



## UNIVERSITY BUDGET ADVISORY COMMITTEE BYLAWS

### Article I – Name

The committee name shall be California State University, East Bay, University Budget Advisory Committee (UBAC).

### Article II – Purpose and Function

**Section 1.** The University Budget Advisory Committee (UBAC) will serve as a deliberative body that provides the President of California State University, East Bay with ongoing advice and recommendations related to budget, policy, planning and assessment. The UBAC aims to ensure the budget priorities are reflected in the university budget through coordinated consultation, discussion, education, and outreach to the university community.

**Section 2.** Functions of the committee include the following:

- Review quantitative and qualitative information about the University’s performance and use the findings to make recommendations regarding programmatic and resource priorities.
- Advise on the prioritization of campus goals, budget development, and resource allocation.
- Takes action when the budget shows a significant change as a result from decisions made at the State or Chancellor’s Office.
- Advise on short and long range plans that impact university-wide initiatives including, but not limited to, accreditation, budget, enrollment, and physical master plan.

### Article III - Membership

**Section 1.** Committee Members

- Vice President for Administration and Finance/CFO (Co-Chair)\*
- Provost and Vice President for Academic Affairs
- Deputy Provost \*
- Vice President Student Affairs
- University Diversity Officer
- COBRA Chair (Co-Chair)
- Chair of Academic Senate or designee
- Appointee from Associated Students, Inc.
- Two presidential appointees (one must be faculty)
- One staff appointee from SWEET
- Associate Vice President, Budget and Planning \*

\*ex-officio members of the committee

## **Section 2.**

- a. The committee membership shall be comprised of nine voting representatives from the following constituencies: administration, faculty, staff and ASI.
- b. Each constituency may designate a person to serve as an “Alternate” in the absence of a representative from that constituency. When serving as alternate, that person shall have full voting rights and count for determining quorum.
- c. Ex-officio members shall be non-voting and not count for determining quorum.
- d. An administrative co-chair and the faculty chair of COBRA will serve as co-chair. The co-chairs shall preside over the UBAC meetings.

## **Article IV - Meetings**

- a. A minimum of two meetings per semester will be scheduled. This schedule may be altered by a simple majority of the committee.
- b. A simple majority, more than 50% of the committee membership, shall constitute a quorum.
- c. Meetings shall be open to all members of the campus community. Additionally, individuals may address non-agenda items under the “Item from the Floor/Announcements” agenda item as time permits.

## **Article V - Amendment of Bylaws**

Amendments to the Bylaws may be proposed by any committee member. A majority vote of the committee members shall be necessary for adopting proposed amendments.