POLICIES AND PROCEDURES OF THE
UNH PRESIDENT’S COMMISSION ON THE STATUS OF WOMEN (Rev. AY16)

I. NAME

The name of the commission is the President’s Commission on the Status of Women (CSW)

II. MISSION AND PURPOSE

The mission of the President’s Commission on the Status of Women is to insure that UNH creates equal educational and employment opportunities for women of the UNH community, promoting an environment free of sexism and discrimination through policy, advocacy and education. The commission achieves its goals by: recommending policies that improve the status of women and ensure an environment of equal education and employment opportunities for women at UNH to the President; to other University administrators, and to UNH administrative and governance groups including the Office of Community, Equity (CED) and Diversity Advisory Group.

The commission will collaborate and develop alliances with existing organizations and structures within the university community for the purpose of promoting an environment free of sexism and discrimination. They will also seek to inform the university community of the status of women on the UNH campus by collecting and disseminating data, initiating and supporting educational outreach programs, and by providing informational and educational programs and materials to help women on the UNH campus develop their skills, continue their education, and increase their networking opportunities.

III. MEMBERSHIP

NOTE: “AVP” = Associate Vice President for the Office of Community, Equity and Diversity

A. Classification of Members

1. General members

   General membership shall consist of:
   - four (4) UNH students (2 undergraduate and 2 graduate, if possible),
   - four (4) UNH staff (OS and PAT), and
   - four (4) UNH faculty (at least two of whom will be full-time tenure or tenure track)

2. Adjunct members

   The commission general membership may invite the participation of up to three (3) – five (5) adjunct members at any given time, subject to approval by the President/AVP. Adjunct members will fully participate in commission decision-making and within working groups.

3. Ex-officio Members

   Ex-officio memberships are appointed by the President/AVP and shall consist of:
   - One (1) member of the Office of Affirmative Action and Equity
   - One (1) member from SHARPP
   - One (1) member from Healthy UNH
   - One (1) member from Athletics
   - One (1) member from Office of Multicultural Student Affairs
- Personnel from the Office of Community, Equity and Diversity
  Ex-officio members are not voting members but are expected to participate in the
  work of the commission.

4. Commission personnel
   The Chair/Co-chairs are general member/s of the commission.

B. Nomination Process and Appointment of Members.
   NOTE: Nothing in these by-laws precludes the appointment of members by the
   President/AVP at his/her discretion upon consultation with the commission membership.
   
   Nomination: Faculty, staff, and students (undergraduate and graduate) may be
   nominated for membership by a current member of the commission, or may self-
   nominate. A letter of interest may be requested. Commission members will vote on
   nominees.
   1. General members
      General members are appointed by the President/AVP, upon recommendation of and
      approval of the commission membership.
   2. Adjunct members
      Adjunct members are approved by the President/AVP, upon recommendation of and
      approval of the commission membership.
   3. Ex Officio members
      Ex officio members are appointed by the President/AVP, upon recommendation of
      and approval of the commission membership.
   4. Replacing members midterm
      If a general member leaves the commission prior to the end of the term of
      appointment, a new general member may be appointed by the President/AVP to
      serve the remainder of the term, upon recommendation of approval of the
      commission membership.

C. Term of Office
   1. Length of term/reappointment
      General members serve two-year terms.
      Adjunct members serve one-year terms.
      Student members serve one-year terms.
      General members, Adjuncts, and Student Members may serve consecutive terms
      equal to term lengths set above.
      Current general members must be re-nominated by the full commission and
      approved by the President/AVP. Current adjunct members are re-nominated and
      approved by the general membership, and approved by the President/AVP.
   2. Beginning of term
      The term of office begins on June 1 and ends on May 31 for both general
      members and adjunct members. Members joining the commission midterm may
      opt to end their terms either on May 31 on December 31.

IV. COMMISSION CHAIR/CO-CHAIR POSITIONS
A. Appointment
The President/AVP, upon recommendation of the commission members, appoints the chair and vice chair or two co-chairs of the commission. The chair/co-chairs is/are normally selected from among the established faculty and staff members of the commission who have served as commission members for at least one year. The chair/co-chair’s term shall normally be for two years running from June 1 through May 31. The chair/co-chairs may be considered for a second term by request of the President/AVP. The chair/co-chairs may receive a workload adjustment, as determined, in consultation with the President. The chair/co-chairs shall be selected by May.

B. Responsibilities
The responsibilities of the chair/co-chairs shall include, but are not limited to, facilitating and organizing the work of the Commission, promoting a nondiscriminatory environment, recommending policies to the UNH President/AVP and UNH community, and providing leadership in the development and implementation of education and outreach programs; and other roles and responsibilities as defined elsewhere in the policies and procedures. The chair/co-chairs will also serve as formal liaison to various UNH offices and organizations as appropriate, including meetings with the other President’s Commission chairs/co-chairs, the President of UNH, the Community, Equity and Diversity Advisory Group and others. (See Appendix C for a complete list of such offices and organizations).

V. MEETINGS
Personnel from the Office of Community, Equity and Diversity will be responsible for creating/distributing an annual schedule of regular meetings, budget management, distribution of meeting agendas prior to each meeting, website editing, taking the meeting minutes from all meetings and maintaining archive files of all Commission related business.

A. Types of Meetings
1. Monthly
   Monthly meetings of the Commission will be held during the academic year on a day and time established by the membership. Chair/co-chairs will facilitate all meetings.
2. Annual Retreat/Advance
   The Commission will normally hold a retreat/advance at some point during the academic year to evaluate commission activities and goals. Both retiring and new commission members may attend the annual retreat. (See Appendix A for suggested planning process.)
3. Special
   Special meetings of the commission may be called as needed by the chair/co-chairs, or by the general membership. The chair/co-chairs is/are responsible for notifying all
commission members of special meeting times and for distributing an agenda prior to the meeting.

B. Meeting Attendance
1. Regular attendance
   All commission members are expected to attend and participate in all regular and special meetings of the commission.
2. Absences
   A member who cannot attend a regular or special meeting is responsible for notifying the chair/co-chairs or commission support staff of the absence and for learning what transpired at the meeting. All commission members are urged to provide a proxy to attend commission meetings in their absence.
3. Excessive absences
   a. If a member misses two (2) consecutive regular commission meetings, and/or misses meetings frequently during the academic year, the leadership of the commission will meet with this member to discuss whether the member has the time and/or commitment to continue as a commission member and to discuss whether this person should resign (or be asked to resign) from the commission.
   b. When a general commission member resigns, a new member may be appointed immediately.

C. Decision Making
1. Quorum
   A quorum is defined as at least 60% (8 people) of the active (non-ex-officio) commission membership, including the commission chair/co-chairs. Should a quorum of members not be present at a commission meeting, a binding decision cannot be made. Decisions of the commission can be made by a consensus of a quorum or by voting.
2. Consensus model
   Consensus is defined as reaching a decision that is most beneficial for the group as a whole through considering all the many viewpoints and concerns of the group. Consensus implies that each individual within the group respects differences and is willing to reconsider their own position to move toward a position that everyone in the group can support. (See Appendix B for an outline of consensus decision-making.)
3. Voting model
   Decisions of the commission can also be made by voting (assuming that a quorum of members is present). A decision can be made only with a 60% majority vote.

VI. COMMITTEES/WORKING GROUPS
A. Member Participation
1. Selection
   Commission members are expected to work on at least one (1) committee/working group that would include participation on an action subcommittee that is of interest to them. Members will select their committee/workgroup, preferably at the annual retreat, but no later than the first regular meeting in the fall.
Prior committees/workshops have included: Women’s Health-related concerns, workplace equity, academics and curriculum, programming, workplace bullying awareness, first-year experience, awards and celebration planning, Women’s Commission Breakfast planning, Women’s Center development, workplace flexibility, childcare, pay equity, violence against women and social media/publicity.

2. Committee/Working Group Leadership

Project leaders will be selected by each committee’s/working group’s members. Leaders will be commission members.

Appendix A
The Planning Process

At the annual advance/retreat, the commission membership will begin developing goals and objectives for the next academic year. These goals and objectives will take into consideration the results of the commission’s work during the year ending. Depending on the goals and objectives developed and the availability of members, committees/working groups may continue activities during the summer. Commission membership will develop an overall plan of action for the current academic year, including a time-line for commission and committee/working group responsibilities. At the beginning of the second semester, the action plan will be reviewed and revised as needed. Committees/working groups will present to the membership their progress to date, problems, and alternative strategies. Revisions to the action plan will be approved by the commission membership.

Appendix B
Consensus Decision Making

This framework is to be used as a tool for understanding and employing consensus. Consensus values the ideas and understanding of all participants. Consensus offers the possibility to work through differences to reach mutually satisfactory decisions. For this to happen, the input of all members needs to be heard so the ideas and values of individual members are not lost in the process. The fundamental essence of consensus allows all members the right and obligation to express their ideas and feelings and assures the right of all members to speak and to be heard. During discussion, a proposal is put forward. The group makes amendments and modifications to the proposal through discussion. Open exchange of ideas is critical for the success of the consensus process. Members need to express their opinions and reservations clearly. It is the responsibility of those who are troubled by the proposal to provide alternative suggestions. The proposal should be modified to address the stated reservations if at all possible. When a proposal appears to be understood by everyone, and no new modifications have been proposed, the facilitator should ask if there are any further reservations with or objections to the proposal. If none are voiced, the facilitator calls for consensus by asking once more if there are any objections. After a moment of silence, if no one objects, consensus has been reached. If it appears that consensus cannot be reached, there are several ways to proceed, the proposal could be withdrawn. Those with reservations could:
a. Express non-support (“I don’t see the need for this, but I’ll go along.”)  
b. Express reservations (“I think this may be a mistake but I can live with it.”)  
c. Stand aside (“I personally can’t support this, but I won’t stop it.”)  
d. Block (“I cannot support this or allow the group to support this.”)  

If the group feels that the proposal merits action and cannot achieve consensus, the membership can agree to vote.  
The role of the facilitator is to aid the group in defining the decisions that need to be made. The facilitator helps to direct the process of the meeting, not its content. The facilitator: keeps the meeting moving; focuses the discussion on the proposal; ensures that everyone has the opportunity to participate in the discussion; and tests to discover if consensus has been reached.  

Appendix C  
Organizations/offices/groups the commission has identified as those with which it would like to have a formal relationship include, but are not limited to:  

- PAT/OS/EE Councils  
- Community, Equity and Diversity Advisory Group  
- Office of Community, Equity and Diversity  
- Faculty Senate, Student Senate  
- SHARPP  
- Women’s Studies  
- The Center for Global, Race, and Diversity Studies  
- Health Services  
- Healthy UNH  
- Affirmative Action and Equity Office  
- Office of International Students and Scholars  
- Office of Multicultural Student Affairs  
- Office of the President  
- President’s Commission on the Status of People of Color  
- President’s Commission on the Status of Gay, Lesbian, Bisexual and Transgender Issues  
- President’s Commission on the Status of People with Disabilities