

**COLLEGE OF ARTS AND SCIENCES  
COLLEGE ADVISORY COUNCIL  
PROCEDURES AND BY-LAWS**

*(Amended March 2017)*

**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 the procedures and by-laws of the Council" (Paragraph IV.M.). 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 the Council's attention.

B. Alternate Members

1. Faculty. Alternates for regular faculty members of the Council shall be chosen as specified in Paragraph III of the Input Document.
2. Department Heads. Should it be necessary that a department head be absent from a meeting of the Council or 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. 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 IV.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 IV.B. of the Input Document, the Council shall elect from among its voting members (regular members) a chairperson, vice chairperson, and a secretary.

#### B. Election Procedure

1. The Council shall elect a chairperson in April of each year.

a. The newly elected chairperson shall take office on July 1 of the year of the election and serve for one calendar year.

b. The chairperson must be a regular member of the Council at the time of their election and during their term as chairperson.

2. The election of the remaining Council officers shall take place at the Council's first meeting of the academic year (see paragraph VI.A.2. below).

a. The order of the election shall be vice-chairperson, then secretary.

b. The vice-chairperson and secretary 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 the new officers at the Council's first meeting of the following academic year.

3. The election of Council officers shall be by majority vote of all the voting members present.

4. 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.

5. 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.

C. Duties. 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.

1. Chair

a. Shall prepare the Council agenda (including time and place) for distribution to all members. The agenda is to be distributed at least two days prior to each meeting to all council members.

b. Shall assure that the agenda is distributed.

c. Shall preside over all council meetings.

d. Shall serve as a member of the procedures committee, the budget committee, and the personnel committee.

2. Vice-Chair

a. Shall fulfill the duties of the chair in his or her absence.

b. Shall serve as a member of the procedures committee.

3. Secretary

a. 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.

b. Shall assure that the minutes are distributed.

c. Shall distribute a list of Council members at all (regular and special) meetings for the purpose of documenting attendance.

d. Shall serve as a member of the procedures committee.

4. Council Committee Chairs

a. Shall prepare the committee agenda (including time and place) for distribution

to committee members. The agenda is to be distributed at least two days prior to each meeting to all committee members.

b. Shall assure that the agenda has been distributed.

c. Shall preside over all committee meetings.

d. Shall carefully review each proposal submitted to the committee

e. 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.

5. Council Committee Vice Chairs. Shall fulfill the duties of the chair in his or her absence.

6. Council Committee Secretaries

a. 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).

b. Shall assure that the committee minutes have been distributed.

c. 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. 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:

i. Departments should submit to the Dean's office for distribution proposals for new and revised courses, curricula, majors, minors, and interdisciplinary programs.

ii. The Committee will act on proposals at its earliest opportunity. Proposals to be considered will be listed in the Committee meeting agenda which is distributed to all Committee members.

iii. 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 distributed with the Council agenda which is distributed to all Council members.

iv. 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).

v. The Committee shall not, except in exceptional circumstances, table the same submitted proposal in consecutive meetings.

d. A chairperson, a vice chairperson and a secretary shall be elected from the membership of the committee by a majority vote of the committee following the procedure specified in IV.B at its first meeting of the academic year.

## 2. Sciences Committee

a. Membership from departments shall be as specified in Paragraph I 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 IILB.1.(2).

c. Additional procedures to carry out these duties: as listed in Paragraph V.A.1.c above.

d. A chairperson, a vice chairperson, and a secretary shall be elected from the membership of the committee by a majority vote of the committee following the procedure specified in IV.B at its first meeting of the academic year.

B. Procedures Committee. A Procedures Committee shall be established and perform the duties as specified in Paragraph IV.M. of the Input Document. It shall consist of the Chair, Vice Chair, and Secretary of the Council.

## C. Budget Committee

1. This committee shall be composed of the Chair of the Council (or designee) and two faculty representatives elected from the Council (one from an Arts department and one from a Sciences department) for a one-year term in the Council's first meeting of the academic year.

2. This committee shall be advisory to the Dean on College-level budget matters, including the instructional budget and other matters as listed in III.A.2 in the College Input Document.

3. This committee's recommendations shall not be regarded as input to the Dean unless approved by the Council.

4. This committee shall meet with the Dean prior to the presentation of any budget-related requests for input from the Dean to the Council.

#### D. Personnel Committee

1. This committee shall be composed of the Chair of the Council (or designee) and two faculty representatives elected from the Council (one from an Arts department and one from a Sciences department) for a one-year term in the Council's first meeting of the academic year.

2. This committee shall be advisory to the Dean on College-level personnel matters, including the prioritization of new faculty requests, the allocation of graduate assistantships among departments in the College, and other matters as listed in III.A.2 in the College Input Document.

3. This committee's recommendations shall not be regarded as input to the Dean unless approved by the Council.

4. This committee shall meet with the Dean prior to the presentation of any personnel-related requests for input from the Dean to the Council.

#### E. Ad Hoc Committees

1. Ad Hoc committees may be established by the Chairperson 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.

#### F. 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 and so as to enable the Council to perform its duties as specified herein and in the Input Document.

## **VI. Meetings**

### **A. Regular Meetings**

1. As specified in Paragraph IV.D. of the Input Document, regular meetings of the Council shall be held monthly on days when classes are in session September through April.
2. The first meeting of the academic year shall be held at 3:30 p.m. on the first or 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 Chair, 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 Council Chair, Vice Chair, and Secretary, and the Chairs of the Arts and Sciences Committee.

### **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 written petition to the chairperson or vice-chairperson of the Council by five regular members of the Council.
2. For any special meeting called or approved by the Dean during the summer term (May-August), the Dean shall provide as compensation \$50 per meeting to each representative who attends.
3. When called, special meetings shall be held on Thursdays at 3:30 p.m.

### **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 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.

D. Council and Committee meetings shall be conducted in accordance with Robert's Rules of Order, except in cases of conflict with the College Input Document or the Council's by-laws.

## **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.

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