

**STRATEGIC PLANNING AND BUDGET STUDY COMMITTEE
BYLAWS**



ARTICLE I COMPOSITION AND CHARGE

Section 1 The composition and charge for the Strategic Planning and Budget Study Committee can be found in the University of North Alabama’s Shared Governance Document.

ARTICLE II ADMINISTRATIVE OFFICERS

Section 1 There will be three administrative officers of the Strategic Planning and Budget Study Committee: chair, vice-chair, and recording secretary.

Section 2 At the beginning of each year, the Strategic Planning and Budget Study Committee will select a chair and a vice-chair from among the eligible voting committee members. Normally, the previous year’s vice-chair will assume the chair position upon confirmation by the membership. The individual selected to serve as vice-chair should be willing and eligible to serve as chair during the following year. The chair shall preside at all meetings of the committee and shall be responsible for scheduling meetings and distributing agendas and minutes appropriate to each meeting. The vice-chair will have duties as assigned by the chair.

Section 3 The recording secretary will be appointed each year by the chair from outside of the membership of the committee and will have a non-speaking and non-voting role. The recording secretary will be charged with keeping detailed records of the decisions made by the committee and the task of collecting and distributing funding requests.

ARTICLE III

MEETINGS

- Section 1 The Strategic Planning and Budget Study Committee shall meet as necessary during the regular school semesters. The committee will typically meet once each month starting in September and concluding in April, but can meet more often at the discretion of the chair.
- Section 2 All meetings of the Strategic Planning and Budget Study Committee shall be open to any member of the university community to attend.
- Section 3 The Strategic Planning and Budget Study Committee may convene in an executive session, which will only be open to members of the committee, to discuss and/or vote on sensitive issues and funding requests.
- Section 4 A majority of voting members present shall constitute a quorum.
- Section 5 Voting by the membership shall be by voice or by show of hands. The chair shall only vote when his/her vote would affect the outcome (i.e., to make or break a tie).

ARTICLE IV

REQUESTS FOR FUNDING

- Section 1 Requests for funding are submitted during the academic year prior to the implementation of the new budget year, which begins each October 1. Submissions are accepted from October 1 to March 1. Except in rare and unique circumstances, the request must be linked to the goals of the annual report of the unit, and a rationale must be provided that supports UNA's Strategic Plan.
- Section 2 Requests for funding must be made through, and approved by, the appropriate vice president, utilizing the approved form and transmitted to the committee for consideration.

- Section 3 Requests must be received by the recording secretary at least 14 days prior to the meeting at which it will be considered. The recording secretary must forward funding requests to the committee members at least 10 days prior to the meeting.
- Section 4 Someone representing the funding request shall attend the meeting at which the request is considered. If no representative attends, the appropriate vice president will serve as the representative or it will be tabled to a subsequent meeting. The representative will provide a 1-2 minute overview of the funding proposal and then answer questions from the committee.
- Section 5 Once all proposals have been discussed, the committee will vote in executive session or at a later date.
- Section 6 The committee will revisit all funding requests each April before forwarding a prioritized list to the president for consideration in the next year's budget.
- Section 7 One-time requests for new funds are secured through the appropriate vice president and submitted to the Strategic Planning and Budget Study Committee as an information item.
- Section 8 Final funding approval is made by the Board of Trustees prior to the start of each budget year.

ARTICLE V

AMENDMENTS

- Section 1 This document may be amended by a majority vote of the committee.