**ARTICLE I--FUNCTION AND MEMBERSHIP.** The function of the Integrated Research and Innovation Center (IRIC) Facility Committee (“the Committee”) is to conduct assignment of IRIC space, to promote collegiality among IRIC occupants, to develop and oversee the IRIC safety committee, and to oversee and recommend approval of IRIC policies and procedures. The Committee will be composed of ten associate deans responsible for research/creative activities from each college (or other appointee as designated by the dean), the director of undergraduate research (or other appointee as designated by the director), four at-large members nominated by the Vice President for Research and Economic Development (“VPRED”) and serving 3-year terms, and the IRIC facility manager (non-voting, ex officio member, hereafter “the Facility Manager”). The Committee is accountable to the VPRED (or his or her designee; reference to “VPRED” throughout the remainder of this document also include his or her designee).

**ARTICLE II--DUTIES OF OFFICERS.**

**Section 1.  Chair.**The chair shall:  preside at meetings of the Committee; appoint subordinate committees in consultation with the Committee; maintain lines of communication between the Committee and the VPRED; and perform all other duties pertaining to the office of chair

**Section 2.  Vice Chair.** The vice chair shall:  assume the duties and responsibilities of the chair in the temporary absence or disability of the chair and perform such other duties as may be assigned by the chair or by the Committee.

**Section 3.  IRIC Facility Manager.**  The Facility Manager shall: maintain an accurate record of all meetings of the Committee; prepare reports of policy actions taken by the Committee for review by the VPRED; maintain the current bylaws of the Committee; and perform duties consistent with those of a facility manager and committee coordinator.

**ARTICLE III--TERMS OF OFFICE.**

**Section 1.  Members.** The terms of office for members of the Committee are as provided in Article I of these bylaws.

**Section 2.  Officers.**The term of office for officers of the Committee, excluding the Facility Manager, is two years, beginning on the first day of the academic year.  Member may be elected chair at a later date, but terms cannot be consecutive. The term of office of the Facility Manager begins upon the adoption of these bylaws and continues until he or she ceases employment in that position.

**Section 3.  Members Completing Unexpired Terms.**  A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term.

**ARTICLE IV--ELECTION OF OFFICERS.**

**Section 1.  Nomination.**  Every other year during spring semester, the Facility Manager contacts those who will be members during the ensuing year for the purpose of nominating candidates for the offices of chair and vice chair.  Nominations are by secret ballot. The Facility manager will notify the nominees of their proposed nominations. A nominee must accept or decline his or her nomination, obtaining his or her college’s assent before accepting, if so required by that college.

**Section 2.  Election.** Not less than ten business days following the call for nominations referred to in section 1, above, the Facility Manager transmits ballot to the same group for the purpose of electing the chair and the vice chair for the ensuing term. The procedures for the election follow:

**Procedure for Balloting.**Elections for officers of the Committee are by secret ballot (may be done via email), and a majority of all votes cast is necessary for election. Voting will continue until a quorum has been received by the Facility Manager.  In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote.

**ARTICLE V--MEETINGS.**

**Section 1.  Regular Meetings.** The Committee determines the time and place for its regular meetings.

**Section 2.  Special Meetings.**  The chair may call special meetings at any time.  The VPRED may convene a special meeting at any time.  Three voting members may call a meeting with three days’ notice to all members.

**Section 3.  Quorum.** A quorum is half of the voting members of the Committee.

**Section 4.  Agenda.**  The chair, with support from the Facility Manager, is responsible for the agenda and causes it to be issued at least 3 business days before each regular meeting.  Notice of special meetings may be given orally, provided each member so notified is informed of the purpose of the special meeting.

**Section 5.  Order of Business.** The order of business for regular meetings is: (a) approval of the previous meeting’s minutes; (b) communications; (c) committee reports; (d) special orders; (e) unfinished business and general orders; and (f) new business.

**Section 6.  Communications.** Communications that require action by the Committee must be furnished to each member of the Committee.

**Section 7.  Alternates.** Alternates may vote and count toward quorum in meetings of the Committee.

**Section 8.  Motions.** The minutes are to show the names of the person making a motion and of the seconder.

**Section 9.  Record of Attendance.**The minutes are to show the names of members attending and of those absent from meetings.

**Section 10.  Voting.** Voting on motions may be by voice or show of hands.  Email voting may be permitted if agreed upon by a majority vote of those present at a Committee meeting. Proxy votes are not allowed.  (Abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.)

**Section 11.  Open Meetings.** The university faculty's general regulations governing committee meetings, including meetings of this Committee, are contained in [FSH 1620](http://www.webpages.uidaho.edu/fsh/1620.html).

**Section 12.  Publication of Minutes.** The complete text or a summary of the approved minutes of meetings of the Committee is published and sent electronically to Committee members at least 3 business days before the meeting at which they will be approved.

**ARTICLE VI--IRIC SAFETY COMMITTEE**. This committee reinforces a strong safety culture for the IRIC in accordance with University of Idaho requirements. It will be chaired by the Facility Manager. From among the occupancy groups, the Facility Manager will make recommendations on potential members, IRIC Facility Committee will review these recommendations and then send to VPRED for approval. It will develop its own bylaws, and it will, through its chair, provide regular reports to the Committee.

**ARTICLE VII--SPACE ASSIGNMENT**. The Committee will adhere to the IRIC Space Assignment Procedure attached hereto as an appendix. Such appendix is incorporated into these bylaws and may only be revised in accordance with the provisions of Article IX below.

**ARTICLE VIII--RULES OF ORDER**. The rules contained in *Robert’s Rules of Order Newly Revised* will loosely govern all meetings of the Committee.

**ARTICLE IX--AMENDMENTS.**  These bylaws may be amended by a vote of approval by 60% of the full Committee while in attendance at a regular meeting. Amendments that conflict with any provision of the constitution of the university faculty or with regents' policies are without effect. Proposed amendments must have been published in full in the agenda at least 3 business days (or less if approved by committee) before the meeting of the Committee or presented in writing at a meeting previous to the one at which the vote is to be taken.