Faculty Meeting Bylaws

I. Membership

A. Voting Members

   The President of the College; the Dean of the College; all full-time or reduced-time Professors, Associate Professors, Assistant Professors, and Instructors (except when on leave of absence or sabbatical).

B. Members with Voice but not Vote

   1. All part-time Faculty.

   2. All Administrators who are members of College committees, plus fifteen additional Administrators, distributed among the administrative divisions, as selected by the President of the College.

   3. All students who are members of College committee.

C. Non-member Attendants with Voice

   1. Members of the Board of Trustee.

   2. Director of the Central Pennsylvania Consortium.

   3. Editor of the Dickinsonian and Station Manager of WDCV.

   4. Members of Task Forces or other special groups, during discussion of a report or resolution affecting them or their report, on invitation by majority vote of the Faculty Meeting.

D. Members of the Faculty Meeting have a professional obligation to enforce the rules, regulations, and procedures governing the Faculty Meeting. Actions approved by majority vote at these meetings are binding upon all.

II. Time of Meeting

A. The first Faculty Meeting of the academic year shall be held in September at the call of the President and thereafter on the first Monday of each calendar month, except that when such date falls upon a holiday or in a period of recess the meeting shall be held on the first Monday following such holiday or recess. There
shall be no regular meeting in January. There shall be a special Faculty Meeting at the end of the spring semester with its agenda limited to the voting of degrees, committee elections (if necessary), and remarks for the good of the College.

B. Regular meetings shall begin at 7:30 P.M. and conclude by 10:00 P.M. Should the agenda not be completed by that hour, the Faculty Meeting may be extended on that evening by means of a non-debatable motion to do so approved by a majority vote of the members present. Otherwise the meeting shall be in recess until the subsequent Monday at 7:30 P.M.

C. If no resolutions or formal committee reports are proposed for the agenda of a regular Faculty Meeting, the President of the College may announce on the prior Wednesday that the meeting is canceled. Upon written request of five or more voting members of the Faculty Meeting, the request submitted to the President by the Friday noon preceding the Monday of the canceled meeting, that meeting shall be held nonetheless.

D. A special session of the Faculty Meeting shall occur at the call of the President of the College or upon written request from five or more voting members. The special meeting can occur no earlier than five days after the call is issued. The agenda shall be restricted to the special reason or reasons for which the meeting was called. The day and hour of the meeting shall be indicated in the call, and shall have no prior restrictions on its duration.

III. The Chair

As provided in the By-Laws of the College, the President of the College shall preside. In the President's absence the Dean of the College shall occupy the chair. In the event that neither of these officers is in attendance the Secretary shall call the meeting to order and the Faculty Meeting shall proceed to elect a presiding officer pro tem.

IV. Quorum

Members shall make a reasonable effort to attend the regular and special sessions of the Faculty Meeting. The presence of a majority of the voting members shall constitute a quorum.

V. Rules of Order

Except as herein provided, parliamentary procedure shall be in accordance with Robert's Rules of Order, Revised, the better to expedite the business of the agenda. For example, the chair will entertain closure motions, and normally no one will be permitted to speak more than twice on a single motion or issue.

VI. Voting
A. Questions before the Faculty Meeting shall be decided by voice vote or by show of hands at the option of the chair. If the ruling of the chair on a voice vote is challenged, voting shall be by show of hands.

B. Upon the request of any two voting members present, the Faculty Meeting shall use a written ballot. Elections or questions involving a choice between persons by name shall require a written ballot unless there is but a single nominee for an office.

VII. Restricted Sessions

A. Restricted Sessions of the Faculty Meeting are limited in attendance to the voting members as defined in section I-A above.

B. Regular sessions may move to restricted sessions for consideration of a specified item or items on the agenda by majority approval of the voting members present. If there are remaining agenda items for regular session consideration at this time, the regular session shall be considered in recess until the next Monday.

C. Calls for a special Faculty Meeting may designate that it be a Restricted Session.

D. The distribution of minutes for a restricted session shall be as ordered at that session and shall become part of the permanent record of Faculty Meeting. These minutes may be submitted for approval at a regular Faculty Meeting.

VIII. Order of Business

A. In regular sessions of the Faculty Meeting the order of business shall be: Call to Order Approval of Previous Minutes Reports of Administrative Officers Reports of Committees Unfinished Business New Business Remarks for the Good of the College Adjournment

B. New or unfinished business may be acted upon in conjunction with the report of the committee presenting it for action or may be deferred to the appropriate order at the option of the committee.

C. In special sessions of the Faculty Meeting only those items of business stated in the call shall be presented, and their order shall be determined at the discretion of the presiding officer.

IX. Advance Notice of Proposals

A. Anyone intending to present proposals to a Faculty Meeting shall provide advance notice thereof to each member by distribution through the Service Center of the text of the proposed motion. Notices must be in the respective boxes of the members by the Wednesday prior to the Monday of the Faculty Meeting, or for special meetings by at least five calendar days in advance of the meeting.
B. Nominations for election to committees shall be distributed to voting members at least two full weeks in advance of the meeting, and shall include relevant information about eligibility and current committee membership.

C. Not less than five days prior to each regular meeting the Secretary of the Faculty shall provide each member with a notice of its time, place, and agenda.

D. An affirmative vote of three-quarters of the voting members present shall be required to suspend requirements for advance notice at that specific meeting.

X. Minutes

A. The Secretary of the Faculty shall take minutes at all regular and special Faculty Meeting. With reasonable promptness after each meeting, the Secretary shall send to each member an authenticated copy of the minutes of that meeting. The Secretary shall authenticate by his or her signature the minutes of each meeting after they have been approved at a subsequent meeting, and these shall then be transcribed into the permanent record.

B. The permanent minutes of the Faculty Meeting shall be kept in a fire-resistant vault in the College Archive. Any member of the Faculty Meeting may have access to the permanent minutes during regular office hours of the College.

C. Electronic recordings or photographs of Faculty Meeting proceedings shall be prohibited unless explicit permission be given by vote of the Faculty Meeting.

XI. Matters of Fundamental Policy

All actions of the Faculty Meeting deemed by the President of the College or by the Board of Trustees to be matters of fundamental policy of the College shall be reported to the Board by the President of the College. Faculty Meeting actions which have been reported in this manner to the Board shall become effective immediately after the meeting of the Board to which they are reported unless the Board at that meeting takes action otherwise.

XII. Open Hearings

A. Open hearings on matters of concern to members of the Faculty Meeting and the College community may be called by the President, the Dean of the College, or any duly constituted committee. The person or committee conducting such hearings shall have full discretion in determining the topics for consideration and the mode of procedure.

B. The persons or committees authorized in “A” above to conduct hearings shall, upon written request from five or more voting members of the Faculty Meeting, hold open hearings on subjects within their purview.

XIII. Academic Handbook Changes
Faculty Responsibilities, Resources and Policies: Faculty Meeting Bylaws

A. Notice must occur at least at the preceding Faculty Meeting for amendments proposed to the Faculty Meeting By-Laws, to the committee system, or to procedures governing the evaluation of Faculty (Chapters 2–4 of this Handbook). An affirmative vote of both two-thirds of the voting members present and a majority of the total voting membership of the Faculty Meeting shall be required to adopt the proposed amendment.

B. Changes in the Academic Handbook not covered in “A” above shall be made by the Dean of the College after consultation with the appropriate administrators or committees responsible for advice or decision-making on the matters being change. These Handbook changes shall be reported to the Faculty Meeting for its comment before being incorporated into the Handbook, and may be altered where appropriate by formal vote or by informal consensus. This does not imply that the Faculty Meeting can alter rules or procedures that appear in the Handbook if the power of decision for them lies elsewhere, but it is an occasion for publicizing such to the College community and for influencing its form.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Academic Handbook