GOVERNANCE BASICS

SYSTEM GOVERNANCE AT THE UNIVERSITY OF ALASKA

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
- Adopted by the body prior to taking up business
- Can be amended prior to adoption
- Distributed several days before the meeting and posted online

ROBERT'S RULES OF ORDER

AGENDAS INCLUDE:

- Guest and Public Comments
- Regular reports
- Presentations
- Ongoing business
- New Business
- Roundtable

ROBERT'S RULES OF ORDER

MINUTES

Minutes are the written record of each meeting. Minutes are typically shared with SOSC 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

ROBERT'S RULES OF ORDER

HOW to MAKE a MOTION

First member: "I move that…"

Second member: "I second."

Chair: [states the questions]

ROBERT'S RULES OF ORDER

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.

ROBERT'S RULES OF ORDER

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

ANNOUCING the RESULTS

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

ROBERT'S RULES OF ORDER

RESOLUTIONS

"For more important or complex questions, or when greater formality is desired," the motion can be presented in the form of a resolution.

ROBERT'S RULES OF ORDER

SOSC MOTIONS & RESOLUTIONS

Any SOSC member can present a motion or resolution for consideration. They can be done at the meeting or written out ahead of time.

SOSC
CONSTITUTION & BYLAWS

BASIC RULES RELATING TO SOSC

SOSC CONSTITUTION & BYLAWS

ARTICLES 1 & 2

- The name of the body

  (System Office Staff Council)

- Purpose (to represent system office staff)

- Where it receives its authority

  (from the UA BOR)

SOSC CONSTITUTION & BYLAWS

PURPOSE and RESPONSIBILITY

– Opportunity for SO 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 VPASR

– Communication to SO staff information of interest

– Provide representatives to the UA Staff Alliance

SOSC CONSTITUTION & BYLAWS

ARTICLE 3 – Membership

- Section 1. Employee Membership

- Section 2. SOSC Representatives

- Section 3. Alternates

- Section 4. Elections

- Article 5. Attendance, Absences, and Recall

SOSC CONSTITUTION & BYLAWS

ARTICLE 4 – Officers

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

- Section 2. Responsibilities

  - President: lead meetings, develop agenda, speak on behalf of SOSC

  - VP: fill in when the president is unavailable

  - Secretary: take minutes, draft highlights

- Section 3. Succession

SOSC CONSTITUTION & BYLAWS

ARTICLE 5 – Meetings

- Section 1. Regular Meetings

- Section 2. Annual Meeting

- Section 3. Special Meetings

- Section 4. Quorum

- Section 5. Participation in Meetings

SOSC CONSTITUTION & BYLAWS

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

SOSC CONSTITUTION & BYLAWS

ARTICLE 7 – Communications

- Section 1. Formal Actions of SOSC

- Section 2. SOSC

- Section 3. Staff Alliance

- Section 4. System Governance Office

- Section 5. Executive Guidance

SOSC CONSTITUTION & BYLAWS

ARTICLE 8 – Parliamentary Authority

SOSC follows the most recent version of

Robert's Rules of Order.

SOSC CONSTITUTION & BYLAWS

ARTICLE 9 – Amendments

- Section 1. Submission

  - SOSC 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

SYSTEM GOVERNANCE

Chapter 03.01 – Faculty, Staff, and Student Governance

REGENTS' POLICY

- Establishes authority of groups

UNIVERSITY REGULATION

- Details specific rules for system and MAU governance

SYSTEM 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 SOSC 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

UA System Governance

Local Group
System Group

Governance Support

Noel Romanovsky

Administrative Support

neromanovsky@alaska.edu

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x8055

GOVERNANCE WEBSITE

- Upcoming meeting information & materials
- System group information
- Items under review

SOSC WEBSITE

- Past Agendas & Minutes

- SOSC-specific information

- Election & event information

URLS

alaska.edu/governance/

alaska.edu/governance/sosc/

COMMUNICATIONS

SOSC List Serv:

UA-SOGOV-SystemOfficeStaffCouncil@alaska.edu

Staff Alliance* List Serv:

ua-sogov-staffalliance@alaska.edu

All SO Staff* List Serv:

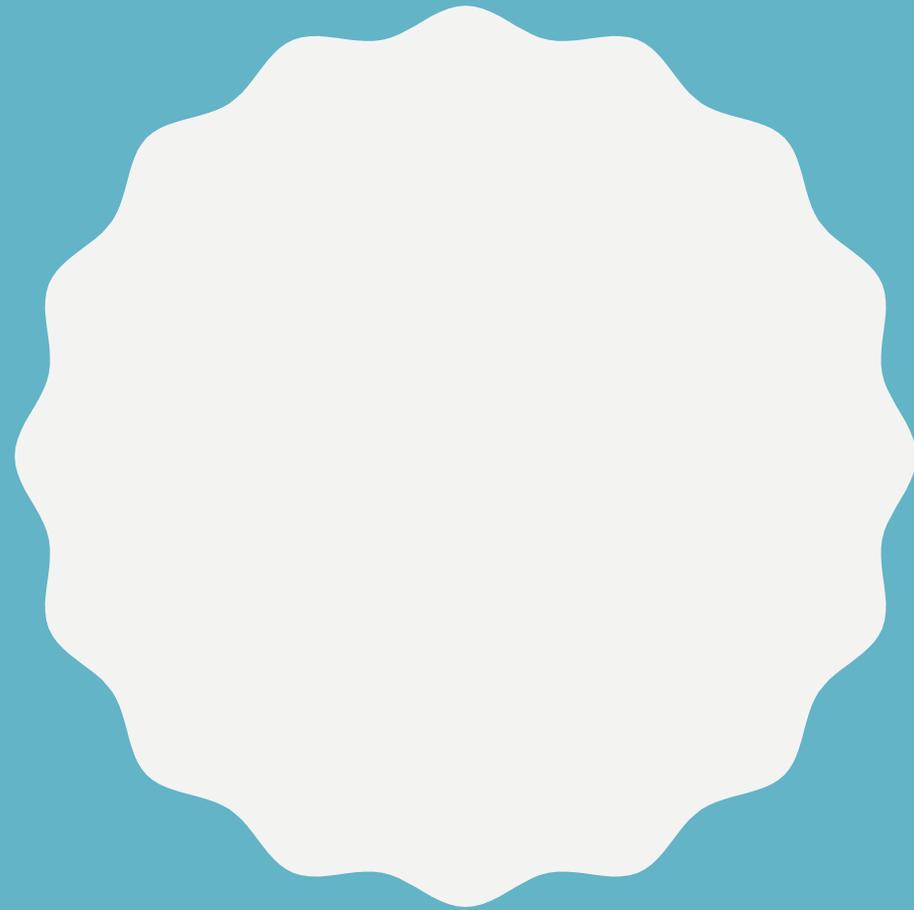uasw-l@lists.alaska.edu

SENDER BEWARE

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

WANT MORE?

Let me know if there are other resources SOSC could utilize

THANK YOU FOR PARTICIPATING