

**BRAE BioResource and Agricultural Engineering Department**  
**- COLLEGE BASED FEE (CBF) FUNDS -**  
**Procedures for Development of Recommendations for Disbursement of CBF Funds**

**Advisory Committee**

**Purpose** - The Department has established a CBF Advisory Committee to assist the Department with decisions regarding the use of CBF funds. The committee will serve 3 functions:

1. Consider opportunities, and make recommendations for the use of CBF funds;
2. Report back to the students of the Department on the actual use of CBF funds, and the resultant benefits to the students and the Department's programs; and
3. Consider and recommend adjustments to these procedures as necessary.

**Membership** - The CBF Advisory Committee will consist of 5 students and 2 faculty members.

**Student Members** - To be eligible to serve on this committee, the students should be able to serve during the entire term of the committee. Four of the student members will be elected by students from a slate of self-nominated (volunteer) candidates. The student members will be the two top vote-receiving BRAE majors, and the two top vote-receiving ASM Majors. The fifth student will be appointed by the Department Head, who will make this selection to ensure a broad range of class levels and emphasis areas are represented. An alternate will also be appointed by the department head if one of the original student members cannot fulfill his/her duties. This alternate will be invited to attend all CBF meetings but not required to do so until installed as an active member.

**Faculty Members** - One of the faculty members of the committee will be elected by students from a slate of self-nominated (volunteer) candidates. The second faculty member will be appointed by the Department Head, who will select someone from the remaining self-nominated (volunteer) candidates who represents a different technical area of interest.

**Project Proposals**

Anyone associated with the Department may propose a specific use of the CBF funds. In order for the CBF Advisory Committee to have a specific request to consider, proposals should be submitted in writing. Proposals should be very brief 1/2 page is ideal, 1 page maximum. The proposal should contain the following elements:

**Title:** A short descriptive phrase that can be used to identify the project

**Description:** A brief description of the proposed expenditure

**Amount:** How much money (roughly) is required?

**Student Benefit:** How will this proposal benefit the BRAE Dept. students?

**Contact:** Who can the committee contact for further information if necessary?

Proposals may be submitted by hard copy to the Department Office, or by e-mail to the Department Head (rcavalet@calpoly.edu)

**Self-Nominations (Volunteers)**

**Students** - Students who wish to serve on the CBF Advisory Committee should notify the Department to that effect. The message should include your name, major, estimated date of graduation, and a brief statement as to why the nominee would be a good member of the CBF committee,

**Faculty** - Faculty who wish to serve on the CBF Advisory Committee should send an e-mail message to that effect to the BRAE Department Head.

### **Elections**

On the appointed day(s), students will come to the BRAE Office, and ask the Department Administrator for a ballot. The Administrator will verify that the student is enrolled in one of the department's two majors, and provide a ballot. While in the Department Office, the student will indicate their votes by marking on the ballot, and place the ballot in a ballot box (secret ballot). Votes will be tallied after the election period, and the results given to the Department Head, who will make the additional student and faculty appointments, and announce the results.

### **Committee Deliberations**

Meetings of the CBF Advisory Committee will be open and Department members (students, faculty and staff) not serving on the CBF Advisory Committee may make statements or comments to the Committee on issues or proposals they may be considering. The Committee may wish to hold open forums from time to time to receive additional input regarding Department needs or priorities for proposed expenditures.

### **Officers**

The CBF Advisory Committee student members will assume the following officer positions:

**Chairman** – This person will schedule meetings when necessary and preside over those meetings.

**Secretary** – The secretary is responsible for recording the minutes at the CBF Advisory Committee meetings and then relays those minutes to the Communications officer.

**Parliamentarian** – The parliamentarian's duty is to keep the procedures up-to-date, making changes whenever necessary.

**Communications** – This person is responsible for updating the website with meeting minutes and other pertinent information. He/she should also collect proposals and have them ready to distribute at CBF Advisory Committee meetings.

**External Liaison** - This member will represent the CBF Advisory Committee at the College of Agriculture CBF Committee and at the AES officer meetings to make a report on the current proposals.

### **Recommendations**

It is usually desirable to get a consensus vote among the members when considering a proposal. Achieving a consensus will ensure that the proposal is in the best interest of all of the students concerned.

If a consensus cannot be reached by the committee, then the majority will rule. Each member of the CBF Committee, whether student or faculty, will have a single vote towards any proposal.