

# **BY-LAWS OF THE COLLEGE COUNCIL CONSTITUTION OF THE COLLEGE OF SCIENCE AND MATHEMATICS**

*James Madison University (Amended April 2017)*

The Council has the right to form ad hoc committees or create standing committees as the need arises. The general considerations and operating procedures for such committees are described here in this document. These By-Laws may be amended by a two-thirds vote of the total Council membership providing that the motion to amend was introduced at the regular meeting preceding the one at which the vote is taken.

## **STANDING COMMITTEES**

### **A. General Considerations**

1. The committee structure of the Council shall be based upon the guiding principles of shared governance, and on the necessity for a committee structure that provides efficiency and established clear lines of authority and responsibility.
2. Except as mandated by the Faculty Handbook, committees of the Council are responsible to the Council and shall submit their recommendations to the Council.
3. Each committee shall within two months of its formation (unless a different date is stipulated by the Council in creating the committee) submit its:
  - Responsibilities or statement of duties,
  - Composition and selection, and
  - Rules of procedure

to the Council for approval. The statement of duties and the rules of procedure must be consistent with the motion creating the committee and with College Council and Faculty Senate policy.

4. New committees may be formed and present ones abolished as needed. Forming or abolishing a committee will be decided by a two-thirds vote of the Council.

5. All voting members of the College electorate are eligible to serve on committees.

## **B. Operating Procedures for Each Committee**

1. The terms of office are three years for faculty. New committee members are selected in the Spring for the following Fall. In no case would a faculty member serve more than four years in a six year period.
2. For existing committees, the first meeting shall be called in September by the Chair of the previous year. The Chair need not be a member of the Committee in the year following their service as Chair in order to call the meeting. Officers, consisting of at least a chair and a secretary, are elected for a one-year term. The duties of the secretary include the recording of minutes, including attendance.
3. Votes are to be recorded at least by number.
4. Meetings must occur at least once each semester.
5. A quorum is a simple majority of the number of faculty members on the committee.
6. Robert's Rules of Order are [to be] followed unless otherwise specified.
7. In general, committee meetings shall be open except when personnel matters or grievances are being considered. At such time, a committee may vote to go into closed session.
8. An end-of-year report is to be submitted to the Council Secretary by the end of the Spring semester. The report shall contain an outline of major accomplishments by the committee, substantive changes in procedure, and significant problems that may need attention.