

**BY-LAWS OF THE ADVISORY BOARD OF THE  
HOBBY SCHOOL OF PUBLIC AFFAIRS**  
*(Approved June 2, 2020)*

**ARTICLE I. PURPOSE**

The Hobby School of Public Affairs operates in conjunction with an external Advisory Board to assist the School in program support and fundraising activities as needed. While the Dean, in consultation with the Associate Dean and faculty and staff of the Hobby School, oversees the mission and programs of the School itself, the Advisory Board exists to offer its expertise to help guide and shape the future of the School's teaching, research and public service activities. To do this effectively, it reflects the full diversity of the School's students and alumni, and the broad communities the School serves.

**ARTICLE II. MEMBERSHIP**

**Section 1. Selection.** Candidates for membership to the Advisory Board will be chosen by the Nominations Committee and invited by the Dean or Board Chair. Nominees will be elected to the Board by a majority vote of the existing members of the Board. Prospective candidates will be identified from individuals with backgrounds and expertise reflecting the needs of the Hobby School and the diversity of the School's students, alumni, and communities served. Any potential conflicts of interest will be identified and resolved before nomination.

In addition to elected members, the Dean, Associate Dean, and Senior Director shall appoint two additional members to the board. These will be individuals with direct experience in one or more of the School's programs, so as to better represent students and alumni and better inform the Board. One will be enrolled in or a graduate of the Master's in Public Policy (MPP) program. The other will typically have completed a Hobby School internship or other program, such as the Certified Public Manager Program. These members will be considered *ex-officio* and have voting rights, but shall not be subject to the financial contribution requirement outlined in the MOU.

**Section 2. Good Standing.** Members in good standing have voting rights. They will be ready and willing to serve on a Board committee as asked. As defined in the MOU, each member shall commit to an annual financial contribution to the Hobby School or one of its programs, ensuring 100 percent participation is achieved. Members shall attend (or participate by telephone or videoconference in) all Advisory Board meetings unless excused by the Dean.

Members will serve as advocates for the Hobby School in their communities and spheres of influence, and they may be invited to attend or support other School functions throughout the year. Upon recommendation by the Executive Committee, a Board member may be removed by majority vote of the Board if deemed in the best interests of the School or the Board.

**Section 3. Term Limits.** Members of the Board will serve for terms of two (2) years each, for a maximum of three (3) successive terms. Terms will be staggered to minimize turbulence in overall Board membership and experience. Terms begin in January, at the start of the calendar year. The Dean and the Chair together may invite certain members of the Board to remain on as voting members in good standing after the expiration of their six-year terms to provide for continuity of effort. The two appointed members of the Board shall be expected to serve a single term of two years, subject to renewal.

**Section 4. Expenses.** When approved by the Dean, Board members may receive reimbursement for major, reasonable expenses incurred by Board business, but they shall not receive other compensation.

### **ARTICLE III. STRUCTURE**

**Section 1. Composition.** The Board is led by a Chair and served by three standing committees: Executive, Nominations, and Development, and any other ad hoc committees or groups as may be usefully formed.

**Section 2. Chair.** The Chair is nominated by the Dean, with the concurrence of the Nominations Committee, and is elected by simple majority vote by all voting members of the Advisory Board for a term of two years, subject to renewal, notwithstanding the standard membership limit of six years. The Chair of the Board will lead the meetings with the assistance of the Dean.

**Section 3. Succession.** The Chair may nominate a Vice Chair, in consultation with the Dean and the concurrence of the Nominations Committee. The Vice Chair will be elected by a simple majority vote of all members of the Advisory Board. The election will be for a term of two years, subject to renewal, notwithstanding the standard membership limit of six years. When a new Chair has been elected, the Immediate Past Chair may serve on the Board for another two years to help provide continuity.

**Section 4. Standing Committees.** There are three standing committees.

The Executive Committee is comprised of the Chair, the Vice Chair (if elected), the Chairs of the Nominations and Development Committees, the Dean, the Associate Dean, and the Senior Director. It will meet no less than twice a year and may further be called at the discretion of the Chair. It may include other temporary members as invited by the Chair.

The Nominations Committee, assisted by the Dean, identifies and recruits new members to the Board. The Board Chair appoints the committee Chair and its members. The committee may recommend re-appointment of a member following the completion of any Board member's term as limited above.

The Development Committee, assisted by the Dean and the Director of Development of the Hobby School, helps the School formulate and implement fundraising plans and activities. The Board Chair appoints the committee Chair and its members.

**Section 5. Ad Hoc Committees.** The Chair, in consultation with the Dean, may create ad hoc committees to serve special functions. Such committees will meet as needed throughout the year and be disbanded once their functions are complete.

**Section 6. Affiliated Groups.** Two affiliated groups, Ambassadors and Alumni, provide additional resources for the Hobby School and the Advisory Board. Members of either group may be candidates to transition onto the Advisory Board with voting rights. Membership for each group is determined by the Dean and Chair.

The Ambassadors of the Hobby School are individuals identified by the Dean and the Chair who can help promote awareness and further the mission of the Hobby School, including supporting fundraising efforts. Ambassadors are free of Board responsibilities, are not subject to defined terms of membership, and do not have Board voting rights. The Board will recognize their involvement appropriately. To ensure communication, the Board Chair and Dean will appoint a Chair of this group to act as primary liaison to the Advisory Board, Board Chair, and Dean, and will coordinate and schedule any meetings of the group. Ambassadors of the Hobby School are encouraged to meet at least once each calendar year.

The Hobby School Alumni Committee is composed of individuals who have completed any academic or internship program through the Hobby School. These alumni are important for providing feedback and may give advice on improving the relevance of School programs, development of case studies, placement of and mentoring interns, identification of potential donors, and the like. The Dean, Associate Dean, and Senior Director will identify such individuals and facilitate sharing their views with the Board. Alumni members are free of Board responsibilities, are not subject to defined terms of membership, and do not have Board voting rights. To ensure communication, the Dean will appoint a Chair of this group. The Hobby School Alumni Committee is encouraged to meet at least once each calendar year.

#### **ARTICLE IV. CONDUCT OF BUSINESS**

**Section 1. Meetings.** The full Board will meet twice a year. The Board Chair may call additional special meetings as needed. The agenda for each meeting will be developed jointly by the Chair and the Dean and will be sent out at least one week prior to the meeting for review and comment. The Chair will preside at all meetings of the Board. A quorum will exist when at least half the voting members of the Board are present or connected electronically. Committee Chairs and the Dean will typically give updates of their activities since the last meeting.

**Section 2. Decisions.** Decisions of the Board will be affirmed by a simple majority of all voting members of the Board. Such votes may be counted by phone or email as warranted.

**Section 3. Attendance.** In addition to voting members of the Board, non-voting attendees may be invited to be present and to participate for their specific expertise, including members of the University faculty and the staff of the Hobby School.

**Section 4. Support.** The Hobby School shall provide a secretary to the Board and ensure that records are made and kept regarding minutes of meetings, attendance, decisions and files, and for making them accessible and distributing them as needed to Board members.

#### **ARTICLE V. AMENDMENTS**

These By-Laws may be amended by two-thirds majority of all voting members of the Advisory Board, following the endorsement of such changes by the Dean and the Board Chair. Written notice of any proposed change shall be provided to members at least thirty (30) days in advance of voting.