ARTICLE I. NAME AND PURPOSE:

Section 1. The name of the Committee representing the City and Regional Planning student’s interest of the Student Academic Fee will be the City and Regional Planning Student Academic Fee Advisory Committee.

Section 2. The purpose of the Committee is to advise the spending of City and Regional Planning Student Academic Fees to the Department Head who will certify the final budget.

Section 3. The Committee shall vote on a final budget and forward it to the Department Head.

ARTICLE II. MEMBERSHIP AND QUALIFICATION

Section 1. There shall be seven (7) members on the Committee.

Section 2. Term of office for each member shall be for one (1) year, beginning from certification of the election results. There shall be no term limits on the number of times a student may serve on the Committee.

Section 3. Only student members shall be voting members of the Committee.

Section 4. Student members must be CRP majors and must enroll in CRP classes for Fall, Winter, and Spring quarters of their term.

Section 5. Committee members shall be designated as follows: one (1) 2nd year student, one (1) 3rd year student, one (1) 4th year student, one (1) graduate student, one (1) at-large student to represent 1st year interests, one (1) full-time faculty member, and the CRP Department Head.

Section 6. The following are qualifications for each student seat:
- 2nd year student: candidate intends to enroll in the CRP 200 lab series for their term.
- 3rd year student: candidate intends to enroll in CRP 300 lab series for their term.
- 4th year student: candidate intends to enroll in CRP 400 lab series for their term.
- graduate student: candidate has graduate status.
- at-large student: candidate must have originally enrolled in CRP as a freshman.
ARTICLE III. NOMINATION AND ELECTION

Section 1. The Committee shall hold new elections no earlier than the 5th week and no later than the 8th week of each Spring Quarter.

Section 2. The election dates must be set three (3) weeks prior to the voting.

Section 3. The Committee shall hold an election forum prior to the voting. Students shall vote in person over two (2) days with ballot boxes located in the main office and/or the resource room.

Section 4. Nominations must be presented to the Committee in writing with a second a minimum of one (1) week prior to the voting. Candidates may nominate themselves.

Section 5. The following are qualifications for voting:
- 2nd year student seat: students who intend to enroll in the CRP 200 lab series during the term of the seat.
- 3rd year student seat: students who intend to enroll in the CRP 300 lab series during the term of the seat.
- 4th year student seat: students who intend to enroll in the CRP 400 lab series during (or will have completed the CRP 400 lab series by) the term of the seat.
- graduate student seat: students with graduate status.
- at-large student seat: all undergraduate students in the CRP major.

Section 6. If a candidate does not receive more than 25% of the vote, a runoff shall occur with the top two (2) candidates. If there is a tie, another vote shall occur to determine the winner.

ARTICLE IV. COMMITTEE DUTIES

Section 1. The committee shall consist of a Chair, Vice Chair and Recorder. The newly elected Committee shall elect positions at its first regular meeting, and quarterly thereafter. There shall be no term limit for the officers.

Section 2. The duties shall be as follows:

Chair: The Chair shall convene meetings of the Committee. The Chair may call special meetings, if necessary.

Vice-Chair: The Vice Chair shall convene meetings in the absence of the Chair.

Recorder: The recorder shall keep records of Committee actions, including taking minutes at all Committee meetings, distributing meeting agendas, minutes, relevant information and assure that Committee minutes are maintained.
Section 3. In addition to these duties, the Committee shall delegate responsibilities for CAED liaison, CRP Department liaison, facilitator, and financial manager.

Section 4. The Committee shall insure that all members hold an open and advertised meeting with their constituency at least once per quarter.

Section 5. The Committee shall conduct at least one (1) survey per year related to the identification and prioritization of budget items.

Section 6. The Committee shall provide to students and faculty a quarterly report on the budget and expenditures. The report should be distributed via e-mail with hardcopy posted and available.

ARTICLE V: MEETINGS

Section 1. A meeting is defined as any congregation of a majority of the voting members of the Committee at the same time and place to hear, discuss or deliberate on any item related to their official responsibilities.

Section 2. All meetings shall be open and public, and all persons shall be permitted to attend the meetings.

Section 3. Agendas of all meetings shall be posted 48 hours before the meeting on a designated Committee board.

Section 4. Every agenda shall provide for public comments at which time interested parties may address the Committee.

Section 5. A minimum of three (3) meetings per quarter during Fall, Winter, and Spring shall be conducted.

ARTICLE VI: QUORUM AND VOTING REQUIREMENTS

Section 1. A quorum shall consist of a majority of the Committee’s voting membership.

Section 2. A quorum is needed to take official actions of the Committee.

Section 3. Decisions shall be made through consensus. Failing consensus, decisions shall be made by a simple majority vote.

Section 4. The Committee shall not take any action by secret ballot.

ARTICLE VII: VACANCIES

Section 1. When a vacancy occurs on the Committee, the seat shall first be filled by the election runner-up. Failing this, a special election shall be held to fill out the remaining term.
Section 2. Resignation from a Committee must be in writing and submitted to the Recorder for distribution to the Committee.

Section 3. If a Committee member is absent more than two (2) consecutive meetings, or a total of three (3) times during the academic year, they shall automatically be removed from the Committee. A special election may be called, or the position shall remain vacant until the next regular election.

ARTICLE VIII: COMMITTEES

Section 1. The Committee may create subcommittees as needed. All subcommittee meetings follow the meetings requirements specified in Article V.

ARTICLE IX: BYLAW AMENDMENTS

Section 1. Amending, repealing or adopting bylaws requires full Committee attendance and an affirmative vote of all five (5) voting members of the Committee at a regular meeting.

Section 2. Amending, repealing or adopting bylaws that affect student representation require a student vote. Ratification requires a two-thirds majority of all ballots cast.

These bylaws were adopted by the CRP student body on May 17, 2002.