

**GAY, LESBIAN, BISEXUAL, TRANSGENDER, AND INTERSEX\* COMMITTEE (GLBTI)**  
**University of Colorado Denver**  
**Organization, Goals & Procedures**  
**February, 2013**

***GLBTI Organization and Procedures***

The purpose of the GLBTI Committee is to serve as a focus for matters of concern to gay, lesbian, bisexual, transgender, and intersex (GLBTI) persons across the university by providing welcoming, visible, and tangible support; promoting opportunities that direct attention to GLBTI concerns, such as discrimination and harassment; increasing GLBTI understanding and cultural awareness; helping to ensure that university programs and services are inclusive and supportive of GLBTI perspectives; providing access to “safe” places and forums for confidential discussion, support, and resource information; and conducting studies as needed to address GLBTI issues.

As the primary advisory committee to Faculty Assembly and CU Denver administration on issues important to glbti faculty, GLBTI reviews and makes recommendations on general policy, strategic plans, and any other formulations that set forth the broad educational and curricular objectives and policies at CU Denver that have implications for glbti faculty. In addition, GLBTI advocates for policies and practices that enhance CU Denver for glbti faculty. Whenever appropriate, GLBTI works in concert with Staff Council and the Student Government Association on shared issues.

Voting members of GLBTI shall represent the colleges, schools, and libraries as set forth in the Faculty Assembly Bylaws. GLBTI follows the procedural standards outlined in the Faculty Assembly Bylaws and welcomes additional non-voting members and participation by faculty from all colleges, schools, and the library. GLBTI shall elect a chair (or co-chairs), a vice-chair and a secretary at the end of each academic year who will serve as GLBTI’s Executive Committee the following academic year. GLBTI’s Executive Committee may serve multiple terms if so elected by the committee in accordance with Faculty Assembly Bylaws. The chair/co-chair of GLBTI shall serve as a member of Faculty Assembly and its Executive Committee. The vice-chair will serve as chair in the chair/co-chair’s absence and may succeed the chair as needed. The secretary will record and preserve minutes, maintain a list of members, and administer committee officer elections. Further, the committee shall nominate faculty members to the chair of Faculty Assembly to serve on parallel system committees as appropriate; these faculty members are not necessarily GLBTI members, although that is preferred.

The committee shall establish a schedule so that it meets no fewer than 4 times per academic year and preferably 8 times per academic year. In addition, the committee shall develop and maintain working relations with university committees and administrators that share its focus of attention. The committee shall develop internal operating procedures that govern its formal and informal conduct of committee business and shall review and update (as needed) these procedures annually. These procedures shall take into account all of the specifications in the Constitution of the University of Colorado Denver Faculty and the Bylaws of the Faculty Assembly relevant to the considerations and actions of the committee.

### ***Meeting Format for the GLBTI Committee***

1. Agendas will be distributed electronically to Committee members by noon at least three business days prior to a regularly scheduled meeting. Given the sometimes late-breaking nature of campus initiatives and issues and to accommodate guests, items may be added by the Committee Chair to the agenda after its dissemination.
2. Meetings will be conducted by the Committee Chair (or, if unable to attend, Chair Elect, or a Chair-designated Committee member).
3. Meeting minutes will be distributed electronically to all Committee members in a timely fashion and then presented at the immediately subsequent Committee meeting for final review and approval.
4. All report, discussion and action items will be pursued consistent with Robert's Rules of Order. The Committee will follow the expectations covered under Conduct of Business in Boards, more specifically those pertaining to small boards. In general, meetings will be conducted informally, with Committee positions approved by group consensus. Often discussion will cut across related agenda and other items in order to draw constructive consensus. Few formal motions are pursued and only when necessary (e.g., election of Committee Chair or lack of consensus). The Chair directly participates in discussion (i.e., does not "absent" the chair role to speak), unless a conflict of interest is declared. The chair of the meeting does not vote unless in the event of a tie. For voting purposes, a quorum is established when at least three (3) Committee members are in attendance, including the Chair or Chair-designee; however, for action items, the submission of proxy votes to the Chair or Chair-designee shall count toward a quorum for those specific agenda items. Proxy votes may only be used on motions put into writing and included in the published agenda. A simple majority of the quorum shall be required to pass any motion.
5. Committee members, while engaging in unfettered discussion, will conduct themselves at all times consistent with the University of Colorado's "Faculty Statement of Principles of Professional and Ethical Responsibilities" (23 December 2008) [available at <https://www.cu.edu/content/academic-principles-professional-rights-and-responsibilities-and-related-policies>] and the AAUP's Statement on Professional Ethics" [available at <http://www.aaup.org/report/statement-professional-ethics>]. The exercise of appropriate discretion and, at times, confidentiality in discussing Committee meeting business with non-Committee members will be expected and necessary to ensure Committee effectiveness as a deliberative entity.
6. The Committee Chair (or Chair-designated Committee member) is the official spokesperson for the Committee. Committee members should refer all public (i.e., non-university audiences) queries regarding Committee business to the Chair. Further, Committee members should refrain from publically (i.e., in non-university venues) discussing and/or communicating Committee business, unless the Committee has agreed as a group what can be communicated, to and by whom. Confirmation and communication of actions taken that are a matter of record in the approved Minutes is appropriate; communicating about a specific individual's views expressed during discussion leading to a Committee action or position taken may be inappropriate, depending on the issue.
7. At the outset of each year, the Committee will discuss its operating guidelines for the benefit of new members to ensure that all Committee members fully understand how the Committee will conduct its business for the upcoming year.

## *GLBTI Scope and Goals*

- Develop annual goals, review and revise past goals, and discuss, develop, and implement long-term goals; all goals should guide and rationalize the committee's purposes as specified in the Bylaws of the Faculty Assembly.
- Recommend or develop policies, programs, or activities for Assembly and administrative bodies that help create and maintain a vibrant and inclusive academic environment for faculty.
- Evaluate policies, activities, and programs that fall within the committee's purview; these evaluative processes should be carried out collaboratively with academic-community bodies and members of the community potentially affected by such evaluations.
- Consult with other committees of Faculty Assembly on matters related to the committee's purview, policies, and activities.
- Review and assure that policies and procedures related to the committee's purview are equitable and applied equitably to faculty.
- Help develop and monitor programs and policies that support the achievement of the committee's goals.
- Help develop, enhance, and evaluate support networks and necessary services for faculty that affect the implementation and review of policies that fall within the committee's purview.
- Assure that faculty, staff, students and programs are well represented in campus policies on and procedures relative to the purview of the committee

Related to the specifications in the Bylaws of the Faculty Assembly, the GLBTI Committee focuses on and advocates for issues of concern to all faculty, as specified in the Constitution of the University of Colorado Denver Faculty and the Bylaws of the Faculty Assembly. To further its goals, the committee shall

- Invite the university Associate Vice Chancellor (AVC) of Diversity and Inclusion to attend at least 1 meeting each year and work collaboratively with the AVC on diversity matters that affect faculty, staff, students, and the university.
- Invite legal counsel to attend meetings that require legal review of the issues involved and work collaboratively with legal counsel to ensure the best outcomes for faculty, staff and students and the university; invite other administrators from time to time who may provide assistance to the committee in areas of mutual concern.
- Annually review, critique, and make suggestions for improvements in university policies and procedures that affect faculty, staff, educational programs, policies, and students.
- Annually review university services for faculty, staff, and students and make recommendations for changes as needed.
- Encourage and support annual "environmental scans" to determine the interests and welfare of faculty, staff and students.

\*"and Intersex" is not yet part of the constitutionally specified name for this committee, but the Executive Committee of Faculty Assembly has approved the use of the full name for this committee as stated at the top of this draft until Faculty Assembly can propose and implement appropriate changes either to the bylaws, the constitution, or both as needed