University of Florida
Undergraduate Advising Council (UAC) Bylaws

Article 1 – Mission
The mission of the Undergraduate Advising Council (UAC) is to provide a university-wide forum for academic advisors and university partners to discuss advising and other matters that relate to University of Florida undergraduate students. The term "university partners" is used to reference any office whose efforts actively support the academic, professional, and personal growth of undergraduate students.

Our specific goals include:

- Disseminating advising and student services information to academic advisors and university partners;

- Establishing and promoting a common understanding of university policies and procedures among UF advisors, administrators, and undergraduate students;

- Developing, evaluating, and recommending changes to advising and administrative policies and procedures that affect undergraduates;

- Facilitating cross communication among UF academic affairs and university partner offices to ensure that administrative policies and procedures are efficient, effective, and in the best interest of our undergraduate students and the university;

- Keeping the advising community abreast of services offered by university partners' offices so that we can make appropriate referrals to our undergraduate students and, in turn, providing academic and university partners' offices with input and feedback on the services they provide to undergraduate students;

- Generating professional development opportunities for academic advisors;

- Promoting the academic advising profession and advancing the university community's understanding of the purpose and function of academic advising; and

- Ensuring that advisors are represented in university projects/committees that impact their work.

Article 2 – Membership

General Membership

All UF faculty and staff who provide academic advising services to undergraduate students will be welcomed as general members. The Assistant Provost for Student Success and the Senior Director of Advising serve as ex-officio members to the UAC.

Voting Membership

The following colleges will provide no more than two voting representatives to the UAC:

- College of Agricultural and Life Sciences
- College of the Arts
- College of Design, Construction and Planning
- College of Education
- College of Health and Human Performance
- College of Journalism and Communication
- College of Liberal Arts and Sciences
- College of Nursing
- College of Public Health and Health Professions
- College of Pharmacy
- Herbert Wertheim College of Engineering
- Warrington College of Business

The following units will provide voting representation to the UAC:

- Division of Student Life (up to 3 members)
- Division of Enrollment Management (up to 3 members)
- Office of Undergraduate Affairs (up to 3 members)
- UF Online (1 voting member)
- Hawkins Center (1 voting member)
- University Ombudsman
- Student Representative (SACUA)

Colleges and units will select their voting representative(s) annually and notify the Senior Director of Advising and the UAC Chair of these appointments at the beginning of the fall semester. A formal call for voting members will be made by the UAC Chair. Each voting member will confirm their commitment to serve as a representative for their respective unit. Serving as a voting member of the UAC is an integral role. College and unit voting members will be responsible for the following:

- Informing their college/unit of UAC meeting dates, locations, meeting format (virtual versus in-person) and times – dissemination of information should be decided upon by the respective unit/department/college
- Forwarding the calendar invite so advisors/university partners can plan accordingly to attend upcoming meetings
- Reiterating the topics and issues that were addressed at the meetings, providing insight that supplements the meeting's minutes
- When a call for a formal vote is made, communicating with their unit/department/college to solicit feedback and/or gather questions that relate to the topic(s) being voted upon – a voting member's vote is expected to reflect the majority opinion of those they represent

2

       o   If a representative is unable to participate in a vote, they can submit a written request for a proxy to the UAC Chair prior to the vote (see Article 6)

Any changes made to a voting member (e.g., filling vacancy after annual update or the voting member is no longer employed by the unit/department/college) must be provided in writing to the UAC Chair – votes cast by unapproved members will not be accepted

Article 3 – Responsibilities

General Responsibilities

The UAC plays a vital role in the development of policy and procedures that influence undergraduate education and academic advising at the university. To that end, the UAC provides a forum for academic advisors and university partners to discuss issues related to undergraduate education, share information, promote a common understanding of university policies and procedures, and vote on changes to be considered by the Associate Provost for Undergraduate Affairs, the Assistant Provost for Student Success, the Senior Director of Advising, and the Advisory Council for Undergraduate Affairs (ACUA).

Meetings

Generally, the UAC will meet monthly to support the goals outlined in Article 1. Meeting dates and times will be established at the beginning of the semester and announced to members using all university-approved communication options. Additional meetings may be called by any member of the UAC Steering Committee, the Senior Director of Advising, the Assistant Provost of Student Success, or the Associate Provost for Undergraduate Affairs for the purpose of discussing items of concern or interest. Requests by voting members for additional meetings may be submitted to the UAC Steering Committee for review. Meetings will adhere to the following format:

    a. Agenda
    b. Establish Quorum
        1. A simple majority (half plus one) of registered UAC voting members will constitute a quorum
        2. A quorum must be established for any votes to occur or motions to be passed
        3. A quorum can be "lost" if voting members leave the meeting and cause the total attendance to fall below the simple majority
    c. Order of Business
        1. Presentation of the previous UAC meeting's minutes, their corrections, if any, and their approval (requiring a motion for approval and a second)
        2. Reports from the Chair
        3. Reports from Committee Chairs and discussion thereof
        4. Unfinished business
        5. New business
        6. Questions from the floor
        7. Adjournment
    d. Voting (when applicable)
        1. If a quorum cannot be reached, matters requiring a vote must be tabled for a future meeting
        2. Tabled matters will be revisited for two consecutive UAC meetings to vote
        3. If the tabled matter is the vote for an annual election, the UAC Chair will take alternate measures for a vote (e.g., email outreach, Qualtrics survey)

ADOPTED 8/17/2023

<u>Listserv</u>
The UAC will manage two email listservs for the purpose of disseminating information to the academic advising community.

    a. The UAC listserv (UAC-L) is reserved for current voting members, all active Steering Committee members, and all ex-officio members. This listserv will share meeting information, upcoming votes, and messages from the Provost's Office (or other executive leaders on campus). When information is sent out on the UAC listserv, it is the responsibility of each voting member to pass important details onto those they represent.

    b. The UF Advisor listserv (UFADVISORS-L) is accessible by all academic advisors, advising administrators, faculty advisors, and university partners wishing to receive campus-wide updates that impact advising practices, policies, and guidance for serving the undergraduate student body.

    c. Requests to join both/either listserv can be made in writing to the UAC Chair.

Article 4 – Position Descriptions and Terms of Service
<u>Steering Committee</u>
The UAC Steering Committee is comprised of the UAC Chair and multiple Committee Chairs. Each of these positions are elected by voting members. Elected officials have the opportunity to serve, if elected, for additional term(s) Members of the Steering Committee are non-voting members unless they are already serving in that capacity for their own unit/department/college. The Steering Committee, headed by the UAC Chair, will assist the UAC in identifying goals, objectives, and matters of importance to the mission of the University of Florida advising community. To this end, they will recommend agenda items for future meetings, check the status of progress on action items from previous meetings, and ensure that the UAC mission is central to discussions and actions.

<u>UAC Chair and Past UAC Chair</u>
Generally, the UAC Chair will be elected in March to assume duties as UAC Chair in July of the same year. The UAC Chair shall serve a one-year term unless elected to fulfill an unexpired term of a prior member; the UAC Chair may be elected to serve additional terms. To facilitate the transition of leadership, the UAC Chair will shadow the previous year's UAC Chair once elected. This shadowing period will typically last four to five months at which point the newly elected UAC Chair will assume responsibilities, and the previous year's UAC Chair will move into the UAC Past Chair position. The UAC Past Chair will assist with the UAC Chair's duties, as needed. The UAC Past Chair will act in the absence of the UAC Chair as needed. If that individual is unavailable, the UAC Chair may request a Committee Chair act in their absence.

The UAC Chair is responsible for arranging, conducting, and setting the agenda (with input from UAC members and the Steering Committee) for UAC meetings. The UAC Chair will ensure that upcoming meeting dates, including time and format, are posted to the UAC Fora page. The UAC Chair serves as the liaison to the Advisory Council for Undergraduate Affairs (ACUA), the University Curriculum Committee (UCC), and is also responsible for meeting with the Assistant Provost for Student Success and the Senior Director of Advising to discuss matters related to undergraduate education and advising.

ADOPTED 8/17/2023

<u>Committee Chairs</u>
Generally, Committee Chairs will be elected in March and assume duties the following July. Committee Chairs will serve a one-year term and may be elected to serve additional terms. To reiterate, Committee Chairs will not vote unless they are a voting representative for their respective college/unit.

Article 5 –Undergraduate Advising Council Committees
<u>Communications Committee</u>
The Communications Committee is responsible for disseminating information to the UF advising community, for enhancing communication across colleges, and for fostering the exchange of information with appropriate organizations and university partners. The Communications Committee is responsible for recording the minutes of each UAC meeting and ensuring they are posted to the UAC Fora page after they've been approved. This committee will recommend improvements to the UF Advising website and other publications. The committee may also use various means to share information and promote the advising community. All those within the UF advising community are welcome to serve as members of this committee.

<u>Finance Committee Chair</u>
The Finance Committee Chair is responsible for overseeing the UAC's annual budget and related expenditures. This position is expected to liaise with the UAC Chair, the Assistant Provost for Student Success, and fiscal staff in the Office of the Provost to ensure all purchases are recorded and comply with budgetary constraints. Purchases made with UAC funds must be approved by a simple majority of Steering Committee members. The Finance Committee Chair will work closely with both the UAC Chair and Professional Development Committee Chair for expenses including, but not limited to, the annual advising conference, professional development opportunities for advisors, and scholarships that may be awarded. All those within the UF advising community are welcome to serve as members of this committee.

<u>Professional Development Committee</u>
The Professional Development Committee assesses and delivers appropriate professional development for academic advisors. At times, the Professional Development Committee may provide the UF advising community with training materials purchased by/for the UAC. This committee will actively gather insight from the advising community for the purpose of developing additional professional development opportunities for advisors and university partners. In collaboration with the Assistant Provost for Student Success and the Senior Director of Advising, the committee will work to identify "best practices" and may facilitate discussions focused on these efforts. The Professional Development Committee will be responsible for organizing the annual UF Advising Conference. All those within the UF advising community are welcome to serve as members of this committee.

<u>University Affairs Committee</u>
The University Affairs Committee serves as a liaison between the UAC and other university partners. Through meetings with other university partners offices, the University Affairs Committee will provide the UAC with important updates, opportunities for collaboration, and will educate university partners on the role of professional academic advisors at the university. The University Affairs Committee will work to establish rapport, connection, and collaboration within the advising

community through focus groups, socials, cross-department projects, etc. The University Affairs Committee will also be responsible for promoting the presence of advisors within the university, as well as the state and national level. All those within the UF advising community are welcome to serve as members of this committee.

<u>At-Large Member</u>
The At-Large Member serves as a non-voting member of the UAC Steering Committee (unless already identified as the voting representative for their respective unit/department/college). This position is appointed by the UAC Chair to serve for a one-year term, generally starting in July. An election is not required for this position. The At-Large Member participates in all Steering Committee meetings, UAC meetings, and can serve as a UAC representative if other members are otherwise unavailable.

<u>Changes to the Steering Committee's Membership</u>
Removal: All members of the UAC Steering Committee (UAC Chair, all Committee Chairs, and the At-Large member) can be removed by three-fourths vote of voting members.

In-term vacancy: Should a Steering Committee member vacate their position during their term, the UAC Steering Committee will partner with the Senior Director of Advising and/or the Assistant Provost for Student Success to identify a plan for filling the role. These plans may include, but are not limited to, holding a special election or appointing an individual to serve out the duration of the term.

Article 6 - Voting Procedures
Voting will be conducted during scheduled meetings whenever possible; however, in some cases as stipulated by the UAC Steering Committee, votes may be cast via the UAC-L listserv, Qualtrics survey, or other university-approved mechanisms. Anonymous voting will be performed during meetings if applicable. Regardless of format, a simple majority of registered voting members constitutes a quorum. In the event a tiebreaker is needed, the UAC Chair will serve in this capacity.

In addition to the routinely scheduled election of Steering Committee members, the UAC may hold special votes on matters that include, but are not limited to, revisions of the Bylaws, adoption of or revision to relevant policies, and those identified by the Office of the Provost.

To call for a vote, the proposed amendment(s) will be shared with all voting members at least one week (five business days) prior to the election. Notification(s) will be made via the UAC-L Listserv so voting members can review all relevant information. Voting members are responsible for sharing this information with those they represent, gathering input/feedback, relaying pertinent questions or concerns, and voting in such a way that reflects the majority opinion of their unit/department/college. To ensure information is relayed by voting members, a notice will also be made on the UFADVISORS-L listserv. In addition to the date, time, and format of the meeting during which a vote will occur, the way votes will be gathered shall also be shared.

During the meeting, the proposed amendment(s) will be discussed, followed by an opportunity for

ADOPTED 8/17/2023

voting members to ask clarifying questions. Once questioning has concluded, all voting members will cast their vote via the means previously identified by the Chair (e.g., Qualtrics, virtual poll, raising of hands). The UAC Chair will share the election decision during the meeting so it can be recorded in the minutes. If a voting member is unable to attend the election, as described in Article 2, the voting member must submit a written request for a proxy to the UAC Chair via email. This proxy request, including the full name of whoever will serve as the proxy, must be made at least 24 hours in advance of the scheduled meeting during which the vote will occur. Any individual serving as a proxy will retain voting rights for the duration of the scheduled meeting, and they will revert to the designated voting member once the meeting ends. A proxy cannot vote on behalf of a voting member without prior notice.

Article 7 – Amendments
Amendments to the UAC Bylaws can be proposed by any UAC member. These amendments will be presented along with any appropriate rationale to the UAC for review to ensure consistency. The proposed amendment will be presented to the UAC for review and comment. A simple majority of the voting members will be required for approval.

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