

Bylaws of the Madrid Campus Leadership Committee

1.0 PURPOSE

This policy codifies the bylaws of the Madrid Campus Leadership Committee (MCLC).

2.0 COUNCIL DEFINITION & RESPONSIBILITIES

The purpose of the MCLC shall be to serve as the campus-wide shared governance body responsible for advising the Director and Academic Dean on matters of importance to the SLU-Madrid community. The committee meets to discuss issues raised by any of its members, to review and provide advice on policies and activities, and to advance Saint Louis University - Madrid Campus and the mission of Saint Louis University.

3.0 MEMBERSHIP

The MCLC is composed of the administrative and academic leaders as well as the leaders of representative groups on campus. The table below details the membership along with voting rights.

Member	Voting Rights
Director and Academic Dean	No
Associate Dean, Humanities and Social Sciences	Yes
Associate Dean, Science and Engineering	Yes
Campus Chaplain	Yes
Chair, Anthropology, Classics, History, Philosophy and Theology	Yes
Chair, Business and Economics	Yes
Director, Admissions	Yes
Director, Finance and Operations	Yes
Director, Student Life	Yes
President, Madrid Campus Faculty Senate	Yes
President, Madrid Campus Student Government Association	Yes
President, Madrid Campus Workers' Committee	Yes

4.0 ROLES & RESPONSIBILITIES

The roles and responsibilities of the membership are to:

1. Represent the collective views of the respective constituencies.
2. Report to their respective constituencies on the work of the MCLC.
3. Solicit input from their respective constituencies on matters that come before the MCLC.
4. Review the agenda and all supplemental materials prior to meeting.

5.0 VOTING PROCEDURES

Because the MCLC is an advisory committee to the Director and Academic Dean, the Director and Academic Dean will not vote on any motion which will, after MCLC deliberation, be then referred to the Director and Academic Dean for a final decision.

For voting purposes, a quorum shall consist of a simple majority (51%) of all members eligible to vote on a motion. Assuming a quorum, a simple majority of votes is required to pass any motion (except motions to amend these Bylaws, which require a two-thirds super majority per Section 6.0).

Voting procedures will be conducted according to the most recent edition of *Robert's Rules of Order*.

6.0 MEETINGS

MCLC will convene at least three times each semester and at least twice during the summer. Additional meetings may be called as needed by the Director and Academic Dean. Meetings (including voting) conducted primarily or exclusively via synchronous or asynchronous electronic communication may be held as deemed necessary. Regardless of format, meetings will be conducted according to the most recent edition of *Robert's Rules of Order*.

The MCLC may establish additional *ad hoc* and/or permanent sub-committees to conduct various aspects of committee work.

7.0 AMENDMENTS

Proposed amendments to these Bylaws shall be submitted to the Director and Academic Dean in writing two weeks before the next regularly scheduled meeting and will be forwarded by the Director and Academic Dean to all members at least one week prior to the next regularly scheduled meeting. Amendments approved by at least two-thirds of the voting members will be forwarded to the Director and Academic Dean for review and a final decision.

Modifications to MCLC membership prompted by organizational changes (including, but not limited to, the addition, closure, merging, and re-assignment of any academic or administrative unit) shall be made by the Director and Academic Dean in the spirit of these bylaws but without the need for formally-approved amendments.

8.0 APPROVALS

These bylaws were:

- 1) Endorsed by MCLC: October 21, 2020
- 2) Adopted by Director and Academic Dean, SLU-Madrid: October 21, 2020