

Faculty Advisor Council By-Laws

College of Education and Human Development

Ratified April 14, 1985

Amended April 2, 2015

ARTICLE I.

PURPOSE.

SECTION 1. OBJECTIVES AND SCOPE - The Faculty Advisory Council shall serve as a deliberative and advisory body to the Dean of the College of Education and Human Development on matters of significant interest and importance to the faculty of the College. The Council shall solicit items of concern to the faculty, encourage input of faculty, develop ideas, and generate recommendations to the Dean for the improvement of the College.

ARTICLE II.

MEMBERSHIP OF THE ADVISORY COUNCIL.

SECTION 1. DISTRIBUTION - The Advisory Council shall consist of members elected from the faculty of the College of Education and Human Development, excluding administrative officers. Faculty, as used herein, includes individuals holding full-time tenured, tenure-accruing and non-tenure track faculty appointments. The distribution of these members shall be two faculty from each department in the College of Education and Human Development and the Faculty Senate Caucus Leader for the College of Education and Human Development. The members from each of the departments shall be nominated and elected by the faculty of that department.

SECTION 2. NOMINATIONS - Nominations of members from each of the departments shall be conducted within the department and overseen by the department head in accordance with each department's election procedures.

SECTION 3. ELECTIONS - The election for members from each of the departments shall not be later than April 15. The Elections shall be by secret ballot and the winner decided by a plurality. Qualified voters shall be employed by Texas A&M University, assigned to the College of Education and Human Development on the College Station campus, hold full-time tenured, tenure-accruing and non-tenure track faculty appointments and receive salary from teaching funds; OR be a retired faculty member currently teaching in the College of Education and Human Development at Texas A&M University.

SECTION 4. TERMS OF OFFICE - The regular term of office shall be three years, the terms so staggered that one or more vacancies in members from the departments shall occur each year. With the exception of the Faculty Senate Caucus Leader for the College

of Education and Human Development, members may not serve more than two consecutive terms even if one term may be less than three years. Newly elected members of the Council shall take office at the first planning meeting of the Council in May except when filling vacancies by special appointment from the department head of the department with the vacancy. Terms of office shall terminate in August of the last year of the term.

SECTION 5. VACANCIES - When a council member resigns, takes leave of absence for a period of more than nine months, or is absent from two consecutive regular meetings, the position shall be declared vacant.

SECTION 6. SPECIAL ELECTIONS - All vacancies shall be filled in the manner heretofore specified by a special election held within thirty days of the declared vacancy within the department of the vacant position, except that if the vacancy occurs within sixty days of a forthcoming regular election, the vacancy shall be filled at that election.

ARTICLE III. MEETINGS.

SECTION 1. REGULAR SESSIONS - The Faculty Advisory Council shall meet in regular session once a month at a date and hour agreed upon by the Council except when by majority vote of the Council it agrees not to meet for a given month.

SECTION 2. SPECIAL SESSIONS - Special sessions of the Council may be called by the Chair of the Council, or upon written petition of a majority of the Council membership.

SECTION 3. QUORUM - A majority of the Council membership shall constitute a Quorum at any meeting.

SECTION 4. OPEN MEETINGS - All meetings of the Council, except executive sessions, shall be open.

SECTION 5. EXECUTIVE SESSIONS - By a majority vote of the full membership of the Council, executive sessions may be held when deemed desirable, but no final recommendation may be approved.

ARTICLE IV. OFFICERS.

SECTION 1. OFFICERS - The Officers of the Faculty Advisory Council of the College of Education and Human Development shall consist of a Chair, a Vice-Chair, and a Secretary.

SECTION 2. SELECTION - All officers shall be chosen annually from the Council membership at the May meeting by a majority vote of the Council. Newly elected

members to the Council for the coming school year will be invited to attend this meeting and vote on officers. Retiring members will not vote on officers.

SECTION 3. VACANCY - If, for any reason, the office of Chair shall become vacant, the Vice-Chair shall succeed to the office. A vacancy occurring in any other office shall be filled by a majority vote of the Council at the next regular meeting following the occurrence of the vacancy. Such an election shall be only for the unexpired portion of the term.

ARTICLE V. PROCEDURE.

SECTION 1. MINUTES - Minutes, or a summary of the minutes, shall be prepared for prompt distribution to each full-time faculty member in the College of Education and Human Development. However, before distribution, the Secretary shall review the minutes with the Chair for clarification. A complete record of the minutes of all general meetings shall be maintained by the Secretary and shall be made available to all full-time members of the faculty.

SECTION 2. AGENDA - The Chair of the Council shall prepare an official agenda for each meeting and distribute it to the membership prior to a meeting of the Council. Any member of the Council may bring to the attention of the Council at any meeting items not on the agenda. Faculty members (other than a member of the Council) wishing to present matters for consideration of the Council shall do so in writing. If faculty members wish to appear before the Council to support written proposals, previous appointment with the approval of the Council is required.

SECTION 3. VOTING -

Determination of the method of voting on matters presented to the Council shall be at the discretion of the Chair unless a secret ballot is requested by a member. A majority vote of the members of the Council in attendance, provided a quorum is present, shall be required to make the final recommendations of the Council on any item.

SECTION 4. RECOMMENDATIONS -

Recommendations of the Council to the Dean of the College shall be made in writing. At the request of any member a minority report may be submitted along with the recommendations cited in *SECTION 4*, subsection *a*. The Chair of the Council shall request a response from the Dean within a period of one month on the recommendations submitted.

ARTICLE VI.

COMMITTEES.

SECTION 1. COMMITTEES – Committees composed of one or more members of the Council may be appointed and instructed by the Chair as needed.

SECTION 2. COMMITTEE APPOINTMENTS - Upon authorization of the Council and upon recommendation of the Committee Chair, the Chair of the Council may appoint faculty members who are not on the Council to serve on committees.

SECTION 3. COMMITTEE TERMINATION - All committees shall terminate August 31 of each year, or upon completion of assigned duties, whichever date is earlier.

SECTION 4. VACANCIES - Vacancies on all special committees shall be filled by the Chair of the Council in accordance with the rules enumerated above.

ARTICLE VII. AMENDMENTS.

SECTION 1. PROCEDURE - Amendments to the by-laws may be proposed in either of two ways: (a) by vote of a majority of the total membership of the Council; (b) by written petition signed by at least 20 eligible members of the faculty of the College of Education and Human Development. The Council shall submit such amendment or amendments to a vote of the Education faculty. Such proposed amendments, to become effective, must be ratified by a majority of the eligible faculty voting on the proposals.

ARTICLE VIII. APPROVAL OF THE BY-LAWS.

SECTION 1. The by-laws shall be submitted to the eligible faculty of the College of Education and Human Development and shall become effective when approved by a majority of those voting. The vote shall be by secret written ballot. Qualified voters shall be employed by Texas A&M University and assigned to the College of Education and Human Development on the College Station campus, hold full-time tenured, tenure-accruing and non-tenure track faculty appointments and receive full time salary from teaching funds; OR be a retired faculty member currently teaching in the College of Education and Human Development at Texas A&M University.