

Lincoln University Faculty Council

Proposed By-Law Addition

Article IV: Faculty Council

Section 4.01. Membership.

- a. The Faculty Council shall consist of nine elected members of the Faculty who are not administrative officers at the level of Dean, Vice President or President as follows:
- b. A maximum of two faculty members may be non-tenured.
- c. A minimum of two faculty members must be from each undergraduate college and one member from the graduate faculty.
- d. The Parliamentarian and Faculty Representative to the Board of Trustees shall be ex officio nonvoting members of the Faculty Council.

Section 4.02. Election and Terms.

- a. The Faculty Nominating Committee shall present a list of candidates for Faculty Council to the Faculty in the first April Faculty meeting.
- b. Election for the Faculty Council shall be by secret ballot.
- c. Terms for members of the Faculty Council shall be one year terms renewable up to three years, and terms begin on August 15 of the academic year following election.
- d. A member who has served three consecutive years must take a leave from the Council for one year before being elected for an additional term.
- e. Vacancies prior to the end of term shall be filled at the next faculty meeting.
- f. Recall of a member of the Faculty Council shall be for adequate cause and by two thirds vote of the Faculty. Either the vote of the Faculty Council itself or by petition of ten faculty members shall initiate a recall vote. Adequate cause may include gross nonattendance at Faculty Council meetings.

Section 4.03 Officers.

- a. The officers of the Faculty Council shall include the Chairperson, Vice-Chairperson, and Secretary, who shall constitute the Council Executive Committee.
- b. The Faculty Council shall elect its officers by secret ballot at its first organizational meeting no later than September 15 of the academic year of service. Elections shall be annual.
- c. Department chairs shall not be officers of the Faculty Council, but may serve as members of the Faculty Council.

Section 4.04. Chairperson:

- a. The chairperson of the Faculty Council shall preside over meetings of the Faculty Council and the Executive Committee of the Faculty Council.
- b. The chairperson shall preside over legislative meetings or legislative portions of meetings of the Faculty. Legislative Faculty meetings, or portions of meetings, shall consist of action items.
- c. The chairperson shall prepare an annual budget for funding the operations of the Faculty Council and submit it to the President.
- d. The chairperson shall receive one course release time for the academic year.

Section 4.05. Vice-Chairperson:

- a. The vice-chairperson shall perform the duties of the chairperson in the event of the chairperson's absence or disability.
- b. In the event that the office of the chairperson becomes vacant, the vice-chairperson shall assume the office for the duration of that term.

Section 4.06. Secretary:

- a. The secretary shall be responsible for the preparation of minutes of all meetings of the Faculty Council and the Faculty.
- b. The secretary shall maintain records of all actions of the Faculty Council including maintaining copies of supporting documents.
- c. The secretary shall be responsible for giving notice of meetings of the Faculty Council.
- d. The secretary shall be responsible for posting notices of meetings, minutes, agendas, and links to supporting documents on a dedicated Faculty Council website.
- e. The secretary shall transmit or ensure the transmission of official notice of actions of the Faculty Council or Faculty to the appropriate parties.
- f. The Secretary shall receive overload pay as per CBA agreement on administrative work.

Section 4.07. Powers and Responsibilities

- a. The Faculty Council shall receive all proposals pertaining to *Article 2.01**, vote on said proposals, and prepare them in the form of brief legislative summaries for ratification by the Faculty.
- b. Actions Items approved by the Faculty Council shall be submitted to the Faculty for ratification. The Faculty may approve, rescind, or send back items submitted by the Faculty Council.
- c. The Executive Committee of the Faculty Council shall prepare the agenda and schedule for action items brought before the Faculty.

- d. The Faculty Council shall maintain a designated web site in which minutes, agendas, and supporting documents are posted in a timely manner. This includes both the proceedings of the Faculty Council and the proceedings of the Faculty.
- e. The Faculty Council shall delegate tasks to Faculty Standing committees and call for and review reports of faculty committees, chairs of academic departments, and academic deans.
- f. The Faculty Council shall be informed by, advise, and consult with the President, or other designated officers of the administration as specified in *Article 2.02***.
- g. The Faculty Council shall report all action and discussion items in minutes of Council meetings.

Section 4.08. Meetings

- a. A quorum of the Faculty Council shall consist of five or more members of the Faculty Council present.
- b. Robert's Rules of Order, as revised, shall be the authority of the conduct of Faculty Council meetings. The Parliamentarian shall advise the chair on parliamentary matters.
- c. All members of the Faculty and Administration shall have the right to attend and to speak at Faculty Council meetings.
- d. Gallery privileges shall be extended to all members of the university community. The Faculty Council may grant speaking privileges to members of the gallery.
- e. Meetings of the Faculty Council shall be open to the public unless, through requirement of law or other consideration, a meeting is deemed an executive session of the Council for reasons outlined in the Sunshine Act.
- f. The Executive Committee of the Faculty Council shall prepare legislative summaries of action items approved by the Council and submit them to the Faculty for ratification.
- g. The Faculty Council shall meet on the second Tuesday of each month during the academic year. Additional meetings as needed will be held on the fourth Tuesday of each month and are called by the Executive Committee.

Additional Notes:

From current Faculty Bylaws:

Article II: Powers of the Faculty

Section 2.01. The Faculty shall prescribe, subject to the University Charter and approval of the Board of Trustees, requirements for graduate and undergraduate admissions, graduate and undergraduate courses of instruction, graduate and undergraduate conditions of graduation, the degrees conferred, and rules and methods of conducting the educational work of the University.

Section 2.02. The Faculty shall be informed by the President, or other designated officers of the administration, of important developments affecting the University, including proposed capital expenditures and annual budgets.

Article III: Meetings (*proposed revision*)

Section 3.01. A publicly stated meeting of the Faculty under the President, as Chairperson, *or designee*, shall be held *twice per semester* ~~monthly~~ during the academic year.