

UNIVERSITY OF HAWAI'I AT HILO RESEARCH COUNCIL BYLAWS

Article I: NAME AND PURPOSE

NAME: The official name of the faculty body for research policy is the University of Hawai'i at Hilo Research Council (aka UH Hilo Research Council, aka Research Council). "Research" is defined as scientific, creative and other scholarly activities undertaken by faculty and staff.

PURPOSE: The Research Council of the University of Hawai'i at Hilo is the main faculty body that advises administration on how to best strengthen, grow, administer, and sustain the research enterprise at UH Hilo. The Research Council participates in decision-making about the prioritization, distribution, and allocation of returned indirect grant funds, known as Research Training and Revolving Funds (RTRF).

Article II: MEMBERSHIP

Voting members of the UH Hilo Research Council will seek to represent the scientific, creative and scholarly community of UH Hilo. Membership will consist of faculty or staff members representing all major academic units on campus. All members should have research and/or grant management experience, preferably with a track record of generating indirect funds.

Representatives are drawn from:
College of Agriculture, Forestry, and Natural Resource (CAFNRM)
College of Arts and Sciences (CAS)
College of Business and Economics (COBE)
College of Natural and Health Sciences (CNHS)
Daniel K. Inouye College of Pharmacy (DKICP)
Ka Haka 'Ula O Ke'elikōlani (College of Hawaiian Language) (KHUOK)
Edwin H. Mookini Library
Division of Student Affairs
Hawaii Cooperative Studies Unit

Ex-officio (non-voting members):

Chancellor
Vice Chancellor of Academic Affairs
Office of Research Coordinator
Office of Research Fiscal Administrator
Graduate Council Chair (or designee)

Members are selected by the Chancellor or designee, after consulting with the Research Council Chair and College Deans. To be eligible to serve on the Research Council or vote on research issues faculty or staff members must be tenured, tenure track, or permanent and not on leave from the University. Members are selected to serve 5-year terms with annual reappointment. Members may be reappointed for additional terms.

Should a member of the UH Hilo Research Council be unable to engage in Research Council business, the Chancellor or designee may appoint a temporary or permanent replacement from that faculty member's constituency.

Article III: RESPONSIBILITIES

- A. The Research Council advises administration regarding best practices to strengthen, grow, administer, and sustain the research enterprise at UH Hilo.
- B. The Research Council makes recommendations to the administration regarding the uses of RTRF that is returned to the UH Hilo campus from the UH System to ensure that it is used to strengthen, grow, and sustain the research enterprise at UH Hilo. The Research Council evaluates the uses of RTRF on an annual basis to ensure that it is used optimally. A report is distributed to UH Hilo faculty and staff annually.
- C. The Research Council administers programs and awards designed to increase research and scholarly activity at UH Hilo. These programs and awards are open to all permanent UH Hilo faculty and staff conducting research. The Research Council will develop criteria, formats, and schedules for evaluation and assessment of those programs and activities within its purview for the purpose of sustaining, strengthening, and growing these activities. Sub-committees may be designated to oversee individual programs and applications. Research Council members may not apply for awards administered by the Research Council while they are serving on the Research Council.
- D. The Research Council will assist administration in:
 - a. developing strategies to support, partner, implement and promote our research
 - b. facilitating the development of a research culture at UH Hilo
 - c. developing capacity to work across academic units, identifying community relevant problems that cut across departments
 - d. facilitating the identification and preparation of large, collaborative grant opportunities
 - e. mentoring faculty
 - f. conducting outreach

- E. The Research Council shall advise and assist with any other matters as the Chancellor or designee may request.

Article IV: CHAIR

- A. The members of the Research Council will elect a voting member to serve as Research Council Chair. The Research Council Chair convenes and presides over all Research Council meetings and performs those duties and responsibilities normally associated with the position. The Research Council Chair may vote on all items brought before the Research Council. The Research Council Chair is elected annually.
- B. The duties of the Research Council Chair are provided in the Research Council Chair Position Description.
- C. The Research Council Chair enacts the policies and procedures approved by the Research Council. The Research Council Chair manages disbursement of funds through grant mechanisms approved by the Research Council. The Research Council Chair cannot obligate additional funds without approval of the Research Council, but has authority to approve budgetary changes in awarded grants in consultation with the Research Coordinator.
- D. The Research Council Chair oversees all of the programs and awards to assure that awards remain consistent with the procedures set forth by the Research Council and in accordance with the conditions for RTRF expenditures.

Article V: MEETINGS AND PROCEDURES

Meetings of the Research Council are open to any person by request to the Research Council Chair.

At least one meeting each academic semester shall be called by the Research Council Chair. Additional meetings may be called if needed. Input on issues may be solicited via electronic medium such as email. Meetings may be requested of the Research Council Chair by Research Council Members or by the Chancellor or designee. Requests, agenda items, and supporting materials should go through the Research Council Chair in advance of meetings, who will either distribute them directly or via a member of the Office of Research staff.

The Research Council may determine appropriate voting procedures.

A quorum for voting on motions shall consist of a minimum of 50% (one half) of voting members. A measure is considered passed if over 50% of the votes (of those present) are in favor.

The Research Council runs relatively informal meetings and discussions, but will invoke Robert's Rules of Order if needed. Thoughtful discussion and consensus are always preferred.

The Research Council will establish other standing or *ad hoc* committees as needed.

Article VI: AMENDMENTS TO BY-LAWS

Proposed amendments to the Research Council Bylaws may be initiated by a two-thirds (2/3) vote of the Research Council.

Proposed amendments will be distributed by the Research Council Chair to the Research Council at least seven (7) days prior to a meeting of the UH Hilo Research Council. An amendment is approved by a two-thirds (2/3) vote of the UH Hilo Research Council. The amendment takes effect upon approval by the Chancellor.

Article VII: AUTHORITY

The Research Council of the University of Hawai'i at Hilo hereby adopts these bylaws.

These bylaws become effective upon written authorization of the UH Hilo Chancellor. They replace all prior organizational rules regarding the UH Hilo Research Council.

Signature:

Chancellor



Date 11/12/2020

Outcome of Voting to accept bylaws YES: 9 votes NO: 0 votes (9 members)