

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 [Secretary for Academic Governance](#). 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 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.

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.

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.

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.

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

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).

MSU's Shared Governance Structure:

