

BY-LAWS
OF THE
LEADERSHIP COUNCIL ON MISSION, PLANNING & BUDGET

ARTICLE I. NAME

Effective January 1, 2025, the name of this Council shall be the “Leadership Council on Mission, Planning & Budget.” The name reflects the expectations of the Higher Learning Commission’s reaffirmation process insofar as mission, planning, and budget are expected to align. This Council was formerly known as the “Council on University Planning & Budget”.

ARTICLE II. MEMBERSHIP

A. The Council shall consist of:

1. Voting members – A total of seventeen (17) voting members as defined below:

- a. Chair, Faculty Senate or designee (n=1)
- b. Chair, Staff Senate or designee and one additional representative appointed by the Staff Senate (n=2)
- c. A faculty member (n= 3) from each college and Booth Library (n=1) appointed by the Faculty Senate to three-year terms
- d. UPI Chapter President or designee (n=1)
- e. Chair, the Council of Chairs or designee (n=1)
- f. Senior Diversity and Inclusion Officer or designee (n=1)
- g. Chair, Graduate Student Advisory Council or designee (n=1)
- h. President of the Student Government Association or designee (n=1)
- i. President of the Residence Hall Association or designee (n=1)
- j. An Academic Dean selected by the Provost to serve a three-year term (n=1)
- k. A full-time employee from a defined bond area by the Vice President for Student Affairs to serve a three-year term (n=1)
- l. A full-time employee from facilities selected by the Vice President for Business Affairs to serve a three-year term (n=1)
- m. An at-large member and full-time employee selected by the President to serve a three-year term (n=1)

2. Non-Voting Members

- a. University President
- b. University Vice Presidents
- c. Executive Secretary to the President

B. Vacancies on the Council created by resignation or university leave shall be filled by the appropriate person or group which made the original appointment. A vacancy in an elected faculty position shall be filled as provided by the Bylaws of the Faculty Senate.

ARTICLE III. EXECUTIVE COMMITTEE

A. Composition - The Executive Committee shall consist of (5) elected and voting members (including the Chair) including at least one full-time, teaching faculty member, a student representative, and representatives from at-least three vice-presidential divisions.

B. Duties

1. The Chair shall preside at the meetings of the Executive Committee and chair the meetings of the LCMPB.

2. The Chair shall schedule Executive Committee meetings prior to scheduled meetings of the full Council to set the agenda in consultation with the Executive Committee (Article V.B.)

3. The Office of Institutional Research shall provide support to the Executive Committee, as needed. The Chair is responsible for requesting support and reports from the Director.

4. The Executive Secretary to the President shall record and distribute the agendas and minutes and maintain the membership roster.

C. Term

The term of the Executive Committee, including the Chair, shall be for one year, commencing with the fall semester following the fall election and terminating with the subsequent fall election.

D. Elections

1. Elections for the Executive Committee shall take place at first meeting of the Council in September, with terms to commence immediately.

2. Elections proceed as follows:

- a. The Chair of the Council and who also serves as the Chair of the Executive Committee is elected first, with all seated voting members of the LCMPB eligible to serve as nominators and electors.
- b. If representatives as specified in II.A.1 above are unavailable or cannot serve then the resulting position will be filled as an “at large” member elected by the entire seated voting members of LCMPB.

ARTICLE IV. SUBCOMMITTEES

A. A five-member Budget Transfer Subcommittee shall be chosen by and from the members of the Council to review budget transfers of \$250,000 or more. This subcommittee shall be called together as needed by the Vice-President for Business Affairs and a meeting with the Vice-President for Business Affairs can be requested by a majority vote of the subcommittee. Three members of the Subcommittee are needed for a quorum.

B. The Council may create other subcommittees or *ad hoc* committees as deemed necessary.

1. Subcommittees or *ad hoc* committees may be created by a motion and majority vote of the Council

ARTICLE V. MEETINGS

A. In the case of the absence of the Chair, meetings of the Council shall be chaired by a member of the Executive Committee as designated by the Chair.

B. As provided in Article III.B., the agenda of each meeting shall be set by the Chair of the Council in consultation with the Executive Committee.

C. The Council shall meet for an organizational meeting each September and no fewer than three times per academic year (including the organizational meeting) with at-least one meeting each spring semester. Summer meetings may be scheduled by the Executive Committee.

1. The annual September organizational meeting of the Council shall be convened by Council Chair from the prior academic year or their designee. Once a Chair for the current academic year has been elected, they will chair the remainder of the meeting and oversee committee elections.

D. During the academic year, meetings will ordinarily be held on Fridays at 2:00 P.M. If a summer meeting is needed, it will ordinarily be held at 9:00 A.M. on a Friday. If necessary, the Executive Committee may modify meeting days and times.

D. The Council agenda shall, to the extent practical, be distributed in advance of meetings.

E. Minutes from each Council meeting shall be made available to all faculty, staff, and students.

F. A simple majority of membership of the Council shall constitute a quorum.

G. There shall be no voting by proxy.

H. A special meeting can be called by the Chair upon receipt of a written initiative of any member with signature support of six members of the Council. The Chair and the council members will schedule the special meeting.

F. The President may request the Executive Committee schedule a special meeting of the Council with reasonable notice.

ARTICLE VI. FUNCTIONS

A. The Council shall request a report from the President and Vice-Presidents on mission, planning, and budget at all meetings.

B. The Council shall receive periodic reports from the subcommittees or *ad hoc* committees on the status of budget requests, appropriations, and internal budgets, and shall advise as appropriate. Specifically excluded from consideration are matters related to collective bargaining and routine budget administration.

C. In accordance with Eastern Illinois University Internal Governing Policies, the Council shall advise the President regarding the setting of program priorities in the University budget, periodic review of the University budget, and transfers of significant amounts among internal budget items. To facilitate LCMPB's responsibility to advise the President, LCMPB shall be provided and shall review "mid-year" budget status reports and "End of Year Budget" reports. These reports are to be provided to LCMPB by the Vice-President for Business Affairs. The reports should be comprehensive across ledgers and budgetary units. Periodically, the LCMPB may request a summary, including in person presentation at a full Council meeting, of a campus unit's budget through the divisional Vice-President or President.

D. The Council shall advise the President regarding administrative proposals for dealing with externally imposed budget reductions.

E. The Council shall advise the President regarding mission, planning, and budgeting as requested by the President.

F. The Council shall review the University's mission and vision statement no less than every three years to re-affirm the statements or refer them to the President for possible revision and approval of revised statements by the Faculty Senate, Staff Senate, Student Government Association, LCMPB, and the Board of Trustees.

1. If the Council refers the mission to the President for possible revision, the President will establish a Mission Review and Revision Committee within 30 days of referral comprised of stakeholders across all divisions and representatives from the Faculty Senate, Staff Senate, Student Government Association, and LCMPB.

2. The Council will also review proposed revisions to divisional mission statements and provide feedback to ensure alignment with the University's mission statement.

ARTICLE VII. PARLIAMENTARY AUTHORITY

In matters of procedure *Robert's Rules of Order Newly Revised*, most recent edition, shall be the parliamentary authority.

ARTICLE IIX. AMENDMENT OF BYLAWS

These bylaws may be amended at any meeting of the LCMPB by a two-thirds vote of the members present, provided the amendment has been submitted in writing and circulated to the entire membership at least two weeks in advance of the meeting. Bylaw changes approved by LCMPB are subject to additional review and approval as required by the Eastern Illinois University Internal Governing Policies and Board of Trustees Regulations.

REVISION HISTORY (2007-PRESENT)

Revised: March 30, 2007

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