

# **Bylaws of the Faculty Council**

## **Bylaws of the Faculty Council**

(Approved Faculty Council Bylaw changes May 9, 2023)

The Faculty Council was created under terms of Article 1, Section 5b. of the Charter of Organization of the General Faculty of Oklahoma State University.

In accordance with Article II, Section 2 of the Charter of Organization of the General Faculty of Oklahoma State University, the following Bylaws for the operation of the Faculty Council were adopted by the Faculty Council on February 9, 1971. These Bylaws reflect amendments made since 1971.

### **I. The President of the University.**

- A.** Shall receive recommendations of the Faculty Council and acknowledge receipt thereof by reporting at each regular Faculty Council meeting on action taken. The president or their designee shall make regular progress reports to the Faculty Council on recommendations they assign to another group for study.
- B.** Is urged to be proactive and provide information necessary or helpful to the Faculty Council for the proper discharge of its functions, including information about any major policy changes which are to be recommended to the Board of Regents, or which any group advisory to the President may have under study.

### **II. Elected Officers of the Faculty Council.**

#### **A. The Chair.**

1. Shall do what is necessary and proper to further the interests of the faculty.
2. Shall preside at regular meetings of the Faculty Council and at all special meetings.
3. Shall be responsible for providing sustained leadership to the Faculty Council and to its Executive Committee.
4. Shall appoint special committees with the consent of the Faculty Council.
5. Shall select the place of meeting of the Faculty Council.
6. Shall, in consultation with the Executive Committee, prepare the agenda for the Faculty Council meetings.
7. Shall, in consultation with the Officers, identify and invite university groups to present liaison reports for the Faculty Council meetings.
8. May require approval by a majority of the Faculty Council members present to consider any new business not included on the prepared agenda.

Bylaws of the Faculty Council

9. Shall be responsible for advising the President of the University regarding the agenda for Faculty Council meetings.
10. Shall take steps necessary to execute the actions of the Faculty Council.
11. Shall provide liaison with the General Faculty, including a report on the business of the Faculty Council at the monthly meetings, annual meeting of the General Faculty and at other times as appropriate, and shall refer communications from members of the General Faculty to the appropriate committees.
12. Shall advise the President of the University in the selection of faculty members to serve on administrative committees.
13. Shall, after specific action of the Faculty Council, interpret the official position of the General Faculty and the Faculty Council before such groups as may be appropriate.
14. Shall be a voting member of the Faculty Council, but in no event shall they have more than one vote.
15. Shall serve as a liaison to the Oklahoma State Regents for Higher Education Faculty Advisory Council.

**B. The Vice-Chair.**

1. Shall work closely with the Chair in order to become familiar with the duties of the Chair.
2. Shall serve as a member of the Executive Committee.
3. Shall assume the duties of the Chair in their absence.
4. Shall be a voting member of the Faculty Council, but in no event shall they have more than one vote.
5. Shall serve as Chair of the Nominating Committee in preparing the schedule of members and chairs of Standing Committees by June 1. Appointment notifications will be sent by June 1.

**C. The Immediate Past Chair.**

1. Shall work closely with the Chair, Vice-Chair and Secretary to provide Faculty Council continuity.
2. Shall serve as a member of the Executive Committee.
3. Shall be a voting member of the Faculty Council, but in no event shall they have more than one vote.

**D. The Secretary.**

1. Shall work closely with the Administrative Assistant of the Faculty Council to fulfill Secretarial duties:
  - a) Shall distribute the agenda of each Faculty Council meeting to all councilors at least 72 hours before the meeting.

Bylaws of the Faculty Council

- b) Shall be responsible for keeping a full set of minutes, including recorded reports of debates, which shall be made available to a member of the General Faculty on request.
  - c) Shall record the names of Faculty Council members present at each meeting.
  - d) Shall distribute the summary minutes of each Faculty Council meeting to the members of the General Faculty as soon as practicable after each Faculty Council meeting.
  - e) Shall, within 72 hours following each Faculty Council meeting, prepare and present to the President of the University a list of Faculty Council recommendations which require administrative action.
  - f) Shall provide to each Faculty Council meeting a cumulative list of all Faculty Council recommendations to the Administration which are awaiting action by the President of the University. The list, prepared and presented by the Provost, shall include the titles of the recommendations and the dates on which these were submitted to the President.
  - g) Shall carry on the necessary correspondence of the Faculty Council.
  - h) Shall make the physical and electronic arrangements necessary for the effective conduct of the business of the Faculty Council.
  - i) Shall be held responsible for the records and other physical property assigned to the Faculty Council.
- 2. Shall assist in providing liaison with the General Faculty.
  - 3. Shall be a voting member of the Faculty Council, but in no event shall they have more than one vote.

**E. Provision for absence.**

- 1. In the absence of the Chair, the duties of that office shall devolve upon the Vice-Chair.
- 2. In the absence of the Vice-Chair, the duties of that office shall devolve upon the Immediate Past Chair.
- 3. In absence of the Immediate Past Chair, the duties of that office shall devolve to the Chair of the Standing Committees of the Faculty Council in the following order: Faculty Committee, and then Academic Standards & Policies.
- 4. In the absence of the Secretary, the duties of that office shall be assumed by a qualified substitute arranged for by the Secretary, if possible, or by the Chair.

**III. Members of the Faculty Council.**

Bylaws of the Faculty Council

- A. Shall serve the University community as conscientious members of the academic profession, assigning a high priority to their responsibilities as Faculty Council members, bringing to the attention of the Faculty Council such matters as they believe are in the best interests of the University, and shall be required to answer in no other place for their actions as Faculty Council members.
- B. Shall endeavor to participate in all meetings of the Faculty Council. If absence is unavoidable, shall arrange for a proxy. A proxy should only be used on a temporary basis and will not have voting rights. If, in any year of service a Faculty Council member accumulates four absences from regularly scheduled Faculty Council meetings, that member will automatically lose their Faculty Council position. The Secretary of the Faculty Council will then notify the Chair of the Faculty Council to provide a replacement for the vacant position as specified in Article III, Section E, Number 2b of the Bylaws of the General Faculty.
- C. Shall endeavor to be active participants in all meetings and discussions of Faculty Council Standing Committees to which they are assigned.
- D. Shall convey to the Faculty Council all written communications from members of the General Faculty in their respective constituencies.
- E. Shall provide information to their constituencies regarding activities of the Faculty Council.
- F. May vote in the Faculty Council in person or through the use of electronic methods.
- G. May request reimbursement of expenses incurred in carrying out Faculty Council responsibilities.
- H. May resign from the Faculty Council without prejudice.

**IV. Meetings.**

- A. Regular meetings of the Faculty Council shall be held on the second Tuesday in each month except during the months of June and July. However, meetings may be rescheduled when the scheduled date conflicts with the academic calendar and University Holidays. The Chair of the Faculty Council shall designate the meeting place and format (in-person and/or virtual) and shall notify the members of the Faculty Council by the most expedient means. Any change in the date or time of a regular meeting requires the consent of a majority of the elected Council members. This consent may be obtained when the meeting is called to order.
- B. Special meetings of the Faculty Council may be called in accordance with the provisions of the Charter. Faculty Council members shall be notified in writing of the date, place, and format (in-person and/or virtual) of the meeting not less than 72 hours in advance of the meeting. In case of emergency, a meeting may be called without written notification; however, each available member shall be personally notified of the meeting in sufficient time to be able to join

Bylaws of the Faculty Council

the meeting. A majority of the elected Faculty Council members must approve of the meeting when it is called to order.

**V. Agenda.**

- A. The order of business shall include the following:
  - 1. Roll call
  - 2. Approval of minutes
  - 3. Approval of agenda
  - 4. Special reports
  - 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
  - 10. Reports of standing committees and special committees
  - 11. Unfinished business
  - 12. New business
  - 13. Adjournment
- B. The agenda shall include all unfinished business and such new business as is required by the Charter, suggested by the President, referred by the General Faculty, or submitted by a Faculty Council member.
- C. The agenda shall be approved by the Faculty Council. The order of business may be changed thereafter only with the approval of the Faculty Council.

**VI. Procedure.**

- A. Meetings of Faculty Council shall be conducted in accordance with Robert's Rules of Order, Newly Revised.
- B. The use of a secret, written or electronic ballot shall be mandatory in the following cases:
  - 1. When requested by an elected member of the Faculty Council.
  - 2. When two or more members of the Faculty Council have been nominated for the same position.
  - 3. When the existence or composition of a standing committee of the Faculty Council is involved.

**VII. University Management.**

- A. **Formulation of policies, procedures, and long-range plans.** The Charter of the General Faculty charges the Faculty Council as the agency of the

### Bylaws of the Faculty Council

General Faculty, to be an essential participant in formulating and recommending University policies, procedures, and long-range plans which determine the direction of the University. Such participation may be initiated as follows:

1. **By the Faculty Council and its committees.** The Faculty Council and its committees should, without request from any other body, initiate and review University policies, procedures, and long-range plans.
  2. **By faculty members.** Members of the General Faculty who wish to make recommendations concerning University policies, procedures, and long-range plans should communicate directly with the Faculty Council.
  3. **By administrators.** Recommendations by administrators may be brought before the Faculty Council through the President of the University. Recommendations shall be formally presented to the Faculty Council by its Chair.
  4. **By students.** Recommendations initiated by students may be brought before the Faculty Council by the President of the Student Government Association and/or the Graduate and Professional Student Government Association with the approval of their respective Student Associations.
- B. **Official approval of University policies, procedures, and long-range plans.** The OSU/A&M Board of Regents and the Oklahoma State Regents for Higher Education have been granted the legal authority to give official approval to University policies, procedures, and long-range plans. Recommendations formulated by the Faculty Council shall, at the President's discretion, be brought before the OSU/A&M Board of Regents. The President of the University is urged to bring proposals for major changes of policies or plans to the attention of the Faculty Council for their study and consultation before such changes are submitted to the OSU/A&M Board of Regents. The Chair of the General Faculty, at their discretion, shall represent the Faculty before the OSU/A&M Board of Regents.
- C. **Implementation of University policies, procedures, and long-range plans.** The implementation of policy or translation of policy into day-by-day operations is the responsibility of administrators of the University. In the event that the President deems it necessary to create committees to assist in implementing University policies, procedures, and long-range plans, the Faculty Council may advise the President in the selection of faculty members to serve on such committees.
- D. **Communication within the University.** Effective management requires the broadest possible exchange of information and ideas. The Faculty Council shall actively cooperate in ensuring that channels of communication are established and maintained.

## VIII. Committees.

**A. General.**

1. The Faculty Council will exercise its functions with the assistance of two categories of committees: Standing Committees of the Faculty Council and Special Committees created by the Faculty Council.
2. The Standing Committees of the Faculty Council are its operating agents. They shall formulate and recommend actions and policies for approval by the Faculty Council. In addition, all but the Rules and Procedures Committee shall be available to consult with and advise administrators and other members of the University community on matters concerning participation of members of the General Faculty in the government of the university at all levels. Non-members with special qualifications may be asked to join in the deliberations of a committee, but in no case shall such specialists be entitled to vote. Exofficio and emeritus committee members have voting rights. Liaisons to committees are non-voting members of committees. Special committees may be created by the Faculty Council to consider particular issues or initiatives. Such committees shall direct their reports to the Faculty Council for its approval.
3. Committees shall adopt their own rules of procedure and appoint subcommittees as needed. A committee member may appeal to the Faculty Council against committee rules which they consider a violation of the spirit of the procedures of the Council.

**B. Standing Committees.**

1. Standing Committees of the Faculty Council are permanent committees. A Standing Committee may be established or abolished by a vote of not less than two-thirds of the Faculty Council.
2. The term of membership of a Faculty Council member on a Standing Committee shall begin June 1 and shall continue for one year. Successive terms on the same committee shall be permitted.
3. Chairpersons.
  - a) **Selection.** The Standing Committee Chairpersons are members of Faculty Council. Appointments are made by the Nominating Committee with consideration that includes past committee service and representation of the Colleges. Committee Chairpersons and the Faculty Council Officers constitute the Executive Committee of the Faculty Council, which meets regularly (See IX).
  - b) **Duties and Responsibilities.** Chairpersons' duties and responsibilities include, but are not limited to, the following:
    - (1) Scheduling and conducting committee meetings (in-person and/or virtual). Suggested meeting frequency for Standing Committees is once per month.
    - (2) Preparing and submitting recommendation forms and resolutions in the required timeframe for distribution with the Faculty Council monthly meeting agenda.



Bylaws of the Faculty Council

- (3) Attending monthly Executive Committee meetings and discussing matters of the committee with the Executive Committee.
- (4) Presenting recommendations and resolutions at monthly Faculty Council meetings.
- (5) Preparing a brief annual report for the May Faculty Council meeting.
- (6) Inviting guests to speak with the Committee on matters of interest to the Committee.
- (7) Serving as a liaison or identifying another Committee member to serve as a liaison for other campus committees.

4. The Standing Committees of the Faculty Council shall be as follows:

**a) Academic Standards and Policies Committee:**

The Academic Standards and Policies Committee consists of three Faculty Council members, three general faculty members, Immediate Past Chair of Faculty Council (ex officio), one emeritus faculty member and two students - one representing undergraduates (SGA) and one representing the Graduate and Professional Student Government Association (GPSGA).

This committee shall formulate and recommend policies at all levels of instruction, both graduate and undergraduate, including the following:

- (1) admission, retention and graduation requirements
- (2) university catalogs and academic calendar
- (3) incentives and academic awards to encourage excellence in teaching
- (4) instructional standards and procedures
- (5) student employment and credit hour load regulations
- (6) new curricula and programs
- (7) academic counseling, tutoring and honors programs

**b) Access and Community Impact Committee:**

The OSU Access and Community Impact Committee is comprised of three members from the Faculty Council, three members from the General Faculty, one emeritus faculty member, one undergraduate student and one graduate student. The composition of this committee should reflect the diverse populations of the campus. A representative from the Division of Access and Community Impact will be appointed by the Vice President for Access and Community Impact to serve as a liaison between the Access and Community Impact Committee and the

Bylaws of the Faculty Council

Division of Access and Community Impact. Committee members are encouraged to invite faculty from colleges without representation on this committee to participate as non-voting members. This committee will work with Faculty Council Officers in reviewing committee structure and membership to ensure that the committee appropriately addresses issues of concern to the faculty of OSU and/or OSU's Division of Access and Community Impact.

**c) Athletics, Health and Wellness Committee:**

The Athletics, Health, and Wellness Committee consists of three members from the Faculty Council (one of which should be the representative from the Center for Health Sciences), three members from the general faculty, one emeritus member and two undergraduate students (one man and one woman from Intercollegiate Athletics, or Club Sports, or Intramural Athletics). The Athletic Director or appointee(s), the Director of Wellness or appointee(s), and the Director of University Health Services or appointees(s) shall act as non-voting liaison members.

This Committee shall formulate, review, revise and/or recommend policies, procedures, and long-range plans pertaining to academic, physical and behavioral health resources and services for the University community. The committee shall particularly focus on the physical and behavioral health of all intercollegiate athletes, club sport and intramural athletics, as well as the general student body, faculty and staff active in athletics, sports, and wellness activities in the University, with a goal of promoting quality and equity of services to all. Its functions shall include the following:

- (1) Serve as a conduit to the Faculty Council on data gathered from university departments, e.g., Wellness (Campus Recreation and Club Sports, Mental Health resources, Student Wellness and Employee Wellness), Athletics, University Health Services, and University Counseling Services, related to services and resources on health, wellness, and sports activities.
- (2) Assess, monitor and evaluate the needs for potential and current outreach programs in health and wellness.
- (3) Work collaboratively with the departments of Athletics, Wellness, University Health Services, Student Affairs, Academic Affairs, and University Counseling Services to provide guidance in comprehensive physical and behavioral health services and resources to directly benefit the University community.
- (4) Receive annual and/or other specialized reports pertaining to intercollegiate athletics, club and intramural sports and recreation, student and employee wellness.

Bylaws of the Faculty Council

- (5) Make recommendations and provide oversight of students, faculty, and employee health and wellness initiatives.

**d) Budget Committee:**

The Budget Committee consists of three members from the Faculty Council, three members from the General Faculty, the Faculty Council Vice Chair (ex-officio) and one emeritus faculty member.

This committee shall formulate and recommend policies and long-term plans pertaining to the division of funds in the University. Its functions shall include the following:

- (1) review the University budget, its preparation, and status;
- (2) attend annual college/division budget presentations by the Deans;
- (3) obtain updates from the Senior Vice President of Finance regarding the University budget proposal and other matters;
- (4) administer salary surveys and conduct studies;
- (5) recommend long-range plans relating to the division of funds and resources among various University programs and activities.

In addition, it shall be available to consult with and advise the President of the University and other appropriate administrators on matters pertaining to the budget recommendations to be made to the Board of Regents and the division of funds and resources within the University.

**e) Campus Facilities, Safety and Security Committee:**

Three members from the Faculty Council, three members from the General Faculty, one emeritus faculty member, and two student members, one representing residential housing and one representing off-campus housing. The Chief Facilities Manager and the Long-Range Facilities Planning Director or appointees shall act as non-voting liaison members. The committee shall formulate, review, revise, and/or recommend policies and long-range plans pertaining to campus facilities, safety, and security, including:

- (1) the design, construction, and naming of new campus buildings
- (2) the control of campus traffic and parking;
- (3) safety and security;
- (4) the assignment of space and equipment for office, classroom, laboratory, and living use, together with maintenance and repair thereof;
- (5) the establishment of new campuses and other off-campus facilities;
- (6) physical plant.

## Bylaws of the Faculty Council

The Committee shall also meet with the Emergency Operations Center (EOC) every Fall to review contingency plans for handling campus emergencies.

### **f) Career-Track Committee:**

Career-Track (CT) Standing Committee consists of Nine (9) Career-Track (CT) General Faculty members (as defined by the most recent Career-Track Faculty Position Policy 2-0903) and three (3) Faculty Council members. To be eligible to serve as a member of the Career-Track Standing Committee, nominated Career-Track faculty members must have been employed in a full-time capacity for at least three consecutive years at Oklahoma State University. Members may be selected from the OSU-Stillwater or OSU-Tulsa campuses. The distribution of members should strive to be representative of all units and should reflect a diversity of roles and length of service. This committee shall provide regular and consistent representation of Career-Track issues to Faculty Council and University administration. Additional Charges for the Committee include:

- (1) Provide a clear definition for "Career-Track" Faculty by amending all relevant university policies;
- (2) Revise the Charter and Bylaws to include Career-Track Faculty as members of the General Faculty (i.e., Voting Members);
- (3) Discuss the role of Career-Track Faculty as Faculty Council Representatives;
- (4) Review and propose revisions to policies governing Career-track titles, appointments, promotion, and voting rights;
- (5) Provide recommendations for consistency related to policies and procedures governing titles, appointments, and promotion of Career-Track Faculty;
- (6) Work in consultation with the Faculty Committee as appropriate.

### **g) Faculty Committee:**

The Faculty Committee consists of three members from the Faculty Council, three members from the General Faculty, Faculty Council Secretary (ex officio) and one emeritus faculty member.

This committee shall formulate, review, revise, and/or recommend policies governing faculty status, including appointment, tenure, reappointment, dismissal, promotion, leaves, summer work, performance standards, employment, working conditions, workloads, research activities, and similar concerns of the members of the General Faculty.

## Bylaws of the Faculty Council

In addition, the committee shall be available to consult with and advise the President of the University on matters which require application or interpretation of policies concerning the Faculty not otherwise provided for within these Bylaws.

### **h) Long Range Planning and Information Technology Committee:**

The Long-Range Planning and Information Technology Committee consists of three members of the Faculty Council, three members from the General Faculty and one emeritus faculty member. The Chief Information Officer or appointee shall act as a non-voting liaison member.

This committee is devoted to an examination of the future of OSU and the role of information technology as it applies to the work of the academy. Ongoing discussions about the nature of the institution and its technological apparatus are in the domain of the committee.

This committee should develop and continually update a faculty "agenda" for the university and regularly report to the Council about its discussions, as well as about the acquisition, distribution, and use of information technology and the use of electronic media. This committee shall work with the Chair of Faculty Council in regularly reviewing committee structure and membership.

Faculty development issues shall also be the responsibility of this committee.

### **i) Nominating Committee:**

The Nominating Committee shall be composed of the current and newly elected officers of Faculty Council. The Chair of this committee shall be the current Vice-Chair of Faculty Council. In addition, this committee shall be available to consult with and advise administrators concerning participation of the General Faculty in committees of the University at all levels.

(1) The Nominating Committee shall select Standing Committee members in accordance with the following procedure:

(2) The Nominating Committee shall meet before June 1 to determine appointments for chairs and committees. The Nominating Committee shall be guided by the following principles;

a) Each Faculty Council member shall serve on at least one of the Standing Committees.

b) Each committee shall be composed of members who represent different colleges, divisions, and campuses and in so far as possible whose terms expire in different years.

Bylaws of the Faculty Council

c) The Nominating Committee should give consideration to requests of Faculty Council members regarding committee assignments.

**j) Research Committee:**

The Research Committee consists of three members from the Faculty Council, three members from the General Faculty, and one emeritus faculty member.

This committee shall formulate and recommend policies concerning research activities at OSU. Some issues which may fall into the domain of this committee would include the following:

- research productivity goals
- research funding
- intellectual property rights
- patents
- conflict of interest
- distribution of indirect costs
- incentives and academic awards to encourage excellence in research
- research centers
- scholarly publishing
- cross-cutting research needs

**k) Retirement and Fringe Benefits Committee:**

The Retirement & Fringe Benefits Committee consists of three members from the Faculty Council, three members from the General Faculty, and one emeritus faculty member. The Chief Human Resources Officer or appointee shall act as a non-voting liaison member.

This committee shall formulate, review, revise, and/or and recommend policies and long- range plans concerning retirement and fringe benefits, such as group insurance, sick leave, tax-sheltered annuities, health services, recreation facilities, and tuition fees for faculty and staff members and their dependents.

It shall recommend procedures to prepare personnel for retirement. It shall receive, review, analyze, and make recommendations on irregular cases involving retirement and fringe benefits.

**l) Rules and Procedures Committee:**

The Rules and Procedures Committee shall be composed of the four current officers of the Faculty Council plus one or more Faculty Council Members. This committee shall be responsible for rules and procedures relating to faculty participation in University government at all levels. Its functions shall include the following:

## Bylaws of the Faculty Council

- (1) consideration of organizational problems of the General Faculty, and preparation of amendments to the Charter and Bylaws of the General Faculty and the Bylaws of the Faculty Council;
- (2) preparation of regulations for faculty elections, and conducting and supervising such elections;
- (3) recommendation of the creation or abolition of Faculty Council committees;
- (4) recommendation of procedures for faculty participation in establishing new University committees, boards, and councils;
- (5) recommendation of procedures for faculty participation in the government of the University, including the planning, management, and evaluation of college and departmental affairs;
- (6) recommendation of procedures for faculty participation in the planning, operation, and evaluation of University agencies and programs not under the supervision of any college, such as research foundations, computer centers, printing and publishing agencies, development foundations, armed service training, public information agencies, and intercollegiate athletics;
- (7) recommendation of procedures for faculty participation in administrative organization and reorganization at all levels, including creation and reorganization of departments, colleges, and other academic subdivisions of the University;
- (8) recommendation of procedures for faculty participation in selecting administrative personnel;
- (9) recommendation of procedures for faculty liaison with Boards of Regents and the Student Associations.

**m) Student Affairs and Learning Resources Committee:**

The Student Affairs & Learning Resources Committee consists of three members from the Faculty Council, three members from the General Faculty, one emeritus faculty member, one undergraduate student, and one graduate student.

This committee shall formulate, review, revise and/or recommend policies and long-range plans concerning the Library, and other learning resources.

This committee shall formulate and recommend policies, procedures, and long-range plans pertaining to student concerns and activities common to all divisions of the University, such as those relating to guidance, awards, policy compliance, campus living areas, employment, loans, social activities, and the distribution of scholarships and other financial awards and assistance.

Bylaws of the Faculty Council

The committee shall make recommendations concerning changes in student regulations.

5. **General Operating Procedures.**

- a) The chair of each committee shall report at each regular Executive Committee meeting and Faculty Council meeting all recommendations of the committee. In submitting a report, the chair may recommend that the Faculty Council submit the matter to the General Faculty for a vote. Only recommendations approved by the Faculty Council shall be regarded as officially representing the opinion of the General Faculty and be presented to the Administration as such.
- b) A committee should initiate studies of University policies and procedures which are within its jurisdiction. It shall also consider these policies and procedures when directed to do so by the Faculty Council or when requested to do so by an appropriate administrator.
- c) Faculty Council members may participate in deliberations of standing and special committees, and sub-committees of which they are not members. Upon proper written request, they are entitled to receive all information furnished committee members, particularly notification of calls for meetings. They are not entitled to vote at such meetings.
- d) Members of the General Faculty on the Faculty Council Standing Committees shall be appointed for terms of three years. Emeriti members shall be appointed for terms of three years. Student members shall be appointed for terms of two years.

**C. Special Committees.**

1. Special Committees may be appointed by the Chair of the Faculty Council whenever necessary. This action shall be submitted to the Faculty Council for approval by majority vote of the Faculty Council at its next meeting.
2. The term of a Special Committee shall expire when its final report is accepted by the Faculty Council.

**IX. Executive Committee.**

- A. **Membership.** The Chair, the Vice-Chair, the Secretary, the Immediate Past Chair and the Chairs of the Standing Committees of the Faculty Council shall constitute the Executive Committee of the Faculty Council.
- B. **Meetings.** The Executive Committee shall meet regularly, approximately a week before each monthly Faculty Council meeting and also upon call of the Chair.
- C. **Duties and responsibilities.**



#### Bylaws of the Faculty Council

1. It shall assist the Chair in planning the agenda for Faculty Council meetings.
2. It shall discuss Faculty Council business, including long-range plans for the Faculty Council and for the General Faculty.
3. Resolutions and Recommendations presented by Standing Committees must be supported by majority vote of that Standing Committee and Executive Committee before being presented at the Faculty Council meeting.

#### **X. Dispute Resolution Committee.**

- A. Faculty members who feel that they have sustained a grievance which can be resolved only by a hearing before a dispute resolution committee may apply to the Faculty Council for formation of such a committee as detailed in Appendix Section E (Dispute Resolution Procedure) of the Policy Statement to Govern Appointments, Tenure, Promotions, and Related Matters of the Faculty of Oklahoma State University.

#### **XI. Faculty Council Representatives on Certain Other Bodies.**

- A. Certain other bodies which perform advisory or supervisory functions in the University include Faculty Council representatives, either as full committee members or as non-voting liaison members. Liaison representatives shall be appointed by the Faculty Council Chair.
- B. Liaison representatives shall report regularly to the Faculty Council regarding activities of the assigned committee.

#### **XII. Amendments of Bylaws.**

- A. These Bylaws may be amended in any meeting of the Faculty Council by a majority of the elected members, provided that the proposed change(s) have been submitted to the members of the Faculty Council at least 72 hours in advance of the meeting.

#### **XIII. History of Bylaws.**

- A. The first meeting of the Faculty Council was held on November 17, 1953. The first bylaws of the Faculty Council were proposed, presented, and adopted at the March 30, 1953, meeting.

Those who are interested in exploring the history of faculty governance at OSU have several options. Some information prior to 1992 can be found in the *Centennial Series, History of Governance at Oklahoma State University* ([click here for link](#)). The University Archives at the Edmon Low Library has a large collection for research use. See Oklahoma State University Faculty Council Records ([click here for link](#)) for information about this collection, or contact the Oklahoma State University Archives reference staff [libscua@okstate.edu](mailto:libscua@okstate.edu).