

BYLAWS
TEXAS STATE UNIVERSITY
MPA PROGRAM ADVISORY COUNCIL

I. Name

The name of the body governed by these bylaws is the Master of Public Administration (MPA) Program Advisory Council hereafter referred to as the Council.

II. Purpose and Function

The Council serves as an advisory body for program activities including, but not limited to the following: curriculum development; program improvement; liaison and networking for program graduates; assistance with new student orientation; and career development. Goals and objective for the Council will be set and assessed annually.

III. Membership

There shall be three classes of membership in the Council: regular, student, and faculty.

a) The Council is authorized to include up to 25 members, elected or appointed for terms of three years in length. A member may serve two consecutive terms on the Council. Members shall serve staggered terms; one-third of the terms expire each year. The term of membership shall begin on September 1st and end on August 31st or until the member's position has been filled by an election or appointment. The Secretary in

conjunction with MPA Program Staff will maintain a roster of all elected and appointed members indicating their term expiration date.

b) Appointments are made by the Chair in consultation with the Executive Committee and are generally students who have graduated or an individual serving a short, unexpired term of a member who had to resign.

c) Practitioner members shall be nominated by the Nominating Committee and approved by a majority of the members present and voting at the April Council meeting each year.

d) Five student members shall be elected by the MPA Program Students in September of each year. Applicants for the student member positions shall be solicited from students enrolled in the MPA program during August and early September. Recruitment will occur with the assistance of faculty during classes and through the student list serv. The Secretary of the Council will collaborate with the staff to ensure the distribution and posting of recruitment materials and to conduct the election using paper and emailed ballots by the end of September each year.

e) Faculty members shall be appointed by the MPA Program Director with approval of the Political Science Department Chair.

f) Faculty members of the Council shall be without a vote.

g) Members shall attend Council meetings as scheduled. Members shall attend meetings of committees to which the member is assigned. A member shall notify the Chair or Program Director if he or she is unable to attend a scheduled meeting. It is grounds for removal from the Council if a member cannot discharge the member's duties for a substantial part of the term for which the member is elected or appointed because of illness or disability or is absent from at least three consecutive Council meeting. The Secretary in conjunction with MPA Program Staff will keep track of attendance and will contact any member who is absent from two consecutive meetings to apprise him or her of this provision. In determining whether to remove the member, participation by email or other means shall be considered as a mitigating factors.

IV. Officers

The officers of the Council shall be: Chair, Vice-Chair for Program Trends, Vice-Chair for Student Orientation/Alumni Conference, and Secretary. The Immediate Past Chair may serve as an ex-officio member of the Council. All elected officers shall be elected for a term of two years. The Chair and Vice Chair for Program Trends will be elected in even numbered years and the Vice-Chair for Student Orientation/ Alumni Conference and Secretary will be elected in odd numbered years.

- a) The Chair shall preside over meetings of the Council, assist in the achievement of its goals, and appoint committees to assist in the achievement of those goals.
- b) The Vice-Chair for Program Trends shall chair the Program Trends Committee. The Vice-Chair for Student Orientation/Alumni Conference shall chair that committee.
- c) The Vice Chair for Program Trends shall preside and exercise the powers of the Chair in the absence of the Chair and shall succeed to the Chair upon the death or resignation of the Chair to finish the term. Should the Vice Chair for Program Trends be also absent from a meeting or unable to succeed the Chair, the Vice Chair for Student Orientation/Alumni Committee shall preside or succeed the Chair.
- d) The Secretary shall take the minutes and record the proceedings of the Council. The minutes shall be approved at the next regular meeting of the Council. The Secretary will print out any votes made by email and summarize the votes as a record to be certified at the next regular meeting. The Secretary shall also ensure records of attendance are maintained and collaborate with MPA Program Staff to ensure the election of student members is conducted in a timely manner and according to these by-laws. The Secretary shall maintain a record, in collaboration with MPA Program Staff of the terms of directors and of officers.

V. Meetings

a) Regular meetings of the Council shall be held at least three times each year. The time and place of each meeting shall be designated by the Chair in concert with the wishes of the Council and the Program Director. Generally the meetings will be set for the months of October (Fall), April (Spring) and July (Summer) and occur on a Saturday morning for ease of attendance of all members. Special meetings may be called by the Chair. A quorum qualified to take action for the Council shall be one-third of the voting members of the Council. The vote of a majority of the members present and voting at a meeting shall constitute the decision and the action of the Council. Members may vote by email on any matter put to a vote of the Council by the Executive Committee by emailing the Administrative Assistant of the MPA Program Director. At the next regular meeting of the Council, the record of the email vote will be certified as part of the business of that meeting by the Secretary.

b) Parliamentary Procedure. In the absence of any provision to the contrary in the By-laws, all business meetings of the Council, of the Executive Committee, and of the special committees shall operate with an effort to reach consensus. However, when decisions require a vote or a process is uncertain, the Council and its committees will be governed by the parliamentary rules and usage contained in the current edition of Robert's Rules of Order, Newly Revised.

VI. Committees

a) Standing Committees - The Chair shall appoint the members of the following standing committees and designate the Chair of the Nominating Committee in October. The members of any Ad hoc Committee formed during the year shall be appointed by the Chair in consultation with the

Executive Committee. The Chair may appoint non-council members to committees as ex-officio members.

1) Executive Committee - The Executive Committee shall consist of the Chair, Vice-Chairs, Secretary, Program Director, and the Immediate Past Chair of the Council, if available to serve. The Executive Committee shall administer policies of the Council and shall, between scheduled meetings of the Council, serve as the chief administrative authority of the Council. The Executive Committee may act by majority vote of its members present at a meeting in person, by a majority written consent of its members, or by majority vote of its members polled by telephone or email.

2) Program Trend Committee - The Program Trends Committee shall be responsible for making recommendations to the Council regarding changes in public administration professional practice, i.e., biannual review and recommendations on course content, course currency and new courses. The committee shall consist of five practitioner members, one student member, and a faculty member.

3) Student Orientation/Alumni Committee - The Student Orientation/Alumni Committee shall consist of at least two practitioner members, two student members, and one faculty member. The Student Orientation/Alumni Committee shall be responsible for making recommendations for the development and operation of the Council's annual orientation for new MPA students in August. The Student Orientation/Alumni Committee shall work with the Program Director to schedule and conduct the annual orientation. The Student Orientation/Alumni Committee shall promote activities to involve alumni in program activities and support.

4) Nominating Committee - The Nominating Committee shall consist of an odd number of members appointed by the Chair in October of each year. The committee shall be responsible for making recommendations to the Council on candidates to fill practitioner member positions and Council offices. The Secretary, in cooperation with the Administrative Assistant of the MPA Program Director, shall apprise the Nominating Committee of all

those members whose terms will expire and those offices scheduled for election in the coming year. The Nominating Committee shall contact each person whom it wishes to nominate, in order to obtain his or her acceptance of nomination either to the Council or for an officer position. The report of the Nominating Committee shall be made not later than one month before the meeting date set for the Spring meeting and the election shall occur at the Spring meeting. Voting may occur by email or in person at the meeting. New members will be invited to an orientation prior to the Summer meeting organized by the Nominating Committee and the Executive Committee.

b) Ad hoc Committees - The Chair may appoint ad hoc committees as needed, including a Bylaws Committee. The size and composition of the committee shall be at the discretion of the Chair or the Executive Committee. Ad hoc committees may include members of the Council, faculty from the Political Science Department, and persons other than members of the Council with particular expertise relevant to the purpose of the committee.

VIII. Amendments

Amendments to these By-laws may be initiated by any member of the Council and presented to the Bylaws Committee. The Bylaws Committee may, at any meeting of the Council, call for a vote on an amendment if notice of the proposed amendment or amendments is contained in the written notice of such meeting. For adoption of a proposed amendment to these Bylaws, a majority vote of the membership of the Council shall be required.

Amended March 27, 1999

Amended April 8, 2006

Amended July 15, 2006