

**AUTONOMOUS ORGANIZATION OF EDUCATION  
NAZARBAYEV UNIVERSITY**

**WEB COMMITTEE BYLAWS**

Approved by the resolution of the Academic Council of  
the autonomous organization of education “Nazarbayev University”  
Minutes # 37 of 3.06 2015



Astana

2015

## **1. General Provisions**

1. The Web Committee of the Academic Council of the autonomous organization of education “Nazarbayev University” (hereinafter – the “Committee”) is an advisory body to Academic Council that oversees the strategy of the autonomous organization of education “Nazarbayev University” (hereinafter – the University) for developing guidelines and policies for University’s web presence and ensuring that websites related to NU contain the highest quality and most-up-to-date content.

2. The Committee activities shall be in compliance with the Charter of the University, these bylaws and internal documents of the University.

## **2. Mission**

3. The Committee has the following mission:

1) To ensure that the University’s mission and goals are served in short, medium and long-term web planning.

2) To encourage contributing units of the University to maintain accurate, timely, and effective websites that conform to usability, security, privacy and other guidelines approved by the University.

## **3. Functions**

4. The Committee functions are to:

1) develop policies on matters related to the University websites for approval by Academic Council and/or other bodies of the University as necessary.

2) regularly monitor, review and approve major changes to the University websites.

3) request contributing units of the University to make improvements to their websites.

4) advise Schools and other units on matters of web presence, web guidelines and policies.

5) implement other tasks and actions as instructed by the Academic Council of the University.

6) the Committee will provide an annual report on its activities or at any time at the request of the Academic Council.

## **4. Governance Principles**

5. The Committee is established by the decision of the Academic Council.

6. The Chair of the Committee is Vice Provost for Academic Affairs.

7. The Secretary of the Committee is appointed from the members of the Committee.



## **5. Membership**

8. Members of the Committee are as following:

- 1) Vice Provost for Academic Affairs;
- 2) Head of Instructional Technology;
- 3) Head of Department of Communication and Marketing;
- 4) Head of Department of IT architecture of “Nazarbayev University Library and IT Services” private institution;
- 5) Head of Web representation Department of “Nazarbayev University Library and IT Services” private institution;
- 6) one faculty member or other representative from every School;
- 7) one representative from the Library Directorate of “Nazarbayev University Library and IT Services” private institution;
- 8) one representative from “Nazarbayev University Research and Innovation System” private institution;
- 9) representative from Faculty Senate;
- 10) representative of undergraduate students;
- 11) representative of graduate students.

9. Personal membership of the Committee shall be approved by the Academic Council.

10. If appointed, delegated members can be replaced at any time.

## **6. Rights and Responsibilities of the Committee Members**

11. The Committee members are required to fulfill their duties, assignments and responsibilities as assigned to them in order to carry forward the work of the Committee.

12. The Committee members are to serve as a liaison and to disseminate information between the Committee and their schools and other University structural units.

13. Members of the Committee have a right to suggest items for the Committee’s consideration and have access to materials of the Committee.

14. With the written permission of the Chair, members may appoint delegates to attend meetings and to vote. It is the responsibility of the members to ensure that their delegates are fully briefed on all issues.

## **7. Procedures**

15. The Committee will meet at the call of the Chair or pursuant to the schedule established by the Committee.



17. The quorum of a meeting of the Committee shall be not less than fifty percent of the total number of members of the Committee. Decisions of the Committee shall be made by a majority of votes of its members present at the meeting of the Committee.

18. In case of a tie vote, the vote of the Chairman of the Committee shall be decisive.

19. The Chair may call for special interest groups, as appropriate.

20. In case of the Chair's absence, the Chair's functions are carried out by the Committee's Deputy Chair.

## **8. Records**

21. The Secretary of the Committee will prepare and maintain written records of the Committee's activities, including minutes and agendas of all Committee meetings. This record will be stored as a hard copy within the Office of the Provost.