BYLAWS OF THE FACULTY COUNCIL
OF THE COLLEGE OF ARTS AND SCIENCES

Ratified April 29, 2022
Amended November 27, 2022

## Article I: NAME

The governing body of the College of Arts and Sciences will be called the Faculty Council.

## Article II: PURPOSE

### Section A

The Faculty Council represents the diversity of faculty voices in the College of Arts and Sciences. It is a deliberative body through which faculty concerns can be raised and debated. To the extent possible, the Faculty Council aggregates faculty voices, but it will always strive to express minority as well as majority views.

### Section B

Through its committees, the Faculty Council is a vehicle for faculty participation in shared and self-governance in all its manifestations. As such, the Faculty Council defends academic freedom and embodies the Catholic Jesuit principle of subsidiarity, ensuring that when possible decisions are made at the level closest to the individuals affected.

### Section C

The Faculty Council makes recommendations on curricular issues, normally after the appropriate committee has studied the issue and brought a proposal to the Faculty Council. The curricular decisions made by the Faculty Council come into effect with approval by the Dean or, if appropriate, Provost. If either the Dean or Provost overrides Faculty Council recommendations, the Faculty Council expects those administrators to report back to the Faculty Council with an explanation.

### Section D

The Faculty Council serves as an advisory body to the Dean and as a means through which the diverse views of the faculty of the College of Arts and Sciences may be communicated to the administration of the College, the Faculty Senate, the University, and hiring committees for upper-level administrators. It is an agency through which the faculty may comment upon and participate in the formulation of College and University policy. When administrators and other faculty bodies desire input from College of Arts and Sciences faculty, consultation with the Faculty Council is appropriate.

Article III: MEMBERSHIP

Section A: Definition of Membership

All regular faculty members employed within the College of Arts and Sciences, irrespective of their rank or tenure status, possess full rights to be heard at the meetings of Faculty Council, to contribute to the Council's deliberations, to vote in Faculty Council elections, to stand for office, committee membership, and representational positions. Department chairs, however, may not stand for election to the College Committee on Rank, Tenure, and Sabbaticals, the membership of which is also restricted to tenured full professors.

A "regular faculty member" of the College shall mean a faculty member who is employed full time by the University within the College or is on phased retirement. Persons who are faculty members but who hold primarily administrative positions at the University or College level, such as (e.g.) the Provost, Dean, Associate Provosts, or Associate Deans, or who are primarily members of another College, are not deemed to be "regular faculty members" although they may contribute to the work of the Faculty Council as "*Ex officio* non-voting members." For purposes of the Faculty Council, departmental chairs are considered "regular faculty members."

In order to facilitate the work of the Council, voting rights, procedural matters, and membership of committees is governed by the following bylaws.

Section B: Voting Members of the Faculty Council

The Voting members of the Faculty Council shall consist of the following:

1) One elected representative from each department
2) One elected representative from each non-department program that reports directly to the Dean
3) One College of Arts and Sciences Faculty Senator elected *pro tempore* by the College Faculty Senate contingent
4) Chairs of all Faculty Council Standing Committees
5) The Faculty Council President, Vice President, and Secretary
6) Three Executive Committee members representing the humanities, natural sciences, and social sciences respectively
7) One representative from the Madrid campus
8) One representative elected by adjuncts employed in the College of Arts and Sciences
9) One regular faculty member elected by the whole of the College faculty to represent issues related to Saint Louis University's Catholic Jesuit mission
10) One regular faculty member elected by the whole of the College faculty to represent issues of diversity, equity, inclusion, and access

*Ex officio* non-voting members shall be:

11) The Dean of the College of Arts and Sciences

12) The Associate and Assistant Deans
13) The College representatives to the Faculty Senate (unless otherwise elected to the Faculty Council)

Observers

14) Students elected by the Student Government Association and the Graduate Student Association

Section C: Officers

The Council shall have three Officers: a President, a Vice-President who is President-Elect, and a Secretary, who shall serve terms of one year beginning July 1. The Officers shall be elected annually by a secret ballot coordinated by the Nominations Committee. All regular faculty members are eligible to vote for the Officers. The term for the Officers is one year, but the person serving as Vice-President will serve as President the following year.

Section D: Department Representatives

Departmental representatives on the Faculty Council shall be elected by their respective departmental faculties, and the term of office shall be three years. All regular faculty members, including departmental chairs, are eligible both to serve in the Council and to vote in their departmental election of representatives to the Council. The election in each department will be completed by April 1 for terms that begin the following academic year. Results shall be reported to the Vice President of the Faculty Council and the Chair of the Nominations Committee.

## Article IV: DISCIPLINARY GROUPS

In populating Standing Committees and selecting at-large members of the Executive Committee, there is a need for wide disciplinary representation. For the purposes of achieving wide representation, departments are grouped as below into the humanities, natural sciences, and social sciences. Departments may petition the Council to be moved to a different group, subject to approval by both involved disciplinary groups. New departments may petition to be included in the appropriate group, subject to approval by the Council.

Humanities:

- African American Studies
- American Studies
- English
- Fine and Performing Arts
- Health Care Ethics
- History
- Language, Literatures, and Cultures
- Philosophy
- Theology

Natural Sciences:
- Biology
- Mathematics and Statistics

Social Sciences:
- Communication
- Political Science
- Psychology
- Sociology and Anthropology
- Women's and Gender Studies

## Article V: DUTIES OF OFFICERS

### Section A: President

The President of the Faculty Council presides at the meetings of the Council, chairs the Executive Committee of the Council, coordinates the work of the committees, prepares the agenda for Council meetings, and reports on the actions of the Council at meetings of the Faculty Assembly. The President also represents the Faculty Council on University bodies, such as the President's Advisory Council, as requested. The President or a substitute shall attend meetings of the Faculty Senate whenever practicable.

### Section B: Vice President

The Vice President presides at meetings of the Faculty Council and Executive Committee in the absence of the President and performs other duties of the president (such as attending the Senate) when the president is unable to do so, or as delegated to the Vice President through mutual agreement with the President. The Vice President is also a member of the Nominations Committee.

### Section C: Secretary

The Secretary is responsible for taking minutes at meetings of the Faculty Council and the Executive Committee, distributing the agenda and minutes, receiving issues from the faculty to be brought before the Executive Committee, maintaining accurate records of the Faculty Council, enabling communication between committees or the College's Faculty Senators and the faculty of the College, and facilitating the posting, with assistance from the Dean's office, of all council and committee reports and minutes on the Council's website.

After elections have been held, the incoming secretary will work with the Vice President of the Council to schedule meetings for the next academic year.

Article VI: MEETINGS

Section A: Monthly meetings

The Faculty Council shall normally meet once a month during the academic year to handle administrative business, hear reports, and deliberate on policy recommendations.

Section B: Special meetings

Special meetings may be called when requested by two out of the three Officers of the Faculty Council, requested by the Dean, or called by a written petition to the President signed by one-third of the regular voting members of the Faculty Council.

Section C: Meetings are open

All meetings of the Faculty Council are open. Following the formal agenda, each meeting will provide for a limited period for questions from the Council members and guests. By vote of the Faculty Council, any meeting may be restricted to faculty in the College of Arts and Sciences.

Section D: Faculty Senate representatives

The Senators of the College of Arts and Sciences shall consider themselves a body that seeks to reflect the attitudes of the College faculty. The Senators will elect one of their members to serve *pro tempore* as a voting member of the Faculty Council and the Executive Committee.

The Senators as a body have the responsibility to report regularly on Senate proceedings and solicit feedback from the Faculty Council and College of Arts and Sciences faculty. The Secretary of the Faculty Council shall, upon request of the Senators, assist in the distribution of electronic reports from the Senators to the College faculty. Issues of concern to the College which are being discussed in the Senate should be brought to the Executive Committee by the College representatives as quickly as possible.

Section E: Agenda

The agenda for each Faculty Council meeting is determined by the Executive Committee as described below and shall be made available to all faculty in the college, as hardcopy or electronic versions, at least two days prior to the meeting.

Section F: Quorum

A quorum shall consist of a simple majority plus one of the regular voting members.

Section G: Parliamentarian

The President of the Faculty Council shall conduct its meetings. If deemed necessary by the Executive Committee, the President shall, acting on the advice of the Faculty Council, appoint a parliamentarian. Meetings shall be conducted according to Robert's Rules of Order Newly Revised.

Section H: Substitutes and Proxies

If a member of the Faculty Council cannot attend a meeting, that member is encouraged to find a non-member substitute who will vote in the member's stead. Instead of a substitute, the member may, with the permission of the Faculty Council President, give their proxy to another member of the Faculty Council, who will then vote for both themselves and the absent member; but no member may hold two proxies at any one meeting.

Any representative who is unable to attend all the meetings for a semester should so inform the Faculty Council President, who will determine if provision should be made to find a replacement for the balance of their term.

Section I: Point of Disproportionate Impact

Under limited conditions, any member may raise a Point of Disproportionate Impact; if this Point is sustained by two other voting members, then the motion under discussion shall pass only on the affirmative vote of three-quarters of the members present. The Point of Disproportionate Impact is not debatable. It can be invoked only in regard to curricular proposals or motions that disproportionately impact a single department or a minority of departments in the College.

Article VII: COMMITTEES

Section A: Executive Committee

The membership of the Executive Committee will be the President of the Faculty Council who shall chair the Executive Committee, the Dean who is an *ex officio* non-voting member, the Vice-President and Secretary of the Faculty Council, the chairpersons of the standing committees, one Faculty Senator elected by the College of Arts and Sciences Senators, the Mission and Diversity representatives, and three members elected directly from the faculty at large: one from the humanities, one from the natural sciences, and one from the social sciences. Associate and Assistant Deans may be invited by the Executive Committee to attend meetings of the Committee.

The Executive Committee will serve as the coordinating body for the Faculty Council and its committees. Any member of the University community wishing to address an issue to the Faculty Council shall communicate the issue to the Executive Committee through its Secretary. The Executive Committee will decide whether the issue should be referred to a Council committee for a recommendation, placed immediately on the Council agenda, or dealt with in some other manner. The Executive Committee sets the agenda for Faculty Council meetings. A simple majority vote of the Executive Committee is sufficient to place an item on the agenda. Items may also be placed on the agenda by a majority vote of the Council or by a petition from five faculty members in the College of Arts and Sciences.

Section B: Standing Committees

The Academic Honesty Committee, the Undergraduate and Graduate Curriculum Committees, and the Nominations Committee will each have four voting members: the

chair plus one member representing the humanities, one representing the natural sciences, and one representing the social sciences. Faculty committee members (except the chair) serve staggered three-year terms, with one member rotating off each year. Replacements members will serve out the remainder of the term of the person whom they replace. For these committees, a quorum will consist of a simple majority. If committee members must recuse themselves from student hearings, the committee may recruit temporary replacements for the purpose of the hearing.

The College Committee on Rank, Tenure, and Sabbaticals is composed of six faculty members, plus a chair, all with the rank of tenured full professor but not department chairs. In addition to the chair, the Rank, Tenure, and Sabbatical members will consist of one natural science representative (from the Biology department), one social science representative, one humanities representative, and three at-large members. No more than two members, including the chair of the committee, may be from the same department. Members serve two-year terms; half of the members rotate off the committee each year. One person may not serve more than two consecutive terms on the Rank, Tenure, and Sabbaticals committee. Replacements members will serve out the remainder of the term of the person who they replace. For the Committee on Rank, Tenure, and Sabbaticals, a quorum will consist of a simple majority.

The Faculty Advisory Committee shall consist of seven faculty members: the chair, the College of Arts and Sciences representative from the Joint Faculty Senate-Provost Budget Committee, two College Faculty Senators (elected by the College Faculty Senate contingent), and three representatives of the College (one from each disciplinary group).

Each spring, the members of Standing Committees elect one of their current members to chair the committee during the next academic year. Each committee may determine its own procedures for electing a chair from among its members, provided that the chair is elected for a one-year term, that any current member of the committee (including the current chair) may be elected, and that no person may serve more than three consecutive years as chair of the same standing committee. If a committee is unable to determine a chair from within its present members, it may solicit volunteers from past members of the committee. If no past members are willing to serve, the Nominations Committee shall call for nominations from the faculty as a whole. In the event that there is only one volunteer to serve as chair, a formal election is not necessary.

Except for the Nominations and Academic Honesty Committee, standing committees shall meet at least two times each semester and shall report to the Faculty Council at least once a semester. Recommendations of the standing committees are brought to the Faculty Council in the form of a motion so that the proposal can be fully discussed and acted upon by the Council. Motions made by a standing committee do not require a second to be discussed on the floor of the Faculty Council.

Except where noted below, all of the recommendations of Council committees must go to the Faculty Council for approval.

*Academic Honesty Committee*
The Academic Honesty Committee shall ensure that students and faculty understand their rights and responsibilities regarding academic honesty as outlined within the College's Policy on Academic Honesty; disseminate information on ways to promote academic honesty; review and propose revisions to the Policy on Academic Honesty; and maintain confidentiality of matters before the Committee. When called upon to resolve a case of alleged academic dishonesty, the Committee shall conduct a prompt, thorough, and confidential investigation, adjudicate fairly and impartially, and prescribe appropriate sanctions when necessary, according to the College's Policy on Academic Honesty.

No regular reports from the Academic Honesty Committee are required to be made to the Faculty Council. If this committee believes a modification of the College policy or procedure regarding Academic Honesty is necessary, this recommendation is made to the Faculty Council. The appropriate Associate Dean is an *ex officio* non-voting member of the Academic Honesty Committee.

*Faculty Advisory Committee*
The Faculty Advisory Committee shall consider proposals on all academic and faculty issues other than curriculum. The Committee will discuss budgetary issues and any issues brought up at the Faculty Senate. The Committee will serve as a conduit between the Faculty Council, Executive Committee, Faculty Senate, and the Dean. The Committee will also participate in information gathering on behalf of the Faculty Council, Faculty Senate, the Executive Committee, Departmental Chairs, the University Budget Committee, and the Dean. This Committee will act as an advisory committee that makes recommendations to the Faculty Council, Executive Committee, and the Dean. It will advise the Executive Committee on the selection of disciplinary experts for UUCC subcommittees.

The Faculty Advisory Committee may invite the Dean or Associate Deans to join their meeting.

*Graduate Curriculum Committee*
The Graduate Curriculum Committee is concerned with the development, improvement, and quality control of graduate education initiated in the departments and programs of the College of Arts and Sciences. More specifically, the Graduate Curriculum Committee reviews and approves proposals for curricular changes, new courses, and new programs; reviews and establishes administrative procedures and college-wide academic standards for admissions and for degree, thesis, and dissertation requirements of the graduate programs; and advises the Deans on any issues they may bring to the Graduate Curriculum Committee. The Graduate Curriculum Committee also adjudicates appeals by graduate students to overturn the academic decisions of individual faculty members and department chairs.

The chair and faculty members of the Graduate Curriculum Committee must have Graduate Faculty status. The Dean and Associate Dean for Graduate Education are non-voting *ex*

*officio* members of the Committee. There is one graduate student member nominated by the Graduate Student Association.

*Nominations Committee*
The Nominations Committee shall solicit nominations and conduct elections for the officers of the Faculty Council, standing committees of the Faculty Council, and the College's representatives to University committees and the Faculty Senate.

*Rank, Tenure, and Sabbatical Committee*
The Rank, Tenure, and Sabbaticals Committee reviews college and departmental policies and procedures relative to rank, tenure, and sabbaticals. In matters relative to these policies and procedures, the committee makes recommendations to the Faculty Council. The committee does not report to the Faculty Council on its recommendations relative to rank, tenure, and sabbaticals. The Dean does not attend meetings of the Rank, Tenure, and Sabbaticals Committee at which rank and tenure cases are evaluated.

It is customary for the College representative to the University Committee on Academic Rank and Tenure (UCART) to attend all meetings of the College Rank, Tenure, and Sabbaticals Committee. The representative does not have a vote on the College committee.

*Undergraduate Curriculum Committee*
The Undergraduate Curriculum Committee shall consider proposals for additions, alterations, or deletions in the undergraduate academic courses, programs, and graduation requirements of the College, and shall be the primary vehicle within the College for undergraduate curricula coordination and review. The Committee also advises the Deans on any issues they may bring to the Undergraduate Curriculum Committee.

The Dean and Associate Dean for Undergraduate Education and a faculty representative from the Madrid campus are non-voting *ex officio* members of the Undergraduate Curriculum Committee. There is one undergraduate student member nominated by the Student Government Association.

Section C: Ad hoc committees
The Faculty Council and its Executive Committee shall be empowered to create ad hoc committees. Membership of ad hoc committees may be by appointment by the President, the Executive Committee, or by ballot of Faculty Council representatives. The Executive Committee will give ad hoc committees a clear charge and will appoint their chairperson. Ad hoc committees are expected to provide progress reports at Faculty Council meetings and a final report of their efforts at the penultimate meeting of the academic year to both the Executive Committee and the Faculty Council

## Article VIII: ELECTIONS

There are five types of elections relevant to the Faculty Council:

1) Departments and programs that report directly to the Dean elect their representatives to the Council.
2) Other organizations sending representatives to the Faculty Council elect members according to their own rules and procedures.
3) Standing Committees elect their chairs.
4) College of Arts and Sciences Senators elect one of their members to serve as a voting member of the Council and the Executive Committee and two members to serve on the Faculty Advisory Committee.
5) The faculty of the College as a whole elect the Council's officers, the at-large Executive Committee members, the Mission and Diversity representatives, the College's Faculty Senators, and the new members of the Standing Committees; the Faculty also selects the College's representatives to UAAC, UUCC, and UCART.

Requirements for each are as follows.

Section A: Election of Departmental Representatives

Each department and each program that reports directly to the Dean elects its own representative to the Faculty Council, subject to the following:

1) There is one representative per department or program.
2) Wherever practicable, it is recommended that representatives be elected by secret ballot.
3) All regular full-time faculty of the department or program (including the chair or director) may serve and vote.
4) Each representative serves a three-year term.

Departmental elections are not conducted by the Nominations Committee, but each department chair or program director shall report the results of the departmental election to the Vice President of the Council and the chair of the Nominations Committee as soon as possible.

Section B: Representatives from Other Organizations

The Madrid faculty and adjuncts serving in the College of Arts and Sciences are invited to send one voting representative to the Faculty Council, according to the rules and procedures that they set for themselves.

The Student Government Association and the Graduate Student Association are invited to send non-voting observers to the Faculty Council, according to the rules and procedures that they set for themselves.

The names of these representatives shall be reported to the Vice President of the Council and the chair of the Nominations Committee as soon as possible.

Section C: Chairs of Standing Committees

Each spring, standing committees elect their chairs for the following year, and afterward the Nominations Committee facilitates election of new committee members. The following rules apply:

1) Standing committees shall elect their chairpersons from within their current faculty membership (inclusive of the current chairperson). If they fail to select a chair from current members, they may solicit volunteers from past members.
2) The chair will serve a one-year term.
3) No person may serve more than three consecutive terms as chair of one committee.
4) Chairs for the following year are elected by the end of March.
5) Replacement chairs serve only until the end of the term of the person being replaced and may then go on to serve three full consecutive terms.

Section D: College of Arts and Sciences Senators

The College of Arts and Sciences Faculty Senators will elect one of the Senators to serve pro tempore as a voting member of the Faculty Council and the Faculty Council Executive Committee with full-voting rights. They will elect two Senators to serve on the Faculty Advisory Committee. The names of these representatives shall be reported to the Vice President of the Council and the chair of the Nominations Committee as soon as possible.

Section E: All other elections

The Nominations Committee shall conduct all other elections according to the following rules:

1) Nominations shall be solicited from full-time faculty in the College of Arts and Sciences.
2) Candidates shall submit a short (maximum 200 word) statement of their qualifications for the position they seek.
3) Candidate statements and ballots shall be distributed so that those eligible to vote receive them at least one week prior to the scheduled end of voting.
4) All faculty members are eligible to vote for all positions.
5) The committee shall ensure that elections are completed by the end of April, following the guidelines for electing members of committees found above (VII.B).
6) For seats being filled outside the normal April election cycle, an election is not necessary if there is only one candidate for the seat.

The results of all elections are determined by a plurality of those voting. Elections may occur using electronic ballots, as determined by the Nominations Committee, and will be facilitated with the aid of the Dean's office.

All persons whose names appear on a ballot must provide written agreement (hard copy or email confirmation) to the Nominations committee that they will serve in the nominated capacity for which they are being considered.

If an elected Member, Officer, committee member, or committee chairperson is unable to fulfill his or her responsibilities to the Council for all or part of a semester, that person is responsible for finding a temporary substitute. If the person is unable to fulfill his or her responsibilities for more than a semester, that person shall resign their position, and an election will be held to replace the person. For replacements outside of the normal election cycle, it is not necessary to hold an election if there is only one nominated candidate.

With respect to the College's election of new standing committee members, the following rules apply:

6) The Rank, Tenure, and Sabbaticals committee has six members (other than the chair) serving two-year terms. These members are all tenured full professors, one from Biology, one from the social sciences, one from the humanities and three at-large members. No more than two members, including the chair of the committee, may be from the same department. Each year, three members rotate off the committee following the schedule set up by the first election. Members of the Rank, Tenure, and Sabbaticals Committee may serve no more than two consecutive terms. Department chairs may not sit on this committee.
7) The Faculty Advisory Committee shall consist of seven faculty members: the chair, the College representative from the Joint Faculty Senate-Provost Budget Committee, two College Faculty Senate Representatives, and three representatives of the College: one from the natural sciences, one from the social sciences, and one from the humanities. Each year, one member of these three representatives of the College rotates off the committee following the schedule set up by the first election.
8) All other committees have three members (other than the chair and any *ex officio* members) serving three-year terms: one from the natural sciences, one from the social sciences, and one from the humanities. Each year, one member rotates off the committee following the schedule set up by the first election.
9) If the newly selected chairperson of the committee, at the time of selection, is a faculty member of the committee and still has time remaining in their term, then that member's remaining term portion shall be filled by election.
10) Any regular full-time College faculty member is eligible to stand for election to most committees and to vote in elections for new committee members. Only members of the Graduate Faculty may stand for the Graduate Curriculum Committee. Only full professors who are not department chairs are eligible to serve on the Rank, Tenure, and Sabbaticals Committee.

The Nominations Committee shall conduct all other elections according to the following rules:

A. President, Vice-President, Secretary
   1) All full-time faculty are eligible to vote for the officers.
   2) All full-time faculty except faculty with primarily administrative positions at either the College or University levels are eligible to serve as officers.

3) The Vice-President becomes President for the following year.
4) The office of Vice President is a two-year commitment, second year to be served as President.
5) The Secretary serves a one-year term and may stand for reelection.

B. At-large Executive Committee members
1) All full-time faculty are eligible to serve and to vote for the at-large members.
2) One position will be open to full-time faculty in humanities, one to full-time faculty in the natural sciences, and one to full-time faculty in the social sciences.
3) The term is three-years, on a staggered pattern established by the first election.

C. Representatives for Diversity and Mission
1) All full-time faculty are eligible to serve and to vote for the Diversity and Mission representatives.
2) The term is three-years.

D. Faculty Senators
1) The Bylaws of the Faculty Senate are applicable.

E. University Committee on Academic Rank and Tenure (UCART)
1) The College elects one representative to UCART for a three-year term.

F. Undergraduate Academic Affairs Committee (UAAC)
1) The Bylaws of the UAAC are applicable.
2) The College elects one representative to UAAC for a three-year term.

G. Graduate Academic Affairs Committee (GAAC)
In accordance with the GAAC bylaws that require representatives from the various schools to be appointed by the respective deans, the Faculty Council shall instruct the Graduate Curriculum Committee to consider candidates, with appropriate representation, to be presented to the Faculty Council for approval. Upon approval those names shall be forwarded to the College of Arts and Sciences Dean as the Faculty Council's recommendations.

H. University Undergraduate Core Committee (UUCC)
1) The Bylaws of the UUCC are applicable.
2) The College elects representatives to the UUCC for three-year terms.
3) The committees that require additional disciplinary experts shall inform the Council prior to the normal election cycle about the kinds of expertise needed. The Nominations Committee will call for nominations. The Faculty Advisory Committee will rank the candidates for these positions, with final selection by the Executive Committee.

Article IX: MINUTES

Minutes shall be kept and copies distributed electronically to all members of the Faculty Council, all other full-time ranked faculty in the College of Arts and Sciences, the University President, Provost, Director of the Madrid Campus, and such others as the Dean of the College of Arts and Sciences may from time to time designate. The minutes should include summaries of all committee reports. Minutes from Faculty Council meetings and all committee meetings are to be posted on the Faculty Council website, with assistance from the Dean' office.

Article X: RATIFICATION

These bylaws will be considered ratified and in force if, in a vote of all eligible faculty in the reconfigured College of Arts and Sciences, two-thirds of those voting approve the bylaws.

Article XI: AMENDMENTS

Section A

Proposed amendments to these bylaws of the Faculty Council of the College of Arts and Sciences shall be submitted to the Executive Committee in writing and in the exact form for consideration at least 30 days prior to the next regularly scheduled meeting of the Faculty Council, at which time all proposed amendments received since the previous meeting are to be considered. A statement of the proposed amendment(s) will be sent to members of the Faculty Council at least two weeks before the next regularly scheduled meeting (after the one in which the changes were originally considered). If a proposed amendment is to be considered at a special meeting, the statement of the proposed amendment must be distributed at least two weeks prior to such a meeting. If the amendment receives the approval of the Faculty Council it will be sent to the faculty for ratification.

Section B

Amendments will be ratified by a simple majority vote of all full-time ranked faculty of the College of Arts and Sciences who cast votes. Voting will be by secret ballot coordinated by the Faculty Council Secretary through the Office of the Dean. Such amendments become effective as of the following academic year if approved by the Dean.