

GULF OF MEXICO UNIVERSITY RESEARCH COLLABORATIVE (GOMURC) BYLAWS

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OVERVIEW

GOMURC MISSION

The principal representatives of university-based marine research consortia in the five Gulf of Mexico bordering U.S. states confirmed their commitment to work together on matters of critical importance to the Gulf of Mexico and by the execution of a Memorandum of Understanding (MOU) established the Gulf of Mexico University Research Collaborative in 2011 (GOMURC; on-line at www.gomurc.org). GOMURC was established for the purpose of supporting and enhancing the Gulf of Mexico’s coastal marine science, oceanography, cooperating disciplines and related management programs through education, research, and public outreach. The Collaborative supports and facilitates the activities of educators, scientists, and agencies responding to state, regional, national, and international issues. Vision and long term strategies (goals, objectives, actions) are described in the GOMURC Strategic Action Plan for 2012-2013 available on the GOMURC web site (www.gomurc.org).

BYLAWS PURPOSE AND REVISION

The Bylaws serve as general guidelines for how GOMURC operates, defining the organization and overall work plan. The bylaws shall be reviewed yearly. The Members Board Chair shall appoint two of the Board representatives to work with the Director to develop and submit any proposed revisions. Amendment of the bylaws shall be by a majority vote of the Board.

GOMURC ORGANIZATION

HOST INSTITUTION

Under a Memorandum of Understanding (MOU) ratified by the five member consortia, the University of South Florida (USF)/Florida Institute of Oceanography (FIO) serves the role of administrative host for GOMURC. GOMURC administrative offices, including the GOMURC Director, are housed on the campus of the USF College of Marine Science in St Petersburg, Florida. FIO and the Director support related administrative functions including: budgeting for USF Foundation support, coordination and communications required to sustain the organization (Figure 1), advocacy efforts, accountability measures (reporting, evaluation, reviews), and planning. In the event of a vacancy in the GOMURC Director position, a search committee will be appointed by the Provost of the research university providing administrative support to GOMURC and will follow the customary search process of the host institution.

GOMURC BOARD

Principal Members

GOMURC includes five Principal Members representing university-based marine science organizations listed above, representing 77 universities and their many centers and programs that support GOM-related science and education. Principal Member consortia as of January 2013 include:

The Alabama Marine Environmental Sciences Consortium (AMESC),
 The Florida Institute of Oceanography (FIO),
 The Louisiana University Gulf Research Consortium (LUGRC),
 The Mississippi Research Consortium (MRC), and
 The Texas Research Consortium (TRC).

As agreed to in the GOMURC MOU, each member consortium designates a representative to GOMURC. Any Principal Member representative may resign from the GOMURC at any time by delivery of notice to the other Principal Members; the member consortia will then name a replacement representative and notify the GOMURC Chair within 30 days. The Principal Members or their designated alternates are voting members and may by majority vote, for example: (a) change the Board Chair; (b) revise the GOMURC Director’s work plan; (c) revise terms for GOMURC administration and facilities; and (d) take further actions deemed desirable and consistent with the GOMURC mission.

The GOMURC Chair shall: (a) be one of the Principal Members; (b) preside over the meetings of the Collaborative; (c) call meetings of the Collaborative at least two times each calendar year, or as requested by at least two other Principal Members; and d) review and approve the GOMURC Director’s work plan. The Chair shall serve for a one year term, and no representative shall serve consecutive terms; rather it is the intention of the parties to the MOU for Chair position to rotate among the representatives of the Principal Members per the following schedule:

	<u>Chairman</u>	<u>Vice-Chairman</u>
Oct 2011-Sept 2012	Louisiana	Texas
Oct 2012-Sept 2013	Texas	Mississippi
Oct 2013-Sept 2014	Mississippi	Florida
Oct 2014-Sept 2015	Florida	Alabama
Oct 2014-Sept 2016	Alabama	Louisiana

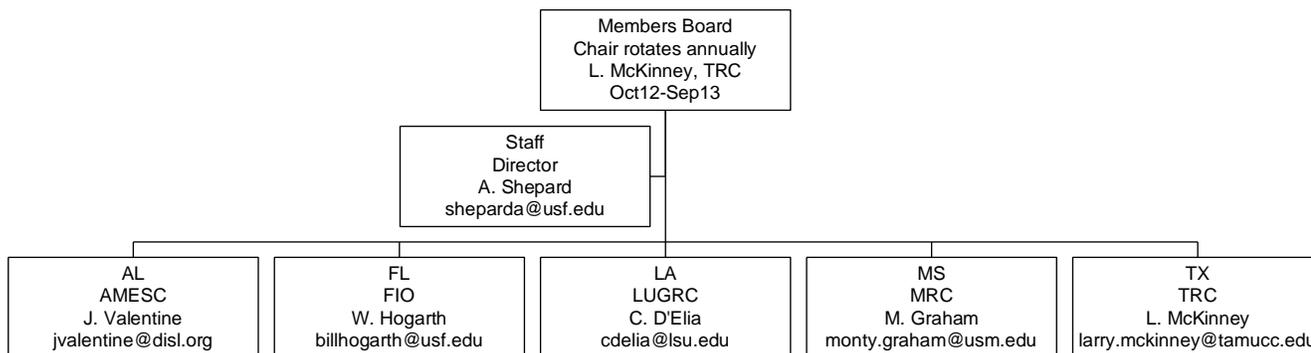


Figure 1. GOMURC organization as of July 2013.

Board Alternates

A Principal member may designate an individual to attend the GOMURC Board meetings as an Alternate with full voting privileges. The Chair shall be notified by the Principal of the Alternate’s name at least one week prior to the meeting. There shall be at least one principal Alternate per state who will receive notification of all Board meetings and copies of resulting notes, in order to stay informed regarding GOMURC activities and priorities. If neither the Principal Member or Alternate can participate in a meeting, the Principal Board member may nominate anyone else to serve as alternate in their place for the meeting in question. These ad hoc alternates will not automatically receive invites to all Board meetings or resulting notes.

Ex-Officio Members:

The Members Board may vote to approve engagement of ex-officio members to participate in Board meetings and receive related notes and communications. Ex-officio members do not vote during meetings but may provide input and revise related notes and actions.

GOMURC DIRECTOR

The GOMURC Director position is located at FIO and sustains day-to-day operations of the Collaborative. Responsibilities are fully described in an annual work plan submitted to the Board by December 31 for the coming calendar year. This work plan is updated as needed in consultation with the Board Chair. In addition to Board meeting responsibilities and resulting actions approved by the Board, the Director’s tasks include:

- Represent Collaborative partners at regional and national meetings
- As described in the Communications Plan, support outreach efforts that promote both networking with GOMURC universities and external partnerships that promote GOMURC mission objectives
- Schedule and conduct ad hoc workshops
- Evaluate GOMURC performance using work plan milestones
- Update GOMURC documents for Board review and approval including: Strategic Action Plan (annually), Annual Report, Bylaws (annually), Communications Plan (annually), and Two Year Progress Summary (end of every even numbered year).

ISSUE ADVISORY TEAMS

GOMURC’s mission includes promoting engagement of the Gulf region’s university community in science and education initiatives. As needed to develop (define and describe) these initiatives, the Board may invite partners

to engage on ad hoc Issue Advisory Teams (IAT). Invitees should strive to attain a balance of both relevant expertise and coverage of all Gulf States. Teams are time-limited and will be informed of the expected output and milestones schedule before engaging. IAT members and accomplishments will be reported on in the Annual Progress Report.

ANNUAL WORK PLAN

BOARD MEETINGS

The Board will meet in person at least twice each year and by telephone and/or video conference as needed. The Director will serve as staff for Board meetings, organizing meeting logistics, taking notes and handling communications with the members. Meetings agendas will be set by the Chair of the Collaborative in consultation with the Director. A quorum must be present for the Council to take action. A quorum shall consist of no less than three of the Principals. Meetings of the Collaborative are open to the public. The Director will develop actions and relevant notes for all regular meetings, including teleconference and videoconference, and distribute them to the Board within two weeks of each meeting. Following a period of two weeks for comment and amendment, meeting notes are posted in a shared folder accessible via the Web.

DOCUMENTS

Strategic Action Plan

GOMURC's Strategic Action Plan defines:

- GOMURC's vision— overarching challenge that the organization serves
- GOMURC's mission—statement, goals and objectives intended to serve the vision, with emphasis on the niche GOMURC will fill within the broader regional, national, and international infrastructure working in the Gulf.
- Five-year action plan including metrics of performance and milestones.

The SAP is a dynamic document, revised as needed with quorum approval of the Board, and minimally for annual review and approval by the Board

Communications Plan

GOMURC's Communications Plan includes goals and objectives related to internal communications, networking and external outreach. Example tasks include:

- Purpose and content of GOMURC Web site
- Social networking efforts that promote news relevant to GOMURC's mission and communications among GOMURC universities
- Electronic and printed materials, and meetings intended to define GOMURC and promote its priorities with key stakeholders (e.g., congress, federal and state agencies, managers).

The Communications Plan is submitted to the Board each year with the Strategic Action Plan for review and approval.

Annual Progress Reports

The Director drafts an annual report by Jan. 15 for the preceding calendar year in time to be reviewed and approved by the board by Jan. 31. Contents include: summary of activities and accomplishments, and work plan for the upcoming calendar year.

GOMURC Board Correspondence:

The GOMURC Board may utilize correspondence to various partners and stakeholders in support of its mission. Suggestions for GOMURC Board letters that represent a Board consensus, either by co-signature of all Board Members, or signed by the Board Chair for the Board with prior consent by all Board members, must be initiated by a Board principal member. If requested, the Director may draft the first version of these letters, for review and approval first by the Board Chair, followed by review and approval by the whole Board. This process does not impact personal correspondence sent by the Director or individual Board members. Copies of letters signed by all Board members will be archived in the GOMURC Board shared documents archive (Dropbox folder in 2012-2013).