

BYLAWS
OF THE UNIVERSITY MANAGEMENT COMMITTEE
OF PEPPERDINE UNIVERSITY

ARTICLE I

Name

The name of this Committee shall be the University Management Committee.

ARTICLE II

Object

The object of this Committee shall be to develop, vet, review, approve, and implement University policies and procedures; to maintain the official catalogue all University policies;

To vet, review, and approve matters impacting large groups of employees or employment generally at the University, including but not limited to compensation and benefits;

To review and approve projects and initiatives which materially affect services offered to students;

To review and approve University projects and initiatives that impact more than one major area; to provide conflict resolution for challenges that cross operational areas; to help identify University stakeholders affected by initiatives to ensure information is shared and the appropriate individuals and departments receive input;

To review, assess, and approve all University fees and recharges, and changes thereto;

To review and approve matters of general operation, including but not limited to parking issues;

To review and approve signage for the Malibu campus; and

To discuss and advise on issues, projects, and initiatives not described above that will affect major areas of the University, including but not limited to technology and financial initiatives, challenges, and opportunities.

ARTICLE III

Members

Section 1. Membership Categories. Members of the Committee shall be designated as Standing Members or Rotating Members.

Section 1. a. Standing Members. Standing Members shall be permanent members of the Committee. They shall include the University's executive vice president, provost, chief administrative officer, chief business officer, chief financial officer, chief information officer, dean officer, dean of students, and director of human resources.

Section 1. b. Rotating Members. Rotating Members shall serve one, two, or three year terms on the Committee. Rotating Members shall be appointed by the University's president or executive vice president, and shall include the dean of one of the University's schools (two-year term), a representative for the president (three-year term), and others as deemed necessary.

Section 2. Membership Eligibility and Admission Procedure. The University's executive vice president shall determine: the members of the Committee; the length of service of the

Committee members; whether members serve multiple terms; grounds and procedures for removal and replacement of Committee members; and all other matters relating to Committee membership.

Section 3. Resignation from Membership. Any member desiring to resign from the Committee shall submit his or her resignation in writing to the executive vice president, the Committee chair, and the Recording Secretary. Any member's resignation must be approved by the executive vice president.

ARTICLE IV

Officers

Section 1. Officers and Duties. The officers of the Committee shall be a Chair and a Recording Secretary. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Committee.

Section 2. Chair. The executive vice president may assign a Chair to serve at his or her discretion. The Chair shall oversee meetings and be responsible for the administration of the Committee. The Chair shall be responsible for scheduling and calling the meetings.

Section 3. Recording Secretary. The Committee Chair shall appoint a Recording Secretary for the Committee. The Recording Secretary of the Committee shall attend all Committee meetings and keep a record of the Committee's business. The Recording Secretary shall be responsible for the creation of the Committee minutes, the collection and distribution of all agenda materials, and the logistical items related to Committee meetings. The Recording Secretary shall not serve as a member of the Committee and shall have no voting or debating rights within the Committee.

Section 4. Vacancies. Any officer vacancies that arise shall be filled by the executive vice president.

ARTICLE V

Meetings

Section 1. Regular Meetings. The regular meetings of the Committee shall be held on the first and third Monday of each month unless otherwise ordered by the Committee.

Section 2. Special Meetings. Special meetings may be called by the Chair or the executive vice president at his or her discretion. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.

Section 3. Quorum. A majority of the Committee (seven members) shall constitute a quorum.

Section 4. Agenda. Any member of the Committee may submit items for consideration on the regular meeting's agenda. Agenda items shall be submitted in writing to the Recording Secretary one week prior to the regular meeting. The Chair shall have discretion over the order and content of the agenda.

ARTICLE VI

Sub-Committees

Special sub-committees shall be appointed by the Chair as the Committee shall from time to time deem necessary to carry on the work of the Committee. The Chair shall be ex officio a member of all sub-committees.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt.

ARTICLE VIII

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Committee by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.