MEMORANDUM

March 12, 2015

To: Rachel Nye, Chair

NMU Senate

From: Carl Wozniak, Chair

Honors Board

Re: Honor Board Operating Procedures change request

The Honors Board (HB) is requesting approval of changes in the HB Operating Procedures as follows (new wording in red):

3.1 During the last meeting of the academic year, the Honors Board shall elect a Chair, Vice-chair, and Secretary for the following year. The Chair shall have a minimum of one year's experience on the committee. The terms of office shall be one year.

4.5 The Vice-chair shall convene meetings in the Chair’s absence and lead sub-committees as assigned.

4.6 The Secretary shall take and maintain meeting minutes for distribution to committee members. ~~The Secretary will be on a rotating basis; the Chair will announce the Secretary of the Day in the agenda for each meeting. At least one back-up secretary will also be named, in the event that the secretary is absent from the meeting. The Secretary of the Day will make minutes available for committee members to review at the next Honors Board meeting, if at all possible. If it is impossible to get the minutes that quickly, the secretary will get them to the committee at the next scheduled meeting.~~

~~4.5~~4.7 Approved minutes of Honors Board meetings shall be kept on file.

Rationale for Changes

Currently, the Honors Board has a single standing officer, the chair, who has sole authority. The only other officer identified is a rotating Secretary. Both these conditions are organizationally problematic for the following reasons:

* If the chair is unable to attend a meeting there is no formalized structure that allows another member to convene the meeting. In fact, it is not clear whether an official meeting can take place without the chair being present;
* Regular duties of the committee are entirely ad hoc. Continuity and efficiency are compromised because no defined responsibilities are vested in any standing organizational roles,
* The current modality of choosing a Secretary of the Day is not functionally practical and makes document maintenance, distribution, and retrieval less efficient;
* These changes bring the organizational structure of the Honors Board into alignment with typical practice of other University committees.

Thank you for your consideration in these matters. Please contact me at [cwozniak@nmu.edu](mailto:cwozniak@nmu.edu) or 227-1964 if you have any questions.



Attachment: Honors Board Operating Procedures