



## **BYLAWS of the FACULTY ADVISORY COUNCIL**

**Approved:** October 4, 2011

**Amended:** April 27, 2012 (addition of Faculty Affairs Committee) Amended: October 26, 2012 (elimination of Graduate Council) Amended: January 25, 2013 (restructuring of sections I and 2) Amended: April 5, 2013 (addition of ComCom)

**Amended:** March 11, 2006 (clarification of Senator and officer terms and re-election)

**Amended:** October 5, 2018 (restructuring of the entire document, streamlined dates and terms, elimination of Assessment and Development Committee, clarified Committee on Committees and Nomination and Election Committee guidelines)

**Amended:** April 4, 2019 (redefined Executive Committee members' terms of office, introduced and defined the vote of confidence for the vice president and the president, and clarified the attendance policy)

**Amended:** 2024 (added information about adjunct and library members; clarified the voting process; clarified the elections process; added membership in Faculty Senate organizations; fixed typos/general proofreading)

**Amended:** September 2025 (to comply with state law and A&M System regulations).

**Amended:** February 2026 (changed language to be gender neutral; corrected grammatical errors; added Salary Studies Committee; streamlined and narrowed description of Committee on Committees).

### **PREAMBLE**

Deriving its authority from the *Constitution* of the Faculty of Texas A&M University- Central Texas (hereinafter referred to as the *Constitution*), this document constitutes the *Bylaws of the Faculty Advisory Council* (hereinafter referred to as the *Bylaws*) and provides for its internal organization and conduct. As the rules governing the operation of the Advisory Council, the *Bylaws* are intended to be in complete accordance with the *Constitution*. If any portion of this document is determined to be inconsistent with the *Constitution*, the policies and procedures set forth in the *Constitution* shall prevail.

### **1. ADVISORY COUNCIL MEMBERSHIP**

**1.1. Membership.** Consistent with sections 3.2 and 4.1 of the *Constitution*, Faculty Advisory Council membership consists of the officers of the Faculty Advisory Council (Presiding Officer, Associate Presiding Officer, Secretary, Treasurer, and Parliamentarian) and Faculty Advisory Council Members.

### **1.2. Faculty Advisory Council Members**

**1.2.1. Membership.** Faculty Advisory Council Members are members of the Faculty of Texas A&M University-Central Texas as defined in sections 2.1 and 3.2 of the *Constitution*, who are elected or appointed as described in section 3.1 of these *Bylaws*. Advisory Council Members should be at the university for a minimum of two years.

**1.2.1.1.** Each academic unit will be responsible for conducting elections for Advisory Council Members representing their unit. Each academic unit will determine the method of voting.

**1.2.1.1.1. College Advisory Council Members.** Each college will elect four advisory council members. In addition, the university president will appoint one Advisory Council Member from each college, making a total of five representative from each college.

**1.2.1.1.2. Adjunct Advisory Council Member.** One Advisory Council Member will be elected by the part-time/adjunct faculty. This Advisory Council Member shall have voting privileges within the Faculty Advisory Council. University staff are ineligible to serve on the Faculty Advisory Council regardless of adjunct status.

**1.2.1.1.3. Library Advisory Council Member.** The library faculty will elect one Advisory Council Member. This Advisory Council Member shall have voting privileges with the Faculty Advisory Council. Library staff are ineligible to serve on the Faculty Advisory Council.

**1.2.2. Term of Office.** The term of office of regularly elected Advisory Council Members shall be two years, beginning with the last regular Advisory Council meeting in the Spring term of the year elected. Terms of office will be staggered, with two Advisory Council Members elected from each college during the Spring of even-numbered years (e.g., 2012, 2024) and two Advisory Council Members elected during the Spring of odd-numbered years (e.g., 2013, 2021). During their terms in office, Advisory Council Members must continue as members of the academic units they represent or resign their Advisory Council seats. Elected Advisory Council Members may only be reelected after the second anniversary of the last day of the member's most recent term. Advisory Council Members appointed by the university president may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term. It is the duty of each Advisory Council Member to communicate with their academic unit about terms, extensions, and running for office.

**1.2.2.1. Adjunct Advisory Council Member Term-Limit Exception.** The part-time/adjunct faculty elected to the Advisory Council will serve a one-year term.

**1.2.2.2. Library Advisory Council Member Term-Limit Exception.** The library faculty elected to the Advisory Council will serve a one-year term.

**1.2.3. Responsibilities.** Advisory Council Members must attend Advisory Council meetings and report to the faculty in their academic units. Advisory Council Members will report to the Advisory Council any issues or concerns reported by faculty in their academic units.

Advisory Council Members are expected to serve on Advisory Council and University committees.

**1.2.4. Attendance at Advisory Council Meetings.** When an Advisory Council Member cannot attend a particular meeting of the Advisory Council, the Advisory Council Member must notify the Faculty Advisory Council Secretary and designate a proxy to serve in his/her place. To serve as a proxy, the individual must be eligible for membership in the Faculty Advisory Council. A current Advisory Council Member cannot proxy for another Advisory Council Member.

**1.2.5. Loss of Advisory Council Seat.** A faculty member serving on the Faculty Advisory Council may be immediately removed from the Advisory Council for failing to conduct the member's responsibilities within the Advisory Council's parameters, failing to attend Advisory Council meetings, or engaging in other similar misconduct. The seat of an elected member of the Advisory Council shall be declared vacant by the Parliamentarian at the request of the Presiding Officer if the member or their proxy is absent three or more times in a given academic year from regular Advisory Council meetings. The Parliamentarian will send a letter to the Advisory Council Member, their dean, and department chair informing them of the Advisory Council Member's removal from the Faculty Advisory Council. An Advisory Council Member who loses their seat due to absences shall not serve in the Advisory Council for a minimum of one year. A member of a Faculty Advisory Council may be removed on recommendation of the institution's provost and approval by the institution's president.

### **1.3. Advisory Council Officers**

**1.3.1. General Charge.** Officers of the Faculty Advisory Council serve in a dual capacity as officer and Advisory Council Member. In the role as officer, an Advisory Council Member is charged to represent the Faculty at large not the academic/voting unit from which they were elected or appointed. Each officer must be a member of the Advisory Council at the time of his/her election or appointment.

**1.3.2. Term of Office.** Advisory Council officers shall serve a term of two years. Any officer may be reelected or reappointed for subsequent terms except the Presiding Officer. A term for an Advisory Council Officer shall begin at the adjournment of the second to last regular Advisory Council meeting in the Spring term of the year elected or appointed and continue until adjournment of the second to last regular Advisory Council meeting in the Spring term of the second year. Upon stepping down from an officer position, the individual resumes his/her position as an Advisory Council Member if the term has not expired while in service.

**1.3.3. Attendance at Advisory Council Meetings.** Officers are expected to attend all Executive Committee Meetings and all Faculty Advisory Council meetings. If an officer cannot attend an Executive Committee Meeting they must contact the Presiding Officer. Excessive absences at Executive Committee Meetings can be grounds for loss of office. If an officer cannot attend a regularly scheduled Advisory Council meeting, the officer must notify the Presiding Officer and the Secretary. The officer must designate a proxy from his/her

academic unit in accordance with 1.2.4. Additionally, the officer must designate a member of the Executive Committee to fulfill his/her officer duties at the Advisory Council meeting.

**1.3.4. Loss of Office.** If an officer loses his/her Advisory Council position under 1.2.5, the position will be filled via election or appointment as specified in the *Constitution*. An Advisory Council Member who loses his/her office due to absences shall not serve on the Advisory Council for a minimum of two years and is prohibited from being elected or appointed as an Officer of the Advisory Council until his/her current two-year term is complete.

**1.3.5. Eligibility.** Advisory Council Members with at least one-year prior service on Faculty Advisory Council are eligible for Advisory Council Officer positions. The prior service can occur at any time during an appointment at TAMUCT.

### **1.3.6. Duties and Responsibilities of Advisory Council Officers**

**1.3.6.1. Presiding Officer.** The Presiding Officer shall preside over meetings of the Faculty Advisory Council and represent the Advisory Council in official communications with the institution administration and any system administration. The Presiding Officer calls and presides over all Faculty Advisory Council meetings. The Presiding Officer of the Advisory Council represents the faculty and faculty interests to the administrative officers of the University; the Presiding Officer of the Advisory Council presides over all meetings of the General Faculty; Serves as Chair of the Advisory Council Executive Committee; represents the faculty on the Academic Council and the President's Budget Committee; and is responsible for transmitting to the President of the University all proposals and resolutions enacted by the Advisory Council.

**1.3.6.2. Associate Presiding Officer.** The Associate Presiding Officer fulfills Presiding Officer duties if the Presiding Officer of the Advisory Council is absent. The Associate Presiding Officer of the Advisory Council oversees all elections, polls, and evaluations sponsored by the Advisory Council and will serve as Chair of the Nominations and Elections Committee (section 2.3.1).

**1.3.6.3. Secretary.** The Secretary of the Advisory Council is responsible for having minutes taken at all full Advisory Council, special Advisory Council, and Advisory Council Executive Committee meetings; for assuring that minutes are distributed in a timely manner, and are securely stored and easily retrievable; and for carrying out other clerical responsibilities as required by Advisory Council decisions. The secretary is also responsible for ensuring Advisory Council documents are available on the Advisory Council website/portal.

**1.3.6.4. Treasurer.** The Treasurer of the Advisory Council is responsible for expenditures of monies available to the Advisory Council, reporting the use of Advisory Council funds to the Advisory Council in a timely manner, proposing special expenditures such as the awarding of scholarships, and serving as Chair of the Advisory Council Budget Committee.

**1.3.6.5. Parliamentarian.** The Parliamentarian of the Advisory Council guides efficient use of time during Faculty and Advisory Council meetings by advising the Advisory Council on the proper use of parliamentary procedure following *Robert's Rules of Order*, and by specifically ruling where questions about procedure are raised during duly called meetings. The Parliamentarian will also serve as Chair of the Advisory Council Bylaws Committee and is responsible for ensuring that the *Bylaws* are kept up to date. The Parliamentarian shall keep a record of absences of Advisory Council Members to determine at any point in a regular meeting if there is a quorum adequate for a valid vote, and to determine with the Advisory Council Executive Committee if there are Advisory Council Members or Officers that should be relieved of their duties because of excessive absences.

**1.3.7. Recall of Officers.** Faculty officers who do not appropriately fulfill the responsibilities of their offices may be recommended for recall by a two-thirds vote of the current Senate membership at any time during an academic year. A motion to recall an officer cannot be voted upon until a second reading of the motion at the subsequent Advisory Council meeting. If the vote recommends recall for the Presiding Officer, Associate Presiding Officer, and/or Secretary, the University President will be notified and a request made to appoint a member of the Advisory Council to fill the position. If the vote recommends recall for the Treasurer or Parliamentarian, Advisory Council members will hold a vote to elect an Advisory Council Member to fill the position.

**1.3.8. Vote of Confidence.** A vote of confidence will be taken for both the Presiding Officer and the Associate Presiding Officer after their first year in office for each position. This vote will occur during the third to last regularly scheduled Spring Faculty Advisory Council meeting, which is customarily held in March. If the majority of the Advisory Council Members vote in favor to retain an officer, that person will remain in office for the next year.

**1.3.8.1.** If the vote is tied or the majority of the Advisory Council Members vote “no confidence” in the Presiding Officer after one year, the Associate Presiding Officer will notify the University President and make a request to appoint a member of the Advisory Council to fill the position.

**1.3.8.2.** If the vote is tied or the majority of Advisory Council Members vote “no confidence” in the Associate Presiding Officer after one year, the Presiding Officer will notify the University President and make a request to appoint a member of the Advisory Council to fill the position.

**1.3.8.3.** If the vote is tied or the majority of Advisory Council Members vote “no confidence” in both the Presiding Officer and the Associate Presiding Officer after one year, the Secretary will notify the University President and make a request to appoint members of the Advisory Council to fill the positions.

**1.3.8.4.** If the Presiding Officer and/or Associate Presiding Officer are removed from office, they will maintain the position of Advisory Council Member for the remainder of their term.

## **2. FACULTY ADVISORY COUNCIL COMMITTEES**

**2.1. Standing Committees.** Standing committees of the Advisory Council shall advise the Advisory Council in the completion of their duties. Membership for standing committees will be determined by vote at the last regular meeting of each academic year and shall serve a one-year term. The Nominations and Elections Committee will oversee membership voting.

- 2.1.1. Executive Committee
- 2.1.2. Nominations and Elections Committee
- 2.1.3. Bylaws Committee
- 2.1.4. Budget Committee
- 2.1.5. Faculty Affairs Committee
- 2.1.6. Salary Study Committee
- 2.1.7. Committee on Committees

## **2.2. Executive Committee**

**2.2.1. Membership.** Consistent with section 4.2 of the Constitution, the membership of the Executive Committee of the Advisory Council shall include the Presiding Officer, Associate Presiding Officer, Secretary, Treasurer, and Parliamentarian of the Advisory Council.

**2.2.2. Duties and Responsibilities.** The Executive Committee is the executive arm of the Advisory Council, and as such it manages the Advisory Council's affairs between Advisory Council meetings. The Executive Committee also organizes and coordinates the Advisory Council committee structure. The Executive Committee provides liaison between the Advisory Council and the University administration and shall seek to meet with the President and the Provost on a regular basis to provide an effective channel of communication between the Advisory Council and the administration. Special meetings may be requested by either the Advisory Council Executive Committee or the President of the University or Provost. The Advisory Council Executive committee shall have a quorum for voting purposes when one more than half of its members are present. The functions and responsibilities of the Executive Committee shall include, but shall not be limited to, the following:

- 2.2.2.1. Preparing and forwarding to the Advisory Council for its consideration and action any resolution relating to the general welfare of the University and its Faculty,
- 2.2.2.2. Receiving and evaluating reports from Advisory Council representatives on University committees,
- 2.2.2.3. Directing pending Advisory Council business to appropriate Faculty Committees when such matters need review prior to Advisory Council consideration,
- 2.2.2.4. Evaluating the effectiveness of the Advisory Council in discharging its functions and responsibilities,
- 2.2.2.5. Reviewing administrative action on Advisory Council recommendations,
- 2.2.2.6. Ruling on questions of interpretation of the *Constitution* and the *Bylaws*,

- 2.2.2.7. Setting the agenda for Advisory Council meetings,
- 2.2.2.8. Calling special meetings of the Advisory Council, and
- 2.2.2.9. Reviewing and recommending amendments to the *Constitution* and *Bylaws* forwarded to it by the Advisory Council Bylaws Committee. In addition to discharging the above functions, the Executive Committee shall have the power to make decisions in the name of the Advisory Council when immediacy demands such action and the Advisory Council is unable to assemble to consider the issue. All decisions under this grant of authority shall be in force until the next regular meeting of the Advisory Council, where the issue shall be presented or a special meeting is called to consider the issue.

**2.2.3. Frequency of Executive Committee Meetings.** The Executive Committee shall meet once a month and may schedule additional meetings as needed.

### **2.3. Nominations and Elections Committee**

**2.3.1. Membership.** The Nominations and Elections Committee shall consist of three Advisory Council Members and the Associate Presiding Officer of the Advisory Council who shall chair the Committee.

**2.3.2. Nominations Duties and Responsibilities.** The Nominations and Elections Committee shall nominate faculty for elected membership to:

2.3.2.1. All Advisory Council standing committees

2.3.2.2. All elected offices of the Advisory Council

2.3.2.3. All university committees not covered under the Committee on Committees or specific duties as requested by the Presiding Officer of the Advisory Council or as specified elsewhere in the *Bylaws*. The Committee shall develop those procedures deemed necessary to nominate the most suitable candidates for the positions to be filled and to ensure the broadest possible faculty representation on committees. In situations where immediacy demands action and the Committee cannot act, the Executive Committee shall function in the roles outlined in this subsection.

**2.3.3.** The Nominations and Elections Committee shall conduct and certify all balloting by the Faculty and by the Advisory Council. In all balloting by the Faculty, the Committee shall arrange for a system of validation of individual ballots, and shall be present when ballots are opened and/or counted. No member of the Committee shall participate in the counting and tabulating of ballots in any election in which they are a candidate for membership or office. The Chair of the Committee shall certify all balloting results. An appeal to such certification may be made to the Executive Committee by any member of the Faculty. In addition, the Committee will coordinate the election of the adjunct/part time Advisory

Council Member and assist, when needed, the other academic units with the election of Advisory Council Members.

#### **2.4. Bylaws Committee**

**2.4.1. Membership.** The Bylaws Committee shall consist of three Advisory Council Members and the Advisory Council Parliamentarian who shall chair the Committee.

**2.4.2. Duties and Responsibilities.** The Bylaws Committee shall review the *Constitution* and *Bylaws* as needed. If the Committee determines that sections of the *Constitution* or *Bylaws* should be deleted, changed or added to, it will submit its recommended language to the Executive Committee, who will dispose of the matter in accordance with procedures outlined in the *Constitution*.

#### **2.5. Budget Committee**

**2.5.1. Membership.** The Budget Committee shall consist of three Advisory Council Members and the Advisory Council Treasurer who shall chair the Committee.

**2.5.2. Duties and Responsibilities.** The Budget Committee shall review the operating budget and planned expenditures of the University and advise the Advisory Council concerning budgetary matters. The Budget Committee shall also manage the budget of the Faculty Advisory Council.

#### **2.6. Faculty Affairs Committee**

**2.6.1. Membership.** The Faculty Affairs Committee shall consist of four Advisory Council Members, with at least one Advisory Council Member from each academic unit, not including the adjunct position. The Committee will elect its own chairperson.

**2.6.2. Duties and Responsibilities.** The Faculty Affairs Committee shall study policies, procedures, and regulations, and shall make recommendations to the Advisory Council pertaining to employment, retention, tenure, promotion, and benefits of academic personnel; faculty development; and other matters relating to university academic personnel and their welfare. As such, the Faculty Affairs Committee may also hear faculty grievances concerning any of the policies, procedures, and regulations noted above.

#### **2.7. Salary Study Committee**

**2.7.1. Membership.** Salary Study Committee shall consist of four members, representative of each of the three colleges (College Arts and Sciences, College of Business Administration, College of Education and Human Development), including interested university faculty outside of the Faculty Advisory Council. The Committee will elect its own chairperson.

**2.7.2. Duties and Responsibilities.** The Salary Study Committee shall survey faculty pay and provide recommendations for remediation to university leadership. To this purpose, the committee shall conduct a study of faculty salary to take place in the spring semester of

each even calendar year. It shall produce a salary report that shall be shared with university faculty and advocate for transparent and equitable adjustments to university faculty salary in line with the university mission and peer institutions.

## **2.8. Committee on Committees**

**2.8.1. Membership.** The Committee on Committees shall consist of four Advisory Council Members, with at least one Advisory Council Member from each voting unit, not including the adjunct faculty. The Committee will elect its own chairperson. To aid in continuity, at least one member of the Committee on Committees shall serve two years.

**2.8.2. Duties and Responsibilities.** The Committee on Committees assesses faculty committee appointments and advises on the university committee structure, including the creation of new university committees. The Committee on Committees compiles an annual membership list of the University's Standing Committees and reports on issues involving faculty service.

## **2.9. Advisory Council Representation on University Committees**

**2.9.1. Purpose.** The essence of effective faculty governance is representation and participation by faculty in committees where policy is formulated and decisions are made. To that end, the Advisory Council believes that to be effective it is vital that key University committees include an Advisory Council Member as liaison between the Advisory Council and the committee. The purpose of the feedback of Advisory Council Representatives to University committees, councils, and groups is to provide, through the Advisory Council Executive Committee, reports that will enable the Advisory Council to consider key changes to policy before and after they are approved by such groups. At either stage, the Advisory Council may pass resolutions and recommendations for those group's deliberations, and/or forward them directly to the Provost and/or the President of the University.

**2.9.2. Key Committees.** The Advisory Council Executive Committee shall maintain a list of key University committees. The designation of key committees ensures open communication between the Advisory Council and committees that make decisions impacting faculty. The Advisory Council will appoint an Advisory Council Member to each key University committee whenever they are needed. If an Advisory Council Member or Advisory Council officer is currently a member of a particular committee, an additional Advisory Council representative may be appointed to that committee but is not required.

**2.9.3. Responsibilities of Representatives.** Advisory Council representatives on key University committees are expected to provide a written report to the Advisory Council Executive Committee once per semester or more frequently should the actions of the University committee require. The written report should include any items that concern faculty.

**2.9.4. Appointment Process.** Prior to the last Advisory Council meeting of the spring term, the Chair of the Nominations and Elections Committee and the Chair of the Committee on

Committees will determine which of those key university committees will require the appointment of an Advisory Council representative for the following academic year. Advisory Council Members will be asked to list their current University appointments and preferred postings. A slate of appointments will be submitted to the Advisory Council for review and approval.

**2.10. Ad Hoc Committees.** The Advisory Council has the power to create ad hoc committees as it deems necessary. The formation and selection of the membership of an ad hoc committee requires Advisory Council approval. Membership on ad hoc committees is open to all members of the Advisory Council. Faculty members, students, members of the administration, and staff members of the university may serve on such committees if deemed necessary by the Advisory Council. Ad hoc committees shall report on their activities to the Advisory Council through the Executive Committee.

**2.11. Continuity.** To ensure continuity, outgoing Advisory Council Committee Members should meet with incoming members to discuss the responsibilities and answer questions incoming members may have.

### **3. ELECTIONS**

#### **3.1. Election of Advisory Council Members**

**3.1.1. Voting Units.** Pursuant to section 3.2 of the *Constitution*, for the purposes of nomination and election, the faculty shall be divided into academic units. Academic units will consist of the following:

- 3.1.1.1.** College of Arts and Sciences
- 3.1.1.2.** College of Education and Human Development
- 3.1.1.3.** College of Business Administration
- 3.1.1.4.** Part time/Adjunct Faculty
- 3.1.1.5.** Library

**3.1.2. Apportionment.** Each designated academic unit shall have five members to the Advisory Council with the exception of part time/adjunct and library faculty who shall have one member to the Advisory Council each.

**3.1.3. Timing of Regular Elections.** Regular elections to fill vacancies for the following academic year shall be completed and submitted to the Nomination and Elections Committee no later than March 31<sup>st</sup>. This is to allow incoming Advisory Council Members to attend the last regularly scheduled spring meeting. Special elections may be called on an as needed basis. Academic units will elect replacements for Advisory Council Members going on leaves of absence, sabbaticals, resigning prior to the expirations of their terms, or if for any reason the seat is declared vacant by the voting unit or by the Parliamentarian under section 1.2.5. Those Advisory Council Members elected as replacements under this provision will complete either the unexpired term or the period of leave only, but may run for election for subsequent terms.

**3.1.4. Election Arrangements.** The Nominations and Elections Committee shall coordinate with each voting unit to make all necessary arrangements for Advisory Council elections within that unit. The Nominations and Elections Committee shall provide notice to each voting unit in February of upcoming vacancies. Voting units must notify the Nominations and Elections Committee no later than March 31<sup>st</sup> of the names of the incoming Advisory Council Members.

**3.1.5. Method of Voting.** Voting may be by paper, e-mail, or other electronic ballot. Each Academic Unit is responsible for conducting their elections and reporting to the Advisory Council.

**3.1.6. Faculty Eligible to Vote.** The Nominations and Elections Committee shall assist the voting units if requested. The Nominations and Elections Committee will also determine the number of vacant elected Advisory Council seats to be filled by each voting unit in the upcoming Advisory Council elections. Full-time faculty may not vote in the adjunct/part-time or library elections, and adjunct/part-time and library faculty may not vote in the full-time faculty elections.

**3.1.7. Counting Ballots and Announcement of Results.** If requested by the voting unit, the Nominations and Elections Committee shall administer the counting of ballots and shall certify and announce the results.

**3.1.8. Election of Adjunct Member.** The Nominations and Elections Committee will facilitate the adjunct Advisory Council Member elections. The process for electing an adjunct Advisory Council Member is as follows:

**3.1.8.1.** The Nominations and Elections Committee shall solicit nominations from current adjunct faculty via email.

**3.1.8.2.** Interested adjunct faculty shall self-nominate and provide a bio to the Nominations and Elections Committee.

**3.1.8.3.** An electronic vote shall be conducted by the Nominations and Elections Committee.

**3.1.9. Election of Faculty Officers**

**3.1.9.1. Officers.** Consistent with the *Constitution*, the officers of the Faculty Advisory Council shall be the Presiding Officer, the Associate Presiding Officer, the Secretary, the Treasurer, and the Parliamentarian. The Presiding Officer, Associate Presiding Officer, and Secretary are recommended by vote of the Faculty Advisory Council to the university president for appointment. The Treasurer and Parliamentarian positions are elected by the members of the Faculty Advisory Council.

**3.1.9.2. Eligibility for Election.** Advisory Council Members or officers are eligible for nomination and election to Faculty Officer positions. Only Advisory Council Members who are appointed to the Advisory Council or elected by their voting unit for the following academic year are eligible to serve in Faculty Officer positions. Faculty

members who are part time/adjunct may serve as Advisory Council Members, but are excluded from serving as Advisory Council Officers.

**3.1.9.3. Nomination of Candidates and Election.** It is the responsibility of the Nominations and Elections Committee to nominate suitable candidates for open positions consistent with the *Bylaws*. Advisory Council Members shall have the opportunity to nominate additional candidates at that same meeting. Election of officers shall be conducted during the second to last regularly scheduled meeting of the spring term.

**3.1.9.4. Replacements.** In the event that a Faculty Officer position becomes vacant, a replacement will be elected from the current Advisory Council membership or appointed by the university President (as per the *Constitution*) to serve the remaining portion of that officer's one year term.

### **3.1.10. Election of Faculty Advisory Council Committees**

**3.1.10.1. Membership.** Membership will adhere to section 2 of the *Bylaws*.

**3.1.10.2. Nomination and Election of Advisory Council Member Membership.** Candidates for Advisory Council Member positions on each Faculty Committee shall be nominated from among continuing and newly elected Advisory Council Members at the last regular Advisory Council meeting of the spring term from those nominations presented by the Nominations and Elections Committee. Advisory Council Members shall have the opportunity to nominate additional candidates for these positions prior to the election, which will take place at that same meeting. Normally the election of Advisory Council Member-members of Faculty Committees shall occur after the election of Advisory Council officers has been completed.

**3.1.10.3. Election of Faculty Committee Chairs.** The Nomination and Elections Committee shall oversee the election of Committee Chairs where needed according to the *Bylaws*. This should occur at the last regular Advisory Council meeting of the spring term.

**3.1.10.4. Election of Faculty Ad-hoc Committees.** Election of membership and chairs of ad-hoc committees will occur on an as needed basis in accordance with the *Bylaws* election sections.

### **3.1.11. Vacancies in Faculty Advisory Council Committees**

**3.1.11.1. Sabbaticals and Leaves of Absence.** If a member of a Faculty Advisory Council Committee is granted a sabbatical or a leave of absence for a full academic year, and the individual's committee membership ends before his/her return, the person's term will automatically expire at the last regular Advisory Council meeting of the spring semester prior to the commencement of the sabbatical or leave of absence. If a member of a standing committee is absent on sabbatical or leave and will resume committee membership upon return, a replacement shall be chosen as outlined in the *Bylaws*.

**3.1.11.2. Selection of Replacements.** A replacement member of a Faculty Advisory Council Committee will be elected in the event of a member's full-year sabbatical or leave of absence. In the event that a member of a Faculty Advisory Council Committee is granted a full-year sabbatical or leave of absence, a replacement will be elected in the spring prior to the absence, following the procedure outlined in the *Bylaws*. This new member will serve that academic year. For single semester sabbaticals and leaves, and for unanticipated leaves granted following the yearly election, the replacement will be selected by the Executive Committee and will serve only until the next yearly election.

**3.2. University President Appointment of Advisory Council Members.** As per SB37, the University President will appoint one Advisory Council Member from each of the three colleges (College Arts and Sciences, College of Business Administration, College of Education and Human Development).

#### **4. CONDUCT OF ADVISORY COUNCIL MEETINGS**

**4.1. Frequency of Advisory Council Meetings.** The Faculty Advisory Council shall have eight regularly scheduled meetings during the academic year, one meeting in each of the following months: September, October, November, December, February, March, April, and May. The date and times of these meetings will be announced at the beginning of the Fall semester. In addition, the Executive Committee may call special meetings of the Advisory Council. Special meetings will be called with at least one week's notice to all Advisory Council members. Special meetings can be called whenever deemed necessary by the Executive Committee.

**4.2. Minutes.** Accurate summaries of all proceedings of Advisory Council meetings shall be taken by the Secretary of the Advisory Council. These summaries, which shall be referred to as the "minutes of the meeting," shall be kept on file by the Secretary of the Advisory Council and posted to the appropriate online community. All members of the Advisory Council shall be furnished with either paper or electronic copies of the minutes of each Advisory Council meeting at least one week in advance of the next meeting.

**4.2.1.** Minutes should contain a record of what was done at Advisory Council meetings, not what was said by the members

**4.2.1.1.** Minutes should include:

- 4.2.1.1.1.** The date and time of the meeting.
- 4.2.1.1.2.** The modality of the meeting (in person, online).
- 4.2.1.1.3.** Who was in attendance.
- 4.2.1.1.4.** Names of proxies present.
- 4.2.1.1.5.** All main motions.
- 4.2.1.1.6.** The disposition of the motions, including amendments, secondary motions, and tabling of motions.
- 4.2.1.1.7.** Committee reports
- 4.2.1.1.8.** All points of order
- 4.2.1.1.9.** The hour of adjournment

**4.2.1.2.** The names of the members in attendance must be recorded at a meeting in which the Faculty Advisory Council conducts business related to (1) a vote of no confidence regarding an institution or system administrator; or (2) policies related to curriculum and academic standards.

**4.3. Parliamentary Procedure.** The rules contained in these *Bylaws* and in the current edition of *Robert's Rules of Order* shall govern the parliamentary procedures of the Advisory Council, Faculty Advisory Council committees, or any other committee or organization of the Advisory Council. If any part of these *Bylaws* is determined to be in conflict with *Robert's Rules of Order*, the rules in these *Bylaws* shall take precedence.

**4.4. Quorum.** A quorum of one more than half of the elected Advisory Council Members shall be present to take official action on any matter brought before the Advisory Council.

**4.5. Voting.** Unless otherwise specified, the action of the Advisory Council shall be by a majority of those voting at a meeting at which a quorum is present. The voting method shall be at the discretion of the Presiding Officer, but a vote by secret ballot shall be ordered if requested by two or more Advisory Council Members.

**4.5.1.** Voting by proxy shall be permitted for items on the agenda.

**4.5.2.** Voting is limited to the Advisory Council members who are physically (or virtually) present at the time of the vote.

**4.5.3.** Voting on policy items requires the entire presence or must be tabled.

**4.5.4.** Voting by email shall be reserved for important issues that may be decided outside of regular Faculty Advisory Council meetings, such as amendments to the bylaws or election of officers. Strict voting deadlines will be established by the Executive Committee.

**4.6. Open Meetings.** Meetings of the Advisory Council shall be open to all members of the Faculty. At any regular or special meeting, the presiding officer may grant full floor privileges, but not voting power, to a non-Advisory Council Member for the duration of a discussion of a specific agenda item at that meeting. An Advisory Council Member may object to granting floor privileges to a visitor to the Advisory Council, in which case a motion must be properly made, seconded, and passed to grant floor privileges to the visitor. The Advisory Council shall establish and maintain reasonable procedures whereby individual faculty members may be heard by the Advisory Council. The Faculty Advisory Council shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures prescribed by the President of the institution. The Faculty Advisory Council shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the Advisory Council if more than 50 percent of the members of the Advisory Council are in attendance.

#### **4.7. Agenda**

**4.7.1. Executive Committee Sets the Agenda.** The agenda for Advisory Council meetings shall be set by the Executive Committee and distributed by paper or electronic means to all members of the Advisory Council at least one week in advance of each meeting. An agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote shall be made available to the public on the institution of higher education's Internet website not later than the seventh day before a meeting of the

Advisory Council. Each agenda may reserve reasonable time for the President and/or Provost of the University to bring matters of University concern to the attention of the Advisory Council. The general order of business at Advisory Council meetings shall be at the discretion of the Executive Committee, subject to the constraints in sections 4.7.2 and 4.7.4 below.

**4.7.2. Modification of the Agenda.** At the beginning of each Advisory Council meeting, the Presiding Officer shall ask for approval of the agenda. Motions to add to the agenda items may be made at this time by simple majority vote. Once the agenda has been approved, items not on the approved agenda may not be raised or discussed without suspending the rules.

**4.7.3. Special Advisory Council Meetings.** The agenda for an Advisory Council meeting at which a review of an Advisory Council action is requested by petition shall clearly state both the action under review and the changes requested by the petition. The agenda for a special meeting shall clearly state the specific purpose for which the meeting is called.

**4.7.4. Future Agenda Items.** At the end of every regular meeting, Advisory Council Members shall have the opportunity to propose, from the floor, agenda items for the next regular meeting. Such proposals shall take the form of motions, and if supported by a majority of the members present, a quorum being required, shall be placed on the agenda of the next regular meeting. In addition, between Advisory Council meetings, Advisory Council Members may informally request that the Executive Committee include a proposed item on the agenda for a future meeting.

**4.7.5. Advisory Council Communication.** The Advisory Council shall establish and maintain a webpage for the purpose of fostering free and open discussion of Advisory Council agenda items and other topics related to faculty governance between meetings. This webpage can take the form of the electronic platform the university is currently using.

## **5. AMENDMENTS TO THE BYLAWS AND RATIFICATION**

**5.1. Amendments to the *Bylaws*.** Any changes to the *Bylaws* by enactment, revision, or repeal shall be referred to as "Amendments to the *Bylaws*." An amendment may be proposed in writing by:

- 5.1.1.** The Executive Committee
- 5.1.2.** The Bylaws Committee
- 5.1.3.** Petition of ten Advisory Council Members
- 5.1.4.** Petition of twenty-five faculty members

**5.2. Procedure.** A proposed amendment to the Bylaws shall be submitted to the Presiding Officer of the Advisory Council. The Presiding Officer will present the petition at the next Faculty Advisory Council Executive Committee meeting. The Executive Committee will review the proposed amendment to determine whether or not it contradicts any section of the *Constitution*. If the Executive Committee determines the proposed amendment is in compliance with the *Constitution*, it shall be placed on the Agenda of the next regular meeting of the Advisory Council for ratification. A copy of the proposed amendment's wording shall be made available to all

Advisory Council members at least one week in advance of the meeting where the vote is to occur. Should the Executive Committee determine that a proposed amendment to the *Bylaws* is not in compliance with provisions of the *Constitution*, the proposed amendment shall be returned to its originator, together with a written statement as to why the proposed amendment was determined to be in violation of the Constitution.

**5.3. Ratification of Amendments.** The ratification of an amendment to the *Bylaws* shall require a two-thirds vote of approval by the Advisory Council Members present at a regular or a special Advisory Council meeting where a quorum is present.

**5.4. Scheduled Bylaws Review.** The Bylaws committee will review the *Bylaws* at a minimum of every two years.

## **6. MEMBERSHIP IN FACULTY ADVISORY COUNCIL ORGANIZATIONS**

**6.1.** The Faculty Advisory Council will maintain membership in system, regional, and national faculty senate organizations. These organizations include:

**6.1.1.** Texas Council of Faculty Senates – meets twice per year. A member of the Faculty Advisory Council Executive Committee will represent TAMUCT faculty.

**6.1.2.** National Council of Faculty Senates – meets once per year. A member of the Faculty Advisory Council Executive Committee will represent TAMUCT faculty.

**6.1.3.** Texas A&M University System Assembly of Faculty Senates – meets in person four times per year, meets online monthly; requires a three-year commitment. The Faculty Advisory Council Presiding Officer will represent TAMUCT faculty.