

Standing Rules for the AAUP UIUC Chapter

- I. **Communications:** Any statement issued in the name of UIUC AAUP Chapter shall clearly identify the body or individual making the statement and provide a contact person and telephone or email address. Press releases shall provide a brief summary of the chapter's purposes and membership.
- A. Policy documents shall be approved by the policy committee or the membership either in a formal meeting or an email vote.
 - B. Statements including press releases may be made by the president, the executive committee, the policy committee or the chapter following formal approval by the relevant body either in a meeting or via an email vote.
 - C. Members of the AAUP may note their membership in AAUP but if so they must state explicitly that they are speaking as individuals and not on behalf of the chapter unless specifically charged to do so by the chapter's president, executive committee, policy committee or the membership in a formal meeting or an email vote.
- II. **Attendance and Participation in Meetings:**
- A. Chapter meetings except for executive sessions are open any interested person.
 - 1. Only individuals who are current in national and local dues shall have voice at a chapter meeting unless the body grants that privilege to a non-member.
 - 2. Only individuals who are current in national and local dues shall vote.
 - B. Policy committee meetings except for executive sessions are open to any current member.
 - 1. Only policy committee members shall have voice in policy committee meetings unless the body or presiding officer grants that privilege to a non-committee member.
 - 2. Only policy committee members shall vote in policy committee meetings.
 - C. Executive Committee meetings are open to any member of the policy committee who shall have voice but not vote at such meetings.
- III. **Notice and Agendas of Meetings:**
- A. Notice of a regular chapter meeting and a tentative agenda shall be forwarded by email or university mail at least one week before the scheduled meeting date.
 - B. Dates for regular policy committee meetings shall be established at the start of a semester and that information posted on the chapter web-site and sent by email to council members.
 - C. Agendas shall be sent to policy committee members in advance of a scheduled meeting.
 - D. Executive committee meetings are held on an irregular basis with notification including a tentative agenda to policy committee members at a committee meeting or by email.

- E. Meetings sponsored by the Chapter open to any interested persons shall be publicized as appropriate with a listing of speaker(s) and the topic(s) to be discussed. All attendees shall have the right to participate as assigned the floor by the chair of the meeting.
- F. Special meetings may be called with notice of the meeting and the agenda distributed to appropriate individuals as feasible by an appropriate means.

IV. Electronic (Email) or Mail Balloting

- A. Balloting outside of a face-to-face meeting shall be authorized by the executive committee policy committee or the general membership only if a decision is urgent and if the matter has previously been discussed in a meeting of the policy committee or general membership meeting.
 - 1. The mailing shall go to those officially listed on the membership roster of the voting unit—i.e., the policy committee or the chapter membership whose dues are current.
 - 2. A minimum of one week (7 days) from the date of the mailing shall be provided for the votes to be received.
 - 3. To the degree feasible, a brief summary of reasons to support and oppose the proposed resolution of the issue being voted upon shall be provided unless the balloting is by those previously involved in discussion of the matter.
 - 4. The ballot shall provide for the options of approval, rejection, or abstention.
- B. Approval or rejection shall be based upon a majority of the ballots actually cast.
- C. The chapter secretary and one other member of the policy committee shall be responsible for tabulating the ballots and transmitting the results to the Chapter president.

V. The Chapter Website

- A. The website shall be maintained and updated by individuals designated by the executive committee or the policy committee.
- B. Material on the chapter website shall be approved by the executive committee or the policy committee including such items as policy statements, minutes of the chapter and policy committee, and information relative to chapter activities designed to facilitate member activity on behalf of the national, state and chapter AAUP's mission and goals.

NOTE: The Chapter By-Laws state that "The Policy Committee will establish the Chapter's standing rules." (Section VI, A) These Standing Rules were approved by the Policy Committee at its April 28, 2008 meeting.