

BYLAWS OF THE
BUDGET ISSUES COMMITTEE

ARTICLE I

Name

The name of this committee shall be Budget Issues Committee.

ARTICLE II

Purpose and Goals

The overall purpose of this committee is to act as a collective voice for presenting the concerns and needs of the respective institutional budget offices within the University System of Georgia, to share ideas and make recommendations to the system office as needed.

ARTICLE III

Membership

Section 1 – **Composition**

The Budget Issues Committee’s goal is to be comprised of one Chair and representatives from each university sector. Each sector’s membership will, at a minimum, be 30% of total institutions within the sector. Therefore, all active functions, processes, or projects undertaken by the Budget Issues Committee will be represented, at a minimum, by incorporating the following distribution of Committee members:

- 1.1 – Research 2
- 1.2 – Comprehensive 2
- 1.3 – State University 3
- 1.4 – State Colleges 3

Section 2 – **Appointment**.

The initial committee chair was elected by the university system budget directors. Subsequently, the committee members will elect the Vice Chair who becomes chair after the one-year vice-chair term.

Members will be appointed by the Committee Chair based on nominations and/or volunteers from the system institutions. The Committee may nominate members and ex-officio members for appointment by the Committee Chair. The Committee members will serve a two-year term, from January to December.

Section 3 – **Term**.

Members will be allowed to serve a maximum of two consecutive terms unless there are no new volunteers from the sector, in which case, committee members may be nominated by membership for a subsequent two-year term in accordance with Section 3.

Ex-officio members may serve at the discretion of the USO Budget Office and the Committee without term limits.

Section 4 – **Chair**

Chair term is one year, from January to December. Past chair will become an ex-officio member for one year.

Section 5 – **Vice Chair**

Vice Chair term is one year, from January to December.

Section 6 – **Secretary**

Secretary will take the minutes for the meetings and term is at the discretion of the committee members.

Section 7 – **Member Privileges.**

Members who are not serving in an ex-officio position are eligible to participate in all Committee actions.

Section 8 – **Ex-Officio Members.**

The Committee shall include the following ex-officio members on a permanent basis: USG Budget Director and ITS Liaison.

The Committee may nominate additional ex-officio members for appointment by the Committee Chair to support specific Budget Issues Committee initiatives. These ad hoc ex officio members will not be eligible to participate in Committee actions in accordance with Section 7 above.

Section 9 – **Member Responsibilities.**

Members should conduct themselves at all times in a manner consistent with integrity and high ethical standards. If a member fails to do so, his/her appointment may be withdrawn by the Committee Chair.

Each member is expected to attend meetings and to participate in committee activities.

Each member is expected to study the issues or problems that come before the committee in order to contribute to the resolution process.

ARTICLE IV
Meetings

Section 1 - **Frequency of Meetings**

Committee will meet at least quarterly. Additional meetings will be held on an as needed basis. All minutes from scheduled meetings will be published electronically on the Budget Issues Committee website.

Section 2 – **Voting**.

All members (excluding ex-officio members) are voting members. In the event of an equally divided vote, the issue shall be put forth for a second vote with the Chair abstaining.

Section 3 – **Quorum**.

A quorum is required to conduct official business. A simple majority (50% + one) of the voting membership constitutes a quorum. Budget Issues Committee has ten regular voting positions; therefore, if all positions are filled, the quorum shall be six. If all positions are not filled, quorum shall be 50% + one of filled positions. Ex-officio members shall not be included in the quorum.

ARTICLE V
Subcommittees

This Committee shall have such Subcommittees as may be required for the effective conduct of the business of the Committee, provided, however, that Subcommittees shall be created only in response to need and to serve a specific purpose.

Members of each Subcommittee shall be appointed by the Chair, and each Subcommittee shall serve for no more than one year from the date of its appointment and shall be considered discharged upon the expiration of said year, unless specifically authorized by the Committee Chair at the time of its appointment, or from year to year, to act for a longer period.

No Subcommittee shall have more than five members in addition to ex officio members.

ARTICLE VI
Amendments

These Bylaws may be amended by the affirmative vote of two-thirds of quorum provided the proposed amendment or amendments have been given to the members in writing at least fifteen days prior to the meeting.