

College of Arts & Sciences

COLLEGE ADVISORY COUNCIL

PROCEDURES AND BY-LAWS

September, 1991

I. Statement of Purpose

The College Level Faculty Input System of the College of Arts and Sciences, hereafter referred to as the Input Document, requires that a procedures committee be established which will, among other duties, be responsible for "maintaining an up-to-date description of the College Input System and of Council procedures and by-laws" (Paragraph V.N.). These procedures and by-laws satisfy the implicit requirement, in the charge to the procedures committee, that there be such a system of procedures and by-laws.

II. Applicability

These Procedures and By-laws apply exclusively to the College Advisory Council, hereafter referred to as the Council, and are in addition to the Input Document. In no instance shall these Procedures and By-laws be interpreted as taking precedence over the Input Document or the current agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors.

III. Membership

A. Regular members of the Council shall be those specified in Paragraph III. of the Input Document. The duties of the members are:

1. Shall attend all (regular and special) Council and appropriate committee meetings, or shall arrange for an alternate to attend.
2. Shall be familiar with the current College Level Faculty Input System document and the College Advisory Council Procedures and By-laws.
3. Shall carefully review all documents which come before the council.
4. Shall consult with tenure-track faculty in the department and the Department Head when there is a matter of concern regarding documents which come to Council's attention (i.e., course content duplication, lack of content versus credit hours, lack of current and/or relevant documentation, request for input, etc.).

5. Shall disseminate relevant information to tenure-track faculty in the department.
6. Shall vote in a manner appropriate to the role of department representative.

B. Alternate Members

1. Faculty. Alternates for the regular faculty members of the Council shall be chosen as specified in Paragraph III of the Input Document.
2. Department Heads
 - a. Should it be necessary that a department head be absent from a meeting of the Council, he or she may specify any faculty member to serve as his or her alternate.
 - b. Should it be necessary that a department head be absent from a meeting of one of the standing committees of the Council to which he or she has been appointed by the Dean (the Arts committee or the Sciences committee), an alternate may be secured from among the other department heads, provided that the alternate represent the same sub-division of the College (Arts or Sciences) as the absent department head. No other persons may serve as alternates for department heads appointed to serve on the committees.
3. Students. The Student Advisory Council to the Dean may select alternates for the regular student members if it so desires.
4. When serving as an alternate, an individual shall have all the rights of a regular member of the Council.

C. Guests

1. In accordance with Paragraph V. D. of the Input Document, all meetings of the council are open to guests except as specified in that paragraph.
2. Guests at the Council meetings shall have the status of observers and not of participants in the discussion. This requirement may be waived at the discretion of the chairperson.
3. The same procedure as specified for guests in the preceding paragraph also applies to the standing committees of the Council.

IV. Officers

- A. As specified in Paragraph V.B. of the Input Document, the Council shall elect from among its voting members (regular members) a chairperson, vice-chairperson, and a secretary. Additionally, as specified in Paragraph V.N. of the Input Document, the Council shall also elect from among its voting members two members to serve on the Procedures Committee.
- B. Election Procedure
1. The election of the Council officers shall take place at the Council's first meeting of the academic year (see paragraph VI.A.2. below).
 2. Before fall semester, the Executive Committee shall prepare a list of nominees for Council officers for the coming academic year.
 - a. The nominees shall be chosen from among the members of the Council whose term of office shall include the following fall semester.
 - b. The list of nominees shall be distributed no later than one week prior to the Council's first meeting of the academic year.
 - c. Candidates may be nominated for more than one office.
 - d. Additional candidates may be nominated from the floor with the knowledge that the nominee will serve.
 4. The order of the election shall be chairperson, vice-chairperson and member of the procedures committee, secretary, the second member of the procedures committee.
 5. The election of Council officers shall be by majority vote of all the voting members present.
 6. In the event that no candidate for an office receives a majority vote on any given ballot, the candidate receiving the lowest number of votes shall be eliminated from the subsequent ballot and votes shall be cast for those candidates remaining on the ballot. This procedure shall continue until one candidate receives a majority vote.

C. Terms of Office

1. All officers of the Council shall serve a term of one calendar year commencing with their election at the Council's first meeting of the academic year and ending with the election of new officers at the Council's first meeting of the following academic year.
2. Successive terms of office are permissible providing the candidate is a regular member of the Council during the year he or she would serve as an officer.

D. Duties

1. Each officer of the Council shall be responsible for carrying out the duties of his or her office as specified in the Input Document and in the Procedures and By-laws, as well as any other duties consonant with his or her office.
 - a. Chair
 1. Shall prepare the Council agenda (including time and place) for distribution to all members no later than seven days prior to regular council meetings and three days prior to special council meetings. The agenda is to be distributed at least two days prior to each meeting to all council members.
 2. Shall assure that the agenda is distributed.
 3. Shall preside over all council meetings.
 - b. Vice-Chair
 1. Shall fulfill the duties of the chair in his or her absence.
 2. Shall serve as a member of the procedures committee.
 - c. Secretary
 1. Shall prepare Council minutes for all Council meetings (regular and special) so that they shall be distributed within five working days after each council meeting.
 2. Shall assure that the minutes are distributed.
 3. Shall distribute a list of Council members at all (regular and special) meetings for the purpose of documenting attendance.

d. Council Committee Chairs

1. Shall prepare the committee agenda (including time and place) for distribution to committee members no later than seven days prior to regular committee meetings and three days prior to special committee meetings. The agenda is to be distributed at least two days prior to each meeting to all committee members.
2. Shall assure that the agenda has been distributed.
3. Shall preside over all committee meetings.
4. Shall carefully review each proposal submitted to the committee.
5. Shall consult with the committee members to determine if the invitation of appropriate representatives is necessary. This is intended to avoid delays in action regarding new course and program proposals from inside and outside the college. When invitations are to be made, the committee chair shall notify the administrative staff of the College Dean's Office.

e. Council Committee Secretaries

1. Shall prepare committee minutes so that they shall be distributed to all council members within five working days after each committee meeting (regular and special).
2. Shall assure that the committee minutes have been distributed.
3. Shall distribute a list of committee members at all (regular and special) meetings for the purpose of documenting attendance.

V. Committees

A. Standing Committees

1. For the purposes of membership on and participation in the appropriate standing committees of the Council the program representatives shall be granted faculty status.
2. Arts Committee

- a. Membership from departments shall be as specified in Paragraph III.B.1.a.(1) of the Input Document.
- b. Duties shall be as specified in the Input Document as per the procedures listed in III.B.1.a.(2).
- c. Additional procedures to carry out these duties:
 - 1. Departments should submit to the Dean's office for distribution the required number of copies of proposals for new and revised courses, curricula, majors, minors, and interdisciplinary programs.
 - 2. The Committee will act on proposals at its earliest opportunity. Proposals to be considered will be listed in the Council meeting agenda which is distributed to all Council members.
 - 3. The Committee will submit recommendations to the Council for consideration at its next meeting following distribution of Committee minutes. Proposals to be considered will be listed in the Council agenda which is distributed to all Council members.
 - 4. The Council will normally consider the report of each Committee as a motion to accept its recommendation; however, any member of the Council may move to divide the report to permit discussion of any individual proposal(s).
- d. A chairperson and a secretary shall be elected from the membership of the committee by a majority vote of the committee at its first meeting of the academic year.

3. Sciences Committee

- a. Membership from departments shall be as specified in Paragraph III.B.1.b.(1) of the Input Document.
- b. Duties shall be as specified in the Input Document as per the procedures listed in III.B.1.(2).
- c. Additional procedures to carry out these duties: as listed in Paragraph V.A.2.c. above.

- d. A chairperson and a secretary shall be elected from the membership of the committee by a majority vote of the committee at its first meeting of the academic year.

4. Executive Committee

- a. This committee shall consist of the Chairperson, Vice-chairperson, and Secretary of the Council, as well as the chairpersons of the Arts Committee and the Sciences Committee.
- b. In the event that one member of the Council holds more than one of the positions mentioned in the preceding paragraph, the size of the Executive Committee shall be reduced by the number of persons so holding positions.
- c. The Executive Committee shall serve, as needed, to coordinate the activities of the Arts Committee and the Sciences Committee.

B. Procedures Committee. A Procedures Committee shall be established and perform the duties as specified in Paragraph V.N. of the Input Document.

C. Ad Hoc Committee

- 1. Ad Hoc committees may be established by the Chairperson or the Executive Committee of the Council as advised by the Council itself.
- 2. Membership on the ad hoc committees need not be limited to regular members of the Council.

D. Meeting Schedule

- 1. The Committees of the Council shall meet at a time, place, and with a regularity as published in the College's annual calendar.
- 2. Such scheduling shall be accomplished so as not to interfere with the scheduled meetings of the Council or of the College Committee on Research and Sabbatical Leaves and so as to enable the Council and the Committee to perform their duties as specified herein and in the Input Document.

VI. Meetings

A. Regular Meetings

- 1. As specified in Paragraph V.D. of the Input Document, regular meetings of the Council shall be held monthly on days when classes are in session.

2. The first meeting of the academic year shall be held at 3:30 p.m. on the second Thursday of classes in the fall semester.
3. Subsequent Meetings
 - a. Subsequent meetings shall be held monthly on Thursdays in accordance with the College's calendar.
 - b. At the beginning of the academic year, the college Dean's office shall, in consultation with the Executive Committee, prepare and distribute to all faculty in the college a schedule of times and places for the regular meetings of the Council and its committees. This calendar shall conform to the several meetings provisions of the college Input Document and these by-laws, and shall be subject to review and revision by the Council.
 - c. With two days advance notice to the Council members, a regular meeting may be cancelled by a majority vote of the Executive Committee.
4. Meetings shall be held during the fall, winter, and spring semesters. Whereas meetings shall not typically be held during the summer semester, when called they shall be held on what would be a regularly scheduled Thursday meeting day.

B. Special Meetings

1. In addition to the regular meetings of the Council, special meetings of the Council may be called in any one of the following ways:
 - a. Upon request of the Dean of the College of Arts and Sciences.
 - b. By the Chairperson of the Council.
 - c. By majority vote of the Executive Committee of the Council.
 - d. By written petition to the chairperson or vice-chairperson of the Council by five regular members of the Council.

C. Quorum

1. No meeting of the Council shall take place unless a quorum of regular members, or their specified alternates is satisfied.

2. A quorum shall consist of at least one-half of the regular members, or their specified alternates, plus one, with the restriction that at least one-half of the faculty members be present.

VII. Amendment Procedure

- A. Any regular member of the Council may propose an amendment to these procedures and by-laws.
 1. The amendment shall be presented in writing.
 2. The amendment shall be presented at a regular meeting of the Council.
- B. The proposed amendment shall be considered by the Council only if so determined by a majority of the voting members present at the meeting at which the proposal is made.
- C. If the Council votes to consider the proposed amendment, the proposed amendment shall become an agenda item for the next regular meeting of the Council and the chairperson shall so notify all members of the Council at least one week prior to that meeting.
- D. Ratification of the proposed amendment shall require a two-thirds affirmative vote of all regular members of the Council, or their specified alternates.

8/11/05