

**BYLAWS**  
*of the*  
**ENGINEERING ADVISORY BOARD**  
**MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Approved 3-5-10

**Article I. Name**

This organization shall be known as the Missouri University of Science and Technology Engineering Advisory Board, hereinafter referred to as the Engineering Advisory Board or EAB.

**Article II. Purpose**

The purpose of the EAB is to balance the internal input that the Provost and the Vice Provost for Academic Affairs receive from department chairs, faculty, other vice provosts, and other internal and external friends of the University, with the perspectives of professionals from the Missouri and national engineering communities who have a keen interest in our endeavors and a vested interest in the results we produce. The University can benefit from the wisdom and experience of engineering leaders who have an understanding of the changing nature and future needs of the profession of engineering in general, and the various disciplines of engineering in particular. The EAB keeps the University informed of the educational, professional, and research needs of the profession. The EAB assists in identifying ways in which MSM/UMR/S&T alumni and friends can support the University. The EAB also assists in identifying external sources of financial support and special opportunities for the University.

**Article III. Mission**

A. The mission of Missouri University of Science and Technology:

*Missouri University of Science and Technology integrates education and research to create and convey knowledge to solve problems for our state and the technological world.*

B. The vision of Missouri University of Science and Technology:

*Missouri University of Science and Technology will be recognized as one of the top five technological research universities in the nation.*

C. The mission of the Engineering Advisory Board:

*The mission of the Missouri University of Science and Technology Engineering Advisory Board is to provide a mechanism for effective communication between the state and national engineering communities and Missouri S&T, to provide a means for external input to the University, and to identify and advance mutually beneficial opportunities and partnerships.*

## **Article IV. Roles and Responsibilities**

Specific responsibilities of the EAB and/or its members are:

- A. Attend EAB meetings and other University sponsored events to the extent possible.
- B. Serve as a communication link between the University and the various engineering disciplines.
- C. Assist in developing good relations between the University and the state and national engineering communities.
- D. Provide feedback on the effectiveness of existing activities in meeting the University mission.
- E. Identify ways by which the EAB can support the University in meeting its mission.
- F. Inform the Provost and Vice Provost for Academic Affairs about the educational and research needs of the state and national engineering communities and opportunities for the University to address those needs.
- G. Provide advice and counsel to the Provost and the Vice Provost for Academic Affairs regarding key issues as they arise.
- H. Provide advice and counsel to the Chancellor regarding key issues as appropriate.
- I. Identify educational, research, and special opportunities to advance the mission of the University.
- J. Support the University's fund-raising plans and efforts.

## **Article V. Membership**

- A. The EAB shall consist of the Provost and the Vice Provost for Academic Affairs and nominally one member representing each accredited engineering degree program in the University.
- B. Members shall ordinarily be alumni of Missouri University of Science and Technology or shall have otherwise demonstrated interests in the University. A minimum of 10 years between the date of award of the first degree from MSM/UMR/S&T shall be required for membership.
- C. Members shall have qualifications that allow them to understand the academic and research needs of their respective engineering discipline and be positioned to identify future academic and research needs for the profession of engineering in general and their respective engineering discipline in particular.

- D. The following persons shall be ex-officio members: Vice Chancellor for Advancement, Vice Chancellor for Student Affairs, Vice Provost for Research, Vice Provost for Undergraduate Studies, Vice Provost for Graduate Studies, Vice Provost for Global Learning, and Vice Provost and Dean of Enrollment Management.
- E. Invitations for membership are extended and appointments to the EAB are made by the Provost and shall be for a term of three years. Members may be reappointed for a second three-year term, consecutive or otherwise. After serving on the EAB, members may elect to become Emeritus members and continue to receive information regarding the activities of the EAB and participate in EAB social and other appropriate activities.
- F. Newly appointed members shall begin their term of appointment with the first regular meeting of the EAB following their appointment.

#### **Article VI. Officers**

- A. The EAB shall have the following four elected officers: Chair, Vice Chair, and two Executive Committee members.
- B. The term of office for the Chair and Vice Chair shall be one year.
- C. The term of office for the Executive Committee Members shall be two years. Each Executive Committee Member shall be elected in alternate years so that the terms of office are staggered. One new Executive Committee member shall be elected each year.
- D. Upon a majority vote of the EAB membership, the Vice Chair shall assume the responsibilities of Chair after completing a term as Vice Chair. A new Vice Chair shall be elected each year.
- E. Officers shall be elected by a show of hands at the first regularly scheduled meeting of the EAB each calendar year. If there is more than one candidate for any of the officer positions, election will be by secret ballot.
- F. Role of Officers:
  - 1. The Chair shall preside at all meetings of the EAB.
  - 2. The Chair shall call special meetings as needed.
  - 3. The Chair shall serve as spokesperson for the Board.
  - 4. The Vice Chair shall perform the duties of the Chair at the request of the Chair or in the event of the Chair's absence or incapacity.

## **Article VII. Committees**

- A. Executive Committee. The Chair, Vice Chair, the two Executive Committee Members, and the Provost shall form an Executive Committee that will convene at the request of the Chair in consultation with the Provost to discuss or act on EAB business and/or make recommendations to the Provost.
- B. The Executive Committee is authorized to meet when deemed necessary between regularly scheduled EAB meetings in order to address issues or recommend actions that cannot wait until a meeting of the EAB can be held. A meeting may be called by any member of the Executive Committee.
- C. Ad Hoc Committees. The Chair, in consultation with the Provost, shall appoint any ad hoc committees deemed necessary for the efficient operation of the Board.

## **Article VIII. Meetings**

- A. The EAB shall meet at least once annually. A second meeting within the same year may be called by the EAB Chair, the Provost, or upon the recommendation of 1/3 of the Executive Committee members of the EAB.
- B. The EAB shall vote on dates and locations of meetings of the full EAB.
- C. Meetings of the Executive Committee shall be set by the Chair in consultation with the Provost.
- D. Business brought before either the EAB or the Executive Committee requiring a vote shall require that a quorum be present and to be passed or enacted, each item of business shall require a majority of those present voting in favor of the motion.
- E. The Vice Provost for Academic Affairs shall prepare the agenda for each scheduled meeting, or any special meetings, in consultation with the Chair and the Provost and shall ensure that minutes are taken and distributed, as appropriate, of all scheduled meetings.
- F. A quorum for EAB meetings shall constitute half plus one of the EAB members.
- G. A quorum for meetings of the Executive Committee shall be 3 members.
- H. Meetings of the EAB are conducted in accordance with Robert's Rules of Order.

## **Article IX. Amendments to the Bylaws**

- A. Proposed amendments to the bylaws may be submitted to the Chair of the EAB.

- B. All amendments must be approved by a majority of the EAB members present at a regularly scheduled EAB meeting, provided a quorum is present.
- C. Amendments must be submitted in writing to the membership of the EAB at least two weeks prior to the next regularly scheduled meeting at which the amendments will be balloted.
- D. Ballots on proposed amendments shall be by show of hands.
- E. A proposal to amend the bylaws shall become effective when approved by the majority of members voting on the proposal.
- F. The Vice Provost for Academic Affairs shall conduct the voting process.

**Article X. Approval of the Bylaws**

- A. The initial approval of the bylaws will be by show of hands after discussion among the EAB members.
- B. The number of votes necessary to ratify the bylaws shall be 2/3 of the appointed members.
- C. The Vice Provost for Academic Affairs shall conduct the voting process.