

SCHOOL OF EDUCATION ADVISORY BOARD BY-LAWS

Approved by Board Members: October 15, 2021

I. OVERVIEW & PURPOSE

The School of Education's Advisory Board of the University of Washington Tacoma is a significant hub of influence, serving in an advisory capacity to ensure the School of Education is fulfilling its mission and priorities. Board members will provide the Dean with advice and insights about the School of Education's growth areas, performance, and strengths that will inform the academic unit's planning efforts and shape its priorities.

The Board will support the Dean in raising the profile of the School of Education to the public as they are able. Sample activities include supporting the Dean and the UW Tacoma Advancement Office in meeting campaign goals that support programmatic enhancements, such as emergency aid and tuition scholarships to support high-talent students across academic programs; endowed professorships to support faculty scholarship; and other initiatives, such as school-sponsored conferences, events, and non-credit institutes that align with our mission and values.

Note: Separate state-mandated advisory boards through the Professional Educators Standards Board exist to link the program to the professional community of PK-12 educators and advise on matters directly related to educator preparation. However, as needs may arise, the Board may develop *ad hoc* subcommittees to complete short-term projects.

II. MEMBERSHIP

1. Composition

The Board is composed of diverse business, civic, educational, and nonprofit leaders who have an interest in advancing UW Tacoma's School of Education mission and values, especially its commitment to anti-racism, equity, and inclusive excellence. The size of the advisory board is limited to no more than 12 members, which includes an elected Chair and appointed Vice Chair. The Dean, Director of Operations, and UW Tacoma Advancement representative all serve as *ex-officio* members of the Board. At least one Board position is reserved for a current student in the School of Education. At least one Board position is reserved for a Native American community member. The Dean may, in consultation with the Board, designate faculty or staff members to serve on task forces to fulfill specific needs or projects.

Board members will serve for initial 5-year terms and may be reappointed for another term, pending mutual agreement and satisfactory performance. Student board members will serve 1-3-year terms that align with the duration of their program of study. If a Board member wishes to step down before the end of the 5-year term, that individual is asked to submit a written resignation letter to the Chair, with a copy to the Dean and Director of Operations, with as much lead time as possible; preferably, at least 2 months.

2. Appointment, Term of Service, & Reappointment

a. Vacancies

When vacancies are open, the School of Education's Office of the Dean will elicit nominations by consulting with faculty, staff, and students, as well as existing Board members. A subcommittee of School of Education faculty and/or staff appointed by the Dean, in addition to the Board Chair and another Board member, will review the slate of nominations. The subcommittee will consider, among other factors, the diversity of backgrounds and industries on the current Board roster, as well as the geographic distribution across the UW Tacoma service region. The subcommittee will forward their recommendations to the Dean, who will evaluate and select the final list of new Board members.

b. Chair & Vice-Chair Responsibilities

The Chair, who will be nominated and then elected by voting Board members, will serve an initial 3-year term, starting on September 15 of the year of nomination. The Chair and Dean, with concurrence of other Board members, will appoint a Vice Chair, who will succeed the Chair. The Vice Chair will also serve as Chair in the Chair's absence. Should the Chair be unable to finish the initial term, the Vice Chair will become the Chair; a new Vice Chair will be appointed.

Below are the main roles of the Chair:

1. In collaboration with the Dean and/or Director of Operations as mutually agreed upon, convene and facilitate quarterly and other board meetings, including:
 - a. Opening each meeting with the School of Education's Land Acknowledgement.
 - b. Keeping the time at meetings to ensure that all agenda topics are discussed and votes are cast as needed.
 - c. Ensuring that all Board members and meeting guests adhere to the School of Education's working agreements.
2. Periodically represent the Board at accreditation visits, special events, and university functions or meetings where the Chair's attendance is beneficial.
3. As needed, collaborate with the rest of the Board to generate brief reports that may be necessary for purposes including but not limited to accreditation visits or program reviews (or connected to other mandatory data-reporting requirements) or university news stories or press releases.

3. Rights & Responsibilities

All Board members are expected to conduct themselves in an ethical and respectful manner, following the School of Education's working agreements. However, everyone also must respect critical discourse, dissenting viewpoints, and healthy conflict, with additional attention to issues of individual, institutional, and societal forms of positionality, power, and privilege.

Board members may be removed if there is evidence of misconduct, including but not limited to illegal and unethical behaviors. Concerns about any Board member's conduct should be directed to the Dean and Director of Operations. If the concerns are about the Dean, contact the Office of the Executive Vice Chancellor for Academic Affairs.

a. Obligations of Membership

All Board members are expected to attend and participate in all scheduled meetings. Board members are also expected to support the priorities and values of the School of Education. Board members are invited to attend School of Education events as special guests. They may be periodically called upon to help the School of Education communicate its story to alumni, the community, corporations, foundations, and the university.

Unlike other advisory boards, there is no membership fee to join the Board. Similarly, the University is unable to offer any remuneration for serving on this Board. However, the School of Education will provide meals/ refreshments as appropriate during Board meetings in accordance with University policy, when a meeting is held on campus.

IV. MEETINGS

Meetings are normally held at least quarterly and will follow the Washington State Open Public Meetings Act (OPMA). All Board meetings, except where there is confidential or sensitive information to be discussed, are open to the public. All agendas and meeting minutes will be posted on the School of Education's website following OPMA guidelines.

The Chair, Dean, and Director of Operations will consult on the meeting agendas, although any Board member is welcome to make a request for an agenda item. The Director of Operations or designee will inform all members, in writing, of the time and place of each meeting, providing a proposed agenda and related meeting materials in advance of the meeting.

Regular attendance at Board meetings is an expectation of all members. Repeated absences from Board meetings by a member may be grounds for action by the Dean, in consultation with the Chair, Director of Operations, and a subcommittee. As appropriate, the subcommittee will discuss and vote on appropriate action.

A Board member may request a special meeting, in conjunction with at least one (1) other board member. They should provide the Chair and Director of Operations with at least two (2) weeks of notice.

As long as there is a quorum, live voting may occur during in-person/remote meetings for matters requiring a Board discussion and vote. Electronic ballots may also be submitted in between quarterly meeting times, as long as Board members are given notice of at least one (1) business week to cast their votes.

VIII. AMENDMENT OF BYLAWS

These bylaws will be reviewed at least annually by the Board. Amendments to these bylaws may be proposed by any Board member by submitting a written request to all Board members.