GOVERNANCE BASICS
SYSTEM GOVERNANCE AT THE UNIVERSITY OF ALASKA
ROBERT’S RULES OF ORDER
PARLIAMENTARY AUTHORITY
ROBERT’S RULES OF ORDER

• Details parliamentary procedure
• Sets the “ground rules” for how to run a meeting
• Used by most organized societies in the U.S.
ROBERT’S RULES OF ORDER

AGENDAS

• Assembled by the chair/president (w/ExO)
• Adopted by the body prior to taking up business
• Can be amended prior to adoption
• Distributed several days before the meeting and posted online
AGENDAS INCLUDE:

• Guest and Public Comments
• Regular reports
• Presentations
• Ongoing business
• New Business
• Roundtable
Minutes are the written record of each meeting. Minutes are typically shared with SAA members a week after the meeting and posted online.

Past minutes are available on the System Governance website.
ROBERT’S RULES OF ORDER

MOTIONS

“Business is brought before an assembly by the motion of a member.” - Robert’s Rules of Order (11th ed.), pg. 27

USED FOR:

- Regular business (adopt agenda, approve minutes, adjourn)
- Making a decision as a group
HOW to MAKE a MOTION

First member: “I move that…”
Second member: “I second.”
Chair: [states the questions]
CONSIDERING a MOTION

After the chair states the question, the assembly debates the merits of the motion. The chair will assign turns to speak and arguments are typically addressed to the chair.
PUTTING the QUESTION

After all members who wish to have had a chance to speak, the chair asks if the group is ready to vote. If they are, the chair puts the question to a vote.
ROBERT’S RULES OF ORDER

ANNOUNCING the RESULTS

After the vote, the chair will read out the result and note if the motion carried or failed.
RESOLUTIONS

“For more important or complex questions, or when greater formality is desired,” the motion can be presented in the form of a resolution.
SAA MOTIONS & RESOLUTIONS

Any SAA member can present a motion or resolution for consideration. They can be done at the meeting or written out ahead of time.
SAA
CONSTITUTION
& BYLAWS
BASIC RULES RELATING TO SAA
ARTICLES 1 & 2

- The name of the body
  (Statewide Administration Assembly)
- Purpose (to represent statewide staff)
- Where it receives its authority
  (from the UA BOR)
SAA CONSTITUTION & BYLAWS

PURPOSE and RESPONSIBILITY

– Opportunity for SW staff to play a meaningful role in matters affecting their welfare
– Represent staff viewpoints to BOR
– Address matters through legislative action
– Advise the UA president and VPAAR
– Communication to SW staff information of interest
– Provide representatives to the UA Staff Alliance
ARTICLE 3 – Membership
– Section 1. Employee Membership
– Section 2. SAA Representatives
– Section 3. Alternates
– Section 4. Elections
– Article 5. Attendance, Absences, and Recall
ARTICLE 4 – Officers

– Section 1. Officers (president, vice president, and secretary)

– Section 2. Responsibilities
  • President: lead meetings, develop agenda, speak on behalf of SAA
  • VP: fill in when the president is unavailable
  • Secretary: take minutes, draft highlights

– Section 3. Succession
ARTICLE 5 – Meetings

– Section 1. Regular Meetings
– Section 2. Annual Meeting
– Section 3. Special Meetings
– Section 4. Quorum
– Section 5. Participation in Meetings
ARTICLE 6 – Committees

– Section 1. Committee Eligibility and Responsibilities
– Section 2. Committees (standing and ad hoc)
– Section 3. Standing Committees
  • Awards Committee
    – Outstanding
    – Longevity
  • Nominations Committee
SAA CONSTITUTION & BYLAWS

ARTICLE 7 – Communications
  – Section 1. Formal Actions of SAA
  – Section 2. SAA
  – Section 3. Staff Alliance
  – Section 4. System Governance Office
  – Section 5. Executive Guidance
SAA CONSTITUTION & BYLAWS

ARTICLE 8 – Parliamentary Authority

SAA follows the most recent version of Robert’s Rules of Order.
ARTICLE 9 – Amendments

– Section 1. Submission
  • SAA representatives must receive a copy of the proposed changes at least two weeks in advance of the first reading

– Section 2. Voting
  • Amendments will be approved by a two-thirds majority of present representatives

– Section 3. Approval
  • The cognizant chancellor and general counsel will review and approve proposed amendments
SYSTEM GOVERNANCE AT UA

SYSTEM-WIDE GROUPS FOR SYSTEM-WIDE ISSUES
Chapter 03.01 – Faculty, Staff, and Student Governance

REGENTS’ POLICY
   – Establishes authority of groups

UNIVERSITY REGULATION
   – Details specific rules for system and MAU governance
UA System Governance is comprised of:

- Staff Alliance
- Faculty Alliance
- Coalition of Student Leaders
- System Governance Council

These groups take up matters that affect the university system as a whole.
SYSTEM GOVERNANCE

STAFF ALLIANCE

– Eight (8) staff representatives
– Two from UAA, UAF, and UAS…
– …and SAA sends two representatives
– Works on system-wide staff initiatives
– Reviews policy/regulation changes
SYSTEM GOVERNANCE

FACULTY ALLIANCE

– Nine (9) faculty representatives
– Three from UAA, UAF, and UAS
– Works on system-wide faculty or academic related initiatives
– Reviews policy/regulation changes
SYSTEM GOVERNANCE

COALITION of STUDENT LEADERS

- Ten (10) student representatives
- One from each campus: Anchorage, Fairbanks, Juneau, Kachemak Bay, Kenai, Ketchikan, Kodiak, MatSu, Prince William Sound, Sitka
- Works on system-wide student initiatives
- Reviews policy/regulation changes
- Advocates with the legislature
SYSTEM GOVERNANCE

SYSTEM GOVERNANCE COUNCIL

- Nine (9) system representatives
- Two staff, faculty, and student representatives
- Three alumni representatives
- Works on system-wide initiatives that affect multiple groups
- Reviews policy/regulation changes
SW OFFICE

Morgan Dufseth
Executive Officer
mdufseth@alaska.edu
Butro 106E
x8042
• Upcoming meeting information & materials
• System group information
• Items under review
SAA WEBSITE

- Past Agendas & Minutes
- SAA-specific information
- Election & event information
alaska.edu/governance/
alaska.edu/governance/saa/
COMMUNICATIONS

SAA List Serv:
ua-sygov-saa@lists.alaska.edu

Staff Alliance* List Serv:
ua-sygov-staff@lists.alaska.edu

All SW Staff* List Serv:
uasw-l@lists.alaska.edu

* Moderated list serv
All messages will be reviewed by a moderator prior to being released to the list
OTHER RESOURCES

Google Forms
*Free to all UA-employees*

Survey Monkey
*System Governance has a paid account*

WANT MORE?
Let me know if there are other resources SAA could utilize
QUESTIONS
THANK YOU FOR PARTICIPATING