

**Rules of Operation**  
**COMMISSION ON ACCESS, DIVERSITY**  
**AND EXCELLENCE**  
of the  
**Association of Public and Land-Grant Universities**

**Approved: August 25, 2017**

## ARTICLE I. PURPOSE

The Commission on Access, Diversity, and Excellence (CADE) is comprised of individuals representing a cross-section of APLU member institutions including presidents and chancellors, vice presidents, deans, and other campus leaders. The commission's primary focus is to develop a comprehensive agenda regarding the relationships between public higher education and the issues of human resources and social change. The commission focuses on such major issues as the broadening of access and opportunity; utilizing the diversity of the learner experience to prepare learners for the 21st century; enhancing diversity within student and faculty populations, and creating partnerships between universities and local and world communities to bring about beneficial social change.

### **Mission of CADE**

To develop a comprehensive agenda to engage and build relationships between public higher education and the larger community to address critical issues of diversity, inclusion and social change.

### **Vision**

We envision a commission which is able to provide leadership and guidance to member APLU institutions to build a more diverse and inclusive educational ecosystem which broadens access and opportunity, leverages the diversity of the undergraduate experience to prepare graduates for the 21st century, enhances diversity within student and faculty populations and creates partnerships between universities and local and world communities to bring about beneficial social change.

### **Values**

- Inclusive Excellence – we recognize that our success is dependent on how well we value, engage and include the rich intersectionality of the diversity of the students, staff and faculty at our members' institutions
- Community Engagement – we are committed to an engaged model where we, along with our member organizations and their constituents co-create solutions.
- Local and global focus – we recognize that our institutions are part of a global ecosystem of higher education and the opportunities and challenges presented by this can enrich the programming and learning of our members and their constituents

## ARTICLE II. MEMBERSHIP

### Section 1. Institutional Membership

The Commission shall include institutions expressing interest in working with the Commission's agenda and holding membership in APLU.

Each member institution may appoint one voting delegate to the Commission. Voting delegates shall be appointed by their respective CEO. The Commission shall consist of an executive committee, voting delegates, and individual members.

### Section 2. Individual Membership

Individual members of the Commission shall include individuals expressing interest in working with the Commission's agenda and working at an APLU member institution.

The Commission shall ensure that its membership is highly diverse and includes representatives who have demonstrated an interest in the stated purposes of the Commission.

Members of the Commission shall represent all levels of the institution including CEOs, vice presidents, administrators, deans, and faculty.

## **ARTICLE III. ORGANIZATION**

### **Section 1. Structure**

The governing body of the Commission shall consist of an Executive Committee. The Executive Committee shall be made up of three officers (Chair, Secretary and Immediate-Past Chair), three institutional representatives (one 1890 representative, one Hispanic Serving Institution Representative and one Asian and Pacific Island Serving Institution representative), and five general members of the Commission of which one must be a Chief Diversity Officer or equivalent and one must be a General Counsel or equivalent.

All CADE Executive Committee members must be currently employed at an APLU member institution. Commission Officers and General Members who change institutions during their term, but remain at an APLU member institution shall maintain their position. Commission Institution Representatives who switch institutions shall only maintain their position on the Commission if they move to an institution in the same classification.

Terms on the Executive Committee of the Commission shall be three years. The Executive Committee shall establish ad hoc committees, as it deems appropriate. The Commission shall develop its own policies and practices governing the nomination and election of officers, and its administrative relationship with the Board of Directors of APLU.

The Commission shall meet in person at least annually and additional meetings may be called by the Chair.

### **Section 2. Officers**

The officers of the Commission shall be:

- Chair (CEO)
- Secretary (non-CEO)
- Immediate Past Chair (non-CEO)

The Chair of the Commission serves on the APLU Board of Directors for a period of three years commensurate with his / her tenure as Chair of the Commission.

The Commission Chair in consultation with the Executive Committee shall (1) call meetings of the Executive Committee and the Commission; (2) establish an agenda and preside at the meetings of the Executive Committee and the Commission; and (3) appoint chairs and members of the standing and ad hoc committees as appropriate.

The Secretary shall be responsible for planning the annual program as the Chair of the Program and Activity Committee of the Commission. The Secretary shall also Chair the Commission's Nomination and Elections Committee.

The term of office for each officer shall begin during the APLU annual meeting.

The Immediate Past Chair shall substitute for the Chair at APLU Board of Directors meetings and other events when the occasion demands.

### Section 3. Commission Executive Committee

The Commission's rules of the operation shall be established by the Executive Committee and approved by the APLU Board of Directors.

The Executive Committee of the Commission shall consist of the following officers and members:

1. Chair
2. Secretary
3. Immediate Past Chair
4. 1890 Representative
5. Hispanic Serving Institution Representative
6. Asian & Pacific Islander Serving Institution Representative
7. General Member
8. General Member
9. General Member
10. General Member: Chief Diversity Officer or Equivalent
11. General Member: General Counsel or Equivalent

Total.....11

The primary responsibility of the Executive Committee shall be to develop a short-term (1-year) and long-term (3-year) agenda reflecting the major interests and goals of the Commission.

The Executive Committee shall be responsible for communicating the policies and programs of the Commission to the APLU Board of Directors. The CADE Executive Committee will also seek ways to engage and collaborate with other APLU Councils and Commissions. The Chair of the Commission shall serve as the Commission's representative on the APLU Board of Directors for a period of three years consistent with APLU's bylaws and practices. The Immediate Past Chair shall serve in the absence of the Chair.

## ARTICLE IV. NOMINATIONS AND ELECTIONS

### Section 1. Nomination and Election of Chair of CADE

The CADE Nominating Committee shall recommend candidate(s) for incoming-Chair to APLU leadership, nine-months prior to the start of the three-year term. The incoming-

Chair shall be appointed by APLU leadership prior to six-months before the start of the three-year term.

In advance of the final six-months of the term of the current Commission Chair, a new chair will be selected to serve a three-year term as Chair of the Commission. The incoming-Chair will be expected to participate in all Executive Committee activities during the six-months prior to the start of their term.

## Section 2. Nomination and Election of Secretary of CADE

Six-months prior to the end of the term of the Secretary, an official call for nominations will be sent to all CADE members. Nominations will be accepted until 7-days prior to the start of the CADE Summer meeting.

The CADE Nominating Committee shall recommend a slate of candidates to the Commission Executive Committee at the CADE Summer Executive Committee meeting.

Following the Summer Meeting, an electronic ballot will be sent to all current CADE Executive Committee members and remain open for 10-days. The Commission Secretary shall be elected based on receiving more than half of all ballots cast, subject to ratification by APLU leadership.

## Section 3. Nomination and Election of Non-officers of the CADE Executive Committee

Six-months prior to the end of the term of any non-officer on the Executive Committee, an official call for nominations will be sent to all CADE members. Nominations will be accepted until the end of the CADE Summer meeting.

The CADE Nominating Committee shall recommend a slate of candidates to the Commission Executive Committee and all members.

Following the Summer Meeting, an electronic ballot will be sent to all current CADE Delegates and remain open for 10-days. The non-officers shall be elected based on receiving more than half of all ballots cast, subject to ratification by APLU leadership.

# ARTICLE V. COMMITTEE STRUCTURE OF THE COMMISSION

## Section 1. Appointment

Terms on committees shall not exceed three years. The Chair of the Commission is authorized to establish ad hoc committees as necessary to carry out the purpose and mission of the Commission. Vacancies shall not invalidate any actions of the Executive Committee.

Chairs and members of committees shall be appointed by the Chair of the Commission.

## Section 2. Commission Committees

### • *Nominations and Elections*

The Nomination and Elections Committee shall recommend nominees and conduct elections for Commission officers. The Committee shall be chaired by the Secretary of the Commission and members shall include the current Chair, Immediate Past Chair and Vice President of the Office of Access and Success.

### • *Program and Activity*

The program and Activity Committee shall plan and implement program activities of the Commission, including the Commission program at the APLU annual meeting. The Program and Activity Committee shall be chaired by the Secretary of the Commission and members shall be appointed by the Chair. The Commission shall establish ad hoc committees as appropriate.

## ARTICLE VI. MEETINGS

### Section 1. Meetings of the Commission

The Commission shall hold annual meetings in conjunction with the APLU annual meeting and shall meet once during the summer and on other occasions as deemed appropriate. The purpose of the annual meeting shall be to discuss and formalize an agenda of the Commission.] The annual meeting of the Commission is open to all APLU members.

Each member institution shall designate its voting delegate 30 days prior to Commission meetings.

### Section 2. Rules

Meetings of all bodies within the Commission shall be conducted in accordance with the latest edition of Roberts Rules of Order.

## ARTICLE VII. AMENDMENTS

These Rules of Operation shall be amended by a majority of the Commission. Members of the Commission shall be notified in writing at least thirty (30) days in advance of the intent to amend Rules of Operation.