

Industrial Advisory Council Bylaws

I. Mission

The mission is to serve as an advisory council for the leadership and faculty within the CIT Department on strategy, important issues affecting the future of the department, and external affairs; to establish an enduring collaboration between faculty, students, and industry; and provide insights to the CIT leadership team in order to maintain and enhance the department's position of academic excellence and prominence.

II. Objectives

The primary objectives of the Advisory Council are to:

- Provide input on the department's strategic plans and goals;
- Advise on marketing, recruiting and retention efforts; and
- Liaise between industry and faculty, and industry and students.

III. Membership

The Advisory Council will consist of a diverse mix of people from various professions, not to exceed 15 members. Membership will be by invitation from the Department Head upon advice of the current council members and faculty.

IV. Participation

Members are expected to be active participants and will be expected to attend a minimum of one meeting per year and not fewer than three meetings in two years. Failure to attend will result in potential removal from the council.

VI. Officers

The officers of the council consist of the **chair, and chair-elect**. They are elected from the membership of the council. The term of service of the officers is two years.

Chair

The chair shall preside over meetings of the council and provide guidance in achievement of its goals.

Chair-Elect

The chair-elect shall preside over council meetings in the absence of the chair and has responsibility for coordinating the activities of the ad hoc committees of the council.

Election of the chair-elect takes place at the spring meeting of the council. A simple majority of votes cast by members present is required for election.

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VII. Meetings

The council normally meets in the spring and in the fall of each academic year. In addition to the two regular meetings held each year, special meetings of the council and of its committees may be called by the chair. The council normally acts as a committee of the whole, but committees may be appointed by the chair to undertake specific assignments.

The chair, in collaboration with the Department Head, sets the dates for meetings of the council. The Office of the Department Head is responsible for arrangements and, in collaboration with the chair, prepares the agenda for each meeting and emails it to all members of the council at least ten days prior to each meeting. At the end of each meeting, the council makes suggestions for the agenda for the next meeting.

VIII. Expenses

Expenses associated with participation are the responsibility of the respective council member.

IX. Bylaws Revision

Revisions to the bylaws can be proposed by any council member and by the CIT Department Head. Proposed revisions must be distributed in writing to all members of the council at least ten days prior to the meeting where action on the proposals will be taken. A two-thirds majority of votes cast by all members present and absentee votes is required for approval.