Whitney IDEA committee bylaws

Membership

Anyone whose primary day-to-day occupation is at the Whitney Laboratory for Marine Bioscience may apply to join the committee.

The committee should solicit expressions of interest for new and continuing members in the first week of classes (the term aligns with academic calendar). In this solicitation the requirements of committee membership will be made clear. Current committee members in good standing interested in remaining on the committee will remain, barring any extenuating circumstances, but must submit an expression of interest.

Hopeful members will submit a short two part statement detailing: 1) the goals they wish to achieve or work towards on the committee. 2) their qualifications and skills that make them a good fit for achieving these goals on the committee.

Statements will be individually scored on a set rubric by each member of the committee and the average of those scores will determine the best candidates for the positions.

Composition

The committee should include at least one of each: 1) graduate student, 2) laboratory technician, 3) postdoctoral associate, 4) administrative staff, 5) a pre-tenure faculty and/or a tenured faculty and no one position should hold more than ⅓ of the total positions on the committee ideally.

The committee should have a minimum of 5 and maximum of 10 members. New members should be selected to strive for balance among all listed groups.

Applications should be retained in case there is a need for a mid-year replacement. If a member leaves causing a vacancy in one of the listed positions, if possible, they should be replaced from the most recent pool of applicants.

Any member of the Whitney community may propose goals and projects to the committee regardless of membership.

Term

The term for each regular member shall be for one year, beginning in October. Members may serve multiple terms (consecutive or non-consecutive). Due to the small pool from which to draw new members there are currently no term limits in place.

The member slated to chair the August meeting should solicit expressions of interest for new and continuing members in the first week of classes so that anyone, including newly arriving students, may submit an application to fill them.

Chair, minutes, and minutes reviewing responsibilities are shared amongst the committee. The spreadsheet for signing up for these responsibilities should be completed during the first meeting of the term (October).

Duties

The committee should maintain the Whitney IDEA website, including an annual publication of goals, metrics for success, and outcome of efforts towards the goals.

Individual duties:
Each member must establish concrete goals at the beginning of their term.

Each member will sign up to chair, take minutes, and review minutes at least once a semester.

All members should attend meetings regularly and report on progress towards their specific goals.
        The Chair of the last meeting of the semester (June and January meetings) will assess each members' attendance over the previous semester and determine whether they have regularly attended (more than half of the meetings). Those members who have not regularly attended will be contacted by that month's chair to discuss options. Members will be reminded of the bylaws and ability to participate in an unofficial role.

Members with shared goals may organize subcommittees as needed; all members must participate in at least one subcommittee or IDEA/Whitney community goal.

Members should attend all special events and trainings organized by the IDEA committee.

Members should confirm at the beginning of each year if they intend to remain full members , those that wish to resign from the committee can do so and still participate in IDEA projects and goals (but will not be listed as an official member).

The duties of the chairperson are:
        To set the agenda for meetings
        To preside at meetings
        To attend to items in the "notes" column of the signup spreadsheet

The Minutes Scribe for the month's meeting should take notes at each meeting; if they are unable to attend they should designate a replacement note-taker. They should use the [minutes template](#) and place the minutes on the Google drive in the [minutes folder](#). They should send the completed minutes to the Minutes Reviewer who will review the minutes. If the Minutes Reviewer has suggested edits they should go back and forth with the Minutes Scribe until there is consensus. If there are no changes or if consensus has been reached, the Minutes Reviewer should send the link to the final minutes to the committee and a PDF of the minutes to website@whitney.ufl.edu to be posted on the internal website.

Meetings

The entire committee should meet at least monthly. The day and time of the monthly meeting shall be determined prior to the first meeting of the year and kept for the year.

The agenda for the meeting is set during the previous meeting by the committee and put into the minutes by the Minutes Scribe. It can also include items that arise during the month.

There should be a process for regular community engagement and feedback such as an annual JCDC report by the committee and/or a town hall meeting.

Subcommittees may arrange additional meetings suited to their goals.

Votes, when necessary, will be based on a simple majority of members present at a meeting provided that at least half of the members are present, or through an online poll sent to the entire committee.

Amendments

The bylaws may be amended by a majority of members during a meeting provided that at least half of the members are present. A bylaws vote should be announced a week in advance either via email or in the distributed minutes.