

# COA Model Shop Committee Bylaws

## 1.1 Purpose:

The purpose of the Model Shop Committee is to provide guidance on pedagogical and research opportunities that impact use, scheduling, and infrastructure needs for the facility.

## 2.1 Committee Members:

Membership on the committee includes: Each of the five (5) Divisions (ARCH, CNS, ID, LA, & RCPL), Model Shop manager, Model Shop staff member, Facilities Manager, a Student representative, and a representative from the Graduate Research and Curriculum Committee. The Associate Dean will serve as a non-voting advisory member. A member of the IT Committee will serve as a non-voting advisory member for coordination purposes.

## 2.2 Term:

Division Policy will govern the term of representation.

However, appointment of new appointees from respective divisions is recommended to follow the schedule listed below in order to insure that the committee maintains continuity and momentum of committee:

*<sup>1</sup>Even years:* Arch, ID, RCPL;

*Odd years:* CNS, LA, Graduate Research representative;

*Yearly:* Student representative;

*On-going:* Associate Dean.

## 2.3 Chair:

The Model Shop Committee will elect a chair from committee membership to serve on the committee for two (2) years. The Chair will set the agenda for the committee. The Chair will receive feedback and information from the Dean and will inform the Dean of Committee activities, recommendations, and decisions.

## 3.1 Responsibilities:

- 1) Advise and consult on appropriate issues with the Dean including:
  - a. Addressing operations and shop hours
  - b. Staffing at the shop
  - c. Safety issues and policies for the shop
- 2) Discuss and advise the Dean on fee changes and financial assets of the Model Shop
- 3) Discuss and recommend purchase order level (approximately \$5,000 or greater) items for the Model Shop; items below this amount are at the discretion of the shop manager in consultation with the Dean as appropriate.
- 4) Discuss long term visioning, goals, objectives, and programming for future Model Shop facility.
- 5) Meeting Minutes: minutes will be recorded by a member of the committee on a rotating basis and submitted to the committee within one week of a meeting. Meeting minutes will be emailed and Committee members will approve minutes within one week via email. Approved minutes will be available to post to the COA website within one week of committee approval of minutes.

## 4.1 Frequency of Meetings:

---

<sup>1</sup> Even or Odd Year refers to the spring semester year. E.g. Spring 2012 = Even Year, Spring 2013 = Odd Year

This committee shall be called upon as needed by the Chair. A minimum of two (2) regularly scheduled meetings per semester will be held for purposes of long term planning and discussions on current issues at large.

#### **4.2 Attendance:**

Members that miss more than two (2) regularly scheduled meetings may be asked by the Chair to consider finding an alternate representative to serve on the committee.

All members are eligible and expected to attend and participate in committee meetings. Other guests may attend meetings and participate in discussions when invited by the committee, but may not vote.

#### **5.1 Voting and Decisions:**

Voting for the elected position of Chair for the committee will be by secret ballot utilizing online survey software when available. Voting for the new chair will be held in the spring semester with the new term to begin at the end of the spring semester in order to allow for preparation over the summer. The voting period will not exceed ten (10) calendar days. A simple majority of ballots cast will determine the selection of the new Chair.

All other committee decisions shall be made through consensus. Consensus will be defined as the majority of committee members' present, if over 50% of the committee members are in attendance.