

UFS Bylaws and Standing Rules: A very brief review

Sandra Rezac, Governance Committee Chair

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UFS Winter Plenary

Acknowledgements

Bylaws Taskforce members (*indicates core members)

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Trish Ralph		The College at Brockport
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Background

- The “yellow book” was last published in 2013.
- At the Fall 2017 Planning Meeting, the Governance Committee was charged to update it.
- As a first step, we incorporated all of the approved amendments to date.



Changing Bylaws

Amendment vs. Revision

- **Amendment.** Amendments involve making changes to specific sections of the bylaws.
- **Revision.** “Changes of the bylaws that are so extensive and general that they are scattered throughout the bylaws should be effected through the substitution of an entirely new set of bylaws, called a revision. Notice of such a revision is notice that a new document will be submitted that will be open to amendment as fully as if the society were adopting bylaws for the first time.” (*Robert’s Rules, 11th ed.*: p. 593, lines 16-22).
- Both require advance notice such that proposed amendments or revision must be introduced at one plenary and voted on at another.

- We introduced the revised Bylaws and Standing Rules at the Fall Plenary.
 - Many of our bylaws are set by Board of Trustees policy.
 - Changing these involve approval by UFS, approval by the BoT, and then ratification by the majority of state-operated and contract colleges.
 - This proposed revision does not involve changing the parts of the bylaws set by the BoT.

- In our proposed revision, Procedures and Bylaws have become Bylaws and Standing Rules
- Standing Rules “are rules (1) which are related to the details of the administration of a society rather than to parliamentary procedure, and (2) which can be adopted or changed upon the same conditions as an ordinary act of the society.” (*Roberts Rules, 11th ed.*, p. 18, lines 4-8.)

- A third document still in progress is the Guidelines.
 - Proposed guidelines include detailed descriptions of the committees, useful information about reimbursement procedures, guidance on writing resolutions, etc.
 - Changes in the Guidelines can be made by the Executive Committee.