

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

BYLAWS FOR THE TELECOMMUNICATIONS ADVISORY BOARD (TAB)

Network & Telecommunications Management Program

Date of Adoption: October 21, 2011

I. Name

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

II. Purpose

The Board 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 Board

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

IV. Membership

- A. Seats on the Telecommunications Advisory Board shall be allocated to no more than 18 business or industry organizations.
- B. Each seat shall have one vote on matters arising before the Board. 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 Director of IT 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 Networking and Telecommunications 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 Board.

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 Board member is eligible for reappointment after each term.

VII. Student Membership

- A. A student member will be appointed from the Network & Telecommunications Management program. 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 Board discussions and serve on sub-committees when requested.
- B. Each member is expected to carefully study any problems that come before the Advisory Board before reaching a decision.
- C. Each member is expected to respect the rights of fellow Board 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 Board, and will serve for a three year term. Officers may not be reelected to the same position for two consecutive terms.

- A. The chairperson shall be a member of the Board representing business or industry. The chairperson shall preside over the meetings of the Board and carry out other duties normally associated with the chairperson of an organization.
- B. The vice-chairperson shall be a member of the Board 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 Board 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 Board.
- 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 Board who is absent without reasonable cause from two consecutive regularly scheduled meetings will be considered to have resigned from the Advisory Board.

- 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 Board the fact that the member in question has been considered to have resigned.
- B. The Board will notify, by letter, the member in question, as well as the IT faculty.

- C. The Board 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. Board Operation

- A. The Advisory Board 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 Board is to be recorded or transmitted.
- H. A quorum will consist of a majority of the officially appointed members of the Advisory Board. Ballots can be distributed for non- attending members to register a vote.
- I. The by-laws can be amended by a majority of the officially appointed members of the Advisory Board.
- J. Meeting minutes will be kept of all meetings, and copies will be distributed to each member of the Board 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 Board can charge a sub-committee Chairperson.
- D. Purpose of the sub-committee will be specified by the Advisory Board.
- 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 Board, 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 Board.
- C. All financial activities associated with the function of the Advisory Board shall be in accordance with the policies of the IT faculty and Illinois State University.