

**STATE ADVISORY COUNCIL OF FACULTY
TO THE
HIGHER EDUCATION POLICY COMMISSION**

BY-LAWS

ADOPTED: 6/28/2001

REVISED: 9/20/2001

I. PURPOSE

The State Advisory Council of Faculty, through its chairperson and in appropriate manner, shall communicate to the Commission, through the chancellor, matters of higher education in which the faculty members may have an interest. The Commission shall meet annually between the months of October and December with the Council to discuss matters of higher education in which the faculty members or the Commission may have an interest.

II. MEMBERSHIP

A. Selection

During the month of April of each odd-numbered year, beginning in the year two-thousand one, each president or other administrative head of a state institution of higher education, at the direction of the Council and in accordance with procedures established by the Council, shall convene a meeting or otherwise institute a balloting process to select one faculty member to serve on the Council. Each campus shall also designate an alternate Council member to serve in the absence of the elected Council member, and that alternate shall act as a voting proxy.

Members of the Council shall serve without compensation, but shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of their official duties from funds allocated to the state institution of higher education served.

B. Terms

Terms of the members of the Council shall be for two years and shall begin on the first day of July each odd-numbered year. Members of the Council shall be eligible to succeed themselves.

III. OFFICERS AND COMMITTEES

A. Officers

1. Chairperson: the Council shall, at its July meeting, elect a chairperson. The chairperson shall serve no more than two consecutive terms as chair. No member may vote by proxy, whether through a substitute or otherwise, at the election of the chairperson. An alternate member is not eligible to vote in the

election of the chairperson, and is not eligible to hold an office on the Council. In the event of a tie in the last vote taken for such election, a member authorized by the Council shall select the chairperson by lot from the names of those persons tied.

2. Vice-chairperson: the Council shall, at its July meeting, and immediately after electing a chairperson, also elect a vice-chairperson, in the manner prescribed by this section for the election of a chairperson.

The vice-chairperson shall preside over the meetings of the Council in the chairperson's absence.

3. Secretary: the Council shall, at its July meeting, also elect a secretary in the same manner prescribed by this section for the election of a chairperson.

Unexpired terms: Should the chairperson vacate the position, the Council shall meet and elect a new chairperson to fill the unexpired term within thirty days following the vacancy.

B. Committees

The chairperson shall also appoint committees upon appropriate motion duly approved.

IV. MEETINGS

A. Regular Meetings

The Council shall meet monthly except as the Council may otherwise decide. The Council shall meet at least once every quarter and shall meet during the month of July.

B. Special Meetings

Special meetings shall be called by the chairperson or upon written request of at least eight (8) members of the Council.

C. Time and Location of Meetings

The time and location of all regular meetings shall be determined by the Council. The time and location of all special meetings shall be determined by the chairperson.

D. Notice of Meetings

The chairperson shall notify each member of the Council in writing at least one week in advance of the date, time, and location of each regular meeting and at least three days in advance of the date, time, and location of each special meeting.

E. Quorum

Eight (8) members of the Council, including any alternates, shall constitute a quorum, and a majority vote of the quorum shall be necessary to pass upon matters before the Council.

F. Attendance

Attendance at meetings can also be telephonic.

G. Open Meetings

All meetings of the Council shall be open to the public. However, the Council may, after convening a meeting open to the public, go into executive session upon a vote of a majority of the quorum. Such executive session shall be restricted to matters that warrant deliberation in private.

Persons who are not members of the Council may, with the approval of the Council, address the body on such topics and for such periods of time as may be authorized by the Council.

H. Agenda

The Chairperson is responsible for preparing and distributing the agenda in writing at least one week prior to each meeting. Any modifications in the distributed agenda shall be made at the beginning of each meeting subject to Council's approval.

I. Minutes

The secretary shall prepare a draft set of minutes and shall provide a copy thereof to each member of the Council prior to the scheduled meeting. The draft minutes shall be on the agenda for action at the next meeting of the Council. The minutes shall contain at least the following information:

- the date, time and place of the meeting;
- the name of each member of the Council present and absent;
- the name of each alternate for a member of Council and the name of any guest that addresses the Council;
- all motions, proposals, and resolutions proposed, the name of the person proposing the same, and their disposition; and
- the results of all votes and, upon the request of a member, the vote of each member by name on roll-call votes.

The original of all approved minutes shall be maintained in the office of the Chancellor, and a copy of each approved set of minutes shall be sent to each member of Council. Copies of all approved minutes shall also be made available, upon request, by the institutional Council representative to any faculty member of a state institution of higher

education represented on the Council. The secretary will be responsible for distribution of minutes.

V. PARLIAMENTARY PROCEDURE

The chairperson shall conduct meetings of the Council in accordance with these By-Laws and *ROBERT'S RULES OF ORDER* (revised edition) when the By-Laws are silent. The chairperson shall also make appropriate rulings on parliamentary procedure subject to the power of the Council to rescind his/her rulings by majority vote.

VI. AMENDMENTS

The By-Laws may be amended in any manner not inconsistent with state statute by a majority vote of the quorum at any regular meeting provided that the subject matter of the proposed amendment has been presented to the members of the Council, in writing, at least one week prior to the meeting.