

Received by the Regents
November 15, 2012

THE UNIVERSITY OF MICHIGAN
REGENTS COMMUNICATION
ITEM FOR INFORMATION

Subject: Procedure for Revising Regents' Bylaws

Background

In October 1975, the regents adopted a "Procedure for Revising Regents' Bylaws" (attached). Since that time, the Board of Regents has created committees, including the Personnel, Compensation and Governance Committee, which reviews proposed amendments to the bylaws.

The attached revised procedure clarifies and updates the 1975 procedure for revising the Regents' Bylaws to make it consistent with current practice, including in particular, the role of the Personnel, Compensation and Governance Committee.

Respectfully submitted:

A handwritten signature in blue ink that reads "Sally J. Churchill". The signature is written in a cursive style and is positioned above a horizontal line.

Sally J. Churchill
Vice President and Secretary of the University

November 2012

Attachments

Procedure for Revising Regents' Bylaws

(revised October 2012)

Authority to amend the Bylaws of the Board of Regents of the University of Michigan rests with the Board of Regents. Bylaw Section 14.03 describes the amendment process:

"The bylaws may be amended at any regular meeting of the board, or at any special meeting, provided notice is given to each regent one week in advance. Such notice shall be accompanied by a copy of the proposed amendment or amendments."

Final responsibility for proposing amendments to the bylaws rests with the regents, the president, and the university's executive officers.

The following procedures will be followed before revisions to the bylaws are recommended to the regents for approval:

1. Proposals originating from departments or administrative units will be reviewed and approved by the appropriate school, college or unit. This review will include consultation with appropriate faculty and student groups. The school, college, or unit then submits the proposal to the appropriate executive officer, along with supporting rationale.
2. Proposals originating from special committees, advisory groups, committees of the senate, or other university bodies will be submitted to the appropriate executive officer, along with supporting rationale.
3. Proposals originating with an executive officer will be vetted by university units and groups that may be affected by the proposal.
4. After the proposed revision has been vetted, the executive officer will submit the proposal to the vice president and secretary of the university (VPS), who will submit it to the Office of the Vice President and General Counsel (OGC) for review.
5. Following review by the OGC, the VPS will submit the proposal to the executive officers group for review and approval.
6. The VPS will then submit the proposal to the PCG Committee for review. Following that review, the VPS will submit the proposed bylaw amendment to the *University Record* for a two-week public comment period. Comments received are considered prior to submission to the board for approval.
7. Upon approval by the board, a revised bylaw is printed verbatim in the *Proceedings of the Board of Regents* and on the regents' website.

The Regents' PCG Committee or the Board of Regents may ask the VPS to draft a proposed bylaw amendment, which will be handled in accordance with these procedures unless the president or regents waive these procedures. These procedures may also be waived when a prior regents' action (e.g., a change in name of a school or college) necessitates a corresponding housekeeping change to the bylaws.

Procedure for Revising Regents' Bylaws

(adopted October 1975)

Authority to amend the Bylaws of the Board of Regents of the University of Michigan rests with the Regents. Bylaw Section 14.03 describes the amendment process:

"The bylaws may be amended at any regular meeting of the Board, or at any special meeting, provided notice is given to each Regent one week in advance. Such notice shall be accompanied by a copy of the proposed amendment or amendments."

Final responsibility for suggesting amendments to the bylaws rests with the Regents and with the executive officers of the University.

Before the executive officers will recommend to the Regents the addition of a new section to the Bylaws or the amendment or repeal of an existing section, the following procedures will be followed:

1. Proposals suggested by departments or administrative subunits are reviewed and approved by the appropriate school, college or major supervisory unit. This review should include adequate consultation with appropriate faculty and student groups. The school, college, or unit sends the proposal in writing to the appropriate executive officer, along with supporting rationale.
2. Proposals originating with special committees, advisory groups, committees of the Senate, or other University-wide bodies are sent in writing to the appropriate executive officer, along with supporting rationale.
3. Proposals originating with an executive officer are developed by the officer in writing, along with supporting rationale.
4. The executive officer, at her or his discretion, then consults with staff members and with groups, committees, deans, faculties, and other bodies which appear to be affected by the proposal. This consultation may include the Regents.
5. If indicated, the executive officer negotiates modifications with the originating body.
6. The executive officer then brings the proposal to the group of executive officers for an initial review.
7. If the proposal is adopted by the officers, the vice president and secretary will submit it for publication in the *University Record*, either verbatim or in summary, depending on its length, requesting comments by interested parties.
8. Not earlier than 14 days after publication in the *Record*, the executive officers consider the proposal again, together with any comments which may have been submitted and any response to those comments from the originating body.
9. If the proposal is adopted by the executive officers after this second review it is sent to the vice president and secretary for inclusion on the Regents' meeting agenda.
10. If the new or amended Bylaw is adopted by the Regents, it is printed verbatim in the *Regents' Proceedings*.

These procedures may be waived by the president or the Regents.