

**Maseeh College of Engineering and Computer Science**  
Department of Civil and Environmental Engineering

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**Department of Civil & Environmental Engineering**  
**Advisory Council By-Laws**

**Article I**

- Section 1.     The name of this organization shall be: Department of Civil and Environmental Engineering (CEE) Advisory Council, herein referred to as the Council.
- Section 2.     Official use of the name shall only be made with the authority of the Council.
- Section 3.     Current membership roster of the Council will be published on the CEE website.

**Article II - Objectives**

- Section 1.     The Council will advise and assist CEE at Portland State University (PSU) in its endeavor to provide the highest quality of education and research consistent with the needs of industry, government, community/public, service and academic institutions.
- Section 2.     The Council will make recommendations and issue reports to the Chair of the CEE Department.
- Section 3.     The Chair of the Council will work with the CEE Department Chair to develop work plan and agenda items.

**Article III - Membership**

- Section 1.     There shall be five classes of membership on the Council: Regular, Faculty, Student, Young Member, and Emeritus. All classes of membership except Emeritus members are eligible to vote.
- Section 2.     There shall be up to sixteen (16) regular members of the Council, each serving a five-year term and two (2) young members each serving a three-year term. Election will be the responsibility of the Council. The term of membership shall begin at the conclusion of the fall meeting in which the new members are elected. If a member resigns during his/her term, the Council is responsible for electing a new member to complete the term in question.
- Section 3.     A regular member, serving a 5 year term, shall serve no more than two (2) terms in succession. Such a member may be eligible for re-election following one (1) year off the Council. A regular member elected to an uncompleted term shall be eligible to be re-elected to the Council at the conclusion of their initial term. Young members may serve only 1 term as young member. Time served as a young member does not count towards regular member term limits.
- Section 4.     Names for consideration for election of regular and young members to the Council may be suggested to the Council by the Chair of CEE, faculty of CEE or by any member of the Council. Regular members shall be selected from those individuals whose business and/or professional careers have brought them recognition for sound judgment, decisive action and integrity. Young members should be within 10 years of starting their professional career at the time of appointment and have a career trajectory that shows leadership promise. Both regular and young members shall have knowledge of and interest in CEE education in general with a particular interest and concern for the development, advancement and the recognition of PSU CEE as an outstanding institution. Members shall be available to attend meetings and devote the time necessary to effectively serve the Council, CEE and the University.
- Section 5.     The Chair of CEE may appoint one (1) faculty member and one (1) student member (a senior or graduate student). The faculty and student members can be appointed yearly. The Chair of CEE shall be considered an ex-officio member.
- Section 6.     Members who are no longer able to participate as an active member of the Council may apply to be Emeritus members. Emeritus membership will be approved by majority vote of the Council (excluding the member under consideration if still eligible to vote). Emeritus

members will continue to receive Council information packets, meeting minutes and other information.

Section 7. Members who have more than two (2) consecutive unexcused absences from the Council Meetings may be excused from the Council.

#### **Article IV - Officers**

Section 1. The officers of the Council shall be the Chair and Vice Chair.

Section 2. The Council Chair shall preside over meetings and will serve for two (2) years. If, due to resignation, a Council Chair is elected to finish a term, that Chair is eligible for re-election for a full term.

Section 3. The Vice Chair will serve for 2 years and preside over meetings in the absence of the Council Chair.

Section 4. The CEE Department will be responsible for the publishing of the minutes, reports and recommendations and will provide administrative support to the Council.

Section 5. Election of the officers shall occur at the regular fall meeting. These officers shall assume office at the close of that meeting and shall serve a two (2) year term. These officers' terms may extend beyond the five (5) year term.

#### **Article V - Meetings**

Section 1. A regular meeting of the Council shall be held in the fall and shall be the annual meeting. Time and place of the meeting shall be designated by the Chair of CEE and shall be communicated to the members.

Section 2. Additional regular meetings may be called by the Council Chair in consultation with the Chair of CEE.

#### **Article VI - Finances**

Section 1. Each Council member shall be responsible for personal and travel expenses incurred in connection with his/her Council duties.

#### **Article VII - Parliamentary Procedure**

Section 1. In the absence of any provisions to the contrary in the Bylaws, all business meetings and committee meetings shall be governed by the parliamentary rules and usages contained in a current edition of Robert's Rules of Order.

Section 2. A quorum shall be a simple majority of the voting members of the Council. Members must be present to vote.

Section 3. The Council may elect to vote electronically. A simple majority of all Council members is required for measures voted in this manner.

#### **Article VIII - Amendments**

Section 1. Amendments to these Bylaws may be initiated by any member of the Council.

Section 2. For the adoption of a proposed amendment to these by-laws, a 2/3rds majority vote of the membership of the Council shall be required.

#### **Article IX - Adoption**

Adoption of these Bylaws shall be by a 2/3rds majority vote of the entire membership of the Council. The Bylaws shall take effect immediately upon adoption.

*As Revised February 13, 2006, October 27, 2016*