



Governance Structure

Preamble

The CSU Council on Ocean Affairs, Science and Technology (COAST) is established to promote multi-campus collaborative marine, coastal and coastal watershed research, and education throughout the CSU. All CSU faculty 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, but not limited to, 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). Selections must be communicated in writing on institutional letterhead by the campus President or his/her designee 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.

Campus Representative Terms

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 their designee may appoint a faculty member or administrator as appropriate to serve out the remainder of the term.

Campus Representative Roles and Responsibilities

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, and Deans). They are also responsible for communicating suggestions, concerns, and constructive criticism back to COAST staff and the Executive Committee.

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

Anyone may stand for election to the seven-member Executive Committee. Executive Committee members will be elected by the Campus Representatives. No more than three seats may be held by administrators and at least four seats must be held by faculty members. Each Executive Committee member will serve a three-year term. Terms will be staggered to ensure continuity within the committee. Nominations for open seats will be called for and voted upon annually. 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 the strategic plan, which provides vision and leadership and guides the overall direction of COAST. Executive Committee members are expected to participate in COAST-related activities including attendance at the annual meeting and retreat, participation in regularly scheduled teleconferences, proposal development, serving as reviewers for grant and award programs, and representation at prominent meetings, on panels, and/or 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 consideration of 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.

If a member of the Executive Committee cannot fulfill the obligations required of the position temporarily, they may submit a written request to the Executive Committee for a leave of absence from the committee for up to three months. The time elapsed during any granted leave will continue to count toward the duration of their term. If a member of the Executive Committee cannot fulfill the obligations required of the position for more than three months, they may be asked to step down from the Executive Committee by the Chair. In this event, the Campus Representatives will be informed, and a special election will be held to fill the vacancy.

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.

External Advisory Board

The COAST External Advisory Board consists of 7-10 prominent leaders from government, agencies, non-profits, and the private sector with expressed

1. Interest in or knowledge of marine, coastal, or coastal watershed environments and issues and
2. Commitment to the CSU and its mission.

Members are appointed to serve on the Board by the Chancellor for three-year periods. The Board will elect a Chair. The Board will meet in person at least once annually and may meet more as needed.

External Advisory Board members are asked to serve in four primary roles:

1. Provide perspective and input to COAST to better inform COAST strategy, priorities, and actions, particularly with regard to relevant state and national policy and industry and private sector needs.
2. Help COAST better position itself to secure external funding.
3. Provide input to help ensure the CSU is meeting workforce demands in marine, coastal and coastal watershed related sectors.
4. Help disseminate the mission and value of COAST to external stakeholders and assist in the development of collaborative initiatives outside of the CSU.

A Board member who does not participate in two consecutive meetings and/or conference calls shall have their continued participation as committee members assessed by the Board Chair and evaluated by the Board. The Board member may be subject to removal from the Board. Removal of a Board member for failure to perform duties as specified above shall require the concurrence of a simple majority of the voting members of the Board.

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 terminate should involve a consultative process and agreement between the campus membership and other stakeholders in support of such action. One fiscal year's advance notice will be given to COAST in the event that dissolution is called for by the Chancellor. If suspension or dissolution is called for, the Director and Executive Committee will prepare a detailed justification for the temporary continuance of activities and the required funding necessary to meet outstanding obligations to ensure a controlled reduction in COAST activity.