

# **President's Advisory Committee on Disability Issues**

## **Bylaws**

**PREAMBLE:** Michigan State University's commitment to persons with disabilities stems from its commitment to inclusion and institutional accessibility which guides ongoing efforts to make the university community one that welcomes the contributions of all its members.

### **1.0. PURPOSE**

The President's Advisory Committee on Disability Issues was established in 1987 to ensure broad institutional input on matters relating to persons with disabilities of all characteristics at MSU. The Committee is responsible for advising the President on University policies, programs and procedures affecting persons with disabilities in the University community.

### **2.0. CHARGE**

The President's Advisory Committee on Disability Issues shall:

- 2.1. Be informed about and take cognizance of federal and state laws and University regulations and policies affecting persons with disabilities.
- 2.2. Assist in the evaluation of the efficacy of present University programs, policies and procedures as they affect persons with disabilities.
- 2.3. Identify areas in which new policies, programs, and/or procedures are needed to assure that persons with disabilities have access to programs and facilities within the University.
- 2.4. Assist in monitoring the effectiveness of programs for persons with disabilities and progress towards a barrier free environment for persons with disabilities of all characteristics.

### **3.0. COMPOSITION AND SELECTION OF THE PRESIDENT'S ADVISORY COMMITTEE ON DISABILITY ISSUES**

3.1. The Committee shall be composed of voting members recommended by the following units/organizations and appointed by the President.

#### **ACADEMIC STAFF (5):**

4 faculty members from University Committee on Academic Governance (3 Tenured, 1 Non-Tenured)

1 Specialist or Librarian selected from a slate comprised of two nominees each from: Academic Specialist Advisory Committee and Library Faculty Steering Committee

#### **SUPPORT STAFF (3):**

Selected from a slate comprised of two nominees from each group:

Administrative-Professionals Association (APA)

Administrative Professional Supervisors Association (APSA)

AFSCME Local 1585

AFSCME Local 999

Clerical-Technical Union (CTU)

Fraternal Order of Police (FOP), Lodge 141 (Non-Supervisory)

IATSE & MPMO, Local 274

IUOE Local 324

Michigan State University Extension (MSUE)

Non-union support employees, nominated by the Executive Vice President for Administrative Services

STUDENTS (5):

1 undergraduate student from Associated Students of MSU (ASMSU)

1 graduate student from Council of Graduate Students (COGS)

3 undergraduate or graduate Students-At-Large, Resource Center for Persons with Disabilities

3.2. Nominating organizations shall submit a minimum of two nominations for each vacancy on the Committee. Organizations are encouraged to nominate strong advocates on disability issues. Nominations shall be submitted to the President prior to April 1 and appointments shall be completed prior to May 1. However, nominations may be considered until vacancies are filled.

3.3. The appointment of membership to the Committee will aim to ensure strong, but not necessarily exclusive, participation of persons with disabilities.

3.4. By March 1 of each year, the Committee and the President will review the appointment status for vacancies to be filled for the coming year.

3.4.1. If the President or the Committee feel that diverse characteristics (i.e., visual, hearing, mobility, alternative learning, characteristics (i.e., visual, hearing, mobility, alternative learning, etc.) are not represented on the Committee, the President may appoint additional Committee members with these characteristics. When and if necessary, such individuals shall be appointed as voting members by August 16 to serve one year terms.

3.4.2. If the President or the Committee feel that there is not a balance of representation among faculty, staff, and students, the President may appoint individuals to address the underrepresented constituency. When and if necessary, such individuals shall be appointed as voting members by August 16 to serve one year terms.

3.4.3. If the President or the Committee feels that the number of members rotating off the Committee at one time will be detrimental to the work or functioning of the Committee, the terms of one or more members may be extended by one year to correct the rotation.

3.5. Vacancies during terms shall be filled in a manner consistent with the regular selection process.

3.6. The following offices and positions shall be represented on the Committee ex-officio list, as members without vote:

The ADA Coordinator

The Office for Inclusion and Intercultural Initiatives

The Office of Planning and Budgets

- Facilities Planning and Space Management

The Office of the Provost and Executive Vice President for Academic Affairs

The Office of the Vice President for Student Affairs and Services

The Office of the Executive Vice President for Administrative Services

- Human Resources
- Infrastructure Planning and Facilities
  - Engineering Services

The Office of the Vice President for Auxiliary Enterprises

Intercollegiate Athletics

IT Services Academic Information Technology

Usability/Accessibility Research and Consulting

3.7. The Resource Center for Persons with Disabilities will act as special consultants to the committee.

3.8. Terms of office shall begin on August 16 and shall be for three years. Provision shall be made to stagger terms.

3.9. By May 1 of each year the Committee shall elect a chairperson and a vice-chairperson from the current voting members who have at least one remaining year to serve on the committee. The official term of office will begin on August 16 and continue for a period of one year.

3.10. When the chairperson is unable to fulfill responsibilities, the vice-chairperson shall do so.

#### 4.0. ATTENDANCE

4.1. If a Committee member is unable to serve or fails to participate for a period of one semester, excluding summer session, a replacement for the remainder of their term may be appointed by the President in a manner consistent with the regular selection process.

#### 5.0. PROCEDURES & FUNCTIONS

5.1. The Committee shall operate in accordance with Bylaws for Academic Governance<sup>1</sup>, as advisory mode of participation is defined.

5.2. The chairperson, working in conjunction with the Committee's staff, shall prepare and distribute the agenda and minutes at least one week prior to each monthly meeting.

5.3. A quorum of 1/2 of appointed voting members must be present to take action at any meeting.

5.4. Motions are accepted by a simple majority vote of members in attendance at a meeting. The chairperson may vote only to break a tie. Ex-officio members, special consultants, or substitutes for voting members may speak to motions, suggest amendments, and submit agenda items, but not vote.

5.5. Upon written request and within time limits established by the Committee, any member may invite individuals to make presentations before the Committee.

5.6. The chairperson shall represent the Committee at appropriate official university functions.

5.7. If an action must be taken and it is impossible to schedule a meeting, the chairperson must consult with a majority of the voting Committee members prior to making a decision.

5.8. The Committee shall review its composition, procedures, and functions and recommend appropriate Bylaws revisions to the University president no less than biennially.

#### 6.0. SUBCOMMITTEES

6.1. Subcommittees may be assembled by the chairperson to address Committee priorities.

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<sup>1</sup> Bylaws of Academic Governance: 1.3 Modes of Participation; 1.3.2 Advisory--A deliberative body of faculty or students recommends policies to an administrator who is authorized to make decisions. The administrator is not bound by the recommendations and accepts responsibility for the decisions.

6.2. Committee members, voting and ex-officio may be assigned to subcommittees according to their organization affiliation and/or expertise.

6.3. To enhance the operation of subcommittees, members of the University community may be invited to participate. However, Committee members shall constitute and maintain majority representation on subcommittees.

6.4. Each subcommittee shall elect a subcommittee chairperson from among its voting Committee members only. All subcommittee members are permitted to vote on motions in a subcommittee.

6.5. Each subcommittee shall establish its own operating procedures except as specified in these bylaws.

6.6. The subcommittee chairperson, or a designated representative, shall report to the full Committee at scheduled meetings. The full Committee will vote to accept/reject the final recommendations of each subcommittee. All reports will become part of the permanent record of the Committee.

## 7.0. MEETINGS

7.1. The Committee shall meet monthly throughout the academic year. Provisions can be made for scheduling additional full Committee meetings if necessary.

7.2. Meetings shall be called to order by the chairperson.

7.3. All meetings shall follow the general guidelines of Robert's Rules of Order.

7.4. Any committee member may submit to the chairperson an item for an agenda prior to its publication or move to amend an agenda or its order of business at the start of a meeting.

7.5. All Committee meetings shall be recorded. Approved minutes of full meetings shall be distributed to members of the Committee, the President and interested parties within the University. Records shall be maintained on file in the Office for Inclusion and Intercultural Initiatives for historical purposes.

7.6. All full Committee meetings shall be open to the university community unless stipulated otherwise by majority agreement of the Committee.

7.7. Between 15 to 30 minutes of each meeting shall be reserved for public comment, with no single commentary longer than 15 minutes.

## 8.0. RESOURCES

8.1. The Committee and its subcommittees shall have access to faculty, students, University administrators and staff as necessary to ask questions and gather relevant information.

8.2. The Committee shall coordinate its action with other University committees with overlapping or similar issues.

8.3. The Office for Inclusion and Intercultural Initiatives shall provide staff and clerical support to the Committee and its subcommittees, and may be delegated by the Committee to compile information.

#### 9.0. INTERACTIONS WITH THE PRESIDENT

9.1. The President shall meet with the Committee at least once during the academic year. Additional meetings may be requested by the President or the Committee.

9.2. The Committee shall promptly forward its recommendations to the President. It is the responsibility of the President to ensure that all approved recommendations are promptly disseminated for consideration by appropriate University offices and to facilitate communication between the Committee and University administrators.

#### 10.0. ADOPTION OF BYLAWS

10.1. These Bylaws are adopted by a majority vote of the voting members in attendance at the designated meeting for taking such action, and approval of the President.

10.2. Amendments to the Bylaws require a 2/3 vote for adoption by voting members in attendance at the designated meeting for taking such action, and approval of the President.

10.3. Organizations and units listed in 3.0 may change names. Amendments to the Bylaws to reflect changes in organization names shall not require Committee and President approval, if such changes do not modify the number of Committee members or the balance of representation in the Committee membership structure.

Approved by Committee: 4/29/96

Approved by President: 6/4/96

Editorial revisions made and approved by Committee: 3/24/08

Current draft made and approved by Committee: 2/22/16

Approved by President: April 25, 2016

Editorial revisions made and approved by Committee: January 22, 2018

Approved by President: March 16, 2018 (Interim President, John Engler)