BYLAWS OF THE ACADEMIC PROCEDURES COMMITTEE

OFFICERS

1. The affairs of the APC shall be managed by a Chair and a Vice-Chair.
2. Election
   a. Current members of the APC are eligible to hold office.
   b. Both positions shall be filled by an election held during the spring semester.
      Nominees will be selected by a Nominations Committee composed of
      volunteers from the APC. The Nominations Committee must be composed of
      at least two members, of which only one can be a sitting officer. Any member
      of the APC may nominate any other member.
   c. The APC recommends its elected officers-chairs for the next academic year to
      the Vice Chancellor for Academic Affairs and the Vice Chancellor for
      Students for confirmation.
3. Vacancies shall be filled as follows:
   a. Chair - this position shall be filled by the current Vice-Chair, if that Vice-Chair
      was elected by the APC membership
   b. Vice-Chair - this position shall be filled by an appointee selected by the Chair
      from among the voting APC members and approved by majority vote of the
      APC.
   c. The Offices of the Vice Chancellor for Academic Affairs and the Vice
      Chancellor for Students shall be notified of any change in the APC officers.

MEMBERSHIP

1. As stated in the Charter, the members of the APC should be administrators with the
   direct or delegated authority to make decisions. Each member is nominated by the
   Dean or Director of his or her unit and appointed by the Vice Chancellor for Academic
   Affairs and the Vice Chancellor for Students.
2. Administrators may delegate their membership in APC to responsible staff.
3. The APC shall invite representatives from the Mānoa Faculty Senate (MFS), the
   Associated Students of the University of Hawai‘i (ASUH) and the Graduate Student
   Organization (GSO) to attend the meetings. These representatives will not be voting
   members.

OPERATIONS

1. A majority of the number of members of the APC shall constitute a quorum, and the
   act of a majority of the members of a committee present at a meeting at which a
   quorum is present shall be the act of the committee.
2. Any meeting lacking a quorum may proceed but only for the purposes of informing or
   discussing issues.
3. The APC shall meet as often as necessary to conduct its responsibilities, including the
   summer, but ordinarily meets once a month during the academic year.
4. The formal proceedings of the APC shall be recorded as minutes. These minutes shall
   be taken by a volunteer and distributed to all members, as well as representatives from
MFS, ASUH, GSO and the Offices of the Vice Chancellor for Academic Affairs and the Vice Chancellor for Students, where they will be maintained as a record of APC actions.

5. The APC may invite other University faculty, students, or staff to participate in APC deliberations. The APC may also invite individuals with special knowledge to provide input on the consideration of specific issues.

6. All recommendations from the committee forwarded to the Vice Chancellor for Academic Affairs and the Vice Chancellor for Students will contain:
   a. a statement of the problem or issue;
   b. a summary of relevant facts;
   c. the principal assumptions upon which the committee is operating; alternative courses of action;
   d. and the specific recommendation.

Before acting on recommendations from the APC, the Vice Chancellor for Academic Affairs and the Vice Chancellor for Students will ensure consultation with appropriate administrators, the Faculty Senate, and student governance organizations.

7. Policies and procedures that may have system wide implications should be coordinated and discussed with appropriate offices from other campuses and the system.

STANDING AND AD-HOC COMMITTEES

1. The APC may designate or appoint standing or temporary (ad hoc) committees by a majority vote of the members of the APC. Each standing or ad hoc committee shall include at least one APC member.

2. Committee members and chairs are volunteers approved by the Chair.

3. A majority of the number of members composing any committee shall constitute a quorum, and the act of a majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committees.

WORKSHOPS

1. As part of its responsibilities, the APC shall conduct workshops on professional development, information sharing, discussion of issues, and other pertinent matters.

2. Inasmuch as APC lacks its own funding source, the Offices of the Vice Chancellor for Academic Affairs and the Vice Chancellor for Students should provide support for workshops.

AMENDMENTS TO THESE BYLAWS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the vote of a majority of the members of the APC in office.