

By-Laws of the University Planning and Budget Council of NEIU

Adopted 2/19/10

The University Planning and Budget Council is established in accordance with NEIU Board of Trustees Governing Policies, Section 6b.

1. Membership.

The Council shall consist of the following members. Members will serve three-year staggered terms (each beginning July 1) unless noted.

A. Faculty: The following members shall be nominated by their units. Nominees will be presented to the Faculty Senate for appointment to the Council.

- Two faculty members from the College of Arts and Sciences
- Two faculty members from the College of Business
- Two faculty members from the College of Education
- One faculty member from the Library

In addition to these faculty members, the current NEIU representative on the Faculty Advisory Council to the IBHE shall serve as a member of UPBC during his/her four-year term.

B. Two members from A and P shall be appointed by the A and P Council.

C. Two members from Civil Service shall be appointed by the Civil Service Council.

D. Two students shall be appointed by the Student Government Association. It is recommended that the SGA president and the Student Advisory Council representative be appointed, each serving a one-year term.

E. One Dean shall serve on the Council to be chosen by the Provost's Deans Council.

F. The following members shall serve ex-officio:

The University President
The Vice President for Finance and Administration
The Executive Director of University Budgets
Chair Designate

2. Officers.

A. Chair

The Chair of UPBC will serve a three-year term, subject to annual review by the Council and with the concurrence of the President. The term is non-recurring. The Chair will be counted as one of the representatives of whatever constituency he or she represents.

i. Responsibilities of the UPBC Chair

- a. With the University President, the Chair will develop/approve meeting agendas for distribution at least 48 hours in advance of any meeting
- b. With the University President, the Chair will draft/approve minutes of meetings of the Council.
- c. The Chair will represent the UPBC in meetings with other governance bodies.
- d. The Chair is responsible for the preparation of a report to the President each year detailing the UPBC's dispositions regarding Budget Priorities/Action Steps for the fiscal year under discussion.

ii. Succession

Given the length of the budget cycle, a Chair Designate shall be chosen for the Council during the second year of the Chair's term in order to provide an effective transition.

- a. During the spring term of the current Chair's second year, a Chair Designate will be nominated by a committee consisting of the heads of the shared governance groups: Chair of the Faculty Senate, and the Presidents of the Civil Service Council, the A and P Council, and the Student Government Association. The name of the nominee will be forwarded to the University President for approval.
- b. Beginning July 1, the Chair Designate will participate on the Council as an ex-officio member until he or she becomes Chair. If the Chair Designate is a member of the Council, the head of whatever constituency he or she represents shall appoint another member of the constituency to serve the balance of the Chair Designate's term as a voting member of the Council.

3. Responsibilities and Functions

A. Primary Functions

The University Planning and Budget Council has two main functions:

- i. To advise the University President concerning the alignment of budget proposals with the University’s published Mission, Vision, Values, Goals and strategic direction.
- ii. To enable regular communication on budget and planning issues between policy-makers and the various constituencies that make up the University.

The Council will also be called upon for consultation in the event of major cuts in programs or staffing or in general reductions in State support.

B. Operation

The regular work of the Council will proceed according to an annual planning process schedule where A, B, C and D represent successive calendar years:

Meeting(s)	Action/Activity
September A	President and Vice Presidents review Strategic Goals and Action Steps with UPBC
Oct-Dec A	Vice Presidents meet individually with UPBC to present and discuss proposals for fiscal year D Action Steps, Activities, Budget Requests
Jan-March B	Members circulate proposals to their constituencies, discuss feedback with Council at large; Council meets to prepare report to President
March B	UPBC submits recommended Activities and a recommended Budget Request for fiscal year D to the President
May-June B	President and Vice Presidents develop Budget Request and submit to UPBC and BOT (June B meeting, information item)
September B	President submits final Budget Request to UPBC for information and to BOT for action
Feb-April C	President and Vice Presidents review and refine fiscal year D Annual Work Plan and share, discuss with UPBC
June C	President presents fiscal year D Annual Work Plan and Preliminary Fiscal year D Budget to BOT
September C	President presents fiscal year D budget to BOT for approval

C. Information

To carry out their work, Council members will receive copies of all relevant state, IBHE, Board of Trustees, and University planning reports and budget documents in a timely manner.

D. Member Responsibilities

- i. Members of the Council are expected to attend all meetings, carefully review materials made available prior to meetings, and participate actively in discussion. By such activity, Members are expected to attain an understanding of budget issues and contexts requisite to communicating them to other members of the University community.
- ii. While Members may be chosen or appointed by a specific University constituency, they shall deliberate and complete the work of the Council with the broad purposes of the University as a whole in mind.

E. Communication

- i. Members are responsible for devising means of regular communication with the constituencies they represent on the Council, making every attempt to elicit feedback from peers and colleagues on issues coming before the Council.
- ii. Through the Office of the President, the Council will maintain a website to facilitate its efforts to communicate information to the University community. The website will also be used to publish its annual report on University priorities, Operating and Capital Requests and Budgets, Goals and Action Steps, allocation or re-allocation of resources, and other issues bearing on University Planning and Budgets.

4. Meetings.

A. Frequency.

The Council will meet the second Friday of each month, September through May. Additional dates (generally Fridays) may be added as needed (including summer months), or dates can be changed if required by the Chair and the President. Additional meetings may be called by the Chair, requested by the University President or one of the Vice Presidents, or by petition of at least three members of the Council.

B. Agendas

Time, place and agenda for Meetings will be provided by the Chair at least 48 hours in advance.

C. Quorum

A quorum of the UPBC will be a simple majority of currently appointed members.

D. Absence of Chair

In absence of the Chair, the Chair Designate or a voting member selected by the University President will act as Chair Pro-Tem.

5. Amendments

Amendments to these By-Laws must be proposed in writing at least one week prior to a meeting of the Council, must be approved by a two-thirds majority of the voting members, and must be submitted for endorsement by all constituency groups and the University President.

6. Parliamentary Authority

Unless otherwise specified, Robert's Rules of Order (latest edition) shall be the parliamentary authority for all deliberations of the Council.