

**SCHOOL OF INFORMATION TECHNOLOGY, ILLINOIS STATE UNIVERSITY**  
Normal, Illinois 61790-5150

**BYLAWS FOR THE TELECOMMUNICATION ADVISORY COUNCIL (TAB)**  
Network & Telecommunication Management Program  
Date of Adoption: **XXXX**, 2011

**I. Name**

The Council will be called the *Telecommunication Advisory Council (TAB)* of the School of Information Technology at Illinois State University.

**II. Purpose**

The Council is formed to:

- A. Provide advice to the School of Information Technology (IT) in developing appropriate programs and practices for preparing students to enter the IT field.
- B. Facilitate cooperation and communication between the university and the public, organizations, businesses and industries within the region.
- C. Assist the School of Information Technology in securing resources necessary to fulfill its mission and goals.

**III. Responsibility of the Council**

- A. TAB will deal only with issues relating to the Network & Telecommunication Management program in IT.

**IV. Membership**

- A. Seats on the Telecommunications Advisory Council shall be allocated to no more than **XX** business or industry organizations.
- B. Each seat shall have one vote on matters arising before the Council. When multiple individuals representing one organization concurrently attend TAB meetings they shall arrive at a single voting decision.
- D. The concurrent attendance at TAB meetings of multiple individuals from member organizations is encouraged.
- C. IT Faculty members are automatically (non-voting) TAB members.
- D. A student representative will be appointed by the IT Director each year.

**V. Selection**

- A. The potential members are recommended by the faculty and current TAB members and shall possess the following personal characteristics:
  - 1. Interested in quality education; and
  - 2. Integrity, responsibility, maturity of thought and action, and tolerance of varying points of view.
- B. The potential TAB membership shall be representative of the IT industry.
- C. Membership selection will be consistent with ISU's commitment as "an equal opportunity/affirmative action university encouraging diversity."
- D. In the event any decisions related to membership must be made, such decisions will be made by the Council.

## **VI. Term of Membership**

- A. TAB members will serve three year terms.
- B. When a vacancy occurs, the newly appointed member will serve during the unexpired term of the member he/she replaces.
- C. A Council member is eligible for reappointment after each term.

## **VII. Student Membership**

- A. A student member will be appointed from each of the Information Systems and Computer Science programs. They will serve a one year term.
- B. When a vacancy occurs mid-term, a student may be appointed to fill the vacancy. In this instance the student member may be appointed to an additional one-year term.

## **VIII. Responsibilities of Members**

- A. Each member is expected to attend meetings regularly, participate in the Advisory Council discussions and serve on sub-committees when requested.
- B. Each member is expected to carefully study any problems that come before the Advisory Council before reaching a decision.
- C. Each member is expected to respect the rights of fellow Council members.

## **IX. Officers**

Offices in TAB are not held by organizations (i.e. TAB seats), but by specific individuals. The officers will include: a chairperson, vice- chairperson, and a secretary. They will form the Executive Committee. The chairperson and the vice-chairperson will be elected at the first meeting of the Council, and will serve for a two year term. Officers may be not reelected to the same position for two consecutive terms.

- A. The chairperson shall be a member of the Council representing business or industry. The chairperson shall preside over the meetings of the Council and carry out other duties normally associated with the chairperson of an organization.
- B. The vice-chairperson shall be a member of the Council representing business or industry. The vice- chairperson shall preside in the absence of the chairperson and fulfill other responsibilities assigned by the chairperson.
- C. The secretary will be one of the IT faculty members so that the Council has direct access to the support services the university has to offer. The secretary will be designated for a maximum two year term by the Director of IT. The secretary will be a voting member of the Executive Committee and any sub-committees, but will not be a voting member of the Council.
- D. Order of Succession: If the chairperson vacates the position, the vice-chairperson shall assume the role of chairperson. TAB will hold an election at the earliest possible time to fill a vacancy in the vice-chairperson position.

## **X. Loss of Membership**

Any member of the Advisory Council who is absent without reasonable cause from two consecutive regularly scheduled meetings will be considered to have resigned from the Advisory Council.

- A. The Executive Committee shall rule as to when a member has been absent two consecutive meetings without reasonable cause, and report to the full Council the fact that the member in question has been considered to have resigned.
- B. The Council will notify, by letter, the member in question, as well as the IT faculty.
- C. The Council will then declare a vacancy to exist, request nominations or suggestions for

replacement appointments, and proceed with the appointment process by recommending people to fill the vacancy.

#### **XI. Council Operation**

- A. The Advisory Council will plan and operate under an annual program of work. Topics, goals, and activities will be included in the plan. The program for each coming year will be discussed during the first meeting each year.
- B. The annual program of work will indicate the regular meetings to be held each year.
- C. At least two meetings will be held each year. Members may attend via teleconferencing mechanisms if such can be arranged.
- D. Special meetings may be called, or regular meetings canceled by action of the Executive Committee.
- E. The Executive Committee (and/or chairperson), in consultation with the IT faculty, will be responsible for planning the agenda of individual meetings. The agenda will be mailed out two weeks in advance of the meetings.
- F. Each meeting will begin at the announced time and will continue for no more than four hours.
- G. Discussion leading toward consensus of the members will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision of the Advisory Council is to be recorded or transmitted.
- H. A quorum will consist of a majority of the officially appointed members of the Advisory Council.
- I. Meeting minutes will be kept of all meetings, and copies will be distributed to each member of the Council and to the IT faculty.

#### **XII. Sub-Committees**

- A. Sub-committees may be established and discharged by The TAB Executive Committee.
- B. Sub-committees may be continuous or ad hoc in nature depending upon needs.
- C. The chairperson of the Advisory Council can charge a sub-committee Chairperson.
- D. Purpose of the sub-committee will be specified by the Advisory Council.
- E. Sub-committees may be of any appropriate size. A majority of a sub-committee must be members of TAB. Additional sub-committee members need not be members of TAB.
- F. Sub-committees will report at each TAB meeting.
- G. The chair of a sub-committee must be a member of TAB.

#### **XIII. Resources and Services**

- A. The IT faculty shall provide for the proper and effective operation of the Advisory Council, within the limits of the program's resources.
- B. Meeting facilities, duplication of official communications, mailing expenses and other related services shall be considered essential for the proper functioning of the Advisory Council.
- C. All financial activities associated with the function of the Advisory Council shall be in accordance with the policies of the IT faculty and Illinois State University.