

# Regents' Advisory Committee on Communication

Proposed revisions – November 2024

## Article I. Membership

The membership of the Regents' Advisory Committee on Communication (RACC) consists of one voting member appointed by the Vice President for Academic Affairs for each institution offering work in the field of communication. The term of office of all members is one year. Committee members are eligible for reappointment by their institution.

If, after appointment to the RACC, a member is unable to serve, a substitute will be appointed through regular channels, i.e., from the Vice President of Academic Affairs of the institution to the Executive Vice Chancellor and Chief Academic Officer.

All standing academic advisory committees have at least one USG liaison designated by the Executive Vice Chancellor & Chief Academic Officer.

## Article II. Purpose

The purpose of the RACC is to study the curricula and programs of study in communication-related disciplines represented by the membership. The committee will write reports and make recommendations to the Board of Regents regarding the improvement of instruction, new program proposals, or other relevant issues. The RACC exchanges information and seeks to improve articulation and coordination between units of the University System.

## Article III. Voting

Each institution shall have one vote to be cast by the official representative or the designee serving on the RACC. A quorum shall consist of a simple majority (50%) of the membership.

In face-to-face and virtual meetings, the passage of a motion shall require a simple majority of those present when there is a quorum. Those members not in attendance at these meetings may not vote.

Electronic votes may be used to consider a motion. Half of the membership must vote electronically to constitute a quorum. Members shall have at least one week to consider a motion before the deadline to vote. An electronic survey technology, like Qualtrics and Survey Monkey, must be employed for a formal vote.

## Article IV. Executive Committee

An executive committee shall be created and charged with establishing priorities for the RACC, planning meetings, and carrying out the duties designated for each office. The executive committee shall consist of a chair, a vice-chair, a secretary/treasurer, and the past chair. An effort should be made to ensure that the diverse interests of member institutions (research category, size, focus of curriculum) are represented among those serving on the executive committee. Executive committee members will be elected by majority vote during the spring meeting or at some other time during the spring semester as determined by the executive committee. In the event a member of the executive committee resigns or is unable to continue to serve on the executive committee, a special election shall be held to elect a RACC member to serve the remaining part of the term.

The duties of the members of the executive committee include:

### Chair (1 year term)

- Serves as liaison between the Systems Office, other advisory or administrative committees and the RACC.
- Convenes and conducts all meetings, calls for agenda items prior to meetings, and appoints subcommittees.
- Submits approved minutes to the Board of Regents through the USG liaison.
- Assumes the role of the Past Chair for one year.

### Chair Elect (1 year term)

- Serves as the Chair when the Chair is unable to attend face-to-face meetings or is otherwise temporarily unable to conduct the business assigned to the chair.
- Assists the Chair in the performance of the Chair's duties.
- Ensures that elections are conducted in a timely manner.
- Enforces the RACC's Bylaws
- Assumes the role of the Chair upon completion of the term

### Secretary/Treasurer (2 year term)

- Records accurate meeting minutes
- Distributes meeting minutes to the RACC and ensures that minutes are approved.
- Handles financial matters relating to the work of the Executive Committee or RACC.
- Ensures that the information on the USG website is posted and is up-to-date.

- Provide input at executive committee meetings
- Carry out duties assigned by the Chair

## **Article V. Meetings**

During the fall semester, The RACC must hold either a virtual meeting or a face-to-face meeting at a location near the center of the state. The executive committee will determine the time and location of the fall meeting, giving reasonable notice to the membership. Additional meetings of the RACC may be convened by the Chair in consultation with the Executive Committee. The preferred forum for a spring meeting (if face-to-face) of the RACC shall be the Georgia Communication Association's Annual Conference.

## **Article VI. Adoption and Amendment of Bylaws**

The RACC's bylaws must be approved by two-thirds of the RACC's voting members in order to be adopted. Proposed amendments must first be approved by the executive committee and distributed to the RACC members two weeks before the deadline to vote. Voting on changes to the bylaws may be in person or online (if, for example, members are unable to attend). Changes to the bylaws must be approved by two-thirds of the members.