FACULTY COUNCIL MEETING

**3:00 p.m., Tuesday, November 14, 2023**

**Via Zoom**

Join Zoom Meeting

<https://okstate-edu.zoom.us/j/93028955987?pwd=L1AxbFZvcEJTaENlNDdUMDBPTXJDQT09>

Meeting ID: 930 2895 5987

Passcode: 506422

**AGENDA**

1. Roll call
2. Approval of the October 10, 2023 minutes
3. Approval of agenda
4. Special reports
   1. Dan Ray – Captain OSU Police - Campus Safety and Security survey
   2. Dr. Sam Emerson - Faculty Fellow for Strategic Initiatives
5. President’s report and comments on matters of interest to the faculty
6. Provost’s report on recommendations made by the Faculty Council and comments on matters of interest to the faculty
7. Vice Presidents’ reports and comments on matters of interest to the faculty
8. Faculty Council Chair’s report
9. Reports of liaison representatives
   1. **Emeriti – Barbara Miller**

On Friday, November 10, the Emeriti Association will be honoring their military veterans. There will be an honor guard present to present the colors and each veteran will be given Vietnam Veteran Pins and thank you certificates by the National Society of the Daughters of the American Revolution. The certificate will be in recognition for each veteran's Valor, Service and Sacrifice during the Vietnam War.

At the next Emeriti Council Meeting, to be held on November 27, new officers, council members and committee chairs will be voted on for their respective offices.

The new office holders will be installed at the December 4, Emeriti Association Dinner.

We hope everyone enjoys the upcoming Thanksgiving and Christmas Holidays and we look forward to another great year.

Respectfully,

Gary Sherrer, Emeriti President

* 1. **Women’s Faculty Council – Erin Dyke/Morgan Pfeiffer**

**Announcements:**

* **Faculty Awards for the Outstanding Achievement and Mentorship of Women - Nominations:** Review process is wrapping up and will be announced soon.
* **Student Research Awards:** We are currently fundraising for our annual student research awards program. Applications for the awards will open for students in January.
* **November FCGE Meeting:** We will host an invited speaker via Zoom - **“Researching and Teaching Gendered Histories”,** Dr. Kathleen Crowther, Associate Professor, History of Science, Technology, and Medicine at University of Oklahoma: **Wednesday, November 15th, 3:30-4:30pm** via [Zoom](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fokstate-edu.zoom.us%2Fj%2F91555801806&data=05%7C01%7Ctricia.white%40okstate.edu%7C7b8a29bec427479fd2a008dbe1fa10f2%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C638352236359536801%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hngmEwQDZgfUmaJSyt1mMbO%2Fy6pi7%2FBnYpZfrcFi0%2Fs%3D&reserved=0).
* **Recent Past Events:** We held the third meeting of the **Flourishing Collective book club** on Thursday, November 9th. This group is a collaboration with the Department of Gender, Women’s and Sexuality Studies and the Center for the Humanities. We also hosted a panel on caregiver experiences with faculty, staff, and graduate students at OSU for our October FCGE meeting. Both were well attended!    
  Anyone interested in the FCGE can visit our website at [http://womensfacultycouncil.okstate.edu](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.google.com%2Furl%3Fq%3Dhttps%3A%2F%2Fwww.google.com%2Furl%3Fq%253Dhttp%3A%2F%2Fwomensfacultycouncil.okstate.edu%2526amp%3Bsa%253DD%2526amp%3Bsource%253Deditors%2526amp%3Bust%253D1628813758358000%2526amp%3Busg%253DAOvVaw2qprLSPr4hvMFx1e3NkD_r%26sa%3DD%26source%3Deditors%26ust%3D1628813758367661%26usg%3DAOvVaw3JRdo5Rt3fHMuGPtqlHKXZ&data=05%7C01%7Ctricia.white%40okstate.edu%7C7b8a29bec427479fd2a008dbe1fa10f2%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C638352236359536801%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Rdzww0Ei6q%2FBFo2ICySAJM8TMAp4j23mGCSTQXTf7to%3D&reserved=0) and email [wfc@okstate.edu](mailto:wfc@okstate.edu) to sign up to be put on our email list.
  1. **Staff Advisory Council – Michelle Stewart – No Report**
  2. **Graduate Council – Veronique Lacombe – No Report**
  3. **Student Government Association – Ashley Peterson/Ty McLaughlin**

SGA partook in homecoming in the sign competition and parade.

The Speakers Board announced this semester’s speaker, Max Greenfield, who is most famously known for his role of “Schmidt” in the tv series New Girl. The event will be on November 14th at 6:00pm.

Red Pantry opened a health and hygiene pantry in Colvin center on 11/2. It is located in the family restroom on the bottom floor near the women's locker room and will be stocked bi-weekly.

The Into the Streets fall volunteer day is taking place on November 11th.

Harvest Carnival brought in over 8,000 lbs. of food donations from Greek life to Pete’s Pantry and the Student Stache Network.

The SGA Court will be hosting the Legally Orange Trivia Bowl on November 13th at 6-8pm, room location TBD.

Activity Fee Allocation Process opened on October 16th. If you are connected with any student organizations please encourage them to apply for funding.

SGA hosted a Constitutional Convention on Sunday, November 5th, to update all bylaws and our Constitution which had not been updated since 2015.

* 1. **Graduate & Professional Student Government Association – Marcia Sun**

**GPSGA General Assembly Meeting Information**

The fourth and last General Assembly Meeting for Fall 2023 will be held on **Wednesday, November 29, at 5:30 PM in SSH 035**. An online option will be provided for Tulsa and OKC representatives/liaisons.

**GPSGA Professional Development Event -Lunch and Learn**

The November GPSGA Lunch and Learn will focus on the topic of how to effectively construct a literature review. This professional development learning event is in collaboration with Emerging Technologies and Creativity Research Lab.

**GPSGA Travel Award**

The [Fall 2023 Travel Award](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcanvas.okstate.edu%2Fcourses%2F84470%2Fpages%2Fgpsga-travel-award-information&data=05%7C01%7Cmarcia.sun%40okstate.edu%7Cbccf92c1723a4c21acd408dbc3627193%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C638318599805937967%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=gzBi7BF%2BDM6eHhLJ5GeeCrfT0pt%2BwUSrspMn1chOJbI%3D&reserved=0) initial application closed on October 31. All Fall 2023 Travel Award applicants will be notified within the next two weeks regarding the status of the applications.

The Fall 2023 Travel Award Exception Application is open and will remain open until **November 30**. If abstract submission of a meeting/conference is confirmed/announced after the general application deadline of the corresponding travel period, applicants can still apply through Exception Application. Also, if the initial application was declined due to the submission of incomplete application forms, applicants will have an additional chance to apply again through Exception Application. Please carefully read through the [GPSGA Travel Award Application Information Page](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcanvas.okstate.edu%2Fcourses%2F84470%2Fpages%2Fgpsga-travel-award-information&data=05%7C01%7Cmarcia.sun%40okstate.edu%7C794cbabf41fc4262c45408dbda2be550%7C2a69c91de8494e34a230cdf8b27e1964%7C0%7C0%7C638343654287280521%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ribuII42bQocqvznUbU5HZM6HkjvXY%2F306UvGOAXW4Q%3D&reserved=0) before submission.

**GPSGA Co-Sponsorship Fund**

If your organization's event was approved for the Fall 2023 Co-Sponsorship Fund, please provide the necessary Proof of Evidence by the due time to receive the Co-Sponsorship Funds. Instructions and detailed information regarding the funding are available via Canvas.

GPSGA offers eligible graduate and professional student organizations represented in the GPSGA general assembly the opportunity for Co-Sponsorship Funds each semester to promote campus activity and involvement of graduate and professional students. If your organization is planning to host events between January 1 – May 31 of Spring 2024 and need additional assistance, please see Canvas for more information on [the [GPSGA Co-Sponsorship Fund](https://canvas.okstate.edu/courses/84470/assignments/1931008).](https://canvas.okstate.edu/courses/84470/assignments/1931008)

**General Assembly Meeting Minutes**

Meeting minutes from the general assembly meetings for Fall 2023 are available via the GPSGA Canvas page.

1. Reports of standing and special committees
   1. Academic Standards and Policies: Mike Yough- No Report
   2. Athletic, Health and Wellness: Aric Warren – No Report
   3. Budget: Maria Ma - No Report
   4. Campus Facilities, Safety, and Security: Cristina Gonzalez - No Report
   5. Diversity, Equity and Inclusion: Babu Fathepure - No Report
   6. Faculty: James Knapp – No Report
   7. Long-Range Planning and Information Technology: Kris Hiney - No Report
   8. Non-Tenure Track: Brad Lawson/Jennifer Glenn – Update – Recommendation

23-11-01-NTT: Proposed Revision to the General Faculty Charter: Redefinition of General Faculty Membership\*

* 1. Research: Gopan Krishnan - No Report
  2. Retirement & Fringe Benefits: Mark Weiser - No Report
  3. Rules and Procedures: Christopher Crick – No Report
  4. Student Affairs and Learning Resources: Heather Yates - No Report

1. Unfinished business
2. New business
3. Adjournment

***\*Attached***

**Amended by Passed Failed**

**Recommendation No.** 23-11-01-NTT 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Moved by:**  Non-Tenure Track Committee 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Seconded by:**  3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Passed**         **Tabled**         **Failed**  4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**Title:** Proposed Revision to the General Faculty Charter: Redefinition of General Faculty Membership

**The Faculty Council Recommends to President Shrum that:**

The Non-Tenure Track (NTT) Standing Committee of the OSU Faculty Council is proposing that changes be made to the Charter and Bylaws of the General Faculty of Oklahoma State University (OSU). These changes are shown on the attached document.

Per the charge of the committee, these proposed changes would serve to (1) include the Career-Track faculty (to be defined separately in the OSU Policy Statement) of the OSU system as voting members of the General Faculty, and (2) clarify that all members of the General Faculty are eligible for election to and service on the Faculty Council.

**Rationale:**

This recommendation is consistent with the policies of peer institutions.

This recommendation recognizes the evolving makeup of the faculty and the rising percentage of faculty

that are hired as Career-Track.

**Executive Summary**

**Proposed Changes to the General Faculty Charter and Bylaws**

**Oklahoma State University**

**Non-Tenure Track (NTT) Standing Committee – OSU Faculty Council**

**October 2023**

Following is a brief summary and rationale for proposed changes to the Charter

and Bylaws of the General Faculty of Oklahoma State University (OSU) from the Non-

Tenure Track (NTT) Standing Committee of the OSU Faculty Council.

Per the charge of the committee, these proposed changes would serve to (1)

include the Career-Track faculty (to be defined separately in the OSU Policy Statement)

of the OSU system as voting members of the General Faculty, and (2) clarify that all

members of the General Faculty are eligible for election to and service on the Faculty

Council.

**Article I – Section 1 – Composition**

• Stipulate membership of tenured, tenure-track, and career-track faculty in the

General Faculty

• Stipulate “minimum 75% appointment” instead of “full time”

• Remove emeriti faculty as voting members of General Faculty in elections and

initiatives – no legitimate mechanism to include in electorate. Emeriti Faculty

would continue to serve as voting members on Faculty Council Committees.

• Remove residency requirement – not clear why this was required – State law?

• “academic rank of instructor” is obsolete – refers to former system where

instructors were promoted to tenure-track after seven continuous years.

• Remove provision for “other members designated by the Faculty Council” – not

clear why others would be granted such privilege.

• Specify voting in “General Faculty elections and initiatives”

**Article II – Section 1 – Composition**

• Stipulate that all members of the General Faculty are eligible for election to and

service on Faculty Council

• Remove requirement for three years of service – prohibitive for faculty

involvement in governance.

Charter & Bylaws of The General Faculty of

Oklahoma State University

# Charter and Bylaws of the

**General Faculty of Oklahoma State University**

1953

(Subsequently Revised and Approved by

the General Faculty and by the Board of Regents)

Latest Revision: May 2018

Approved by the OSU/A&M Board of Regents on June 22, 2018

# Preamble

The basic functions of a university are to advance, evaluate, preserve, and transmit knowledge and to foster creative capabilities. These functions are performed by a community of faculty, students, and administrators, who are free to exercise independent judgment in fulfilling their educational responsibilities. The government of a university should be designed to allow this community to select and carry out its responsibilities with maximum effectiveness and integrity. The Faculty, the Administration, and the Board of Regents for Oklahoma State University and the A & M Colleges have come to play the most important roles in the government of Oklahoma State University. The Faculty, which is entrusted with the primary tasks for which educational institutions are organized— defined at Oklahoma State University as teaching, research, and extension—is recognized as an essential participant in formulating and recommending university policies.

This Charter of Organization of the General Faculty is therefore adopted in order to promote the effectiveness of the University in the discharge of its responsibilities, and particularly to provide the most effective means for utilizing the competencies of the members of the Faculty for formulating, recommending, and executing the educational policies, procedures, and long-range plans of the University.

## Article I

**The General Faculty**

**Sec. 1. Composition.** All tenured, tenure-track, and career-track faculty (minimum 75% appointment) are members of the General Faculty and are entitled to vote in General Faculty elections and initiatives.

**Deleted:** full-time resident members

**Deleted:** and members emeriti of the Faculty with the academic rank of instructor or above and other members designated by the Faculty Council of the University as having rank equivalent to that of instructor or above

**Sec. 2. Organization.** The General Faculty shall adopt such Bylaws as it considers necessary to perform its functions.

**Sec. 3. Meetings.** The General Faculty shall meet during the fall semester of each academic year and at other times upon call of the President of the University, the Chair of the General Faculty, the Faculty Council, or by petition of forty (40) members of the General Faculty. A quorum shall consist of forty (40) voting members of the General Faculty.

**Sec. 4. Officers.** The officers of the General Faculty shall consist of the Chair, the Vice-Chair, the Past-Chair and the Secretary. The Vice-Chair and the Secretary shall be elected by the General Faculty from nominations made by the Faculty Council. The Vice-Chair shall be elected for a term of one year and then shall automatically become Chair for the succeeding year. The Chair shall not be eligible for immediate re-election as Vice-Chair. The Secretary shall be elected for a term of three years and shall be eligible for re-election. The Secretary shall keep complete records of Faculty proceedings and be responsible for the secretarial work related to the business of the General Faculty. Only voting members who have had at least three years of faculty service shall be eligible to hold any elective office of the General Faculty. Persons who hold administrative positions above department head, department chair, unit head or equivalent, are not eligible for election or service as officers of the General Faculty.

## Sec. 5. Functions and Responsibilities.

1. The General Faculty is directly concerned with the welfare of the academic community and shall therefore participate in formulating and recommending policies and procedures concerning the whole University or those involving more than one school or division and in matters affecting the welfare of the institution, such as the following:
   1. Educational policies and procedures relating to admissions, courses, curricula, academic standards, schedules, the academic calendar, degrees, undergraduate and graduate programs of instruction, the University Library, research, extension and educational procedures and innovations.
   2. Policies and procedures related to student affairs and auxiliary services, including student regulations and discipline, academic freedom, extracurricular activities, intercollegiate athletics, advisement, counseling, health and welfare, and safety and security.
   3. Policies and procedures directly affecting members of the Faculty, including budgeting of funds, Faculty and administrative appointments, continuing education of the Faculty, sabbatical leave, academic freedom, salaries, fringe benefits, promotions, tenure, retirement, and other factors affecting Faculty morale.
   4. Long-range planning involving the goals, development, and growth of the University, including educational, innovative, and building programs, and allocation of resources. The General Faculty shall fulfill its duties through the Faculty Council and when appropriate through ad hoc committees from the General Faculty.
2. The General Faculty shall elect the members of the Faculty Council and delegate to the Faculty Council those functions and responsibilities which are not reserved for the General Faculty by this Charter.
3. The General Faculty shall consider matters referred to it by the President of the University, the Faculty Council, or by the Board of Regents through the President.

## Article II

**The Faculty Council**

**Sec. 1. Composition.** The Faculty Council shall consist of elected members of the General Faculty, the Chair of the General Faculty; the Vice-Chair of the General Faculty; the Past-Chair of the General Faculty and the Secretary of the General Faculty. Al l member s o f th e

G enera l F acult y ar e eligibl e fo r electio n t o F acult y C ouncil . Faculty members holding administrative positions of dean or above are not eligible for election to the Faculty Council. The elected members of the Faculty Council shall be chosen as follows: one each from the Technical Branches at Oklahoma City and Okmulgee, one from the Library, one from the College of Osteopathic Medicine, one from OSU/Tulsa and one Multicultural representative. The remaining 21 positions shall be allocated to the undergraduate colleges or divisions in a representative manner based on the number of faculty with a minimum of one seat per college. Anyone, otherwise qualified, may run as a representative for any constituency in which they are qualified to vote. However, no one may run for two representatives’ positions in the same election or hold more than one representative’s position at any time. Councilors shall be elected for three years and shall not be eligible for immediate re-election, except that a Councilor appointed or elected to fill a vacancy may be subsequently elected for a regular three-year term. No faculty member may run in two elections at the same time. This includes officer positions of the Faculty Council or any other elected position on the Faculty Council.

**Sec. 2. Organization.** The Faculty Council shall prepare Bylaws for the conduct of its business.

**Sec. 3. Officers.** The officers of the General Faculty shall also serve in the equivalent positions of leadership of the Faculty Council; namely, the Chair, the Vice-Chair, the Past-Chair and the Secretary.

**Sec. 4. Meetings.** The Faculty Council shall hold monthly meetings, except during the months of June and July, and upon call of any of its officers or six (6) of its members. A quorum shall consist of a majority of the voting members of the Council. Special meetings may be called to which only elected members of the Council are invited.

**Deleted:** Eligibility for election to the Faculty Council requires academic rank of instructor or above, or the equivalent, and three or more years of faculty service.

## Sec. 5.

a.

b.

c.

**Functions.** The Faculty Council shall:

Carry out the functions and responsibilities assigned to it by the General Faculty.

Keep the General Faculty fully informed of its actions and proceedings through reports in General Faculty meetings and by distribution of the minutes of regular meetings, and receive and acknowledge written communications from individual faculty members and transmit them to the appropriate committees for consideration.

Consider matters referred to it by the Board of Regents through the President of the University, or by members of the General Faculty.

1. Initiate studies of matters within the concern of the General Faculty and make recommendations to the President and/or to the Board of Regents through the President on behalf of the General Faculty.
2. Make recommendations to the President and/or to the Board of Regents through the President concerning matters of vital importance to the Faculty as stated in Article 1, Section 5a.

## Article III Amendments

Amendments to this Charter may be proposed by a two-thirds vote of the Faculty Council or by a majority vote of the General Faculty in a General meeting. The text of a proposed amendment shall be distributed to each member of the General Faculty not less than thirty (30) days before it may be voted on. An amendment must be approved by a majority of those voting in: (1) a General Faculty meeting; or (2) an electronic ballot of the General Faculty. It shall then be submitted through the President of the University to the Board of Regents and become effective upon their approval.

## Article IV Ratification and Implementation

This Charter shall become effective after approval as an amendment or amendments to the Charter of Organization which was adopted on October 9, 1953, and in compliance with the amendment procedures of that Charter. Upon such approval, this Charter will completely supersede the Charter of Organization of October 9, 1953. The Faculty Council shall be charged with the responsibility for taking the steps necessary to make the transition to the new Charter.

## Bylaws of the General Faculty

1. In accordance with the Charter, Article 1, Section 1, complete current records of membership, indicating voting rights in the General Faculty, shall be kept by the Secretary of the General Faculty.
2. Individual notices of regular meetings specified in the Charter, Article 1, Section 3, shall be sent by the Secretary to members of the General Faculty. The regular meetings shall normally be held on the third Tuesdays of November and April.
3. Nomination and Election Procedures.

## Nomination of Officers.

* + 1. In accordance with Article 1, Section 4 of the Charter, the Faculty Council at its regular February meeting shall nominate two Faculty members for the position of Vice-Chair of the General Faculty for the ensuing Faculty Council year except when a vacancy in the office of Chair has been filled by the Vice-Chair and a new Vice-Chair has been elected as provided in Bylaw III, paragraph E.2 of the Bylaws of the General Faculty.
    2. Nomination for the three-year term of the Secretary of the General Faculty shall be separately conducted with the same procedure as that used for the Vice-Chair.
    3. At the nominating meeting each Faculty Council member shall suggest, in writing, one candidate for each position. Successive secret ballots shall be taken until two candidates for an office receive a combined vote of at least 75 percent of the total votes cast. A written announcement of the names of the persons so nominated shall be distributed to the General Faculty within ten days.
    4. Additional nomination for Vice-Chair or Secretary of the General Faculty may be placed on the primary election ballot provided that a petition signed by fifteen (15) members of the General Faculty is submitted for each such nomination by March 10.

## Nomination of Faculty Council Members.

* + 1. Not later than February 15, the Secretary shall email to each voting member of the General Faculty the following:
       1. A description of each vacancy of direct concern to the member and a statement concerning the nomination and election procedures for Faculty Council positions.
       2. Faculty members nominated for election to the Faculty Council shall be certified as eligible by the Rules Committee in accordance with Article I, Section 1 of the Charter.
    2. To be nominated for a position on the Faculty Council, an eligible Faculty member or his or her sponsor shall submit a petition signed by five (5) voting members of the

General Faculty from the constituency concerned and an accompanying signed statement indicating willingness to serve if elected. These documents shall be filed with the Secretary of the Faculty Council during the filing period of March 1 through March 10. If fewer than two candidates are nominated for a vacancy, the Nominating Committee of the Faculty Council shall make an additional nomination or nominations to provide two candidates for each vacancy at the General election.

## Election Procedure.

* + 1. When more than two candidates are nominated for a position, the candidate receiving a majority of the votes cast shall be declared elected. In the event that none receives a majority, the names of the two candidates who receive the most votes from the electronic ballot shall be placed on the General election ballot.
    2. The General election shall be conducted by the Rules and Procedures Committee by means of an electronic ballot.
    3. The Secretary of the Faculty Council shall email to each voting member of the General Faculty a list of nominees for all positions to be filled together with the appropriate ballots. A voting period of at least one week in duration shall be set by the Rules and Procedures Committee and shall be completed by April 15. The electronic voting instructions shall indicate dates of the voting period.
    4. The Rules and Procedures Committee shall count the ballots, resolve tie votes by lot, and certify the results to the Secretary of the Faculty Council. Challenges of nominations or elections shall be presented to the Secretary of the Faculty Council within seven days after publication of results and shall be decided by secret vote of the Faculty Council. The decision of the Faculty Council shall be final.
  1. **Assumption of Office.** Newly elected officers and Faculty Council members shall assume their duties on June 1, which shall be the beginning of the Faculty Council year.

## Vacancies.

* + 1. **Definition of vacancy.** A vacancy shall be adjudged to exist when a Faculty Council member is elected Vice-Chair or Secretary of the General Faculty; or when an officer or Faculty Council member (1) dies, (2) resigns from office or departs the University, or

(3) goes on leave for a semester or more.

## Procedure for Filling Vacancies.

* + - 1. If a vacancy in the office of Chair occurs between January 1 and May 31, then the vacancy shall be filled by the Vice-Chair. In this case, the Secretary and the Past Chair will fulfill the duties of the Vice-Chair until anew Vice-Chair is elected during the regular election process. If the vacancy occurs between June 1 and December 31, the current Past Chair will serve as Chair until January 1 and then fulfill the duties of the Vice-Chair for the reminder of the term. The Vice-Chair will serve as Chair from January 1 until the end of the term and then serve his or her own respective term. In this case the faculty member who has just completed his or

her term as Past Chair will serve as Past Chair for the reminder of the current term.

* + - 1. A vacancy in the office of Vice-Chair shall be filled by an election of the General Faculty following Bylaw III, Section C. A person elected Vice-Chair in a special election shall serve out the term of the incumbent and shall succeed as Chair as described by Bylaw III, Section D. A vacancy shall be filled within 60 Days unless it occurs during the summer term or one month prior to the end of the spring semester. In such a case, the vacancy shall be filled within 60 days after the start of the fall term of the year in which the vacancy occurs.
      2. A vacancy in the office of Secretary shall be filled by an election of the General Faculty following Bylaw III, Section C, and that person will complete the term of the incumbent. A vacancy shall be filled within 60 days unless it occurs during the summer term or one month prior to the end of the spring semester. In such a case, the vacancy shall be filled within 60 days after the start of the fall term of the year in which the vacancy occurs.
      3. Faculty Council Vacancies. The Chair of the General Faculty, in consultation with members of the group concerned and with the approval of the Faculty Council, shall, when a vacancy arises, make interim appointments effective until the next annual election. At the next annual election a member shall be elected to complete each unexpired term.
  1. **Special Elections.** Special Elections to fill vacancies shall be conducted within 60 days when (1) more than three vacancies exist in the membership of the Faculty Council; or (2) a prior election has been voided by the Council. Special elections shall follow, as far as possible, the same nomination and election procedures used for the annual election. If the vacancies occur during the summer term or one month prior to the end of the spring semester the vacancies shall be filled within 60 days after the start of the fall term of the year in which the vacancy occurs.

## Amendment of Bylaws.

These Bylaws may be amended at any regular or called meeting of the General Faculty by a majority vote of those present, or by a majority of those voting by an electronic ballot in a general or a special election of the General Faculty, provided that the proposed change(s) shall have been submitted to each member of the General Faculty at least 72 hours before the meeting.

## Effect of Faculty Council Action.

Unless annulled by subsequent action of the General Faculty, a decision of the Faculty Council shall have the effect of representing the will of the General Faculty.