Constitution of the Gulf Coast Faculty Council

Division 1: General Provisions

Article 1 Name and Purpose

Section 101
The name of this organization shall be the Gulf Coast Faculty Council, hereafter referred to in this document as the Council.

Section 102
The Council shall provide for the Gulf Coast faculty both a forum and a voice and so allow it to assert for the general welfare of the USM Gulf Coast campuses and the University-at-large.

Division 2: Membership

Article 1 Composition

Section 211
The membership of the Council shall be composed of elected representatives from the full-time teaching and research faculty of the academic divisions of the University on the Gulf Coast including representatives of full-time faculty assigned to Gulf Park, Stennis Space Center, and the Gulf Coast Research Laboratory.

Section 212
Each of the following academic divisions of the University shall be entitled to at least 1 representative to the Council: College of Arts and Letters; College of Business; College of Education and Psychology; the College of Health; College of Science and Technology; College of Nursing; and full-time faculty members from the Gulf Coast Libraries, Stennis Space Center, and the Gulf Coast Research Laboratory shall also be entitled to elect at least 1 representative each to the Council. Whenever the number of faculty assigned to any one of these units reaches a threshold of 30 full-time faculty members, that unit shall be entitled to elect a second representative to the Council.

One additional at-large member of the Council shall be elected by the entire Gulf Coast full-time faculty assigned to the units described above.

Section 213
Whenever academic colleges, divisions, or units are created or substantially changed, reapportionment shall occur as the terms of existing representatives affected by the changes expire, in accordance with the GCFC Constitution and Bylaws.

Section 214
Faculty Senate members elected from the Gulf Coast automatically hold positions on the Gulf Coast Faculty Council with full voting rights within the Council.
Article 2  Term of Office

Section 221
Council representatives within each academic division of the University shall serve staggered two year terms and may be reelected to a second consecutive term of two years. Following at least a one year absence from the Council, a faculty member becomes eligible once more to serve two consecutive terms.

Section 222
Terms of service for Council representatives shall follow the University’s academic year, beginning with the meeting of the Council in August.

Section 223
The term of a Council representative elected to fill a position that has been vacated shall be for the unexpired term of the representative vacating the position.

Article 3  Eligibility Requirements

Section 231
To be eligible for membership on the Council, the faculty member must be an employee of USM and must be a full time member of the faculty whose primary teaching and other faculty responsibilities are on the Gulf Coast. Professional librarians are members of the faculty at USM.

Article 4  Election of Representatives to the Council

Section 241
Council representatives from each division shall be elected in May by the full time Gulf Coast faculty assigned to that division. The eligible membership of each division as defined in Section 231 of this constitution shall elect representatives by secret ballot, according to the procedures prescribed in the bylaws.

Section 242
A full time member of the faculty holding a joint appointment across divisions may vote for representatives in only one of the divisions in which he or she hold appointments and may be elected as a representative in only one of these divisions.

Section 243
Where a given department, subdivision or a school, or school without subdivisions within a college or division is represented on the Council by faculty members whose terms will continue the following year, members of that department or other subdivision shall not be eligible as nominees.

Article 5  Vacancies and Leaves of Absence

Section 251
Vacancies on the Council which arise between annual elections in May shall be filled in the
interim by appointment from eligible faculty of the affected college or division by the president of the Faculty Council with the advice and consent of the Council, where consent is conferred by simple majority vote (and hereafter defined as such).

Section 252
If a vacancy for one year or more on the Council is in prospect at the time of the annual elections, the vacancy shall be filled by regular election procedures as prescribed in the constitution and bylaws of the Council.

Section 253
If a vacancy of less than one year is in prospect at the time of the annual elections in May, it shall be filled in the interim by appointment from eligible faculty of the affected college or division by the president of the Council with the advice and consent of the Council.

Section 254
If an elected representative of the Council takes a leave of absence for a year or less, he or she shall appoint a proxy from his or her college who is eligible for membership as an elected representative or who is a current elected Council representative from his or her college or division.

Section 255
If an elected Council representative fails to attend two consecutive regularly scheduled meetings without supplying a proxy, he or she shall be notified in writing by the president of the Faculty Council that his or her position will be declared vacant in the event of a third consecutive absence without a proxy. Upon his or her third consecutive absence without a proxy, his or her position shall be declared vacant by the president and filled in the interim by appointment from eligible faculty of the affected college or division by the president with the advice and consent of the Council.

Division 3: Officers and Committees

Article 1  Officers, Eligibility, and Term of Office

Section 311
The officers of the Council shall consist of president, president elect, secretary, and secretary elect.

Section 312
Any elected representative to the Council shall be eligible to hold office.

Section 313
The terms of Council officers shall be for one year or less. Terms of service for Council officers shall follow the University’s academic year, beginning with the meeting of the Council in August. The terms of Council officers elected or appointed to fill positions vacated during the
Council year shall begin at the time of their election or appointment to office and end with the meeting of the Council in August.

Article 2  Election of Officers

Section 321
The regular election of Council officers for the Council year shall be held at the regularly scheduled meeting of the Council in May.

Section 322
The president and the secretary shall be the persons whose terms as president-elect and secretary-elect are ending at the time of the meeting of the Council in August.

Section 323
As prescribed in Sections 332, 333, 335, and 336 of this constitution, special elections of Council officers shall be held to fill Council offices vacated during the Council year.

Section 324
All Council officers shall be elected by secret ballot according to the procedures prescribed in the bylaws.

Section 325
No person may hold two offices simultaneously.

Article 3  Vacancies and Leaves of Absence

Section 331
If the office of president becomes vacant, the president elect shall become president for the remainder of that term and remain president for the following term.

Section 332
If the office of president elect becomes vacant before the December meeting of the Council, the Council at its next meeting shall elect an elected representative from its membership to serve as president elect for the remainder of that term. The newly elected president elect shall serve as president of the Council the following term, provided the presidency is not occupied by an incumbent under the provisions of Section 331 of this constitution. If the office of president elect becomes vacant after the December meeting of the Council, it shall remain vacant until the end of the term.

Section 333
If the office of president becomes vacant when the office of president elect is also vacant, the secretary or the secretary elect shall convene a special meeting of the Council within fourteen days (unless the May election meeting of the Council is sooner) to elect a president from its membership to serve the remainder of the term. Such a person shall be eligible for election as
president or for any other Council office open the following term. The office of president elect shall remain vacant until the end of the term.

Section 334
If the office of secretary becomes vacant, the secretary elect shall become secretary for the remainder of that term and remain secretary for the following term.

Section 335
If the office of secretary elect becomes vacant before the December meeting of the Council, the Council at its next meeting shall elect an elected representative from it membership to serve as secretary elect for the remainder of that term. The newly elected secretary elect shall serve as secretary of the Council the following term, provided the office of secretary is not being occupied by an incumbent under the provisions of Section 334 of this constitution. If the office of secretary elect becomes vacant after the December meeting of the Council, it shall remain vacant until the end of the term.

Section 336
If the office of secretary becomes vacant when the office of secretary elect is also vacant, the president of the Council shall appoint, with the advice and consent of the Council, a secretary and a secretary elect from its elected membership to serve the remainder of the term. Such persons shall be eligible for election as secretary and secretary elect, respectively, or for any other Council office open the following term.

Section 337
If an elected officer of the Council takes a leave of absence or is physically incapacitated for more than three consecutive months, the office shall be considered vacant and shall be filled according to the provisions of this constitution and its bylaws.

Article 4 Duties of Officers

Section 341
It shall be the duty of the president to (a) provide general supervision over all business of the Council, (b) open and preside at all meetings of the Council, (c) preside at meetings of the Executive Committee, (d) serve ex officio on all committees, and (e) perform such other duties as are prescribed in the bylaws.

Section 342
It shall be the duty of the president-elect to (a) assist the president (upon request) in the execution of his or her responsibilities, (b) preside at meetings of the Council in the president's absence, (c) serve as the Council's financial officer and signature authority, (d) maintain all financial records of the Council, (e) provide general oversight of the Council reapportionment when necessary, and (f) perform such other duties as are prescribed in the bylaws.

Section 343
It shall be the duty of the secretary to (a) conduct Council correspondence as directed by the president; (b) read or summarize important correspondence at meetings; (c) record the
substantive actions and proceedings of all meetings of the Council; (d) prepare and sign the official minutes of each meeting (including a statement of members present, absent, and proxies duly assigned) and secure the signature of the president of the Council; (e) read the minutes of the previous meeting if requested, and record any amendatory changes approved by the Council; and (f) maintain the Council web site as needed; (g) notify all members of the meetings of the Council; (h) distribute agenda, minutes, and proposals to Council members; and (i) perform such other duties as prescribed in the bylaws.

Section 344
It shall be the duty of the secretary-elect to (a) assist the secretary as needed with distributing agenda and proposals; (b) take the roll call of members and proxies and record members present and absent (including assigned proxies) at all meetings of the Council; (c) inform the Council when a quorum is present; (d) assist the secretary in the recording of substantive actions and proceedings of all meetings of the Council; (e) assist the secretary in the preparation of the official minutes of each meeting (including a statement of members present and absent); (f) distribute the minutes of each meeting as needed to faculty members, to appropriate administrative and staff personnel of the University, and to other individuals as directed by the president of the Council; (g) preserve and have available the official documents and records of the Council; (h) arrange with the University Archivist for the permanent housing of each year's records; (i) assist the secretary (when asked) in the execution of his or her responsibilities; (j) serve in the secretary's absence as acting secretary; and (k) perform such other duties as prescribed in the bylaws.

Article 5 Committees

Section 351
The Executive Committee of the Council shall consist of the officers of the Council. The Committee shall perform such duties as prescribed in this constitution and bylaws.

Section 352
An Elections Committee shall be established by the Council. This committee shall provide general oversight of all elections of Council representatives according to the provisions specified in the bylaws.

Section 353
The Council may establish such other standing and special committees as its business may require. The members and officers of these committees shall be appointed by the president of the Council with the advice and consent of the Council.

Division 4: Meetings of the Council

Article 1 Schedule of Meetings

Section 411
The Council shall meet in regular session once each month during the year. Special sessions of
the Council may be called as required by the president of the Council or at the request of a majority of its voting members.

Section 412
The president shall establish a schedule of regular meetings for the year by the August meeting. The schedule shall be published and distributed promptly to all members of the Council and to appropriate administrative and staff personnel of the University.

Article 2

Section 421
Agendas for meetings shall be prepared by the Executive Committee of the Council which shall establish the priority of items on the agenda.

Section 422
Copies of the agenda for all regular and special meetings shall be distributed by the secretary to all members of the Council at least three class days in advance of such meetings.

Section 423
Agendas prepared by the Executive Committee for a meeting may be changed at the meeting by a majority vote of the voting membership present. A call for non agenda items shall be made at each meeting.

Article 3 Meeting Procedures

Section 4301
The meetings of the Council shall be open except when, by majority vote, the Council deems it necessary to restrict a meeting to Council members only. At its discretion, the Council may invite specific individuals to attend and participate in a closed meeting.

Section 432
The president shall serve as the presiding officer of all meetings of the Council. In his or her absence, the president elect shall preside. If both are absent, the secretary shall preside. If all other officers are absent, the secretary elect shall preside.

Section 433
A quorum of the Council shall consist of more than one half of its voting members.

Section 434
Meetings of the Council shall be conducted according to the latest edition of Robert's Rules of Order (as interpreted by the president), except insofar as the constitution and bylaws make expressed provisions to the contrary. The president may appoint a parliamentarian from or outside the Council membership to advise him or her in interpretations of parliamentary procedures.
Section 435
The right of the floor at meetings of the Council shall be afforded to (a) members of the Council, (b) heads of administrative divisions of the University or persons designated to present agenda items, (c) other persons invited by the Council to address specific items on the agenda, and (d) any other persons recognized by the president.

Section 436
Actions of the Council which require voting, except amendments to the constitution, may be enacted by a majority vote of the members present and voting, a quorum being present. Voting shall be by voice or show of hands unless a roll call or vote by secret ballot is requested by a voting member.

Section 437
Any voting member of the Council unable to attend a meeting shall designate a proxy in a signed statement or in an electronic mail message originating from that member's electronic mail account. It is the member's responsibility to ensure that all proxy statements reach the secretary or the secretary elect by the time of the meeting. The proxy must be eligible for membership as a representative of the Council. Proxies may hold no more than two (2) proxy statements for any given meeting.

Section 438
Resolutions brought before the Council for a vote must be distributed at a regularly scheduled meeting and presented for a vote at the next regularly scheduled meeting. By a two-thirds majority vote, the Council may elect to suspend the rules and vote on the resolution during the meeting at which it is initially presented.

**Division 5: Finances**

*Article 1 Budget*

Section 511
The Council may request an annual budget from the University to conduct its business. Expenditure may be authorized by either the Council or by the Executive Committee.

Section 512
The president elect shall serve as the Council's financial officer and signature authority. All financial records of the Council shall be maintained by the president elect and made available to members of the Council for examination upon request.

**Division 6: Amendments and Bylaws**

*Article 1 Amendments to the Constitution*

Section 611
Amendments to the constitution shall be initiated by the Council. An amendment becomes effective when approved by a two thirds vote of its total voting membership.
Article 2       Bylaws

Section 621
The Council by a majority vote of its voting membership may establish bylaws, not inconsistent with this constitution, governing the conduct of the business of the Council and such matters as may be within its competence.

Section 622
Any voting member or committee of the Council may propose additions, amendments, or deletions to the bylaws by submitting a written text of the proposal to the president of the Council at least fourteen days before a regular meeting at which it is to be considered. The secretary shall circulate the same to all members of the Council prior to the meeting.

Section 623
Bylaws of the Council may be amended by a simple majority vote of its total membership.
Bylaws of the Gulf Coast Faculty Council

Division 1: Council Elections

Article 1 Elections Authority

Section 111
The Elections Committee of the Council shall be responsible for and conduct all elections of representatives to the Council according to the policies and procedures prescribed in the constitution and bylaws of the Council.

Article 2 Membership Restrictions

Section 121
Membership on the Faculty Council shall be restricted to 2 representatives from each College (Arts and Letters, Business, Education and Psychology, Health, and Science and Technology) and each representative must be from a different department or school. In addition, faculty members primarily assigned to the Gulf Coast Research Laboratory, Stennis Space Center, and the USM Gulf Coast Library shall be entitled to one representative per location regardless of academic department affiliation.

Article 3 Nominees for Council Representative

Section 131
All eligible faculty, as defined in Section 231 of the constitution, assigned to a college or division for which an election of a Council representative or representatives is being held shall be considered as nominees.

Section 132
Consistent with the provisions of Section 242 of the constitution, a faculty member holding a joint appointment across academic divisions may be a nominee in any given election in only one of the divisions in which he or she hold appointment.

Section 133
Consistent with the provisions of Sections 243 of the bylaws, where a given department, subdivision or a school, or school without subdivisions within a college or division is represented on the Council by faculty members whose terms will continue the following year, members of that department or other subdivision shall not be eligible as nominees.

Section 134
Consistent with the provisions of Section 221 of the constitution, Council representatives serving the last year of their first term as representatives may be considered as nominees at the time of annual elections in May.
Article 4  Voter Eligibility

Section 141
As prescribed in Section 231 of the constitution, only those individuals who are employed by USM and are full-time teaching faculty or professional librarians whose primary teaching and other faculty responsibilities are on the Gulf Coast shall be eligible to vote for representatives to the Council.

Section 142
As prescribed in Section 242 of the constitution:

A full-time member of the faculty holding a joint appointment across divisions may vote for representatives in only one of the division in which he or she holds appointments...

Section 143
Faculty of departments or other subdivision excluded as nominees in an election of Council representatives from their college or division under the provisions of Section 133 of the bylaws shall be eligible to vote for Council representatives from their college or division.

Article 5  Preparation of Election Ballots

Section 151
Ballots for all elections of Council representatives shall be prepared by the Elections Committee.

Section 152
The identification of individuals eligible as nominees as well as individuals eligible to vote in a given election of a Council representative or representatives shall be determined by the Elections Committee from official personnel listings of USM employees to be supplied by each division represented at the first of the calendar year. The Elections committee will announce the elections process to all faculty early in the calendar year. The Elections Committee may remove from the ballot the names of any individuals who request that they not be included.

Section 153
Ballots for a given round of balloting shall be in such form as determined by the Elections Committee. The contents of the ballot shall include, but not be limited to, the following items: (1) identification of the applicable college or division as designated in Section 111 of the constitution; (2) identification of the round of balloting; (3) instructions for voting to include the number of representatives to be elected, term of office for each, and the number of nominees or candidates to vote for; (4) alphabetical listing of the names and nominees or candidates to vote for; and (5) deadline date for the receipt of completed ballots and instructions for returning them to the chair of the Elections Committee.
Section 154
As prescribed in Section 241 of the constitution, the election of Council representatives shall be by secret ballot. In the process of conducting an election, the Elections Committee shall employ such safeguards as necessary to protect voter anonymity.

Article 6  Voting Procedures

Section 161
Ballots prepared by the Elections Committee for a given round of voting in a Council representative election shall be forwarded by the Elections Committee to each eligible voter in the applicable college or division at least ten (10) class days prior to the deadline date for the receipt of returned ballots.

Section 162
Individual voters shall return completed ballots to the Chair of the Elections Committee.

Section 163
Unless a particular round of balloting is declared invalid by the Elections Committee, no more than three (3) rounds of balloting shall be conducted to close a given Council representative election.

Section 164
For the first round of balloting in a given election, voters shall be instructed to vote for the number of representatives to be elected. If additional rounds of balloting are required, voters shall be instructed to vote for as many candidates as there are representatives to be elected.

Section 165
Based on the distribution of votes cast for the first round of balloting in a given Council representative election, and given no candidate receives more than 50% of the valid votes cast, the two candidates receiving the most number of votes shall proceed to the second round ballot. At the end of the first round, potential new members shall be contacted to determine their willingness to serve. In the event a candidate is unable to serve, the candidate who receives the next highest number of valid votes will proceed. Only in the case that the second round results in a tie will a third round be necessary.

Section 166
A majority vote shall be required to elect a Council representative. If in the event of a tie, a third round of balloting is required. A tie vote on the third round of balloting shall be resolved by lot by the Elections Committee.

Article 7  Counting Votes and Certifying Results

Section 171
After each round of balloting in a Council representative election, the Elections Committee shall tally the votes cast for each nominee or candidate. Ballots received after
the deadline set for their receipt as well as those incorrectly executed shall not be included in the vote count.

Section 172
An individual may vote for fewer nominees or candidates than specified in the instructions for voting for a given round of balloting but may not vote for more than the number specified or cast more than one vote for one person.

Section 173
Upon completion of the vote count for a final round of balloting for a given Council representative election, the Elections Committee shall prepare an elections report (names of persons elected) for distribution by the secretary to all candidates listed on the ballot for the final round of voting and to all members of the Council.

Section 174
If the results of a given Council representative election are not contested in writing to the Elections Committee within ten (10) calendar days of the date of the Elections Committee report, the results of the election shall become official.

Section 175
After the completion of a Council representative election, all returned ballots, tallies of votes cast, and other related documents shall be placed on file with the secretary-elect of the Council. These records shall be kept on file for a period of one year after the election and shall be made available for examination to any interested faculty member or administrator of the University.

Division 2: Elections Committee

Article 1 Duties

Section 211
In the exercise of its responsibility for conducting all elections of representatives to the Faculty Council, the Elections Committee shall execute all designated duties as prescribed in Division 1 of these bylaws.

Section 212
In the performance of its duties, the Elections Committee may prescribe enabling policies and procedures which are not incompatible with those prescribed in the constitution and bylaws.

Article 2 Membership

Section 221
The Elections Committee of the Faculty Council shall consist of at least three members nominated by the President of the Faculty Council from the elected representatives of the
Council and approved by the Council. The president and president-elect of the Faculty Council shall serve as non-voting ex officio members.

Section 222
Members of the Elections Committee shall serve a one-year term and may be appointed to a second term. Following one or more years absence from the committee, an elected representative becomes eligible once more to serve.

Section 223
Terms of members of the Elections Committee shall begin on the date of appointment and end with the adjournment of the meeting of the Faculty Council in August at the end of their terms as members of the committee.

Section 224
If a position on the Elections Committee becomes vacant, the President of the Faculty Council shall consult with the Executive Committee and appoint an eligible replacement to serve the remainder of the term of the member replaced. An individual appointed to serve the unexpired term of a member of the committee shall be eligible for appointment to his or her own term of membership.

Division 3: Election of Faculty Council Officers

Article 1 Elections Authority

Section 311
The President of the Faculty Council shall be responsible for and conduct the election of Council officers according to the policies and procedures prescribed in the constitution and bylaws of the Council. In his or her absence, the president-elect shall conduct the election. If both the president and the president-elect are absent, the secretary shall conduct the election. If all other officers are absent, the secretary-elect shall conduct the election.

Section 312
Other officers of the Council shall assist the President of the Faculty Council or other presiding officer in preparing for and conducting the election of officers.

Article 2 Officers to be Elected

Section 321
As prescribed in Section 321 of the constitution the regular election of Council officers for the Faculty Council year shall be held at the regularly scheduled meeting of the Council in August to fill all officers open at that time.
Section 322
As prescribed in Section 323 of the constitution, special elections of Council officers shall be held to fill certain offices vacated during the Faculty Council year as provided in Sections 331, 332, 333, and 335 of the constitution.

Article 3  Eligibility Requirements

Section 331
As provided in Section 312 of the constitution:

Any elected representative to the Council shall be eligible to hold elective office.

Article 4  Nominations

Section 341
Nominations to fill Faculty Council offices shall be made by elected representatives present at meetings of the Council to elect officers.

Section 342
The nomination and election of Council officers shall be conducted in the following order: president-elect, then secretary-elect.

Article 5  Voting Procedures

Section 351
The election of all officers of the Faculty Council shall be by secret ballot from the Council membership by a majority vote of representatives present and voting.

Section 352
A majority vote shall be required to elect a Council officer on the first and second rounds of balloting.

Section 353
If no nominee for a Council office receives a majority vote on the first ballot, the second ballot shall be between or among the fewest number of nominees on the first ballot for whom votes cast constitute a majority of the total votes cast. A tie vote on the third round of balloting shall be resolved by lot in a manner to be determined by the president of the Council.

Section 354
For each round of balloting for a given Council office, the president of the Council shall announce the names of the nominees or candidates for that round of balloting and give instructions for voting. The president-elect and the secretary-elect shall distribute and collect ballots, tally the votes cast, and present a vote count to the president. The president in turn shall announce the number of votes cast, the number of invalid votes,
the number of votes required for election, and the number received by each nominee or candidate.

**Division 4: Executive Committee**

**Article 1 Administrative Authority**

**Section 411**
The Executive Committee of the Faculty Council shall be responsible for coordinating the administrative functions of the Council and for conducting such business as is necessary between the meetings of the Council.

**Article 2 Duties**

**Section 421**
In exercising its responsibility as the administrative agency of the Faculty Council, the Executive committee shall be responsible for the following duties:

1. Prepare and present an agenda for the Faculty Council year for the consideration of the Council at its first meeting for the year.
2. Recommend to the Faculty Council for its approval the necessary committees, committee members, and committee responsibilities required to accomplish agenda goals and objectives for the Faculty Council year.
3. Prepare and distribute a schedule of monthly meetings of the Faculty Council for the year and make the necessary arrangements for meetings.
4. Schedule extra meetings of the Faculty Council as may be required to complete the unfinished business of the Council.
5. Call the Faculty Council into special session when requested by the president of the University or when needed to address an issue of major and widespread concern to the faculty and/or the larger university community.
6. Prepare and distribute the agenda for each meeting of the Faculty Council.
7. Conduct such business as is necessary between the monthly meetings of the Faculty Council and apprise the Council of all substantive actions taken.
8. Forward to the president of the University resolutions, recommendations, and statements of concern approved by the Faculty Council which affect the general welfare of the University.
9. Forward to other administrative authorities the recommendations, suggestions and statements of concern approved by the Faculty Council which affect their respective areas of responsibility and authority.
10. Develop and administer a comprehensive plan which provides for and promotes effective two-way communication between the Faculty Council and the various constituencies of the University.
11. Establish and maintain liaison with the leadership of the other major University councils and committees for the purpose of coordinating efforts in areas of mutual concern.
12. Support and participate in the activities of the University Faculty Councils
Association of Mississippi and apprise the Faculty Council of its concerns, efforts, and accomplishments.

(13) Advise the president of the Faculty Council on matters not addressed elsewhere in the constitution and bylaws.
(14) Perform other duties as may be required to accomplish the business of the Faculty Council.

Article 3 Meetings

Section 431
The chair of the Executive Committee shall call meetings of the committee on a regular basis as required to facilitate the business of the Faculty Council.

Section 432
The meetings of the Executive Committee shall be open to all members of the faculty and such other persons as are invited by the Executive Committee.

Article 4 Membership

Section 441
The president, the president-elect, the secretary, and the secretary-elect of the Faculty Council shall constitute the voting membership of the Executive Committee. The appointed parliamentarian shall serve as a non-voting member of the committee.

Section 442
The president of the Faculty Council may appoint the chairs of the Council committees as non-voting members to the Executive Committee to better coordinate and facilitate the business of the Council.

Section 443
The terms of Executive Committee members who serve as officers of the Faculty Council shall be coterminous with their terms as officers of the Council. The terms of appointed members to the Executive Committee shall begin on the date of appointment and end with the adjournment of the organizational meeting of the Faculty Council in August.

Article 5 Officers

Section 451
The officers of the Executive Committee shall consist of a chair and a secretary. The president of the Faculty Council shall serve as the chair of the committee and the secretary of the Faculty Council shall serve as the secretary of the committee.

Section 452
If the office of chair of the Executive Committee is vacated, the president-elect of the Faculty Council shall serve as the chair for the remainder of the Faculty Council year. If
the office of Secretary is vacated, the secretary-elect of the Council shall serve as secretary of the Executive Committee for the remainder of the Faculty Council year.

Article 6   Duties of Officers

Section 461
It shall be the duty of the Executive Committee president to (1) organize for and provide general oversight over all business of the committee, (2) call and set the agenda for all committee meetings, (3) preside at all committee meetings, and (4) designate a committee member to preside at committee meetings in his or her absence.

Section 462
It shall be the duty of the Executive Committee secretary to (1) conduct committee correspondence as directed by the president, (2) notify all members of committee meetings, (3) record the proceedings and substantive actions of all committee meetings, (4) prepare and sign the official minutes of all committee meetings, (5) distribute the minutes of each meeting to committee members, (6) record any amendatory changes to minutes approved by the committee, (7) preserve and present all relevant documents and records of substantive actions of the committee to the secretary-elect of the Faculty Council for appropriate preservation, and (8) perform such other duties as directed by the chair of the committee.

Section 463
The secretary-elect of the Faculty Council shall serve as the secretary at the Executive Committee meetings in the absence of the secretary.

Division 5: Standing Committees

Article 1   Definition

Section 511
Standing committees as authorized in Section 353 of the constitution are defined here as those Faculty Council committees named to accomplish tasks or to perform functions on a continuing basis from year to year.

Section 512
With the recommendation of the Executive Committee, the Faculty Council may establish additional standing committees as may be considered necessary to more effectively accomplish the business of the Faculty Council.
Division 6: Special Committees

Article 1 Definition

Section 611
Special committees as authorized in Section 353 of the constitution are defined here as those Faculty Council committees established by the Council to accomplish specific tasks or to perform specific functions that are not continuing in nature in accomplishing the business of the Faculty Council.

Section 612
With the recommendation of the Executive Committee, the Faculty Council may establish special committees as required to accomplish the business of the Faculty Council.

Article 2 Duties

Section 621
Each special committee shall receive specific instructions from the president of the Faculty Council with regard to its responsibilities at the time of appointment.

Article 3 Membership

Section 631
Special committees of the Faculty Council shall consist of an appropriate number of members appointed by the president of the Faculty Council with the advice and consent of the Council. The president and president-elect of the Faculty Council shall serve as non-voting ex-officio members.

Section 632
The terms of office of members of a special committee shall begin at the time of appointment and continue until the completion of the assigned task.

Section 633
If a position on a special committee becomes vacant, the president of the Faculty Council shall appoint a replacement.

Article 4 Officers

Section 641
The officers of a special committee shall consist of a chair and a secretary appointed from the members of the committee by the president of the Faculty Council.
Article 5  Duties of Officers

Section 651
It shall be the duty of the chair of a special committee to (1) organize for and provide oversight over the work of the committee, (2) call and set agenda for all committee meetings, (3) preside at all committee meetings, and (4) designate a member of the committee to preside at committee meetings in his or her absence.

Section 652
It shall be the duty of the secretary of a special committee to (1) conduct committee correspondence as directed by the chair, (2) notify all members of meetings of the committee and distribute agenda for meetings, (3) record the substantive proceedings and actions of all committee meetings, (4) prepare and sign the official minutes of committee meetings, (5) distribute the minutes of each meeting to all members of the committee, (6) record any amendatory changes to minutes approved by the committee, (7) distribute the approved minutes of meetings to all members of the Executive committee of the Faculty Council, (8) preserve and present all relevant document and records of substantive actions of the committee to the secretary-elect of the Faculty Council for appropriate preservation, and (9) perform such other duties as directed by the chair of the committee.