

**BYLAWS**  
**Committee on Personnel and Benefits**  
**University of Colorado – Colorado Springs**  
(Adopted by P&B on January 22, 2013)  
(Updated by P&B on March 5, 2021)  
(Approved by FRA on April 9, 2021 )

**Article I – Name**

The name of this committee shall be the Committee on Personnel and Benefits (P&B). The Committee on Personnel and Benefits is an Executive Standing Committee of the UCCS Faculty Assembly (See Faculty Assembly By-laws Section VI).

**Article II – Purpose**

Purpose: The purpose of the Personnel and Benefits Committee is to advise Faculty Assembly on all personnel and benefit issues relevant and in the interest of the faculty at UCCS. The P&B committee analyzes, makes recommendations and related motions to the Faculty Representative Assembly. The Personnel and Benefits Committee coordinates its activities with the CU Faculty Council Personnel and Benefits Committee.

**Article III – Membership**

This is a standing committee of the Faculty Assembly. See the Faculty Representative Assembly By-Laws Section VI B for the membership make-up of the Committee on Personnel and Benefits.

1. Membership shall be broadly based, attempting to have at least one member from each college or school. Ideally comprising representatives from the Instructor, Research, and Clinical (IRC) faculty and Tenure/Tenure-Track faculty ranks.
2. Vacancies shall be filled according to the Faculty Representative Assembly bylaws.
3. Members have a responsibility to attend regularly and participate. After three unexcused absences, the chair may request replacement of the committee member.
4. At least one member, ideally the chair, shall serve as the campus representative to any existing corresponding system-wide committee. If no member of the campus committee is available to serve on the system-wide committee, then the University chair of P&B will communicate regularly with at least one UCCS representative of the systemwide committee.

**Article IV – Officers**

The committee members shall elect a chair or co-chairs who shall assume office on the first of July. The chair(s) has the following responsibilities:

1. Ensure that the committee meets regularly.
2. Notify committee members of agenda and meeting times.
3. Submit written committee reports to the Faculty Representative Assembly Executive Committee as directed by that committee.
4. Inform the Faculty Representative Assembly president of any vacancies that should be filled.

**Article V – Meetings**

Meetings shall be held once a month during the academic year or as needed. All committee meetings shall be conducted according to the Rules for Small Committees as specified in the latest edition of Robert's Rules of Order.

**Article VI – Source of Power**

*Constitution and Bylaws of UCCS Faculty Representative Assembly*

**Article VII – Amendments**

These bylaws may be amended by the P&B committee, and then voted on at a UCCS Faculty Representative Assembly regular meeting by a quorum vote of the members present and entitled to vote. Before the bylaws can be amended the proposed change(s) must be submitted to the aforementioned members in writing a week before the regular meeting.