

Industry Advisory Board
Biosystems Engineering Program
Department of Biosystems & Agricultural Engineering
Michigan State University

1. BOARD MEMBERS

The purpose of the Industry Advisory Board is to facilitate the exchange of ideas between Board members, faculty, and students of the Biosystems Engineering program in the Department of Biosystems & Agricultural Engineering at Michigan State University. Its function is to improve continuously the quality of the program by keeping it current and relevant. The Board advises the Department Chair on specific matters identified by the Chair or suggested by the Board. The Department Chair provides an update, including a summary of the Academic Committee actions, at each Board meeting for input from the Board.

2. MEMBERSHIP

2.1 Eligibility: The Board will normally consist of twelve to fifteen members identified by the thrust areas of the Program and from the various industries served by the graduates of the Program. Those selected to serve as a Board member will be individuals capable of improving the Program and should represent both academic and non-academic professionals. The membership shall consist of at least three alumni of the Department and three individuals who are not alumni of the University.

2.2 Term: Members shall be appointed to staggered three year terms, with the terms of approximately a third of the membership expiring in any given year. Members can be renominated for additional terms. Members who miss two consecutive meetings will have their membership reconsidered by the Board. Any decision to remove a member will be by simple majority vote of the membership of the Board.

2.3 Nomination and Election: Nominations to the Board shall be submitted by any Board member in writing to the Board Chair with a copy to the Nomination Subcommittee. The Nominating Subcommittee shall consist of at least two volunteer members from the Board, and a member of the Department. The Subcommittee shall review the nominations to ensure equal representation on the Board with regard to thrust areas of the Program and consideration for ethnic and gender diversity in keeping with the guiding principles of Michigan State University. The election of Board members normally shall take place during a regularly scheduled Board meeting. Each nominee receiving a simple majority vote will be invited by the Department Chair to join the Board. When Board vacancies occur between meetings thus reducing the board membership below desired numbers, an electronic election (e-vote) is permitted following all the same outlined rules for elections at regularly scheduled Board meetings.

2.4 Ex-Officio Members: The Department Chair, the immediate Past Chair of the Board, the Deans of the College of Engineering and the College of Agriculture and Natural Resources, the BAE Department CANR Alumni Board representative and the BAE Department College of Engineering Alumni Board representative, the Undergraduate Student Advisor, assigned faculty members as appointed by the Department Chair, and student representatives shall be non-voting, Ex-Officio members of the Board.

2.5 Adjunct Members: Adjunct Members serve two important functions to the Board and Department, 1) Adjunct Members may serve as industry advisors to Senior Design teams, and 2) Adjunct Members may be contacted to serve on ad hoc committees supporting the Board and Department on an as-needed basis. Adjunct Members do not attend Board meetings other than to complete designated tasks. To become an Adjunct Member, a regular Board Member must nominate the candidate, a second regular Board Member

must support the nomination and lastly the Board Chair has final approval authority. Adjunct Members are appointed for a three year term and may be reappointed without limit.

3. OFFICERS

The Board shall elect a Chair-elect from amongst the Board membership. The Chair-elect will automatically assume the position of Chair at the subsequent Fall meeting.

3.1 Term of Office: Each Officer shall serve for one year in that position. No Officer may serve more than one year, unless approved by the Board. The term of office shall begin at the completion of the Spring Board meeting. Any office vacancy will be filled by election at the next regular Board meeting.

3.2 Responsibilities: The Board Chair shall preside at all meetings of the Board and perform such other duties as deemed necessary to carry out the objectives of the Board. An appointed staff member of the Department will take and keep all records of the Board. The Chair-elect shall preside over Board meetings in the absence of the Board Chair.

4. MEETING

4.1 Regular Meetings: Regular meetings of the Board shall be held twice a year, once during the fall semester and once during the spring semester. The meeting time and place shall be determined by the Board Chair in consultation with the Department Chair. The meeting agenda, along with a list of items from the previous meeting and action taken on them by the Department Chair, will be sent by the appointed Department staff member to all Board members at least 14 days prior to the meeting.

4.2 Special Meeting: Special meetings may be called by the Board Chair or on written request of at least five members of the board. The notice for a special meeting shall clearly state the reason for which the special meeting is being called.

4.3 Minutes: The minutes of all Board meetings shall be distributed to all Board members, and Ex-Officio members. Special meetings of subgroups which may include non-Board members shall not be bound by these ByLaws. They shall proceed in a manner that suits the Board's needs, but they shall keep the Board Chair and the Department Chair fully informed. Any recommendations made by these subgroups must be ratified by the Board in accordance with the ByLaws.

4.4 Location: Meetings will normally be held at Michigan State University. Meetings may also be held at an alternate location, if necessary, as determined by the Board Officers. However, the spring semester meeting will be held at MSU.

4.5 Other Consideration: All meetings shall be conducted under Robert's Rule of Order Revised, unless waived by a simple majority vote of the Board members present. Six members of the Board shall constitute a quorum. Voting by proxy shall not be permitted.

5. AMENDMENTS AND EFFECTIVE DATE

Amendment to the ByLaws may be adopted by a two-third vote of the Board membership. Amendments may be initiated by the Board Chair, the Department Chair, or by a petition of any three Board members.

Amended October 18, 2001 - Name changed to Industry Advisory Board

Effective October 27, 2011

Amended October 23, 2008 - Major revisions included: establishing a Chair-elect; eliminating a Vice Chair; revising the Board Membership size, eligibility, length of term, nomination and election process, and adding the BAE College of Engineering Alumni Representative to the Ex-Officio Members.

Amended April 21, 2011/ October 27, 2011 - Added e-vote option for vacancies. Reviewed Board size and use of Adjunct Members to support Senior Design Teams.