

EXECUTIVE ORDER NO. 24-002

ESTABLISHMENT OF UNIVERSITY COUNCIL

The goal of a University Council is to involve University personnel and students collaboratively in the development and/or review of policies and procedures having University-wide or other significant impact to the University community. The input and advice of University personnel and students is deemed valuable and important to the President in the consideration and implementation of policies and procedures and in the consideration of policies by the Bluefield State University's Board of Governors.

Historically, the President of Bluefield State College utilized a College Council to provide input and advice to the President in policy- and procedure-related areas. The use of a College Council by the Bluefield State President ceased in approximately 2019. The University community is collectively responsible for the effective and efficient operation of Bluefield State University. Likewise, each employee of the University is accountable personally for their stewardship in their designated position duties. The purpose of this Executive Order is to reinstate the University Council as a valuable means of shared university governance, employee and student involvement, and assistance to the University President.

Therefore, there is established a University Council comprised of persons either appointed by position or elected by constituents to review resolutions and petitions related to university-wide matters and to forward recommendations, input and advice on University-wide policies and procedures to the University President who may present such recommendations, input and advice together with his/her input and observations to the Bluefield State University Board of Governors.

Functions of the Council

The University Council will formally review policy and procedural matters having University-wide or other significant impact to the University community presented in an orderly and deliberative manner. New proposals or proposed revisions to existing policies and/or procedures will be presented in written draft form to the President at least seven (7) days prior to a scheduled meeting of the University Council. The President will review such proposals to establish the agenda for Council meetings. Three (3) days prior to each meeting, the agenda and related documents will be distributed to Council members to assure an opportunity for review and comment within the University community.

At the meeting, proposals for review, resolutions and petitions are to be introduced by a Council member, and the President may seek the advice of the Council on any matter. Should a Council member not agree with a particular point of view from a constituency represented, such disagreement may be entered in the record of minutes; however, initiatives of a University-wide nature from such constituent groups are to be brought forward in a timely and orderly fashion regardless of the Council member's agreement or disagreement with such position. The Council may recommend to the President the remanding of any matter to an existing body or may recommend the formulation of a group specifically charged with reviewing and recommending a course of action.

ACCEPT THE CHALLENGE

During the course of deliberations, it is expected that Council members will place the best interests of Bluefield State University above all other interests. Constituent representatives will confer with their colleagues on any matter before the Council, and when votes are taken, such communication and consultation as necessary and appropriate and, to the extent possible, will have taken place prior to such meeting.

No later than the next meeting of the Council, the President shall report back to the Council members the results of recommendations, advice and input given to President for consideration in the implementation of University policies and procedures. Such report may be made by communication from the President to the Council members, and shall be attached to the minutes of the next meeting.

Procedures of the Council

1. The President will convene and chair the Council; however, the President will not vote. The President shall serve as the presiding officer of the Council.
2. A tie vote is recorded as a nay' recommendation.
3. Generally, Roberts' Rules of Order will govern formal proceedings.
4. Minutes of the meetings will be maintained by the President's Office and will contain a listing of those members present and absent, as well as information and action items. The minutes will be distributed, after approval to Council Members, the Bluefield State University library, and posted electronically on the University website.
5. University Council meetings are open to all faculty, staff, administrators and students.
6. The Council will ordinarily meet at least twice per semester. Generally, the Council will not meet during the summer unless requested by the President. The President shall establish the dates of the meeting at the beginning of each semester.

Membership on the Council

Membership on the Council is either by appointment due to the position held or by election from within a constituent body. The President may appoint additional ex-officio (non-voting) members as the President believes is necessary.

Membership

1. Chair, Faculty Assembly
2. Faculty ACF Representative
3. Faculty
4. Faculty

Means of Seating on Council

By Position

Elected by faculty

Elected by faculty

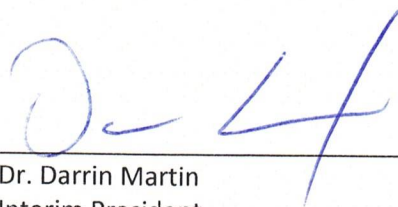
Elected by faculty

5. Chair, Staff Council	By Position
6. Staff ACCE Representative	Elected by staff
7. Staff	Elected by staff
8. Staff	Elected by staff
9. SGA President/Student BOG Representative	By Position
10. Student Representative	Elected by students
11. Student Representative	Elected by students
12. Student Representative	Elected by students
13. Provost and VP Academic Affairs	By Position
14. Chief Educational Affairs Officer, Beckley	By Position
15. VP Financial Affairs/Chief Financial Officer	By Position
16. VP Student Affairs/Enrollment Management	By Position
17. President (Ex-Officio)	By Position
18. Chancellor (Ex-Officio)	By Position
19. General Counsel (Ex-Officio)	By Position

Constituent elections of faculty, staff, and student representatives will be conducted by their respective assemblies and associations during the spring semester of each year.

The terms of office shall be July 1 – June 30 of each fiscal year. It is expected that those seeking and accepting seats on the Council will attend meetings and participate fully in the deliberations of the University Council.

Entered this 4th day of January, 2024



Dr. Darrin Martin
Interim President
Bluefield State University