McCausland College Faculty Bylaws

Jean Taylor Ellis, Secretary to the Faculty
November 2025

Justification

Amend the bylaws regarding meeting minutes. There is no policy regarding the publication of minutes for College-wide Faculty meetings. The proposed changes establish protocols for posting these minutes by aligning with Faculty Senate practices. A change is proposed because the Secretary to the Faculty cannot minute the College Faculty meetings due to their responsibilities as Parliamentarian.

Current Faculty Bylaws	Proposed Changes
III. COLLEGE FACULTY MEETINGS 1. A minimum of four college-wide faculty meetings shall be held each year, with two in the fall semester and two in the spring semester. The schedule of college-wide meetings for the academic year must be announced to all faculty at the start of the fall semester. The Dean shall call these meetings and set the agenda in consultation with the Faculty Advisory Committee (FAC) and other standing committees. The agenda will include reports from standing committees. The agenda must be circulated to faculty at least three business days before the meeting. The Dean or their designee will preside at all college-wide meetings, with the exception of special meetings called by the FAC or by faculty petition, over which the Faculty Advisory Committee chair will preside. The Secretary to the Faculty shall serve as Parliamentarian at college-wide meetings, which are governed by *Robert's Rules of Order*.	**III. COLLEGE FACULTY MEETINGS** 1. A minimum of four college-wide faculty meetings shall be held each year, with two in the fall semester and two in the spring semester. The schedule of college-wide meetings for the academic year must be announced to all faculty at the start of the fall semester. The Dean shall call these meetings and set the agenda in consultation with the Faculty Advisory Committee (FAC) and other standing committees. The agenda will include reports from standing committees. The agenda must be circulated to faculty at least three business days before the meeting. The Dean or their designee will preside at all college-wide meetings, with the exception of special meetings called by the FAC or by faculty petition, over which the Faculty Advisory Committee chair will preside. The Secretary to the Faculty shall serve as Parliamentarian at college-wide meetings, which are governed by *Robert's Rules of Order*. A designated individual from the College will record minutes. Draft minutes will be posted along with the agenda. Approved minutes will be posted within ten working days. All documents will be available on a publicly accessible site within the College.

IX. GENERAL GUIDELINES FOR STANDING COMMITTEES 7. Committees shall take minutes at meetings. Approved minutes will be posted within ten working days on a publicly accessible site within the college. Minutes will record the date, time, and location; those in attendance; items discussed; and recommendations, motions, and votes, without attribution to individual committee members or participants. Committees shall present the faculty with annual reports, to be housed on a publicly accessible site within the College.	**IX. GENERAL GUIDELINES FOR STANDING COMMITTEES** 7. Committees shall take minutes at meetings. Approved minutes will ~~to~~ be posted within ten working days ~~of the meeting~~ on a publicly accessible site within the college. Minutes will record the date, time, and location; those in attendance; items discussed; and recommendations, motions, and votes, without attribution to individual committee members or participants. Committees shall present the faculty with annual reports, to be housed on a publicly accessible site within the College.
VII. FACULTY COMMITTEES **2. Secretary to the Faculty** One member of the FAC shall serve as general secretary to the faculty committees and Parliamentarian of college-wide meetings. This individual shall be selected by the FAC, in consultation with the Dean, and shall serve a two-year term, with the college providing compensation of one course release per academic year. The Secretary is responsible for the recording of minutes at college-wide meetings; collecting and posting agendas, minutes, and annual reports from all standing and ad hoc committees; and maintaining an updated roster of eligible voting faculty across the college and current membership lists of standing and ad hoc committees. In consultation with the FAC, the Secretary shall supervise annual nominations and elections for membership on the standing committees.	**VII. FACULTY COMMITTEES** **2. Secretary to the Faculty** One member of the FAC shall serve as general secretary to the faculty committees and Parliamentarian of college-wide meetings. This individual shall be selected by the FAC, in consultation with the Dean, and shall serve a two-year term, with the college providing compensation of one course release per academic year. The Secretary is responsible for ~~the recording of minutes at college-wide meetings;~~ collecting and posting agendas, minutes, and annual reports from all standing and ad hoc committees; and maintaining an updated roster of eligible voting faculty across the college and current membership lists of standing and ad hoc committees. In consultation with the FAC, the Secretary shall supervise annual nominations and elections for membership on the standing committees.

McCausland College Faculty Bylaws

Michael Stoeltzner, FAC Chair and Jean Ellis, Secretary to the Faculty
November 2025

Justification

The current language will result in an erroneous at-large position every election.

There is no language in the Bylaws to adjudicate election ties.

Current Faculty Bylaws	Proposed Changes
VIII. COMMITTEE NOMINATIONS AND ELECTIONS 4. A voting member of the college may run for no more than one committee per election.	**VIII. COMMITTEE NOMINATIONS AND ELECTIONS** 4. A voting member of the college may run for no more than one committee per election. A voting member of the college may not serve on more than one committee.
VIII. COMMITTEE NOMINATIONS AND ELECTIONS 8. The candidate who receives the most votes across both divisions will be named the at-large member. The remaining top vote-getters within each division shall constitute the rest of the committee membership, half from each division.	**VIII. COMMITTEE NOMINATIONS AND ELECTIONS** 8. The top vote-getter(s) from the solicited division shall be elected to a three-year term. The candidate who receives the most votes across both divisions will be named the at-large member, in elections when the at-large member needs to be determined. ~~The remaining top vote-getters within each division shall constitute the rest of the committee membership, half from each division.~~
VIII. COMMITTEE NOMINATIONS AND ELECTIONS	**VIII. COMMITTEE NOMINATIONS AND ELECTIONS** 9. For ties within a division, FAC will cast the deciding vote. FAC will also resolve all other conflicts that result from ties related to other requirements.