

**BYLAWS**  
**ENGINEERING & TECHNOLOGY INDUSTRY COUNCIL (ETIC)**  
**Revised: 5/09/05**

**I. PURPOSE**

The purpose of these bylaws is to establish policies and procedures for the operation of the Engineering and Technology Industry Council (ETIC). Such bylaws are intended to be consistent with ORS 351.663, 351.666 and 351.668 and to facilitate public understanding of the role, policies and procedures of ETIC.

**II. ETIC ROLE**

The role of ETIC is to advise the Chancellor of the Oregon University System and the State Board of Higher Education on how Oregon public and private educational institutions can best improve and expand engineering facilities, programs and educational capacity to meet the engineering and technology needs of Oregon's public and private sectors with an emphasis on economic growth and opportunity. In particular, ETIC shall provide advice on all matters related to the investment of funds separately appropriated by the Oregon Legislature to improve and expand engineering, computer science and technology programs.

**III. VOTING MEMBERS**

- A. ETIC shall be composed of between eight and twenty voting members appointed in writing by the Chancellor. Voting members shall not be employees of Oregon public and private educational institutions. Appointment of voting members shall be for four-year terms, except that half of the appointments in 2002 shall be for two-year terms. Resignations from ETIC should be made in writing to the Chancellor. Appointments may be made at any time to replace members or expand ETIC membership.
- B. Three fourths of the voting members shall be leaders from companies with Oregon operations that employ engineers and computer scientists. Such members will hold a senior executive position in their companies, with exceptions being made at the discretion of the Chancellor.
- C. From among the members of ETIC, the Chancellor shall appoint a Chair of ETIC who is responsible for chairing ETIC meetings and conducting the business of ETIC. A resignation of the Chair should be made in writing to the Chancellor. Appointment of a successor shall follow the provisions of this section.
- D. The Chancellor shall appoint one or two Vice Chairs of ETIC from within the members of ETIC. Either vice chair may perform the duties of the Chair in the Chair's absence. A resignation of a Vice Chair should be made in writing to the Chancellor. Appointment of a successor shall follow the provisions of this section.
- E. With prior approval by the Chair, voting members may select alternates to represent them on ETIC. Without such approval, alternates may participate in ETIC meetings on a non-voting basis.

#### **IV. NON-VOTING MEMBERS**

- A. In addition to voting members, ETIC shall have up to thirty non-voting members. These shall include the President of the State Board of Higher Education (or his or her designee) and the Chancellor of the Oregon University System. In addition, the Chair or the Chancellor may appoint other non-voting members in writing for terms of up to two years. These additional non-voting members shall include representatives from public and private higher educational institutions with programs in engineering and computer science. In addition, the non-voting members may include past voting members and representatives of industry organizations, community colleges, governmental agencies and other organizations.
- B. Those that are legitimately appointed as voting members of ETIC who also qualify for non-voting status shall be considered voting members in good standing.

#### **V. MEMBERSHIP**

- A. Members are not reimbursed for the routine costs of their attendance and participation in ETIC meetings. At the discretion of the Executive Director, voting members may be reimbursed for certain other costs.
- B. Members who change employment or who leave Oregon may be asked to resign by the Chancellor.

#### **VI. STAFF SUPPORT**

The Chancellor shall assign employees of the Oregon University System to support ETIC including an Executive Director. The Executive Director shall work in consultation with the Chair and Vice Chair to prepare and distribute materials such as agendas, minutes, reports, action items and the like, to manage ETIC records, to maintain an ETIC website and to assume other responsibilities as assigned by the Chair, Vice-Chair, or the Chancellor. Costs associated with ETIC activities shall be funded through the Office of the Chancellor. Such funding may include allocations from funds separately appropriated by the Legislature to support engineering, computer science, and technology programs.

#### **VII. MEETINGS**

- A. ETIC shall meet at least quarterly. These meetings will be open to the public.
- B. The Executive Director shall distribute an agenda, minutes from the previous meeting and other materials at least one week before the meeting. The Chair may amend the agenda and distribute other materials at the meeting as circumstances require.
- C. In order to conduct business, a quorum of at least one-third of the voting membership, but not less than five, shall be present. Members may participate *via* teleconferencing or other interactive media. Any formal action of ETIC requires approval by a majority of the voting members participating.
- D. Meetings shall be conducted in a collegial manner intended to afford broad input. Roberts Rules of Order will serve as a guide should parliamentary issues arise.

- E. Should ETIC fail to reach a quorum at a regularly scheduled meeting and should the Chair decide that action on certain agenda items should be taken prior to the next regularly scheduled meeting, the Chair may direct the Executive Director to conduct a vote by mail. This voting process shall provide all voting members at least 10 days written notice and shall be completed within 30 days of such a regularly scheduled meeting.

**VIII. RECORDS RETENTION AND AVAILABILITY**

The Chancellor shall retain and manage all ETIC records, including these bylaws, in a manner consistent with Oregon University System records retention policies. To facilitate public understanding of the role, policies and procedures of ETIC, agendas, minutes, key decision documents, rosters of voting and non-voting members, bylaws, reports and the like shall be included on the ETIC website.

**IX. CONFLICT OF INTEREST**

ETIC members are subject to the provisions of ORS 244 and OUS Board Policy regarding conflict of interest. The Executive Director shall provide written guidance to all members regarding these provisions and procedures should actual or potential conflicts of interest arise.

**X. LIABILITY**

ETIC members, who are not state employees, serve as volunteers and are afforded liability protections by the State of Oregon equal to those that exist for state employees. The Executive Director shall provide written material to all members regarding this issue.

**XI. AMENDMENT OF BYLAWS**

These bylaws may be amended by a majority vote. Such a vote may be conducted through mail ballot.