

15-3 Campus Governance (Portales)

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1. **Purpose.** The purpose of this policy and procedures is to set forth the manner in which the Eastern New Mexico University Portales Campus is governed.
2. **Policy.** The governance policy for the Portales Campus aligns with ENMU System governance outlined in ENMU AGP&P 15-2, Statement on Governance. The foregoing purpose and policy are implemented by the following.

Procedures

3. **Administration.** The administration of governance of the Portales Campus is the responsibility of the System chancellor, and the chancellor shall have the authority necessary for such administration. The chancellor may delegate such authority as he or she sees fit in the best interests of the campus.
4. **University Council.** The University Council (the Council) shall be the governance steering committee for the Portales campus, reviewing System-wide and Portales campus-specific policy issues (see AGP&P 15-2).
5. **Governance Responsibilities and Processes.** When there is a question about policies or the governance process, the appropriate administrator or constituency assembly shall refer the issue to the Council.
6. **Portales Campus Constituencies.** The internal constituencies of the University that shall be accorded a legitimate role in the governance of the institution are: administrative, faculty, professional, support and student. Constituency membership for the members of the four (4) employee constituencies shall be determined from employees' Personnel Action Notices or, if their status changes, from their most recent notices. Constituency membership for the members of the student constituency shall be determined from the current registration list. The administration shall maintain an up-to-date list of students registered and employees classified by constituency assignment.
 - A. The administrative constituency is defined as including: chancellor, vice presidents, associate and assistant vice presidents, executive director, deans of the undergraduate and graduate colleges, the director of the library and others as deemed necessary to the administration of the University by the chancellor with the advice of the Council.
 - B. The faculty constituency is defined as including all exempt, non-classified University employees who hold academic rank and whose responsibilities are primarily instructional and/or academic research, and not administrative or professional.
 - C. The professional constituency is defined as including all University employees who are classified as exempt, but are not primarily administrative, instructional or academic research in assignment.
 - D. The support constituency is defined as including all non-exempt classified University employees.

- E. The student constituency is defined as including all individuals who are registered for credit at the University who are not classified in any other constituency.
7. **Consultative Groups.** Consultative groups at the University consist of groups of constituency members who meet to provide input into and discussion of matters of University governance. The consultative groups shall include but not be limited to standing and ad hoc committees, councils, constituency senates and meetings of employees of an administrative unit. Rules common to all University consultative processes include:
- A. Meetings of consultative groups and units of the administrative structure in which policy decisions and/or recommendations are reached shall be open to members of the University community.
 - B. Parliamentary procedures shall be according to Sturgis' The Standard Code of Parliamentary Procedure, current edition, and a parliamentarian shall be elected.
 - C. Consultative groups shall be encouraged to make active use of resource personnel, especially those with defined responsibility or expertise in areas in which governance action is being considered.
 - D. Consultative groups shall be encouraged to seek broad input from constituencies having responsibilities in an action.
 - E. The Office for Planning and Policy (OPP) shall serve as a clearing house for consultative group and administrative unit announcements, agenda and reports according to University policies and procedures and direction of the Council.
8. **Committees and their Rules.** Committees shall be consultative groups of individuals selected from the constituencies. Committee membership shall be selected by processes described in the committee definition. Committees shall report to the appropriate administrators or consultative groups, and provide minutes of their meetings to the OPP for distribution to the Council and the campus community via web posting. If the report involves matters of general interest to the University or of governance of the University, a report shall be made directly to the Council.
- A. Committee rules shall include these provisions:
 - (1) A quorum shall be a simple majority (half plus one) of the voting membership of the committee.
 - (2) Members cannot send substitutes; if an individual is unable to participate or fails to participate consistently without good reason, the chairperson may request a replacement from the appointing body.
 - (3) Ex-officio members of committees shall be non-voting unless otherwise defined in the Council and stated in the List.
 - (4) Chairpersons shall have the right to vote.
 - (5) Meetings and agendas shall be announced to the University community a reasonable time in advance, except when emergencies occur. Emergencies can be declared by the chairperson or a simple majority vote of the committee.
 - (6) Significant proposals (policy change or addition, curricular proposals, etc.) shall be circulated to committee members and affected constituency senates a reasonable time in advance of the time of action.

- (7) Minutes and reports shall be circulated to the committee membership and to the designated receivers of reports from the committee by paper copy and to the University community by placement on the University web site.
 - (8) Membership and chairpersonship for committees shall be rotated at sufficient intervals to provide for both variety and continuity in participation.
 - (9) Except where inappropriate, membership shall be distributed widely across constituencies.
 - (10) The consultative group or administrator to whom a committee reports shall be responsible for providing the chairperson of the committee with adequate support for committee activities (secretarial services, copying costs, etc.).
 - (11) It is the obligation of each prior year committee chairperson to call the first meeting of the committee in the beginning of a new academic year for the purpose of electing a new chairperson, even though he or she may no longer be a member of the committee. In the event a chairperson is no longer employed or enrolled, the administrator for Planning and Policy shall appoint a committee convener.
- B. University standing committees, the standing committees of the constituency senates and University level ad hoc committees shall be defined and coordinated by the Council and reflected on the List. Constituency assembly internal committees shall be defined and coordinated by the constituency senates.
- (1) University Standing Committees shall be consultative groups with mixed constituency membership responsible for recommendations on designated matters of general University concern.
 - (2) Standing Committees of the constituency senates shall be consultative groups that may have mixed constituency membership and are responsible for recommendations on designated matters of general University concern. Such committees shall meet regularly or as needed, and shall send their recommendations to the sponsoring constituency assembly, which may evaluate and amend the recommendations before it shall send them through the Council to the appropriate administrator with dissemination to the other constituency senates.
9. **Definition of Councils.** Councils are consultative groups of administrators, administratively appointed individuals and/or persons serving by designation of their position. The purposes of councils are:
- A. To coordinate policy implementation and administration for the administrative area within which they are located. This process may include but not be limited to:
 - (1) Serving as a clearing house for administrative information;
 - (2) Facilitating problem identification and review and
 - (3) Considering innovations in administrative programs and procedures.
 - B. To evaluate, amend and approve policy proposals and to formulate and initiate policy change affecting their administrative area.

10. **Constituency Senates.** There shall be constituency senates for the faculty, professional, support and student constituencies. These bodies shall be elected from the constituency membership and shall meet regularly and as needed to act on issues of constituency and University concern. If the administration decides contrary to the recommendations of a constituency assembly and the reasons for the decision are not judged by the constituency assembly to be sufficient to explain the contrary recommendation, then the officers of the constituency assembly shall be able to appeal the decisions to the next higher administrator or consultative level or, if necessary, to the Board. Constituency senates shall have standing committees with specific responsibility for certain University matters. Constituency senates are responsible for the continuing study of their own composition and rules and shall maintain structure and procedures that shall achieve an effective representation for constituency concerns.
11. **Role of the Board of Regents.** All policies and constituency documents are approved by the Board of Regents following appropriate consultation and chancellor approval. The Board shall be the ultimate arbiter of matters of University System governance. Such matters shall not be referred to the Board until all other appeals have been exhausted.

(Originally part of 15-2, and as such, Approved by Board of Regents on November 17, 2005)
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