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## BYLAWS OF THE

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August 26, 2021



## **ARTICLE II MEMBERSHIP**

- 2.0 Membership and voting rights for the Committee is specified in the [University Handbook, Section 3.1.2, University Standing Committees](#) .
- 2.1 Scope of Action of Members
  - 2.1a Members of the Committee are representatives of their colleges. The members will function in alignment with KSU’s strategic plan and mission. They will communicate committee activities to represented colleges.
  - 2.1b Members of the committee also consider the:
    - i. Need for standardization of digital learning practices.
    - ii. Proposed justifications for program modality changes.
    - iii. Evidence regarding consistency and appropriateness in approaches to digital learning.
    - iv. Alignment of academic policy proposals with University and USG Board of Regents’ academic policies.
- 2.2 Responsibilities of Members
  - 2.2a Members will fulfill their role in the University’s Shared Governance process.
  - 2.2b A member who cannot attend a scheduled meeting should arrange for a proxy in

**ARTICLE III  
OFFICERS**

3.0 Officers for the Executive Committee shall be elected at the last General Committee meeting (April) of the academic year. Nominations from the voting members will be called for at this meeting followed by elections by the voting members. Members elected to the Executive Committee should represent a balance of elected and appointed General Committee members.

3.1 Committee Chair

The Chair shall preside over all meetings. The Chair shall be a Faculty Member elected from and by the voting members for a one-year term, with the possibility of re-election for additional one-

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## **ARTICLE IV**

**ARTICLE V  
MEETINGS**

- 5.0 The Chair will hold regular meetings of the General Committee and Executive Committee according to the published schedule during the academic year.
  
- 5.1 Special meetings may be called by the Chair, Executive Committee or at the request of the Faculty Senate or the Office of the Provost and Senior Vice President for Academic Affairs.
  - 5.1a Notice of special meetings shall be distributed to all members specifying the purpose, time, date, place (which may be virtual), and agenda of the special meeting.
  - 5.1b In extraordinary circumstances, at least seven (7) business days must elapse between the time of the notification and the date of the special meeting.
  
- 5.2 The agenda for any regular meeting shall be distributed to all members specifying the meeting time, date, and place (which may be virtual) *at minimum* five (5) business days in advance of the date of the regular meeting.
  
- 5.3 Voting and Quorum  
A quorum, one-half (1/2) plus one of the voting members present, including proxies, must be confirmed prior to any actions requiring a vote.
  
- 5.4 General Committee meetings are open meetings without right of participation.
  
- 5.5 The Executive Committee may invite community constituents to attend a meeting when topics of discussion or review for voting are related to their field and/or a proposal.
  
- 5.6 The Chair may control the use of recorders, cameras, and like devices as necessary to ensure the orderly work of the Committee.



- a. Voting and non-voting members may participate in the discussion of a motion.
- b. Discussion must be confined to the merits of the motion.
- c. Discussion can be closed by the Chair if no one seeks the floor for further discussion or if a voting member makes a motion to call for the previous question.
  - A motion to call for the question (i.e. to end the discussion) must be seconded and is not debatable after being seconded.
  - Action on the motion to call for the question requires a simple majority vote by the voting members.

iii. Vote

- Chair calls for a motion to vote.
  - a. Action on the motion to call for a vote requires a simple majority vote by the voting members in attendance, including proxies.
  - b. **Reading: Only one reading is required.** A motion to call for a second reading requires a simple majority vote by the voting members in attendance, including proxies.
  - c. The Chair announces the result of the vote: i.e. “DLAC recommends the approval of \_\_\_\_\_, per the agenda, after voting.”

6.1i Announcements

6.1j Adjournment

The Chair adjourns the meeting by: “If there are no objections (or further business), the meeting is now adjourned.”







## **Attachment I Recommendations for Virtual Committee Meetings**

### **Technology**

University supported virtual meeting systems.

### **Expected Behavior**

- Join Meeting early when possible.
- Open the Chat Box (but keep comments related to the meeting content and voting).
- To be recorded for attendance and voting, type your name and college or department in the Chat Box. If you are a proxy, also include the name of the individual you are representing and their college or department.
- Mute your mic and turn-off your camera when you are not speaking. (This will assist with bandwidth issues.)
- The “Raise Your Hand” feature will be used to request to speak.
- Lower the “raise your hand” icon when you are finished.
- If you are not called upon in a timely manner, speak during the next pause in the discussion.
- Turn on your camera when you are speaking for accessibility purposes. For individuals with any hearing impairment, use “Live Captions” if available.

### **Meeting Process (Roles 1, 2, 3)**

- The agenda, meeting documents, and meeting link will be sent to members in advance of the meeting. (The meeting link will also be posted on the Digital Learning Advisory Committee website – <https://dlac.kennesaw.edu/>).
- Role 1 - Moderator (Committee Chair or Designee). This individual will:
  - Lead the meeting
  - Call upon individuals with “Raised Hands” to speak
  - Answer “Chat Questions/Comments”
  - Call for motions and voting to begin and end.
- Role 2 - Meeting Support (This individual will share a screen presenting the agenda.)
- Role 3 - Meeting Recorder (usually the Secretary). This individual will:
  - Record the attendance of the members who self-

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