Bylaws of the Wilkes Honors College

of Florida Atlantic University

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PREAMBLE

The faculty of the Wilkes Honors College adopts these Bylaws to define the role of faculty governance within our College. The goal of these Bylaws is to create a fair, collegial, and effective structure for faculty governance in the Wilkes Honors College. We recognize that these Bylaws are subject to federal and state law and the regulations and policies of the President and Provost of Florida Atlantic University. These bylaws were approved by the faculty of the Wilkes Honors College on April 8, 2019.

ARTICLE I: THE COLLEGE

SECTION 1. THE FACULTY

A. Membership

The Faculty of the Wilkes Honors College shall consist of those members with professorial rank, instructors, lecturers, adjuncts, affiliate faculty, and visiting professors. Only those members of the Wilkes Honors College faculty with tenure or in tenure-earning positions or in long-term full-time instructor positions shall serve on the Faculty Assembly and so may vote, hold office, and serve on committees. The Dean and the Associate Dean(s) serve as non-voting members of the Assembly.

B. Academic Freedom

In accordance with the principles of academic freedom and responsibility, faculty have the freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select instructional materials and determine grades in accordance with University and SUS policies. Faculty members are expected to exercise their academic freedom responsibly, treating students, staff, and colleagues with respect and evaluating students based upon merit.

SECTION 2. ADMINISTRATIVE OFFICERS

A. The Dean

The Dean shall be the chief administrative officer of The Wilkes Honors College. The primary concern of the Dean shall be to oversee the functioning of the Wilkes Honors College as a community. Within the college, the Dean provides academic, intellectual, and administrative leadership, and is responsible for improving and promoting the quality and effectiveness of the college's instructional and research programs. Outside the college, the Dean shall be the chief representative of the college to the broader communities within which it is nested. The Dean shall keep the faculty apprised of developments that affect the Wilkes Honors College. The Dean shall hold the rank of Professor in the Wilkes Honors College, and shall report directly to the University Provost.

B. The Associate Dean(s)

The Associate Dean(s) shall assist the Dean. Specific responsibilities shall include working with the Dean to provide leadership in developing a multi-disciplinary curriculum, providing guidance in developing library resources, recruiting faculty and students, and performing administrative responsibilities that are essential to the establishment of a vibrant intellectual community, as well as all responsibilities hereafter described in these bylaws. The Associate Dean(s) shall hold the rank of Associate Professor or Professor in the Wilkes Honors College.

C. Searches for Administrative Officers

Searches for Administrative Officers shall be conducted according to the processes and procedures established by the Provost.

D. Evaluation

Evaluations of the Dean and Associate Dean(s) shall be conducted according to the processes and procedures established by the Provost.

E. Reports to the Faculty

The Dean, or the Dean's designee, shall provide the Faculty Assembly with information on a timely basis, and at least once each semester. This information shall include the following:

A report on the budget, resources, and expenditures of the College.

An assessment of the status and progress of the College, with reference to teaching, research, and service.

Other matters of importance to the faculty, including but not limited to university policy initiatives, projections for faculty hires and student recruitment, enrollment, and attrition, as well as physical plant allocations of office, classroom, and laboratory space.

SECTION 3: CHAIRS

A. Selection and Term of Service

Chairs are appointed by the Dean according to University policy and in consultation with the faculty. The length of the appointment will be determined by the Dean based on a bi-annual in-depth evaluation of the performance of the Chair conducted by the Dean in consultation with the faculty.

The Dean will conduct a survey of the Faculty Assembly on candidates to be considered for the Chair position. Eligible candidates not able or willing to serve must communicate with the Dean prior to the survey. On the survey, faculty will indicate whether they ‘support’ or ‘do not support’ each candidate, and space will be provided for comments on each Chair candidate. The results of the survey shall be confidential; however, the Dean shall report to any candidate his/her individual numerical result upon request. One or more people selected by the Faculty Assembly will witness the tallying of survey results, and report to the Faculty Assembly whether the appointment was made to a candidate who received more ‘support’ votes than ‘do not support’ votes.

B. Duties

Duties of Chairs are established by the Provost, and specified by the Dean of the College. These duties include but are not limited to: faculty annual assignments and evaluations; activity reports; course planning and scheduling; supervision of faculty, adjuncts, and support staff. The Chairs and Deans will review assignments and evaluations prior to their presentation to individual faculty to ensure they are equitable, consistent, and in compliance with both the Collective Bargaining Agreement and the Wilkes Honors College Promotion and Tenure Guidelines.

C. Evaluation

Evaluations of Chairs shall be conducted according to the processes and procedures established by the Provost.

SECTION 4: AFFILIATE FACULTY

The Wilkes Honors College may extend an affiliate appointment to a person who meets the college’s professional qualifications, but whose primary assignment is outside the college.

A candidate for affiliate status must be sponsored by a member of the Faculty Assembly who is not a relative of the candidate. The Faculty Sponsor will complete the Affiliate Appointment Nomination Form. This form will include the reason why the nominee should receive Affiliate Status, the start and end date of the appointment, the proposed academic title, the proposed modifier (Courtesy, Affiliate, or Volunteer), and the privileges to be granted, including whether or not the nominee will supervise honors theses and whether or not the nominee will teach a course.

The maximum Wilkes Honors College affiliate appointment for a member of the faculty of other colleges at FAU will be five years, and the maximum appointment for other nominees will be three years.

The Faculty Sponsor will distribute the Affiliate Appointment Nomination Form at least one week before the Faculty Assembly meeting in which the candidate will be discussed. An electronic ballot will be distributed to members of the Faculty Assembly by the Presiding Officer no later than five business days after the faculty vote to close discussion on the nomination. The electronic ballot will be sent to faculty FAU email addresses using a program in which the vote is anonymous and each email address is only able to vote once. The deadline for vote submission shall be no sooner than five and no longer than ten business days after the distribution of electronic ballots. The Presiding Officer will announce the vote to the faculty no later than the next meeting of the faculty assembly.

If the vote is positive the Faculty will forward a request to appoint the candidate to the Dean for approval. The request should be accompanied by a curriculum vitae, and, if the appointee is to be the faculty of record for a course, an official transcript.

If the request is approved, the Dean will send a Letter of Appointment to the candidate following the guidelines outlined in the Provost’s Memorandum “Policy on affiliate faculty appointment revised” from March 17, 2015.

Section 5: Relatives and Conflicts of Interest

While we recognize the important contributions to the Wilkes Honors College made by domestic partners, to avoid the perception of favoritism, bias, or unfair treatment, and to avoid conflict of interest where financial incentives are involved, the Wilkes Honors College adopts the following policy involving FAU policy-defined relatives (*Office of the Provost Memorandum August 17, 2015)*, including current and former spouses and domestic partners:

1. Individuals may not serve in a direct supervisory position over a relative.
2. Individuals must recuse themselves from decisions regarding employment, promotions, awards, raises, summer teaching, study abroad, course releases, and other decisions regarding relatives. Individuals will not vote on such decisions involving relatives, and they will not be present during discussions involving their relatives.
3. Whenever possible, relatives should avoid serving on the same committee together. While this will not be possible on large committees, such as the promotion and tenure committee, it should be avoided on smaller committees, including ad-hoc committees (e.g., faculty searches).
4. Two relatives will not simultaneously serve in administrative positions, as defined in Article 1, Sections 2 and 3, within the Wilkes Honors College.

ARTICLE II: THE WILKES HONORS COLLEGE FACULTY ASSEMBLY

SECTION 1. FUNCTIONS

A. Purpose

The Faculty Assembly of The Wilkes Honors College (henceforth "Faculty Assembly") is established for the purposes of shared faculty governance and shall be concerned with matters of College educational policy, including curriculum, admissions, degree programs, and certificates.

The Faculty Assembly shall debate and make recommendations on college policy and recommend degree programs through appropriately established channels, advise the Dean in matters of planning and budgeting, provide advice for the requirements for admission of students to educational programs of the College, and approve the granting of degrees.

Within the College, the Faculty Assembly shall be the final arbiter on issues pertaining to curriculum and requirements for graduation and shall be consulted and provide input on issues concerning admissions and all other matters concerning the College community.

B. Matters of General Faculty Interest

The Faculty Assembly shall consider matters within the College of general faculty interest which shall include, but not be limited to, policies on tenure, hiring, and promotion, student affairs, and administrative matters, including College organization and the coordination of academic programs at multiple sites.

C. Review of Institutes, Certificate Programs, and Other Units

The establishment and continuation of all academic programs affiliated with the Wilkes Honors College, including but not limited to Institutes and Certificate Programs, shall be subject to review by the Faculty Assembly and the Dean.

D. Consideration of Additional Issues

The Faculty Assembly may consider any other issue that may affect it including budget, physical facilities, planning, and campus enrollment.

SECTION 2. MEMBERSHIP

The Faculty Assembly shall consist of all Wilkes Honors College faculty with tenure or tenure-earning positions or in permanent full-time instructor positions. The Dean and the Associate Dean(s) serve as non-voting members of the Assembly.

SECTION 3. OFFICERS AND ELECTION PROCEDURES FOR OFFICERS

Each Spring, the faculty will name its officers for the following academic year. These officers will include a Presiding Officer, a Parliamentarian, and a Secretary/Alternate.

A. Responsibilities

The responsibilities of the Presiding Officer include serving as moderator for meetings of the Faculty Assembly and developing and distributing agendas for these meetings according to the terms of Article II, Section 4 of these bylaws.

The Parliamentarian will rule on questions of parliamentary conduct at faculty meetings, as per Article VI of these Bylaws.

The Secretary/Alternate shall be responsible for overseeing the preparation and distribution of minutes of all meetings of the Faculty Assembly and for maintaining attendance records and all other official records of Faculty Assembly business.

Additional responsibilities of the Presiding Officer, Parliamentarian, and Secretary/Alternate may be assigned elsewhere in these bylaws and in amendments to these bylaws.

B. Election

Candidates will be nominated or nominate themselves for consideration as officers. The presiding officer will notify the candidates and provide them with the opportunity to accept or decline the nomination.

Voting will be electronic. The electronic ballot will be sent to faculty FAU email addresses using a program in which the vote is anonymous and each email address is only able to vote once. The deadline for vote submission shall be no sooner than five, and no longer than ten, business days after the distribution of electronic ballots. For each office, the winner will be the candidate who received the most votes. If a tie vote occurs, a run-off election will occur including only the names of the candidates receiving the highest number of votes on the previous ballot.

The Presiding Officer will not be expected to serve on any faculty committees apart from the Promotion and Tenure Committee.

C. Term Limitation

No faculty member may serve as Presiding Officer for more than two consecutive terms.

D. Provision for removal from office

At any time, a faculty member may move to call a special election to replace an officer of the Faculty Assembly. If two-thirds of the voting members of the Faculty Assembly approve a motion to replace an officer, said officer shall immediately relinquish the position.

E. Provision for replacement of officers

In the absence of the Presiding Officer, the Secretary/Alternate shall act in this capacity. In the absence of the Secretary/Alternate, the Presiding Officer shall name a member of the Faculty Assembly to act in this capacity.

Similarly, if the Presiding Officer is removed from office under Article II, Section 3, Paragraph D, or if for any other reason the Presiding Officer is not able or willing to complete a term of office, the Secretary/Alternate shall serve in this capacity for the remainder of said term.

If the Secretary/Alternate is removed from office under Article II, Section 3, Paragraph D, or if for any reason the Secretary/Alternate is not able or willing to complete a term of office, the Presiding Officer shall name a member of the faculty to serve in this capacity for the remainder of the term.

If both offices should become vacant, the Parliamentarian shall oversee new elections to be held by the Faculty Assembly.

SECTION 4. MEETINGS AND AGENDA

A. Meetings

The Faculty Assembly shall meet at least once each fall and spring semester, with at least one meeting occurring no later than the end of the fourth week of classes. In addition, the Presiding Officer shall call meetings when needed, or when at least ten percent of the members of the Faculty Assembly petition to call a meeting.

B. The Agenda

1. Submission of Items. Members of the Faculty Assembly may submit agenda items to the Presiding Officer no later than two days prior to a meeting. The Presiding Officer shall distribute the agenda no later than 24 hours prior to a meeting.

2. Items by Petition. If at least two Voting Members submit an agenda item by petition, the Presiding Officer must include it on the agenda for the next meeting.

3. Items Added from the Floor. Items added to the agenda from the floor may, upon the discretion of the Presiding Officer, be postponed until the next meeting.

4. The Order of Business. The Presiding Officer shall determine the order of business for each meeting when preparing the agenda. Motions to revise the agenda may be entertained following approval of minutes. In addition to items requiring decision, the agenda for regular meetings shall normally include announcements and open discussion.

C. Quorum

A quorum for any meeting of the Faculty Assembly shall consist of 40% of its voting members.

If the lack of a quorum prevents action on a motion, the Presiding Officer or designee may present a motion to the members of the Faculty Assembly via electronic ballot. The voting will remain open until such a time as five working days have passed or 40% of the voting members of the Faculty Assembly have cast ballots, whichever is later. Motions considered in the absence of a physical meeting of the Faculty Assembly shall require approval by at least two-thirds of those casting ballots.

D. Absentee Votes

If a member is unable to attend a meeting of the Faculty Assembly but wishes to vote on a scheduled agenda item, they may submit a vote in writing to be received by the Secretary of the Assembly at least one hour prior to the start of the meeting. If the wording of the motion remains substantially unchanged after deliberation, the absentee vote will be counted. If the wording of the motion is changed to the degree that it alters the original meaning or intention behind the motion, the vote will not be counted. In the event of uncertainty, the Secretary in consultation with the Presiding Officer will determine whether or not the vote may be counted.

ARTICLE III. COMMITTEES

SECTION 1. GENERAL REQUIREMENTS

A. Meetings and Reports

Committees shall meet regularly, as necessary, but at least once each fall and spring semester. Each Committee shall report to the Faculty Assembly at least once each semester and at other times upon request.

B. Keeping of Minutes

Where appropriate, each Committee shall keep minutes of meetings and forward these to the appropriate Associate Dean, who will keep them in a permanent file.

C. Terms and Dates for Election to Membership

The Wilkes Honors College shall elect committee representatives in April. Members shall generally serve two-year terms. Where possible, representatives shall be elected in staggered terms such that incumbents constitute approximately half of each committee.

D. Committee Officers

Each standing committee shall elect a chair. The chair will serve a one-year term. The chair shall be named in the Spring, following elections to constitute committees. Where possible, the chair shall be chosen from incumbent members of the committee. Where advisable, the chair shall not serve successive terms.

The chair shall have the responsibility of (1) presiding at committee meetings, (2) soliciting agenda items, and preparing and distributing the agenda; and (3) communicating committee reports to the Faculty Assembly.

E. Vacancies

In the event of one or more vacancies on a committee, the committee will notify the Presiding Officer, who will in turn ask for self-nominations from the faculty to fill the remainder of the term of the replaced committee member(s). In the case of a vacancy in the position of committee chair, the committee as a whole will elect a new chair to serve the remainder of the unexpired term.

F. Review of Decisions

Decisions of all Committees may be subject to review by the Faculty Assembly.

SECTION 2. MEMBERSHIP

A. Faculty Membership

Committee membership should, where possible, reflect the cultural and disciplinary diversity of the Wilkes Honors College faculty.

B. Administration Membership

As appropriate, the Faculty may invite the Dean, the Dean’s designee, or other concerned administrators to serve on committees in voting or non-voting capacities.

C. Student Membership

Committees may choose to include student members. Students may be restricted from participating in certain committee business, particularly in matters involving confidentiality. In all cases, decisions concerning the restriction of student participation shall be made by the committee chair.

D. Proxies

A member may designate a proxy to attend occasional missed meetings. In the event that a committee member can no longer continue serving, the procedures for filling vacancies shall be observed according to Article III, Section 1, E of these bylaws.

E. Other Ex-Officio Members

Ex-officio members may be added to a Committee at the discretion of that Committee and with the approval of the Faculty Assembly.

F. Quorum

A majority of the voting members of a Committee, unless otherwise stipulated, shall constitute a quorum.

SECTION 3. STANDING COMMITTEES

Committees of the Faculty Assembly shall be either standing committees or ad-hoc committees. Standing committees shall typically include three to five members of the Faculty Assembly. Additional standing committees may be established in addition to the ones listed below if agreed to by a two-thirds vote of the Faculty Assembly.

A. Promotion and Tenure Committee

The Promotion and Tenure (P & T) committee shall consist of all tenured members of the Faculty Assembly. Responsibilities shall include the evaluation of faculty for promotion and tenure, the development of criteria and procedures for the determination of promotion and tenure and continued review of these criteria and procedures.

B. Curriculum Committee

The Curriculum Committee shall consist of at least five members of the Faculty Assembly. Faculty membership shall include at least one representative of the Humanities, one representative of the Social Sciences, and one representative of the Natural Sciences and/or Mathematics. At least two members of the Committee should have WAC certification.  The Committee shall review proposals of new courses, Core courses, course changes, changes to Core or other degree requirements, new concentrations (including individual concentrations), and changes to concentrations. The Committee shall also make available to members of the Faculty Assembly these proposals as well as Curriculum Committee recommendations. All recommendations of the Curriculum Committee are subject to approval by majority vote of the Faculty Assembly. When necessary, approved proposals shall be forwarded by the Curriculum Committee to the University Undergraduate Programs Committee.

C. Writing Committee

The Writing Committee shall consist of at least three members of the Faculty Assembly. Faculty membership shall include at least one specialist in Rhetoric and Composition, one representative of the Humanities, one representative of the Social Sciences, and one representative of the Sciences. Committee responsibilities shall include the development, assessment, and evaluation of the writing program, including writing requirements, writing placement exams, the writing curriculum, and writing portfolios. The committee shall ensure that these responsibilities are met in accordance with prevailing professional practice. The Writing Committee shall develop and promote programs and activities which foster effective communication skills across the disciplines. The Writing Committee shall strive to ensure that the writing program remains consonant with the stated mission of the Wilkes Honors College, that the writing program reflects faculty values concerning writing instruction, and that the writing program has sufficient resources to achieve these goals.

D. Admissions and Recruiting Committee

The Admissions and Recruiting (Admissions) committee shall consist of at least three members of the Faculty Assembly and the Director of Admissions. Responsibilities include acting as interface between faculty and the admissions office and bringing to the attention of the Faculty Assembly any issues concerning admissions.

E. Academic Affairs Committee

The Academic Affairs Committee shall consist of at least three members of the Faculty Assembly and the Director of Academic Support Services. Responsibilities include formulating and evaluating academic advising policy, student retention, articulation and enforcement of college thesis guidelines, administration of student awards, and serving as a liaison for graduate school and career planning and placement.

F. Bylaws Committee

The Bylaws Committee shall consist of at least three members of the Faculty Assembly. Responsibilities are to develop, evaluate, and propose revisions to these Bylaws to insure that they promote a fair, collegial, and effective structure for faculty governance. The Bylaws Committee shall meet at least once each Spring semester to review the bylaws and the committee structure of the College.

G. The Symposium Committee

The Symposium Committee shall consist of at least three members of the Faculty Assembly and may include student members. The committee, in collaboration with the administration and HC staff, is responsible for organizing the annual Wilkes Honors College Symposium.

J. Other Committees

Other issues, including the formulation and execution of College and extra-College policies, matters of budgetary policy, personnel policy concerning allocation of merit and discretionary raises and other awards, shall be addressed by the Faculty Assembly or by ad hoc committees convened by the Faculty Assembly. All committee recommendations must be consistent with the Collective Bargaining Agreement.

SECTION 4. AD HOC COMMITTEES

A. Search Committees

1. **Role of other colleges and campuses.** At every stage of the search process, Wilkes Honors College faculty are encouraged to take advantage of the expertise across FAU.

2. **Search committee composition**. Committees shall include at least three members of the FAU Faculty. The number of committee members must be an odd number. A majority of the search committee will be members of the Faculty Assembly, and the chair of the committee will be a member of the Faculty Assembly. Upon authorization by the dean, the faculty chair will announce the position to the Faculty Assembly and solicit faculty volunteers. To the extent possible, committee membership will be decided on a self-selection process. Where possible, the chair of the search committee will be a scholar in the discipline for which the search is conducted. The chair or another committee member will serve as secretary to take notes during meetings. All notes and records will be forwarded to the Dean after the search is completed and will be kept for 7 years. To the extent possible, the committee will reflect the cultural and disciplinary diversity of the college. Faculty chairs serving on search committees shall have no additional advisory roles in candidate selection.

3. **Search committee responsibilities**. The search committee’s responsibilities are limited to fact finding only. This includes a report indicating which candidate(s)’ qualifications best meet the needs of the position, based on the objective criteria of the job description. The committee may not rank candidates but can make a recommendation as to which candidate is best qualified. The search committee will have the responsibility of providing input to the hiring authority in drafting job announcements/advertisements.  These will be vetted by the Dean and the EEO, and prior to the posting the search committee will be notified of any revisions. The search committee or administrative assistant will make a qualification grid of all applicants, based on the chart on page 2 of the Provost’s memo from May, 2018:

<http://www.fau.edu/provost/files/FacultySearchandHiringProceduresRevised%207-5-18.pdf>

The search committee will develop a set of interview questions and arrive at a short list of two or more candidates to be invited to campus. Search committee discussions are confidential. Members of the search committee will have primary responsibility for hosting short-listed candidates. Search committees welcome outside input from informed/interested sources (e.g., other faculty, lab technicians, students) at all times during the search process. However, applicant materials should not be shared with those outside of the committee until the campus interview stage.

4. **Role of students.** Short-listed candidates will have one or more scheduled meetings with students. In addition, students will be encouraged to attend job talks and to provide written feedback to the search committee. In some cases, search committees may wish to include student participation at additional points in the search process.

5. **Role of the faculty.** Following campus visits, the search committee shall invite all members of the Faculty Assembly to meet in an open discussion of candidates. Faculty who cannot be present may participate through other means such as audio or video conference or provision of written comments. The search committee shall then meet in closed session to finalize the fact-finding report. Faculty will vote on whether they agree with the committee’s fact-finding report to the hiring authority. Prior to the vote, the search committee will report on its deliberations to the faculty. They shall report (a) the set of candidates (if any) that the committee finds best meet the criteria described in the position announcement (b) the most qualified candidate according to the committee’s fact-finding and (c) other acceptable candidates. The search committee will post its recommendations as an electronic ballot. The three reports listed above will be voted on separately to assess whether the faculty agree with each of the committee’s reports. The electronic ballot will be distributed to members of the Faculty Assembly by the Presiding Officer of the Faculty Assembly no later than 24 hours after the search committee has submitted its reports. The electronic ballot will be sent to faculty FAU email addresses using a program where the vote is anonymous and each email address is only able to vote once. The deadline for vote submission shall be at least one business day following distribution of the ballots. Each report that receives a majority of votes will then be forwarded to the Dean within 24 hours. If one of the committee reports fails to receive support from the majority of those Faculty Assembly members who vote, the search committee will invite all members of the Faculty Assembly to a meeting to consider amendments to that report. The amended report will then be submitted to the Presiding Officer to distribute for an electronic vote. This process will continue until such a time as a majority of those voting in the Faculty Assembly agree on the fact-finding report. If the Faculty Assembly initially approves the fact-finding report of the most qualified candidate but does not approve one of the other reports, the committee may delay the consideration of amendments to the other reports until they are needed as determined by the Dean.

Since the search committee is not making hiring decisions, the procedure is not subject to Sunshine Laws. All applicant materials and records will be forwarded to the hiring authority, the Dean.

B. Other Ad-hoc Committees

The Faculty Assembly shall establish additional ad hoc committees at its discretion on any topic not assigned to a standing committee. All such committees shall be reviewed annually and may be continued only by a majority vote of the Faculty Assembly.

ARTICLE IV:   
ELECTION OF COLLEGE MEMBERS TO UNIVERSITY FACULTY SENATE

SECTION 1. ELIGIBILITY

All members of the Faculty Assembly are eligible for nomination and election to any of the positions allocated to the College on the University Faculty Senate. When vacancies are available, an election shall be conducted according to the procedures below.

SECTION 2. NOMINATION

The Presiding Officer shall request nominations at-large from the faculty.

SECTION 3. ELECTION

The Presiding Officer will prepare an electronic ballot containing the names of all nominees who have agreed to run. The Presiding Officer will distribute the ballots to the members of the Faculty Assembly. The winner(s) shall be determined on the basis of who has received the most votes. If a tie vote occurs, a run-off election will occur including only the names of the candidates receiving the highest number of votes on the previous ballot. The Presiding Officer will report the results to the University Faculty Senate, to the Provost, and to those elected.

### ARTICLE V: PARLIAMENTARY AUTHORITY

The parliamentary procedure of the Wilkes Honors College is the most recently revised edition of Robert’s Rules Of Order, Newly Revised. Where necessary, the Parliamentarian shall rule on questions of procedure.

### ARTICLE VI: RATIFICATION OF BYLAWS AND AMENDMENTS

SECTION 1. PROPOSAL

Amendments to the Bylaws may be proposed by either of two methods.

##### A. Faculty Petition

Ten percent of the members of the Faculty Assembly may present a proposal for amendment by petition to the Presiding Officer.

##### B. Bylaws Committee

The Bylaws Committee may formulate proposals for amendment.

#### SECTION 2. ADOPTION

##### A. Notice

Proposed amendments to these Bylaws must be distributed by the Presiding Officer to the Faculty Assembly no more than 7 days after receipt of a valid proposal, and no fewer than 7 days prior to the meeting of the Assembly at which the amendments shall be on the agenda for discussion.

B. Ballots

##### Voting shall be electronic. The electronic ballot will be distributed to members of the Faculty Assembly by the Presiding Officer no later than five business days after a motion to end discussion and vote on the Bylaws or Amendments has been approved by the Faculty Assembly. The electronic ballot will be sent to faculty FAU email addresses using a program where the vote is anonymous and each email address is only able to vote once. The deadline for vote submission shall be no sooner than five and no longer than ten business days after the distribution of electronic ballots.

##### C. Vote Required

### The Bylaws as well as any Amendments to the Bylaws shall become effective immediately following approval by a two-thirds majority of the Faculty Assembly, subject to the approval of the Provost.