I. **Statement of Purpose**

The purpose of the Engineering Advisory Council is to exchange ideas between those in engineering practice and the Idaho State University School of Engineering, for the betterment of both. The Council will enable the School of Engineering to engage in an ongoing discussion of its plans, programs, and problems with interested engineers in business, industry and government. The Council supports the continued improvement of engineering education at Idaho State University. Members on the Council provide a service to the School of Engineering, the region, the State of Idaho, as well as supporting the role of Idaho State University in making Eastern Idaho an attractive area for industry and commerce.

The Council will provide advice and assistance in advancing studies designed to identify School of Engineering needs and to help develop a favorable climate for engineering employment by industry and commerce. The Council will provide advice and assistance in building academic programs that will be of interest to new engineering teaching staff, students and industry will be supported.

The Council's activities will provide members with current information on the trends, goals, opportunities, and problems of engineering education. It will also help the School of Engineering to define its goals and implement its teaching, research and service programs in a manner both sensitive to the needs of the State of Idaho and the nation, and consistent with modern concepts and practices of engineering.

**Background Note:**

The School of Engineering Advisory Council of Idaho State University was organized in 1984, under an informal set of Articles of Formation and By-Laws. Records fail to show that those original draft documents were ever formally approved and adopted.

II. **Engineering Advisory Council Structure**

The School of Engineering Advisory Council shall be composed of two groups, the Engineering Advisory Board and the Engineering Disciplines Committee. Participation in these two groups shall consist of two types of members, Engineering Academic Ex Officio members and Non-Academic Engineering Advisory Council members. The Engineering Advisory Board is the administrative group which will provide oversight for the functions of the Engineering Discipline Committees’ activities and coordinate all Engineering Advisory Council activities. The Engineering Discipline Committees will be free standing committees composed of Engineering Advisory Council members and Engineering Academic Ex-Officio Members and will report to their respective Committees. The overall structure of the Engineering Advisory Council is shown in Figure 1.
Figure 1. Structure of the Engineering Advisory Council

a. **Engineering Advisory Board Structure**

The Engineering Advisory Board membership of the council shall consist of twelve or more members selected by the Officers of Engineering Advisory Council and voting members of the Engineering Advisory Board. The chair of each of the Engineering Discipline Committees shall also be a non-voting, ex-officio member of the Engineering Advisory Board.

b. **Engineering Discipline Committee Structure**

The Engineering Discipline Committees (i.e. Civil and Environmental, Computer Science, Electrical, Mechanical, and Nuclear and Health Physics), will be formed to aid in the formulation of information, assessments, recommendations, or other activities that further the purposes of the programs. Each Engineering Discipline Committee will be co-chaired by an elected Engineering Advisory Council member and an Engineering Academic Ex-Officio member. Membership on committees will include Engineering Advisory Council members, Engineering Academic Ex-Officio Members, and other non-members who have particular experience and/or expertise that will benefit the committee. Voting membership of each committee shall be not less than five members or more than twelve members. Additional non-voting members are allowed.

III. **Engineering Academic Ex-Officio Membership**

The Engineering Academic Ex-Officio Membership may consist of:

- The Director of the School of Engineering.
- The chair from each of the departments of the School of Engineering and the director of any official chartered research centers in the college. Selected members of faculty and administration will also be members.
• The President of the Associated Engineering Students of Idaho State University, and the Engineering College Student Senator.
• The Dean of the Graduate School or Vice President for Research.
• The President of Idaho State University and the Provost and Vice-President for Academic Affairs will be ex-officio members.
• All of the Idaho State University Academic Ex-Officio Members shall be non-voting members. Discipline Chairs or their designees will be the co-chairs of the Engineering Discipline Committees.

IV. Engineering Advisory Council Membership

a. Membership Criteria

The following criteria shall be used for the selection of new Engineering Advisory Board members and for the Engineering Discipline Committees:

• The person should be employed in a business, government organization, or private practice in which engineering is an important factor. Individuals who have retired from a career in engineering or related fields may also be considered for membership, if such individuals are deemed helpful to the mission of the council.
• Members with an engineering background will be a principal consideration, but non-engineers who are responsible for engineering organizations and have an active interest in engineering education will also be considered.
• Engineering Advisory Board members should not be involved in engineering education as their principal occupation with the exception of one person intentionally sought from the academic world outside of Idaho State University.
• The member should have a demonstrated interest in the Idaho State University School of Engineering.

A class of Emeritus members of the Engineering Advisory Council will consist of those who have served conscientiously and effectively in the past, and have been "retired" from the Engineering Advisory Council. These individuals will always be encouraged to attend the meetings. The School of Engineering will endeavor to keep these valuable individuals informed of the activities of the Engineering Advisory Council, through sending them minutes of the meetings and announcements of future meetings. When an emeritus member attends a meeting, he/she may be asked to serve as an alternate, with voting status.

b. Term of Membership

The term of membership for the Engineering Advisory Board and Engineering Discipline Committee's members shall be three years. The membership may be renewed up to three consecutive three year terms. If a member resigns before his or her term expires, a vacancy will be considered available and the engineering advisory president and Director of the School of Engineering shall appoint an interim member to serve until the advisory board or discipline committees' next meeting.

Further extensions may be granted with the approval of the Director of the School of Engineering and an affirmative vote of 2/3 of the membership.

Service is without remuneration, though expenses of some members who do not have adequate support from their employer/business may be authorized, as appropriate.
If a member becomes unable to attend meetings or is no longer able to meet the criteria for membership, that person shall lose his or her membership.

If unable to attend a meeting, a member may send a non-voting substitute to participate in the meeting and to provide a conduit for information flow. Likewise, a member may bring a colleague to meetings as a non-voting participant.

V. **Engineering Advisory Board Officers**

The officers of the board shall consist of a president, a president-elect and secretary/treasurer chosen from among the Engineering Advisory Council membership.

The terms of office for these positions shall be two years each, with a succession at the end of two years according to:

- The president receives Emeritus status
- The president-elect ascends to president
- The secretary/treasurer ascends to president-elect
- A new secretary/treasurer is elected

The secretary/treasurer of the board shall be elected at the Engineering Advisory Board annual meeting according to the same procedure used for the nomination and election of the board members.

The president shall be the chief executive officer of the council and, when present, shall preside at all meetings of the council and shall perform all the duties commonly incident to the office.

The president-elect shall perform the duties and have the powers of the president during the absence or inability of the president.

The secretary/treasurer shall have custody of and be responsible for all money and securities of the Council and shall keep full and accurate records of books and accounts of the Council, as well as minutes of the meeting. He/she shall disburse the funds of the Council in payment of Council obligations. He/she shall submit a full report of the financial condition of the Council to the fall meeting.

The office of the Director of the School of Engineering is available to assist in preparing the minutes for the secretary/treasurer. He/she shall perform all duties incident to this office and such other duties as may be assigned by the Council.

**The protocol for determination of officers is as follows:**

1. A 20 day window (minimum) for the call of candidates for open officer positions.

2. Following receipt of candidate names and biographies, a vote shall be held using the following approach:
   a. Each Engineering Advisory Council member is allowed three selections. The first selection (for the candidate considered the best) is assigned 3 points, the second selection is assigned 2 points, and the third selection is assigned 1 point.
   b. The candidate with the most points is chosen for the highest open office, the candidate with the second most points is chosen for the second highest open office, and the candidate with the third most points is chosen for the third highest open office.
c. A minimum of 10 days will be allowed for each Engineering Advisory Council member to return their vote to the Board.

VI. Engineering Advisory Council Meetings

The Engineering Advisory Council shall meet at least once per year. The meeting shall include presentations by each of the Engineering Discipline Committees. Meetings will follow an agenda prepared by the Engineering Advisory Council President and the Director of the School of Engineering. The agenda for each meeting shall be distributed in advance of the meeting to all members. Agenda items may be proposed by any member of the Council and may cover a wide range of topics of mutual concern to the School of Engineering and the non-academic world.

In general, priority attention shall be devoted to those topics concerned with the efforts of the School of Engineering in serving educational, social, economic and technological needs of the students and of other interests in the State of Idaho. The interests of the Council should focus primarily on the needs of the citizens of Idaho, but secondarily on the needs of those in contiguous states, and the nation as a whole.

As the main function of the Council is free exchange of information and views, and not necessarily formal action, no rigid rules of procedure are necessary. However, it is suggested that Roberts Rules of Order be followed as needed. Minutes of each meeting shall be kept by the secretary/treasurer and/or member of the School of Engineering staff. Copies of the minutes shall be distributed to the Council members.

A majority of the Engineering Advisory Council members shall constitute a quorum for the transaction of business; and when a quorum is present, a majority in attendance at any meeting may decide any question brought before such meeting. If less than a quorum is present at any meeting, any action taken by those in attendance shall, nevertheless, be valid if such action is later ratified by a majority of the entire Council.

The nomination and election of Engineering Advisory Council members shall take place at any regularly scheduled Council meeting. Any Council member may nominate new Council members. Nominations may be made either in writing or from the floor at a Council meeting. After an open discussion on the nominees, which shall be held in closed session, a vote will be taken on each nominee. Each nominee receiving a simple majority of all votes cast will be invited by the Director of the School of Engineering to join the Engineering Advisory Council.

Normally, meetings will be held at Idaho State University in Pocatello, Idaho. Meetings can also be held at alternate locations which are both appropriate to the interest of, and acceptable to, the Council. Joint meetings with the Engineering Advisory Councils of Idaho State University, University of Idaho, and Boise State University are scheduled as appropriate at a location mutually agreed upon by all three universities.

VII. Engineering Discipline Committee Meetings

Each Engineering Discipline Committee shall have a minimum of two meetings per year, one during the spring semester and one during the fall semester and will be free to have additional meetings as desired or needed. The Engineering Discipline Committee may also meet at other times at the request of the Director of the School of Engineering, if sufficient items requiring the attention of the committee accumulate between the regular meetings. A majority of the committee voting membership may also request a special meeting.

Committee chairs will be responsible for providing an agenda, arranging committee meetings and reporting the outcome and recommendations of the committee work to the Engineering Advisory Board and the Engineering
Academic Ex-Officio Members. They will also provide reports of their meeting at the annual Engineering Advisory Council.

Committees are intended to be advisory in nature, and are not empowered to make any formal action on behalf of the Engineering Advisory Council. These regular meetings will be announced at least ten days prior to the scheduled meeting. The Engineering Advisory Board selected co-chair member will set the meeting dates for each subsequent regular meeting with the concurrence of a majority of the committee.

A majority of the voting committee members shall constitute a quorum for the transaction of business; and when a quorum is present, a majority in attendance at any meeting may decide any question brought before such meeting. If less than a quorum is present at any meeting, any action taken by those in attendance shall, nevertheless, be valid if such action is later ratified by a majority of the entire committee.

VIII. Dues

The dues shall be in such amounts as set by the Engineering Advisory Council. Dues in different amounts may be established for different kinds or classes of members (e.g. individual, corporate).

IX. Amendments

These By-Laws must be approved by two-thirds vote of the Engineering Advisory Council. Any provision of these By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by two-thirds vote of those present and voting at any regular or special meeting of the Engineering Advisory Council called for that purpose, provided that a quorum is present at such meeting.

X. Parliamentary Authority

Roberts' Rules of Order, Revised, shall govern all procedures of this organization not otherwise specified in these By-Laws or the laws of the State of Idaho.

XI. Revised By-Laws Adoption

These By-Laws were adopted on this date, Tuesday, April 24, 2012, by vote of the Engineering Advisory Council; Steven Aumeier, Chair.