

COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

FACULTY COUNCIL BYLAWS

ARTICLE 1. PURPOSE

- A. The College of Food, Agricultural, and Environmental Sciences (hereafter College) Faculty Council (hereafter Council) will serve as the principal faculty advisory group to the vice president/executive dean of the College (hereafter vice president/dean). The Council will be the primary agency for full faculty participation in the governance of the College.
- B. The specific functions of the Council include: representing the faculty in matters of faculty business, acting as the official liaison between the College administration and faculty, advising the vice president/dean on College programs and budgets, making recommendations to the vice president/dean regarding candidates to fill positions on College-wide standing committees, and assisting the vice president/dean in conducting faculty meetings.

ARTICLE II. MEMBERSHIP

- A. The Council will consist of representatives from the College faculty. For purposes of the Council and its Bylaws, College faculty are defined as those: 1) having the title of professor, associate professor, assistant professor, or instructor, 2) giving service of 50% or more to the College, and 3) being in a tenure-initiating unit in the College, the Department of Entomology, or the Food Animal Health Research Program.
- B. Faculty with official administrative appointments, including department and division chairs, associate chairs, district directors, directors, associate and assistant directors, and associate and assistant deans will be excluded from membership on the Council.
- C. The vice president/dean or designated representative(s) will be an ex officio (non-voting) member.
- D. The following units will each have one representative: Agricultural, Environmental and Development Economics; Human and Community Resource Development; Food, Agricultural, and Biological Engineering; Animal Sciences; Horticulture and Crop Science; Food Animal Health Research Program; Food Science and Technology; Plant Pathology; Entomology; School of Natural Resources; and Agricultural Technical Institute. The Department of Extension will have the following representatives: one from the Columbus campus-based department faculty and one from each extension district.
- E. Term of membership will be three years beginning July 1. One third of the membership will be newly elected each year. Replacement of members, whose terms are expiring, will be included as an agenda item at the April meeting of Council. Each retiring Council member is responsible for seeing that the unit represented conducts an election for replacement through

procedures indicated for governance in the unit's pattern of administration and reporting election results to the vice chair of Council no later than May 1. Members serving less than three years may succeed themselves; otherwise, at least three years must pass before a member may be reelected.

- F. A member must provide for a substitute from the unit represented if unable to attend meetings.
- G. Council members may be recalled and/or replaced by their constituent group at any time. When a vacancy occurs, the vice chair of Council will notify the unit administrator to conduct an election of a person to serve out the un-expired term through procedures indicated for governance in the unit's pattern of administration. Election results will be given to the vice chair of Council by the unit administrator.

ARTICLE III. OFFICERS

A. Officers

The officers of the Council will consist of a chair, vice chair, secretary, and immediate past chair. Officers will be elected at the April meeting from those members of the Council who are tenured faculty. Officers will serve a term of one year commencing July 1. The chair and immediate past chair will continue as members of Council even if their regular term of membership has expired.

B. Chair

The chair will advance from the vice chair position and will: be responsible for keeping the work of the Council directed toward its purposes and functions, conduct Council meetings, chair the executive committee, carry out such activities as voted upon by members of Council, appoint members to Council committees, communicate with the College faculty as appropriate, and meet with the vice president/dean on a regular basis.

C. Vice Chair

The vice chair will assume the duties of the chair in the absence of the chair. The vice chair will maintain an official roster of Council members, monitor the completeness of the Council membership replacement procedures, and distribute to Council members copies of the Bylaws.

D. Secretary

The secretary will record, maintain, and preserve minutes of Council and College faculty meetings. Copies of these minutes will be deposited with the secretary of the College for preservation. The secretary will maintain and preserve copies of Council Bylaws. The secretary will distribute the agenda for Council meetings to all Council members (at least two weeks prior to regular meetings).

The secretary will distribute to all College faculty by appropriate means: a summary of Council meeting minutes, the agenda for College faculty meetings (at least two weeks prior to regular meetings), a summary of College faculty meeting minutes, and communications resulting from College faculty meetings.

E. Immediate Past Chair

The immediate past chair will provide advice and assistance to the Council and its officers and serve as chair of the nominating committee.

ARTICLE IV. COUNCIL MEETINGS AND COMMITTEES

A. Meetings

1. Regular Council meetings will be held on the second Friday of October and in January and April.
2. Special meetings may be called by the vice president/dean, the executive committee, or by two members of Council.
3. The presiding officer will adhere to the newest edition of *Robert's Rules of Order*.
4. Presence of at least 50% of the Council membership will constitute a quorum.
5. A report from the College's senators to the University Senate will be an agenda item.

B. Committees

1. Executive Committee

The executive committee will consist of the four Council officers. The duties of the executive committee include: coordinating Council business and activities, scheduling Council meetings, and setting meeting agendas. The committee will meet at least once before each Council meeting.

2. Nomination Committee

The nomination committee will consist of three members. The duties of the committee are to prepare and present a slate of candidates for vice chair and secretary at the April meeting of Council.

3. Ad Hoc Committees

Ad hoc committees will consist of two or more Council members. The duties of these committees are to evaluate specific items of Council business and make recommendations for action at Council meetings. To the extent possible, all business that

requires official action on the part of the Council will be assigned to ad hoc committees for preliminary analysis.

ARTICLE V. COLLEGE FACULTY MEETINGS AND STANDING COMMITTEES

A. Meetings

1. College faculty meetings may be called for the discussion of those issues defined as academic affairs as described in the Rules of the University Faculty (3335-5-14) and for discussion of other College-related issues of interest to faculty.
2. The vice president/dean will preside at College faculty meetings per the Rules of the University Faculty (3335-3-29).
3. The vice president/dean and the Council chair will jointly prepare an agenda and ensure that it is distributed to all faculty at least two weeks prior to a meeting unless an emergency exists. Items not on the formal agenda may be introduced for discussion/action.
4. The presiding officer will adhere to the newest edition of *Robert's Rules of Order*
5. College faculty meetings may be called into session by the vice president/dean, the Council chair, petition to Council from five percent of the eligible voting faculty as defined in Article II A of the Bylaws, or petition to Council from any combination of at least three departments and schools through their department chairs or school directors. Faculty meetings will be announced by the chair of the Council and will be held between two and four weeks after the request.
6. Distribution to the faculty of motions for consideration and appropriate information concerning the meeting's agenda will be the responsibility of the individual or group recommending the meeting and will be provided with the announcement of the meeting date.
7. Main motions for consideration during College faculty meetings may be put forth by the vice president/dean, the Council, five percent of the eligible voting faculty as defined in Article II A of the Bylaws, or by any combination of at least three departments and schools through their department chairs or school directors.
8. If further review and discussion of a main motion are needed prior to vote, a second faculty meeting will be held within one to three weeks following the first meeting. Determination of the need for a second meeting will be made by the vice president/dean and the executive committee of Council.
9. Main motions may be withdrawn only by those persons or groups that presented the original motion. Withdrawals may be made either during or after College faculty meetings.

10. No votes will be taken at faculty meetings. Balloting on main motions will be conducted by the executive committee of Council using a confidential procedure within a time line of one to three weeks after a faculty meeting. Only regular faculty as defined in Article II A of the Bylaws in the academic departments in the College of Food, Agricultural, and Environmental Sciences will be eligible to vote on matters pertaining to curricula and course matters within the academic departments. Only regular faculty as defined in Article II A of the Bylaws within the Agricultural Technical Institute will be eligible to vote on matters pertaining to curricula and course matters within the Agricultural Technical Institute. Only regular faculty as defined in Article II A of the Bylaws in the School of Natural Resources will be eligible to vote on matters pertaining to curricula and course matters within the School of Natural Resources. All regular faculty as defined in Article II A of the Bylaws in the College will be eligible to vote on all other matters.
11. The vote required for passage of main motions will be a simple majority of the returned ballots.
12. To be counted, ballots must be returned to the chair of the Council within three weeks of the date of distribution. The executive committee of Council will be the teller committee. The teller committee will announce voting results within one week of the balloting deadline.
13. A decision reached by individual faculty vote will override decisions made by a vote by departments and schools.

B. Standing Committees

1. Council will make recommendations to the vice president/dean regarding candidates to fill positions on College-wide standing committees (i.e., committees on which faculty in all units of the College are eligible to serve). Recommendations for specific committees are subject to stipulations and restrictions contained in the College Patterns of Administration.
2. Filling vacancies on the College standing committees will be included as an agenda item at the April meeting of Council. It is the responsibility of Council members to poll eligible faculty in the unit represented concerning interest in serving on specific standing committees and to recommend named individuals to the Executive Committee of Council no later than May 1.
3. The executive committee of Council will submit to the dean/director no later than June 1 a list of suggested candidates for standing committee membership. The list will contain at least two more names than vacancies anticipated for each committee.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

- A. Amendments to the Bylaws may be proposed by any member of the Faculty or an ad hoc committee of Council.
- B. Proposed amendments will be placed on the agenda of a Council meeting. If approved by Council, the proposed amendments will then be submitted for a College faculty vote in accordance with the balloting procedures described in Article V.
- C. Proposed amendments will be adopted if approved by a simple majority of voting College faculty.