BYLAWS OF THE UNH PRESIDENT'S COMMISSION ON THE STATUS OF
LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER + PEOPLE
(LGBTQ+)
Adopted May 2004, Amended 2015

I. NAME

The name of the commission is the UNH President's Commission on the Status of
LGBTQ+ People. This commission (formerly known as the GLBT Commission), was
established in 1992 as a Task Force, and later approved as a President’s Commission in
2002, authorized by then UNH President, Joan Leitzel.

II. MISSION AND PURPOSE

The mission of the UNH President's Commission on the Status of LGBTQ+ People is to facilitate
the development of a university community that is equitable and inclusive of all sexual orientations
and gender expressions through advocacy, education, assessment, and activism.

The LGBTQ+ Commission achieves this mission by monitoring the campus for gay, lesbian,
bisexual, transgender, and queer faculty, students and staff, reviewing the policies and programs
that might affect this community, and advising and assisting the University President, the Assistant
Vice President for Community, Equity and Diversity (AVP), and the Advisory Council for
Community, Equity and Diversity on these issues. The commission also provides education and
programs to help encourage an inclusive and equitable climate.

The commission meets monthly during the academic year. Membership is open to all and includes
gay, lesbian, bisexual, queer, transgender, intersex, pansexual, asexual, genderqueer, fluid, non-binary,
questioning and allied (henceforth referred to as LGBTQ+) university faculty, students and staff and
community members who are appointed by the president/AVP.

III. MEMBERSHIP

A. Classification of Members
   1. Chair/Co-Chairs
      The chair or co-chairs will consist of faculty or staff appointed by the president/AVP.

   2. General Members
      General members are appointed by the president/AVP and shall consist of:
      - four (4) UNH students (full-time, matriculated). The student membership will include
        the president, chair or other designated official representative from the student
        organization that is now know as “The Alliance” to act as a voting member of the
        commission. In the event that “The Alliance” is dissolved, the commission position
may be offered to the representative of the principle student organization that advocates on behalf of LGBTQ+ issues within the Diversity Support Coalition. Other student members may come from related student organizations such as TransUNH and Stonewall Grads.

- four (4) UNH staff (OS, PAT and Extension Educator), and
- four (4) UNH faculty (at least two of which will be full-time tenure or tenure-track).

The number of faculty positions on the commission may be increased from 4-5 wherein one of the existing faculty members will be going on sabbatical or other extended leave from the university for part of the term year or for a full semester.

3. Adjunct Members
   Adjunct members approved by the president/AVP, shall consist of community members or additional UNH students, faculty, and staff where appropriate. Adjunct members will fully participate in commission decision-making, having all the voting privileges of a general member.

4. Ex-officio Members
   Ex-officio membership shall consist of:
   - staff from the Office of Community, Equity and Diversity
   - one (1) member of the OMSA staff
   - one (1) member of the Affirmative Action Office staff

   Ex-officio members are not voting members but may join a subcommittee where their expertise may be most useful.

B. Appointment of Members

1. Appointment
   Nominations for new members will be accepted in the spring of each year. The chair/co-chairs of the commission will forward nominations to the president/AVP for approval. The Office of Community, Equity and Diversity will submit announcements soliciting membership nominations to venues such as Alliance, Stonewall Grad meetings, The New Hampshire, Campus Journal, the TAG email list, and the annual Pancake Breakfast.

2. 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 to serve the remainder of the term, upon recommendation of the chair/co-chairs, and approval by the president/AVP of the University.

C. Term of Office

1. Length of term
   General members serve one three-year term. Student general members and adjunct members may be appointed for a one-year term with a maximum of two years.

2. Beginning of term
   The term of office is the academic year for both general members and adjunct members. Members joining the commission midterm will end their terms at the end of the academic year also.

3. Reappointment
Current general and adjunct members must be re-nominated by the chair/co-chair and reappointed by the president/AVP. While the expectation is that general faculty and staff members will serve for three (3) years, members may step down before the end of their term if circumstances require. The chair/co-chairs, by recommendation to the president/AVP, may ask members to step down at the end of their term if members fail to fulfill their responsibility.

D. Membership Responsibility

1. General members
   The responsibilities of general members include:
   - attending an annual orientation/retreat
   - attending nine (9) monthly meetings of the commission during the academic year
   - actively participating in one (1) working group
   - participating in other activities as agreed upon by the commission
   Failure to meet these responsibilities may lead to non-reappointment or being asked to step down before the end of their term.

2. Adjunct members
   The responsibilities of adjunct members include:
   - attending an annual orientation/retreat
   - attending nine (9) monthly meetings of the commission during the academic year
   - participating in other activities as requested by the commission

E. Excessive absences

1. If a member misses three (3) regular commission meetings, does not participate actively in a working group, or does not meet other responsibilities, the chair/co-chair 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.

2. When a general commission member resigns, a new member may be appointed to complete the term, following the procedure in outlined in III.B.2.

F. Representation

In order to best serve the community, every effort will be made to ensure representation from each part of the lesbian, gay, bisexual, transgender, Queer + and ally community.

IV. COMMISSION LEADERSHIP

A. Chair/Co-chair

1. Appointment
   a. The president/AVP, upon receiving nominations from the commission members, appoints chairs/co-chairs of the commission. The chair/co-chairs’ term shall be for one year 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 their supervisor. The chair/co-chairs will not serve to fill one of the general membership openings, but will have
voting privileges.

b. The chair/co-chairs are selected from among the established faculty and staff members of the commission who have served as a commission member for at least one year. Nominations for chair/co-chair will be accepted in February and forwarded to the president/AVP following the end of spring semester if possible. Chairs/co-chairs may serve a second year by request of the president/AVP and/or the commission. The chair/co-chairs will not serve to fill one of the general membership openings, but will have voting privileges.

2. Responsibilities
   The responsibilities of the chair/co-chairs include but are not limited to:
   - facilitating and organizing the work of the commission, including but not limited to 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
   - Attending joint commission member retreats/advances
   - participating in monthly meetings with the Advisory Council for Community, Equity and Diversity
   - serving as a member of the Kidder Fund Committee
   - chairing the award selection committee for the Kidder Fund Awards
   - completing other roles and responsibilities as defined by the president.

V. MEETINGS

A. Types of Meetings
   1. Regular
      Regular meetings of the commission membership will be held at least monthly during the academic year. Staff from the Office of Community, Equity and Diversity are responsible for development of the monthly meeting schedule, drafting meeting agendas, recording minutes from each meeting, overseeing the commission budget, website editing and membership tracking. The chair/co-chairs will be responsible for approving the agenda and facilitating commission meetings.

   2. Annual Retreat/Orientation
      The commission may hold a retreat/orientation during the academic year to evaluate commission activities and/or to set goals for the upcoming academic year. Both retiring and new commission members may attend the annual retreat/orientation.

   3. Special
      Special meetings of the commission may be called as needed by the membership. The chair/co-chairs are responsible for notifying all commission members of special meeting times and for distributing an agenda prior to the meeting.

   4. Commissions Collaborations
      The commission may meet at least once annually with the members of the other commissions.
B. Quorum
A quorum is defined as at least 60% of the voting commission membership, including the commission chair/co-chair. Should a quorum of members not be present at a commission meeting, a binding decision cannot be made. A minority report may be submitted and will be reflected in the meeting minutes.

C. Decision Making
At the beginning of each academic year, the commission will discuss and decide which model of decision-making will best serve their purposes that year. The commission can use a consensus, voting, or other model of decision-making.
1. Consensus model
   Decisions of the commission can be made by a consensus of a quorum of the membership. 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 A for an outline of consensus decision making.). The chair/co-chairs may make decisions on behalf of the commission as part of their responsibilities.
2. Voting and consensus
   If consensus cannot be reached on a question, assuming that a quorum of members is present, the membership may agree to vote. At least 51% of the members present must agree to change majority vote.
3. Voting model
   Decisions of the commission can be made by a majority of a quorum of the membership under the voting model. A decision can be made with a 60% majority vote.

VI. WORKING GROUPS

A. Membership
1. Selection
   Commission members are expected to serve on at least one working group, except for the chair/co-chair who will be an ad hoc member of every committee. Members will select their working group assignments usually at the first meeting of the academic year.

2. Committee Facilitators
   All working group facilitators will be general commission members. The working group members select the facilitator for each working group.

B. Working Groups
1. Working groups will be established at the beginning of the academic year, or as necessary, to plan strategy, program, and/or to conduct research in project areas chosen by the commission. Working groups are responsible for informing the commission membership of plans, progress, events, and assistance needed relative to their project areas. Working groups are also responsible for preparing a report on their activities once per semester; these reports may be
included in a year-end report to the president/AVP.

VII. Bylaws
The bylaws of the commission will be used to guide the commission’s processes and procedures. Understanding that gray areas may arise, these bylaws can be revised with final approval by the president/AVP.

Appendix A
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. 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.

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:
- Express non-support ("I don't see the need for this, but I'll go along.")
- Express reservations ("I think this may be a mistake, but I can live with it.")
- Stand aside ("I personally can't support this, but I won't stop it.")
- Block ("I cannot support this or allow the group to support this.")

The chair of the commission ordinarily acts as facilitator, or may appointment someone else to act as facilitator, during decision making. 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.

If the group feels that the proposal merits action and cannot achieve consensus, the membership can agree to vote. Refer to V.C.2.