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## **Bylaws of the University Faculty**

**Georgia College & State University**

Adopted April 17, 1997

Revised April, 2001

### Article I. Name

The name of this group shall be the University Faculty.

### Article II. Object

The object of the University Faculty shall be to participate in the decision-making of the University and include (1) remaining informed on matters pertaining to the interests of the University Faculty and (2) making recommendations to appropriate authorities.

### Article III. Membership

The membership of the University Faculty shall be the University President, the Corps of Instruction, and the administrative officers as defined in Sections 302.02 and 303.03 of BoR Policy.

Adjunct faculty and guests shall have floor privileges without voting rights at University Faculty meetings.

### Article IV. Officers

The University Faculty shall have two officers: a Presiding Officer and a Secretary.

The Presiding Officer of the University Faculty shall be the *Provost and Chief Academic Officer* and this officer shall preside at all meetings of the University Faculty.

The Secretary of the University Faculty shall be the *Presiding Officer Elect of the University Senate* and this officer shall be responsible for ensuring the preparation, distribution, and posting of the minutes of all meetings of the University Faculty.

### Article V. Meetings

A. *Regular Meetings*. The University Faculty shall meet at least once each academic term, except for the summer, as required in Section 302.05 of BoR Policy. Such meetings shall be called by the Presiding Officer of the University Faculty.

1. An agenda shall be prepared by the officers of the University Faculty in consultation with the University Faculty and shall be distributed to the

University Faculty at least ten (10) business days in advance of the meeting.

2. Members of the University Faculty shall have the right to place an item on the agenda. Such an item must be submitted in writing to the Secretary of the University Faculty and must be signed by at least two (2) members of the University Faculty.
  3. To be voted on by the University Faculty at the meeting, the item must be accompanied by explanatory material including a rationale and a description. This information shall be distributed in its entirety to the University Faculty along with the agenda at least ten (10) business days prior to the University Faculty meeting.
- B. Quorum. Sixty (60) members of the University Faculty shall constitute a quorum.
- C. Voting Business. All business coming to a deciding vote of the University Faculty shall be distributed to the University Faculty in writing at least ten (10) business days prior to the meeting. Business not so distributed may be discussed or referred to committee, but neither accepted nor rejected.
- D. Length of Meetings. University Faculty meetings shall be no more than seventy-five (75) minutes unless otherwise agreed to by a motion to extend the meeting duration.
- E. Length of Speeches and Reports. With the exception of the University President's Report, all speeches and reports at University Faculty meetings may not exceed five minutes, unless otherwise agreed to by the University Faculty at the meeting by a motion.
- F. Special Meetings. Special meetings shall be called by the Presiding Officer of the University Faculty within fifteen (15) business days of receipt of a written request from either (1) at least thirty (30) members of the University Faculty or (2) the University Senate. Special meetings of the University Faculty may also be called by the Presiding Officer of the University Faculty or the University President. The purpose of such a meeting shall be stated in the call. Subsections A.3, B, C, D, and E of Article V of these bylaws apply to special meetings.

#### Article VI. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the University Faculty in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the University Faculty may adopt.

#### Article VII. Amendment of Bylaws

The members of the University Faculty shall have the right to repeal, amend or replace these bylaws. A proposal to repeal, amend or replace these bylaws must be submitted in writing to the Secretary of the University Faculty and must be signed by at least thirty (30) members of the University Faculty to receive consideration. A

proposal so submitted shall be distributed in its entirety to all members of the University Faculty at least ten (10) business days prior to the University Faculty meeting at which it will be discussed. Such a proposal shall take precedence over all new and unfinished business at that meeting. A ballot vote on the proposal shall be initiated no sooner than five (5) business days and no later than fifteen (15) business days following the meeting at which the proposal is considered. The officers of the University Faculty shall have the responsibility to ensure the administration of this ballot vote on the proposal including the preparation of the ballot, counting the votes and reporting the results to all those eligible to vote within five (5) business days of the close of the polls. The ballot may divide the proposal into separate items calling for a separate vote on each item should the officers deem that appropriate. Only members of the University Faculty are eligible to vote. A two-thirds majority of those casting votes on an item on the ballot shall be required for passage of that item.