

Idaho State

UNIVERSITY

BY-LAWS OF THE PARKING ADVISORY BOARD

Amended May 2011

Article I - Name

The name of this organization will be: The Campus Parking Advisory Board.

Article II – Purpose and Powers of the Board

The Campus Parking Advisory Board, within the scope of its authority, shall provide recommendations to the Associate Vice President for Facilities Services, who then reports to the Vice President of Finance and Administration of the University, concerning:

- A. Student, faculty and staff parking violation appeals.
- B. Changes in University parking regulations and policies.
- C. Changes in University parking fees and associated charges.

Article III - Membership

The Campus Parking Advisory Board will comprise:

Student Membership

One (1) graduate student, two (2) academic students, and one (1) student from the College of Technology who are appointed by the ASISU President, The ASISU Vice-President for University Place, and One (1) University of Idaho student at University Place. One (1) of these ISU students will serve as the Chairperson of the Student Appeals Committee.

Faculty/Staff Membership

One (1) University Place administrative staff representative; One (1) University of Idaho faculty representative; One (1) academic faculty representative, appointed by the Faculty Senate; One (1) College of Technology faculty representative will be appointed by the Faculty Senate. One (1) classified staff member will be appointed by CEC. One (1) administrative member will be appointed by COPE. One (1) administrative member from ISU University Place and one (1) member from U of I. One of these appointed members will serve on the Faculty/Staff Appeals Committee.

There will be one (1) faculty/staff representative and one (1) student appointed from the ISU Meridian Health Science Center to serve on the Parking Advisory Board.

The Director of Public Safety, the Parking Supervisor, and the ASISU President or his appointee will be non-voting ex-officio members.

Article IV – Officers and Their Duties

Section 1: Officers

The current Vice-Chairperson will automatically become Chairperson for the next academic year, beginning with the fall semester. The Committee will elect, from the eligible membership, a new Vice-Chairperson on or before the last regular meeting of the year. The Chairperson will serve for one year, with the Vice-Chairperson serving one year as Vice-Chairperson and one year as Chairperson.

Section 2: Duties of the Chairperson. The Chairperson shall:

- A. Preside at all meetings of the committee and appeal proceedings.
- B. Appoint any ad hoc committees deemed necessary, subject to the approval of the Committee.
- C. Maintain lines of communication between the university administration, faculty, staff, and students.

Section 3: Duties of the Vice-Chairperson. The Vice-Chairperson shall:

- A. Assume the duties and responsibilities of the Chairperson in the event of absence or disability.
- B. Perform such other duties as may be assigned by the Chairperson.

Section 4: Duties of the Secretary. The Secretary shall:

- A. Maintain an accurate record of all meetings of the Committee.
- B. Prepare reports of recommendation for presentation at the request of the Committee Chairperson.

Article V - Terms of Office

Faculty members will be appointed to three year terms by the Faculty Senate. COPE and CEC members will be appointed to two or three year terms by the respective organizations. Student members will be appointed to a one year term by the ASISU President.

Article VI - Voting

A motion is passed when it receives a majority of the votes cast.

1. Abstentions do not count as votes.
2. The Chairman has a right to vote on all motions.

Article VII - Quorum

A quorum of four (4) voting members from different areas of representation must be present to transact the business of the Campus Parking Advisory Board.

Article VIII – Meetings and Minutes

The meeting time and date will be as agreed upon by common consensus of the Board members at the first meeting of the academic year. Meetings will be held monthly or as needed.

A representative from the University Parking Office will act as the secretary for the Parking Board. An agenda, along with a copy of the last minutes will be submitted to each member three days prior to the next scheduled meeting. Any items for the agenda should be submitted early enough to be on the agenda. Any items that are

not on the pre-announced agenda can be discussed but not voted on until the next meeting, unless approved by a two-thirds majority vote of the Board. Minutes will also be made available on the Public Safety website.

Article IX - Parliamentary Authority

Robert's Rules of order will be the authority on all matters not covered by the bylaws.

Article X - Amendment of Bylaws

The bylaws may be amended by a two-thirds vote of the board membership.

Article XI – Vacancies

Section 1: Appointment to Vacancies.

Vacancies need to be filled as soon as possible. The Committee Chairperson shall declare the position vacant then notify the individual vacating the position and the appropriate body to appoint a replacement.

Section 2: Vacancies Due to Unexcused Absences.

A vacancy occurs when a committee member is absent from three consecutive committee meetings.

Section 3: Replacement of Officers.

In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume that office. In the event of a vacancy in the office of the Vice-Chairperson, the Committee may elect a replacement.