**UNIVERSITY POLICY COMMITTEE**

**BYLAWS**

**ARTICLE 1: DUTIES**

The University Policy Committee (UPC) is a standing committee of the University authorized by the President to support and provide accountability for the review process established for all newly proposed and/or significantly revised university policies. Following the procedures detailed in the Policy on Policies, all new and/or substantially revised policies must be reviewed and recommended by the Vice President for Internal Audit to the appropriate executive vice president, prior to becoming official University Policy. Final approval of new and/or significantly revised policies is provided by the appropriate Executive Vice President.

The UPC has three functions: (1) to provide consultation and support to the VP for Internal Audit for the review of new and/or significantly revised policies as needed; (2) to provide oversight of all university policies that have been reviewed and recommended for approval during the same academic year, and (3) to maintain the UPC Policy on Policies. The VP for Internal Audit may call a meeting of the UPC to enable a full review of a new or significantly revised policy, as outlined in the policy on policies. This review will make full use of the wide representation of university stakeholders who serve on the committee.

While the VP for Internal Audit is not expected to call on the UPC each time a new or significantly revised policy is submitted, the VP for Internal Audit must, at minimum, provide a summary of all policies submitted for review as well as report the subsequent decisions that were made for each policy, each academic year. A meeting of the UPC will be called on an annual basis for this oversight purpose. The purpose of this second UPC function is to enable a wide range of university stakeholders, as represented by the membership of the committee, to review the range and scope of university policies that have been submitted each academic year, as well as the subsequent decisions that were made in relation to each policy proposed. Informal feedback will be provided to the VP for Internal Audit at the annual meeting, and if needed, written recommendations for improving the policy proposal, review, and/or dissemination process, will be made to the executive Vice Presidents.

**ARTICLE 2: MEMBERS**

There shall be twelve voting members of the committee.

1. **Administrative Members**: The UPC shall include ten voting administrative members, as follows:

* Vice President of Internal Audit (chair)
* Vice President for Intercultural Affairs
* An Academic Affairs Administrator, to be appointed by the Provost
* Dean of Students
* Vice President, Human Resources
* Vice President, Information Technology
* A representative of University Advancement, to be appointed by the SVP for University Advancement
* A representative of Marketing and Communications, to be appointed by the SVP for Marketing and Communications
* University Risk Manager
* University Controller, Vice President for Finance

1. **Faculty Members**: The UPC shall include one voting faculty member, as follows:

* The President of the Faculty Senate

1. **Staff Members**: The UPC shall include one voting staff member, as follows:

* The President of the Staff Senate

**ARTICLE 3: OFFICERS AND DUTIES**

**Duties of the University Policy Committee Chair (VP for Internal Audit)**: The VP for Internal Audit will serve as chair of the University Policy Committee. The VP for Internal Audit is charged to review all new or significantly revised policies for adherence to University policy guidelines for formatting and essential components and evidence that appropriate consultation has occurred during the drafting process. It is not the responsibility of the VP for Internal Audit to review the substance of policies; this type of review takes place during the divisional (or sub-divisional) policy review and development process. In addition, it is the responsibility of the VP for Internal Audit to ensure that all University policies are reviewed on a periodic basis and are maintained in the University Policy Repository.

As UPC Chair, the VP for Internal Audit is also responsible for scheduling and conducting meetings, preparing the agenda, and serving as the principal representative of the Committee in its dealings with university leadership.

**Duties of the University Policy Committee Vice Chair (University Risk Manager):** In the event that the VP for Internal Audit is unable to call a meeting of the UPC when it is deemed necessary to do so, the Vice Chair has the authority to call for a meeting of the UPC. In this situation, the Vice Chair will be responsible for scheduling and conducting meetings, including preparing the agenda and serving as the principal representative of the Committee in its dealings with university leadership.

**ARTICLE 4: MEETINGS**

The UPC shall meet at least once per academic year, with the meeting dates and times to be determined by the chair. It is recommended that monthly UPC meetings be scheduled for the academic year in advance, and used as needed. One meeting in the Spring semester of the academic year will be set aside as the annual review meeting.

Seven voting members constitute a quorum.

The Committee will normally meet in executive session. The Chair may invite guests to Committee meetings.

The Chair may call for a vote to be conducted by email. If a member of the committee objects, however, the vote must be conducted in a meeting of the committee.

**ARTICLE 5: APPROVAL & AMENDMENT PROCEDURES**

A two-thirds majority of the committee shall be required for committee approval of these bylaws. Final approval rests with the Executive Vice Presidents of the University. In the case of disagreement, final approval rests with the Executive Vice Presidents of the University.

Amendments to these bylaws may be proposed at any meeting of the Committee, but they shall not be voted upon until the next meeting.After an amendment has been proposed, notice of the proposed amendment shall be sent in writing to all members of the Committee at least one week before the meeting during which the proposed amendment is to be voted upon.A two-thirds majority of the committee shall be required for preliminary approval of an amendment. Final approval rests with the Executive Vice Presidents of the University. In the case of disagreement, final approval rests with the Executive Vice Presidents of the University.

APPROVED BY THE UPC ON MARCH 8, 2016

APPROVED BY THE EXECUTIVE VICE PRESIDENT AND PROVOST ON APRIL 4, 2016

Revised and approved by the UPC on January 7, 2020