

Standing Orders of the UUP Executive Board for the Buffalo Health Sciences Center (HSC) Chapter of the UUP

Preamble. To promote efficient administrative processes in the Buffalo HSC UUP Executive Board we have established a set of Standing Orders in accordance with Article VII, section 2 of the UUP Constitution. These Standing Orders pertain only to the Buffalo HSC UUP Executive Board and not to any other committee of the UUP or to the UUP Chapter itself.

I. Procedures.

A. Membership and Meetings.

The Buffalo HSC UUP Executive Board will be constituted in accordance with Article 6, section 1 of the UUP Chapter Bylaws and will meet in accordance with Article 6, section 4.1 of the UUP Chapter Bylaws.

i. Online meetings may be held in times of emergency or whenever the Board cannot meet in person as determined by the Board President. The same quorum and voting rules apply to online meetings as apply to in-person meetings.

B. Representation of BUFFALO HSC UUP EXECUTIVE BOARD members on other UUP Committees.

At least one member of BUFFALO HSC UUP EXECUTIVE BOARD will be appointed to each UUP Chapter Committee to act as liaison to the committee and will report back to the BUFFALO HSC UUP EXECUTIVE BOARD as requested.

C. Agenda for the BUFFALO HSC UUP EXECUTIVE BOARD meetings.

i. Items for placement on the agenda will be presented by any member of UUP in writing to the Secretary of the UUP Chapter by the Thursday prior to the scheduled Thursday meeting. For special BUFFALO HSC UUP EXECUTIVE BOARD meetings, or should the BUFFALO HSC UUP EXECUTIVE BOARD meeting date change, the agenda items will be sent to the Secretary at least one week prior to the meeting.

ii. The Agenda for the BUFFALO HSC UUP EXECUTIVE BOARD meetings will be determined by the President in consultation with the Secretary and the UUP EXECUTIVE BOARD.

iii. The Agenda and other information for discussion will be sent to BUFFALO HSC UUP EXECUTIVE BOARD members, when possible, a week prior to the meeting.

D. Reports of UUP Chapter Committees to the BUFFALO HSC UUP EXECUTIVE BOARD.

i. Committees of the UUP Chapter will report to the BUFFALO HSC UUP EXECUTIVE BOARD on a schedule determined at the first meeting of the BUFFALO HSC UUP EXECUTIVE BOARD for an academic year or at any other time requested by the BUFFALO HSC UUP EXECUTIVE BOARD.

ii. Reports will be submitted using a template approved by the BUFFALO HSC UUP EXECUTIVE BOARD. The template will be listed as Appendix 1 of the Standing Orders.

E. Addressing items placed on the Table.

Any item placed on the Table at a BUFFALO HSC UUP EXECUTIVE BOARD meeting will be taken from the Table at the next BUFFALO HSC UUP EXECUTIVE BOARD meeting under Old Business unless remanded back to the Table by a majority vote at that meeting.

II. Amendment.

A. Amendments to these Standing Orders may be proposed by any member of the BUFFALO HSC UUP EXECUTIVE BOARD by written request to the Secretary of the Board one week prior to the next BUFFALO HSC UUP EXECUTIVE BOARD meeting.

B. These Standing Orders may be amended by a simple majority vote of the BUFFALO HSC UUP EXECUTIVE BOARD at a meeting containing a quorum.

Respectfully submitted by Richard M. Gronostajski for the Bylaws Committee
Approved 12/5/2019, Modified 4/9/2020, Modified 7/8/2021
See Appendix 1: Report to the Buffalo HSC UUP Executive Board Template

Report to the Buffalo HSC UUP Executive Board

Submitted on _____

by _____

UUP Chapter Committee on

Charge:

Roster:

Report Date:

Meeting History (meeting dates, conference calls, major discussions):

Major Objectives:

Emerging Objectives:

Potential Work Products or
Milestones for Completion of
Objectives:

Timeline for Completion of
Objectives:

Specific actions requiring

BUFFALO HSC UUP

EXECUTIVE BOARD

Approval:

BUFFALO HSC UUP EXECUTIVE BOARD Comments: