

## UW-L Joint Planning and Budget Committee By-Laws & Procedures

### BY-LAWS

#### Duties and Responsibilities

The Joint Planning and Budget (JP&B) Committee is an advisory committee that represents the university community in regards to planning and budget decisions. The mission and strategic plan of the university should drive both planning and budget. The committee will make recommendations to the Chancellor regarding budget planning and proposals and reporting actions to the governance groups and the campus community. JP&B shall provide guidance regarding planning and budgeting processes including, but not be limited to, involvement in campus mission and strategic planning, new programs and units, new initiatives, shifts in resources from one division or unit to another, input on budget reductions, and/or the allocation of new resources. JP&B may solicit, study, and review all available and pertinent information relating to the university budget and budget issues.

#### Membership

The committee shall consist of 28 members that include:

- Seven faculty members appointed by the Faculty Senate, including the Vice-Chair of the Faculty Senate, one representative from the College of Liberal Studies (CLS), one from the College of Science and Health (CSH), and one from the College of Business Administration (CBA). It is preferred that one of the faculty representatives be an instructional academic staff member. Faculty members will serve for up to six consecutive years with the length of appointment determined by the Faculty Senate. A one-year break is required after six consecutive years of service for additional reappointments.
- Six academic staff appointed by the Academic Staff Council, including the Vice-Chair of the Academic Staff Council. Preference for representation across units. Academic staff members will serve for up to six consecutive years, with the length of appointment determined by Academic Staff Council. A one-year break is required after six consecutive years of service for additional reappointments.
- Nine administrative members: Vice Chancellor for Administration and Finance, Provost/Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, Vice Chancellor for University Advancement, Vice Chancellor of Diversity and Inclusion, Dean of CLS, Dean of CSH, Dean of CBA, and Dean of SOE. Length of term is indefinite.
- Two University staff members appointed by the University Staff Council. University Staff members will serve for up to six consecutive years with the length of appointment determined by the University Staff Council. A one-year break is required after six consecutive years of service for additional reappointments.
- Four student representatives. Three undergraduates appointed by the Student Senate, one graduate student appointed by the Graduate Student Organization. Student members may serve for up to two consecutive years with the length of appointment determined by Student Senate and Graduate Student Organization. A one-year break is required after two consecutive years of service for additional reappointments.

*Ex-officio* (non-voting) consultants to the committee shall include:

- Assistant Vice Chancellor for Financial Services (official source of budget data)
- Director of Institutional Research (official source of enrollment management data)
- Associate Vice Chancellor for Academic Affairs
- Library Director
- Immediate Past Chair of JP&B Committee (if not already a regular member)

## PROCEDURES

A senior returning faculty member, appointed by the Faculty Senate, shall serve as the convener (ideally in consultation with the Vice Chancellor for Administration and Finance). The Chair of the committee will be elected by the committee from any member who has served the previous year on the committee.

The committee receives a charge letter annually from the Chancellor and will report directly to the Chancellor. Meeting times and dates will be posted in the *Campus Connection*. Minutes from the meetings will be posted within seven days to the Chancellor's website. The committee will operate during the fiscal year (July 1 – June 30). The first committee meeting of the fiscal year will be convened by the returning faculty member no later than the middle of September.

Robert's Rules of Order will be followed. A quorum shall be a simple majority of committee members. A quorum is necessary to conduct a vote. A simple majority of those voting is necessary to pass a motion. Abstentions are not votes. Voting occurs with a voice vote or a hand vote and any member can call for a roll-call vote. Proxy voting is not allowed. Members in attendance and members who join by teleconference and have heard the deliberation are eligible to vote. Minutes reflecting action items will be recorded by the faculty and staff members of the committee.

### Executive Committee

An executive committee will be nominated from the membership at the first meeting of the year and will be comprised of the JP&B Chair, one faculty representative, one academic dean, one academic staff member, one university staff representative, and one student. The executive committee will help to determine the agenda for upcoming meetings and review materials for distribution, as necessary.

### Changes to the By-Laws and Procedures

These by-laws and procedures may be amended through the following process: a simple majority of the current membership present and eligible to vote on by-laws is required to amend the by-laws. Any proposed amendment(s) shall be presented and distributed in writing prior to a meeting and voted on at the next subsequent meeting. All changes to this document must be approved by the Chancellor.

*(Adopted by the committee on 2014.10.01)*

*(Approved by the Chancellor on 2014.10.02)*

*(Approved by the committee on 2015.10.07)*

*(Revised February 2018 and Adopted February 14, 2018)*

*(Revised September 2018 and Adopted September 21, 2018 by JPB Executive Committee)*