

**Oregon State University
Campus Planning Committee (CPC)
Office of the Vice President for Finance and Administration**

**BYLAWS
March 15, 2017**

Article 1. Name

A Campus Planning Committee (CPC) is hereby created by the Vice President for Finance and Administration.

Article 2. Purpose

The CPC is an advisory committee reporting to the Vice President for Finance and Administration to provide oversight of the physical development of the Oregon State University main campus (i.e., Sectors A – J as defined in the Campus Master Plan -2004).

Article 3. Membership

Section 1. The committee consists of at least fifteen (15) but not more than twenty (20) members from a variety of areas including broad campus representation (i.e., faculty, staff, and students), the surrounding community (non-voting), and one (1) representative from the City of Corvallis (non-voting).

Section 2. Departments to be included in membership with one (1) representative each (voting): Academic Affairs, ASOSU, Athletics, Campus Planning Manager, Director of Facilities Services, Faculty Senate President, Faculty Senate Past-President, Faculty Senate President-elect, Memorial Union, Equal Opportunity & Access, OSU Foundation, Recreational Sports, University Housing and Dining, and up to five (5) faculty/staff at-large members. In addition, an unspecified number of community liaisons may be appointed (non-voting).

Article 4. Duties

Section 1. The CPC serves an advisory role and shall make recommendations to the Vice President of Finance and Administration on issues related to campus development including, but not limited to:

- a) Help develop plans, such as the Campus Master Plan, Campus Sign Plan, and other plans and policies to help guide the physical development of the campus;
- b) Review new campus buildings and facilities for consistency with adopted plans, the OSU Capital Forecast and compatibility with the existing development;
- c) Review proposals that make significant exterior changes to existing buildings and facilities (such as additions and demolitions) and the area surrounding buildings (such as changes to campus “green space”) for consistency with adopted plans and compatibility with existing development;
- d) Review exterior changes to the physical environment to maximize compatibility and conformance with OSU’s strategic direction and Campus Master Plan; or decisions about the interior that have a direct effect on the exterior.
- e) Make recommendations concerning amendments to planning documents that are determined necessary based on changing needs, changing conditions, or new information;
- f) Be informed of major capital projects annually;
- g) Collaborate with Facilities Services in developing priorities for improvements to campus infrastructure and land use overlays;

- h) Study and propose, in general, such measures regarding campus development as may be advisable for promotion of the public interest, health, safety, accessibility, comfort, convenience, and welfare;
- i) Advance cooperative and harmonious relationships with other planning bodies, including the City of Corvallis, as well as other appropriate public and semi-public agencies and officials, and civic and private organizations to encourage the coordination of public and private planning and development activities affecting the campus and its environs.

Section 2. In its review of development proposals, the CPC may approve, deny, or modify a proposal and will forward its recommendation to the Vice President for Finance and Administration. The CPC recommendations shall be followed unless altered by the Vice President for Finance and Administration. As appropriate, the Vice President for Finance and Administration may forward a request to the University Cabinet for further consideration before making a final decision.

Article 5. Administration

Section 1. The CPC is chaired by the AVP of Capital Planning and Facility Services or designee. Capital Planning and Facilities Services staff (e.g., Campus Planning, Design and Construction, Operations, etc.) – unless otherwise a member appointed by the Vice President for Finance and Administration – will attend in an advisory (non-voting) capacity as requested by the CPC.

Section 2. Committee members shall be appointed by the Vice President for Finance and Administration. The initial term of committee members shall be two years for half of the members and three years for half of the members. Thereafter, members shall serve a three-year term. The Vice President for Finance and Administration shall consider all new appointments and reappointments to the committee. Members can serve two (2) consecutive terms; however, the Vice President for Finance and Administration can, as needed, authorize additional terms.

Section 3. Meetings shall be held on an “as-needed” basis, and are normally scheduled monthly, but at a minimum of once a quarter. Notice of the meeting will be provided at least two (2) weeks prior to the meeting. Meeting materials shall be distributed one (1) week in advance of the meeting.

Section 4. A quorum must be present to hold a meeting and to make formal recommendations. A quorum shall consist of half of the official (voting) members plus one.

Article 6. Bylaw Revision

The CPC Bylaws can be revised by a 2/3 vote of the seated, eligible voting members.