Alaska Certified Public Manager Program Bylaws of the Advisory Board**

## **1. The Role of the Advisory Board.**

- a. Make recommendations to the University of Alaska Southeast CPM Program Administrator with respect to overall policies for the Alaska CPM Program.
- b. Promote and encourage systematic use of the Alaska CPM Program by governmental and nonprofit agencies and employees
- c. Make recommendations with respect to the Certificate in Supervisory Management and Certified Public Manager Program curriculum and award of certifications.

## **2. The Composition of the Advisory Board.**

- a. **Composition.** The Advisory Board shall be comprised of fourteen (14) voting members. The initial members of the Board were appointed by the University of Alaska Southeast School of Business and Public Administration in 1995. The Advisory Board shall include the individuals holding the positions within the State of Alaska of (1) the Commissioner of the Department of Administration, (2) the Director of Personnel/EEO of the Department of Administration, and (3) the Vice Chancellor of Administrative Services of the University of Alaska Southeast as ex officio members of the Advisory Board.
- b. **Vacancies.** Nominations shall be made to the Chairperson of the Board for filling expired terms of the Board members or vacant positions caused by resignation or failure to actively participate. Nominations shall be presented to the Board by the Chairperson for ratification.
- c. **Term.** The term of Board membership shall be two years with the exception of the initial appointments. At the Chairperson's discretion, these appointments shall be made with six of the initial appointments lasting one year, and six of the initial appointments lasting two years.

## **3. Quorum**

- a. Eight or more voting members of the Board shall constitute a quorum for the purpose of transacting any official business at any regular or special meeting of the board.

## **4. Meetings.**

- a. The Board shall hold at least two (2) regular meetings each year and may hold other meetings as determined by the Board or upon call of the Chairperson. There shall be a regular meeting of the Board during the month of September each year. The September meeting shall be designated as the annual meeting. The purpose of the annual meeting shall be to conduct elections, confirm committee assignments, outline plans for the forthcoming calendar year, and present an annual review of the Alaska CPM Program.

**5. Voting.**

- a. Proxy voting shall be allowed, upon approval of the board Chairperson, upon a written request from the Board member.

**6. Officers of the Advisory Board.**

**a. Titles of Officers**

1. The officers of the Board shall be a chairperson, vice chairperson, and secretary. The chairperson and vice chairperson shall be elected for a two-year term by the affirmative vote of a majority of the voting members of the Board. The election shall be conducted at the annual meeting. Terms shall be for two (2) years following the election.

**b. Duties of the Chairperson.**

1. The Chairperson shall be responsible for instructing the Secretary to call meetings of the board, directing the Secretary to prepare and distribute a tentative agenda for each meeting of the Board, and leading each meeting. The Chairperson shall be an ex officio member of all committees of the Board.
2. The Chairperson shall be requested to cast a vote on matters before the Board only in the event of a tie.
3. The Chairperson shall be responsible for making appointments to such other committees as the Advisory Board deems necessary to create.

**c. Duties of the Vice Chairperson.**

1. The Vice Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson; shall fill the unexpired term of the Chairperson should the Chairperson be unable to complete their term; and shall perform such other duties as shall be designated by the Board or the Chairperson.

**d. Duties of the Secretary**

1. The duties of the Secretary shall be carried out by the CPM Administrator, University of Alaska Southeast. The Secretary shall be responsible for providing the membership with notice of meeting dates and tentative agenda; for the proper recording of all minutes of Board meetings and committee meetings; for proper and secure maintenance of all Board documents and records; for the preparation and distribution of all official reports to the Board; and for the performance of such other duties as shall be assigned by the Board or Chairperson.

**7. Changes in Bylaws**

- a. These Bylaws may be amended, repealed, or changed by the affirmative vote of a majority of the total membership of the Board at any regular or special meeting of the board. Any recommendation for changing these Bylaws shall be distributed to Board members at least fifteen (15) working days prior to the Board meeting at which the changes will be considered. Changes to Bylaws may be approved through a mail vote.