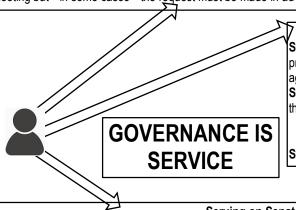
# Informing Yourself for Getting Involved

Michigan's sunshine laws mean that you are entitled to attend meetings (except those, or parts of those, involving personnel matters or other good reason posted in advance) at every level, including meetings of the Board of Trustees. At University and Board level, membership and meeting schedules are posted by the Office of the <u>Secretary for Academic Governance</u>. You may request "voice" (i.e. that you be allowed to speak) in a meeting but—in some cases—the request must be made in advance, and may be time-limited. See posted bylaws for the rules in each case.



## Raising an Issue or Amending Department and College Bylaws

**Step 1.** See bylaws online for committee responsibilities, membership, schedules, and procedures (which differ widely across campus). Note *timeliness* provisions for adding agenda items before the meetings in which they are to be taken up.

**Step 2.** Contact committee member/chair/dean to request that your issue be placed on the agenda of the next meeting of the committee/department/college. Include

- the language for any amendment, and
- the rationale for any issue or amendment.

Step 3. Meet with the committee/department/college to support your request.

### Serving on Senate

These are *elected* positions based on the number of faculty in each college, with rules established by the colleges, but many candidates volunteer and run unopposed. Faculty Senate meets twice a month: independently (chaired by the Chair of The Steering Committee), and as members of the University Council (chaired by the President)—so your schedule must be clear at the time of the meetings. One Senate seat in each college is reserved for the College Advisory Committee chair.

#### Serving on a University Standing Committee

University committees meet at designated times at least once a month, so your schedule must be clear at the time of the meetings. Candidates often volunteer, but elections are conducted in the spring by College Advisory Committees. No one may serve on two University standing committees at the same time.

## Serving on Other University Committees, Boards, and Panels

The Office of the Secretary for Academic Governance calls for volunteers, and the University Committee on Academic Governance serves as the nominating committee for these positions, elected by University Council. Other committees (Athletic Council and Faculty Health Care Council) are appointed.

# Serving on a College or Department Committee

Depending on the college or department and committee, these positions may be elected or appointed.

If it passes in committee, it may still require discussion & vote in your department or college although it is then the committee's responsibility to put it on the next higher unit's agenda.

If it fails in committee, the rationale for its failure should be in the minutes. At your option, you can take the issue to the next higher unit for discussion & vote (repeat steps 1–3).

NOTE: The illustration of shared governance below reflects the Bylaws for Academic Governance. The Trustees, ASMSU, and COGS have their own bylaws and their own reporting structures. For example, there is student representation on standing committees (except UCFT) and at meetings of the Trustees.

