



## **Governance Structure**

### **February 22, 2021**

#### **Preamble**

The CSU Council on Ocean Affairs, Science & Technology (COAST) is established to promote multi-campus collaborative marine, coastal and coastal watershed research and education throughout the CSU. All CSU faculty members, administrators and staff are eligible for participation as general members.

#### **Campus Participation**

Campuses are eligible to participate in CSU COAST if they provide a financial contribution to the program through the annual tithing process. The COAST budget year commences July 1 of any given calendar year and ends June 30 of the following calendar year. If a campus tithes during this time period, it will be considered an “active” campus: its faculty members and students will be eligible to receive COAST funding and the campus President will be invited to appoint three Campus Representatives to participate in the organization’s governance. If a campus chooses not to make a financial contribution, its faculty members and students will no longer be eligible for any of the benefits associated with COAST membership including-COAST funding or campus representation in COAST governance and affairs.

#### **Campus Representatives**

Each active campus may appoint two faculty members (Faculty Representatives) and one administrator (Administrative Representative) to serve as its Campus Representatives. Campuses determine independently how their Campus Representatives are chosen and may engage in their own selection processes (e.g., call for nominees and hold an election, call for volunteers, request from the President to serve). COAST staff will contact campuses annually to request new and/or confirm existing appointments. Appointments must be communicated in writing on institutional letterhead by the campus President or Provost to the Director.

The two marine consortia within the CSU, Moss Landing Marine Laboratories and Ocean Studies Institute, which both serve the interests of multiple CSU campuses, may each select one Consortium Representative with the same terms of service as other Campus Representatives. Consortium Representatives may be either faculty members or administrators.

Upon appointment, each Campus Representative will agree to serve for a three-year term. There are no term limits. Appointments shall be staggered to provide continuity of representation. If a Campus Representative has to step down before their term is finished, the campus President or Provost may appoint a faculty member or administrator as appropriate to serve out the remainder of the term.

Campus Representatives are responsible for representing their campus’ interests and ensuring that relevant COAST activities and initiatives are broadly communicated on their campus to faculty members, students and appropriate campus administrators (e.g., provost, chief research officers, deans). They are also responsible for communicating suggestions, concerns and

constructive criticism to COAST staff and the Executive Committee. Campus Representatives shall serve without compensation.

Campus Representatives are asked to serve in four primary roles:

- 1) Provide reports and information requested by COAST in a timely manner on behalf of their campus.
- 2) Implement the COAST Undergraduate Student Research Support Program on their campus and provide reports to COAST staff as requested.
- 3) Vote on matters of governance and strategic planning on behalf of their campus.
- 4) Serve as program points-of-contact and mentors for member campus stakeholders.

Campus Representatives have official voting privileges on behalf of their campus and may be asked to vote on changes to the governance structure, to adopt or modify the Strategic Plan and in Executive Committee elections. Campus Representatives may vote on motions brought before them in person at annual COAST meetings or electronically through anonymous, secure, online balloting procedures. A quorum of 60% must be met in order for a vote to be held in person or for the results of an online, electronic ballot to be valid.

### **Executive Committee**

The Executive Committee will consist of seven members. A minimum of four seats must be held by faculty members and a minimum of two seats must be held by administrators. The seventh seat may be held by either a faculty member or administrator. Anyone may stand for election to the Executive Committee. Nominations for open seats will be called for and voted upon annually. Executive Committee members will be elected by the Campus Representatives.

Each Executive Committee member will serve a three-year term. Terms will be staggered to ensure continuity within the committee. The term of an Executive Committee member may be extended by majority vote of the remainder of the Executive Committee should conditions warrant (e.g., more than three Executive Committee members' terms expiring in the same year). With the exception of the Chair, Executive Committee members shall serve without compensation.

If an Executive Committee member resigns with more than six months left on their term, a special election may be held to fill the vacancy. If an Executive Committee member resigns with less than six months left on their term, the seat may be filled through the annual election process.

Decisions must be made by a quorum (>50%) of seated voting members.

If a Campus Representative is elected to the Executive Committee, they will retain their Campus Representative roles and responsibilities, including voting. If a non-Campus Representative is elected to the Executive Committee, they will not automatically be conferred Campus Representative status, though their campus is able to appoint them as such.

Executive Committee members are asked to serve in four primary roles:

- 1) Provide vision and leadership, and advise on program policy and governance.
- 2) Advance the program's mission and overall standing by participating in COAST-related activities.

- 3) Review solicited and unsolicited requests for COAST resources and make funding recommendations in consultation with the Director.
- 4) Serve as program points-of-contact and mentors for member campus stakeholders.

The Executive Committee is responsible for developing five-year strategic plans, which provide vision and guide the overall direction of COAST. Executive Committee members are expected to participate in COAST-related activities including attending annual meetings and retreats, participating in regularly scheduled monthly meetings, developing proposals and funding solicitations, serving as reviewers for grant and award programs and representing COAST at prominent meetings, on panels and in relevant working groups. In addition, Executive Committee members are expected to provide thoughtful, timely input and feedback to the Director to help prioritize program objectives and activities. As program points-of-contact, Executive Committee members should be informed about COAST programs and policies. The Executive Committee participates in the preparation, justification and submission of COAST's annual operating budget for approval by the Chair of the Presidents' Council. At any time, an Executive Committee member can call for discussion or a vote on an issue.

The Executive Committee will elect a Chair to a 12-month term. The Chair listens to all of the input from Executive Committee members and distills and summarizes the ideas to form consensus and provide clear direction to the Director. The Chair may be re-elected without term limits. The Chair may elect to receive modest compensation for his/her service. The amount of the compensation will be reviewed and determined periodically by the Executive Committee. The Chair shall not participate in decisions regarding compensation for the position.

### **COAST Director**

The Director leads the activities of COAST and is responsible for the administrative management and overall function and performance of the organization. The Director manages all program activities and obligations to meet overall goals and objectives. The Director manages internal and external communications, seeks funding through development and submission of grant proposals, oversees the budget and financial activities and supervises COAST staff. The Director supports the Campus Representatives and Executive Committee and provides materials and information to support decision-making. The Director interfaces with the Chancellor's Office and campus presidents, other administrators and staff, faculty members and students as necessary.

The Director is accountable to the Executive Committee. The Director works closely with the Chair to establish priorities, strategize and develop solutions to challenges. The Director implements decisions made by the Executive Committee, and, in consultation with the EC, the Director is responsible for the COAST annual report.

### **Presidents' Council**

The COAST Presidents' Council (Council) consists of seven to nine Campus Presidents with an expressed interest in COAST. Presidents interested in serving on the Council should notify the Chair of the Council in writing. Members are appointed to serve on Council by the Chancellor for three-year periods. The President of COAST's administrative campus will serve as the Chair of the Council. The Council will meet in person at least once annually and may meet more often as needed.

Presidents' Council members are asked to serve in four primary roles:

1. Provide strategic input on the role of COAST in the CSU with regard to research, student success and workforce development.
2. Provide feedback on the program's annual progress and performance.
3. Review and determine annual campus tithing amounts.
4. Review COAST's Strategic Plan and recommend it to the Chancellor for approval.

The Chair of the Council will approve COAST's annual operating budget upon recommendation from the Executive Committee. The Chair will also present the documentation necessary for five-year reauthorization to the Chancellor for consideration of approval.

The Presidents' Council may appoint a Liaison to the Executive Committee as needed to ensure sufficient communication between the Executive Committee and the Presidents. The Liaison position is non-voting unless it is held by an elected member of Executive Committee.

A campus President may withdraw their campus' participation in COAST and should inform the Council of such action. Campuses that withdraw from COAST are exempt from paying a tithe, forfeit eligibility for COAST funding and other benefits and may not appoint any Campus Representatives to COAST.

### **Chancellor's Office**

The Chancellor's Office plays a critical role in COAST's ability to operate effectively and to serve the system and the state in a manner consistent with the CSU's mission and objectives. The Chancellor's Office

1. Provides essential logistical support (e.g., communications, IT, public affairs, government affairs, etc.).
2. Provides information and guidance to help COAST ensure its activities are aligned with system priorities.
3. Determines the annual system-level contribution to COAST.
4. Approves COAST's Strategic Plan.

### **Working Groups**

Temporary working groups to address specific priorities can be created and charged by the Executive Committee. A working group may include any of the following: expert advisors selected from within and outside of the CSU; CSU administrators, faculty members, and students; Executive Committee members; and COAST staff. Working groups will be formed for a limited period of time and products will be delivered to the Executive Committee.

### **Guidelines for Suspension and Dissolution**

Suspension or dissolution of COAST can be called for by either the Executive Committee or the Chancellor. The decision to suspend or dissolve shall include a consultative process with all stakeholders including the Chancellor's Office and the COAST Executive Committee, Presidents' Council and staff. In the event that suspension or dissolution occurs, the Director and Executive Committee will prepare a detailed budget and work plan of not less than one year in duration for the temporary continuance of activities necessary to meet outstanding obligations and ensure a controlled reduction in COAST activity.