CHAPTER TWO

FACULTY MEETING BY-LAWS

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

All part-time Faculty.

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.

All students who are members of College committee.

C. Non-member Attendants with Voice

Members of the Board of Trustee.

Director of the Central Pennsylvania Consortium.

Editor of the Dickinsonian and Station Manager of WDCV.

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 from noon to 1:00 p.m. on Tuesday and Thursday of the same week (normally the first week of each calendar month), except when such dates fall upon a holiday or in a period of recess and then the meeting shall be held the week following such holiday or recess. Should the business of the Faculty Meeting be concluded on Tuesday, the President or presiding officer may call for adjournment and announce that there will be no meeting on Thursday. If business has not been concluded, the meeting shall be in recess until the Thursday noon session. 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 12:00 P.M. and conclude by 1:00 P. M. In order to complete or advance the day's business, the President or other presiding officer may, at his or her discretion, extend the meeting session on Tuesday and/or Thursday by no more than an additional fifteen minutes. Should the business of the Faculty Meeting not be concluded on Thursday, a motion may be made to postpone remaining agenda items to the next regularly scheduled meeting. Otherwise the meeting shall be in recess until the subsequent Tuesday 12:00 P.M. When faculty meeting occurs during the final exam period, the meeting will begin at 12:15 P.M. and conclude by 1:15 P.M. in order to allow those giving a final exam in the morning to attend at the start of the meeting.

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 Thursday 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 Tuesday 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, if commenced on a Tuesday, shall be considered in recess until Thursday or, if commenced on a Thursday, until the next Tuesday.

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 and Committees
Unfinished Business
New Business
Remarks for the Good of the College
Adjournment

i. 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.

ii. Remarks for the Good of the College typically do not include items that are published elsewhere. For example, announcements of events, programs, meetings, or deadlines that are announced elsewhere should not be given as Remarks for the Good of the College.

B. 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 Print Center of the text of the proposed motion. Notices must be in the respective boxes of the members by the Thursday prior to the Tuesday of the Faculty Meeting, or for special meetings by at least five calendar days in advance of the meeting.

X. Minutes

A. The Secretary of the Faculty will take minutes at all regular and special Faculty Meetings. Prior to the next regular meeting, the Secretary will distribute a draft of the minutes to all members. After the minutes have been approved at a subsequent meeting, the Secretary will authenticate the minutes by his or her signature. The authenticated minutes will be placed into the permanent record. The authenticated minutes will be made available to the members both online and through the College Archives. When a meeting continues into a second or subsequent session, a single set of minutes will be prepared for the combined sessions.

B. Faculty Meeting minutes should give a reasonably full indication of business transacted and significant issues and perspectives raised. This normally includes recording all items listed on the agenda, all old and new business, all motions from the floor, the substance and tenor of discussions regarding any motion, any friendly amendments to the motion, and the result of any votes on motions or amendments. Remarks for the good of the College are also normally recorded as are the substance of comments by "guest speakers." Names of those who propose motions, amendments, old and new business, make substantive comments that spark additional debate and discussion, or make remarks for the good of the College are normally included when provided by that individual.

C. 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.

D. Audio recording of the Faculty Meeting may be made by the Secretary of the Faculty for his or her use in preparing the minutes. The recording will be destroyed after approval of those minutes. All other recordings or photographs of Faculty Meeting proceedings are prohibited unless explicit permission is 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

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.