

## **Computational Biology and Bioinformatics Steering Committee Bylaws**

### **I. NAME**

Computational Biology and Bioinformatics (CBB) Steering Committee

### **II. PURPOSE**

The CBB Steering Committee governs the curriculum and administration of the CBB program offered at the University of Nebraska – Lincoln (UNL), subject to the bylaws and governing documents of UNL and the University of Nebraska Board of Regents.

### **III. MEMBERSHIP**

The CBB Steering Committee has one representative from each of the following UNL units:

- Department of Biological Systems Engineering (BSEN)
- School of Biological Sciences (SBS)
- Department of Computer Science and Engineering (CSE)
- Department of Statistics (STAT)

The representative from each unit is appointed by the unit chair or director at the start of each academic year or at other such times that the unit's representative seat is vacant. If a unit's representative is unable to attend a meeting, a substitute designated by the unit's representative or by the unit's chair or director may serve temporarily as a member.

### **IV. OFFICERS**

The CBB Steering Committee will elect a chair at the start of each academic year or at other such times that the chair is vacant. The chair is responsible for:

- Calling and chairing meetings.
- Recording and disseminating minutes.

### **V. MEETINGS**

The CBB Steering Committee will meet at least once each academic year to report on activities and to consider changes in the curriculum and/or administration of the CBB program. Notice providing time, place, and agenda for any meeting must be emailed to each member (or if a department or unit's seat is vacant to the department or unit chair) at least 72 hours in advance. Meetings of the CBB Steering Committee will be governed, when necessary, by Roberts Rules of Order, Newly Revised. A meeting quorum requires at least two members. Neither proxy nor absentee voting is allowed.

### **VI. PROGRAM ADMINISTRATION**

The CBB Steering Committee will designate the administrative home of the program. The representative from the administrative home will be responsible for coordinating administration of the CBB program and for reporting on administration to the CBB Steering Committee. Administration includes:

- Maintaining a website describing the CBB program and providing contact information.
- Handling requests for approvals, waivers, and substitutions, including consulting with other units as appropriate.
- Processing curriculum requests as directed by the CBB Steering Committee.

The administrative home of the CBB program is subject to change by the CBB Steering Committee.

### **VII. AMENDMENT**

These bylaws may be amended at a meeting provided that advance notice of the meeting lists the amendment in the agenda. A vote of 3 members in favor is required to pass an amendment of the bylaws.

### **VIII. SUPERIOR AUTHORITY CLAUSES**

The governing documents of UNL and the University of Nebraska Board of Regents supersede the authority of the CBB Steering Committee.