

**DIVISION: Administration**

**SUBJECT: LMU Parking Appeals Board Bylaws**

**POLICY/PROCEDURE NUMBER:**

**SUPERSEDES: Version 2**

**EFFECTIVE DATE: 2015-08-13**

**PREVIOUSLY ISSUED DATE: 2014-03-22**

**Article 1. NAME**

§1.1 **The name of this subcommittee of the Parking Advisory Committee (PAC) shall be the Parking Appeals Board (PAB) of Loyola Marymount University (LMU).**

**Article 2. PURPOSE**

§2.1 **The PAB exists to promote and protect the interests of the LMU community and shall serve as the sole appellate body for parking re-appeals by any employee, student, affiliate or guest on the LMU campus.**

**Article 3. STATEMENT OF AUTHORITY**

§3.1 **The PAB shall act under the authority granted to it by the President and Executive Cabinet.**

§3.2 **The PAB shall serve in an administrative capacity, weighing the subjective and objective considerations in the judgment of each case.**

§3.3 **The PAB reports directly to the Assoc. VP of Administration of the University, concerning faculty, staff, student and visitor parking violation re-appeals.**

**Article 4. RIGHTS AND RESPONSIBILITIES**

§4.1 **Recipients of a parking citation have the right to appeal to the PAB under this document's terms and procedures and as found in the Appeals Policy.**

**Article 5. OFFICERS AND THEIR DUTIES**

**§5.1 Officers**

a.) The PAB will nominate and elect, from the eligible membership, a new Vice-Chairperson on or before the last regular meeting of the academic year.

i.) If the PAB is unable to identify a candidate, the process shall be opened to the PAC.

ii.) If the nominated candidate is unable to accept, they shall be replaced by an eligible member of the PAC and the process of selection shall be turned over to the PAC.

b.) The Chairperson will serve for 1 year, with the Vice-Chairperson serving 1 year as Vice-Chairperson and 1 year as Chairperson.

i.) The current Vice-Chairperson will automatically become Chairperson for the next academic year, beginning with the fall semester.

c.) The PAB's Secretary shall be provided by the Department of Parking and Transportation.

**§5.2 Duties of the Chairperson**

- a.) Preside at all re-appeal meetings.
- b.) Appoint any ad hoc members as necessary for quorum.
- c.) Maintain lines of communication between the PAB, the PAC, and the Department of Parking and Transportation.
- d.) Make recommendations to the Assoc. VP of Administration or the Director of Parking and Transportation regarding the PAB's membership.
- e.) Call special sessions as needed.
- f.) Serve as a tie breaker, except in the case of a recall of their position.

**§5.3 Duties of the Vice-Chairperson**

- a.) Assume the duties and responsibilities of the Chairperson in the event of absence or disability, or when past Chairperson's term expires.
- b.) Perform such other duties as may be assigned by the Chairperson.

**§5.4 Duties of the Secretary**

- a.) Maintain an accurate record of all PAB meetings.
- b.) Prepare documentation and reports for presentation at the request of the PAB Chairperson or Vice-Chairperson.
- c.) Communicate PAB decisions to appellants within the Appeal Policy's dictated terms.
- d.) In coordination with the Chairperson and the Parking Office, schedule all PAB meetings and hearings, including Special Sessions.

**Article 6. MEMBERSHIP**

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**§6.1 The PAB Shall be comprised of representatives from faculty, staff and student populations.**

**§6.2 Student Membership**

- a.) 2 Graduate Students
  - i.) Graduate students membership shall be by invitation by the Assoc. VP of Administration or the Director of Parking and Transportation.
- b.) 2 Undergraduate Students
  - i.) Undergraduate student membership shall be by invitation by the Assoc. VP of Administration or the Director of Parking and Transportation.

**§6.3 Faculty and Staff Membership**

- a.) 2 Faculty
  - i.) Faculty membership shall be by invitation by the Assoc. VP of Administration or the Director of Parking and Transportation.
- b.) 2 Staff

- i.) Staff membership shall be by invitation from the Assoc. VP of Administration or the Director of Parking and Transportation.

**§6.4 Ex-Officio Members**

- a.) The Assoc. VP of Administration, Director of Parking and Transportation, the Manager of Parking and Transportation, the PAB's Secretary and any other member formally affiliated with the Department of Parking and Transportation will be non-voting ex-officio members. A minimum of 2 ex-officio members shall be in attendance at each meeting.

**§6.5 Substitutions of Members**

- a.) Permanent substitutions may be appointed by the Assoc. VP of Administration or the Director of Parking and Transportation.
- b.) Members substituted are permanently replaced.

**§6.6 Qualifications for Membership**

- a.) No person shall be a member of the PAB who has not been authorized under the procedures outlined in this document.
- b.) No member of the PAB may serve and re-appeal on the same day.
- c.) The Assoc. VP of Administration or the Director of Parking and Transportation may choose to make a substitution at their discretion.
- d.) Members are expected to attend each PAB meeting for their term or give the Chairperson adequate notice to find an ad hoc temp.

**§6.7 Removal of Members and Officers**

- a.) Members and Officers are subject to removal by the Assoc. VP of Administration for the failure to meet expectations or threatening to compromise the PAB's integrity.

**Article 7. TERMS OF OFFICE**

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**§7.1 Students**

- a.) Appointment is for a 1 year term.
  - i.) Student officers shall have their term extended as required by the position.
- b.) Individuals may repeat terms.
- c.) Substitute members shall complete the remaining portion of the replaced member's terms.

**§7.2 Faculty and Staff**

- a.) Appointments are for 2 year terms.
- b.) Individuals may repeat terms but not more than 2 consecutively.
- c.) Substitute members shall complete the remaining portion of the replaced member's terms.

**Article 8. VOTING**

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**§8.1 Motion to Vote**

- a.) A motion to vote must be made audibly and clearly state the intention.
- b.) Another member must second the motion.
- c.) The Chairperson accepts the motion.
- d.) The Chairperson counts and announces the results to the PAB.

§8.2 **Abstentions do not count as votes.**

§8.3 **The Chairperson has a right to vote on all motions.**

## Article 9. QUORUM

§9.1 **A quorum of at least 1 active and eligible representative from the following areas must be present to transact the business of all re-appeals:**

- a.) Faculty
- b.) Staff
- c.) Student

§9.2 **Appellants reserve the right to waive their right to quorum in event the PAB is unable to proceed.**

## Article 10. OPERATING PROCEDURES

§10.1 **Procedures shall follow policy as stated in the Appeals Policy and these bylaws.**

## Article 11. MEETINGS AND MINUTES

§11.1 **Special sessions**

- a.) The PAB may be called for the hearing of testimony outside of the regular scheduled meetings.
- b.) Announcement of Special Session must be made a minimum of 7 days in advance.

§11.2 **Attendance**

- a.) All PAB members are required to attend the regular scheduled meetings unless otherwise excused by the Chairperson. Membership can be revoked by the Chairperson for failing to meet these duties.

§11.3 **Documentation**

- a.) The PAB's Secretary shall be provided by the Department of Parking and Transportation. An agenda, along with a copy of the last meeting's minutes and the upcoming meeting's documentation shall be provide to each member a minimum of 2 days prior to the next scheduled meeting.
- b.) The Secretary is responsible for recording each meeting's minutes.

## Article 12. AMENDMENTS

§12.1 **Any member of the PAC may submit or suggest a proposal to amend these bylaws**

during any regular meeting of the PAC.

§12.2     **The proposal shall require a two-thirds approval within the PAC with a quorum being half of all eligible voting members of the PAC present.**

§12.3     **A faculty, staff and student representative must be a part of the quorum.**

### Article 13. VACANCIES

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#### §13.1     **Appointment to Vacancies**

- a.) Vacancies need to be filled as soon as possible. The Chairperson shall declare the position vacant and then notify the individual vacating the position and the appropriate body to appoint a substitute.

#### §13.2     **Vacancies Due to Unexcused Absences**

- a.) A vacancy occurs when a member is absent from 3 consecutive PAB meetings.

#### §13.3     **Replacement of Officers**

- a.) In the event of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume that office. In the event of a vacancy in the office of the Vice-Chairperson, the PAB may elect a replacement by a majority vote of all present members.