

# **Art & Design Advisory Board (ADAB) By-Laws**

*Established May 2002*

**Technology, Art & Design Department  
College of Business, Technology & Communication  
Bemidji State University  
Bemidji, Minnesota**

## **Mission**

The Art & Design Advisory Board's mission is to advise and assist the Technology, Art & Design Department in efforts to improve the quality of the Art & Design Program, to provide direction for the development of the future professionals of industry and to support the Art & Design Program (AD) within their related industries. The Art & Design Advisory Board will accomplish this mission by:

- reviewing the Art & Design program curriculum
- supporting training/lecture requests of the Art & Design program
- promoting the AD internship program
- assisting the AD program in pursuing outside funding sources and
- encouraging the development of scholarships and grants for the AD program.

## **Meeting Schedule**

The Art & Design Advisory Board's meetings will be held once a year at the end of spring semester. The board meeting will be scheduled to coincide with Spring Portfolio Review. The meeting will consist of a general session followed by break-out groups to answer specific topics related to the program. This format will allow for overall discussion on the Art & Design program and more detail

discussions related to specific industry issues.

## **Size and Organization**

The board will consist industry membership will be members from the Exhibit Design industry, the Digital/Print Design industry, the Studio Arts industry and Program Articulated members. The final member will be the BSU Art & Design Program Director/Coordinator. General industry board members will have a term of four years. Retiring board members are encouraged to suggest a replacement to the board. The board will have a Chair and a Secretary. The BSU Art & Design Program Coordinator or his/her designee will serve as Chair of the ADAB. The Chair will make all arrangements for the annual meetings, assist in the establishment of the meeting agenda, conduct the annual meetings, and in general, facilitate the determinations of the board. The board will elect a Secretary for a two-year term. The Secretary's duties will include taking meeting notes and distributing them to the members and working with the Chair to establish the meeting agenda.

## **Procedures for selecting board members**

Any board member may nominate candidates for board membership. General information about the candidate should be sent to the ADAB Secretary and Chair. The ADAB Chair and/or Secretary will contact the candidate to determine the interest in becoming a member, his/her relevant background, and his/her ability to be an active member for four years. If the individual is determined to be a favorable candidate, the Chair would bring the candidate forward for approval by the ADAB at the annual spring meeting. Approval of the candidate will be determined by a majority of board members in attendance with an affirmative voice vote. Secret ballots may be used if requested by any board member. The voting may take place at times other than the annual spring meeting if deemed necessary by the ADAB Chair and the Secretary. Voting outside the annual meeting will be completed by all members through e-mail ballots. Since one of the board's functions is to provide input from industry professionals, nominees from education and government would not usually be accepted for membership to the board. BSU Art & Design faculty will participate in the annual meetings by presenting any information needed to clarify agenda items/issues and participating in discussions about agenda items/issues.

## **Methods of conducting business**

The Art & Design Advisory Board will follow Robert's Rules of Order.