

Bylaws of the Institutional Planning Committee

(Revised February 19, 2003)

Article I (Name)

The Institutional Planning Committee is a Statutory Committee of the Faculty Senate. (Valdosta State University Statutes, Chapter 4, Article VI, Section 5)

Article II (Charge)

The Institutional Planning Committee:

- a. reviews policies and makes recommendations pertaining to the operations of the academic and administrative bodies of the **University**;
- b. reviews policies and makes recommendations pertaining to academic and administrative effectiveness of the **University**; and its units;
- c. reviews policies and makes recommendations pertaining to the use of physical, financial, and human resources to the **University**; and
- d. reviews policies and makes recommendations pertaining to comprehensive institutional planning. (Valdosta State University Statutes, Chapter 4, Section 5, d (1))

Article III (Membership)

The membership of the Institutional Planning Committee is composed of:

- a. three (3) elected senators appointed by the Committee on Committees with no more than one senator from any one college, Division of Social Work, and the Odum Library. The Committee on Committees appoints one of these Senators as chairperson;
- b. six (6) members of the General Faculty—one (1) elected by the General Faculty of each college and one (1) elected by the combined General Faculty of Division of Social Work, and the Odum library. None of the faculty elected may be Senators; **and**
- c. the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Business and Finance, and the Director of Institutional Research and **Policy Analysis**, and the Chief Planning Officer and Associate Vice President for Academic Affairs. (Valdosta State University Statutes, Article VI, Section 5, d (2))

The terms of appointed committee members are for three (3) years. The terms are staggered by the Committee on Committees so that one-third (1/3) of the appointed membership is replaced each year. (Valdosta State University Statutes, Article VI, Section 5, d (3))

Resigning committee members must submit to the chair of the Institutional Planning Committee a written resignation. A copy of all resignations must be submitted in writing to the Committee on Committees within one week of receipt of the resignation by the Committee chair. The Committee on Committees appoints replacements.

Article IV (Officers)

- a. Chair: The Committee on Committees appoints one of the elected senators as chairperson. That senator will serve a **one year term** unless reappointed by the Committee on Committees.
- b. Secretary: Committee members shall elect one of its members to serve as Secretary at the first committee meeting of fall semester.

Article V (Subcommittees)

- a. The Institutional Planning Committee may create subcommittees. At least one member of each subcommittee will also be a member of the Institutional Planning Committee.
- b. Subcommittee members do not need to be faculty or senators and are chosen solely by the Committee. The terms of subcommittee members are determined by the Committee.
- c. Subcommittee chairs will be appointed by the Committee chair, subject to the approval of the Committee.
- d. The Committee on Committees will be informed of the membership of subcommittees.
- e. Subcommittee chairs will give the Committee advance notice of meetings, provide minutes of meetings, and submit recommendations and reports as determined by the Committee.

Article VI (Procedures)

- a. On or before October 1, the Institutional Planning Committee will discharge the following responsibilities:
 1. Set a schedule of their regular meetings and inform the Committee on Committees.

2. Submit to the Executive Committee of the Faculty Senate a report containing an assessment of their charge and the goals they wish to achieve in the coming year.
3. Submit written rules governing their procedures to the Executive Secretary of the Faculty Senate and place these rules on reserve in the Odum Library.

b. Reports, recommendations, and proposals must be sent in writing to the Committee chair at least two (2) weeks before the next scheduled meeting. The Committee chair is responsible for setting the agenda for meetings.

c. All committee and subcommittee meetings are open. Members will decide whether or not guests will be heard and under what conditions. Meetings will be conducted according to the latest revision of Robert's Rules of Order.

d. The Committee will keep substantive minutes or recordings of their deliberations. Copies of approved Committee minutes or recordings, reports, proposals, recommendations, and all other documents are to be placed on reserve in the Odum Library no later than two (2) weeks after a Committee meeting.

e. The Committee will prepare an annual report and submit it to the Executive Secretary of the Faculty Senate by June 15.

f. A majority of the Committee membership will constitute a quorum.

g. A motion will be carried by a majority of members in attendance and voting.

h. Any member may request a paper ballot vote on any issue.

i. One proxy will be accepted per semester for a committee member who is unable to attend meetings.

Article VII (Amendments to Bylaws)

a. Advance notice of proposed amendments to the bylaws of the committee must be submitted in writing to the Committee chair at least four (4) weeks in advance of the next scheduled meeting.

b. A majority vote by those in attendance and voting will be required to amend the committee bylaws.