

**College of Education
Faculty Council
Bylaws**

Article I: Purpose of Bylaws

1. The purpose of these Bylaws is to establish the means by which the Faculty Council will operate. The Bylaws are intended to create a Faculty Council that is responsive and accountable to the faculty it represents.

Article II: Representation of Faculty

2. The Faculty Council (or “Council”) serves to provide a presence and voice for faculty in the College of Education. For the purposes of these Bylaws, faculty of the College of Education of the University of North Carolina at Charlotte (or “Faculty”), shall consist of all full-time persons holding academic or clinical rank of Professor, Associate Professor, Assistant Professor, Interim Assistant Professor, or Lecturer.

Article III: Election of Representatives to the Faculty Council

3. Composition of the Faculty Council. The Faculty Council shall consist of two Representatives from each Department of the College of Education. The Dean and the College Representative to the University Faculty Executive Committee shall be ex-officio non-voting members of the Faculty Council.
4. Eligibility to Serve as Representative. All Faculty are eligible to be elected to serve as a Representative, except with the following limitations:
 - a. Faculty with administrative appointments, such as Chairpersons, Directors, and Deans are not eligible to serve.
 - b. Faculty with instructional appointments across multiple programs may be elected only from the program in which they have over fifty-percent appointment.
5. Term. Representatives shall serve two-year terms, from June 1 of the first year through May 31 of the second year.
6. Term Limits. No Faculty shall be denied election based on prior terms as Representative.
7. Election Process. Elections to the Faculty Council shall be held during the Spring semester, following a call for elections by the Chairperson of each Department. Each Department shall democratically elect two representations at departmental meetings or by ballot. Each Department shall elect one Representative each year, so that a staggered election is held for each position every two years. When possible, tenured

and/or relatively experienced faculty should be elected as members of the Faculty Council.

8. Vacancies. A Representative that is aware that he or she cannot fulfill a term should notify the Department Chair and other Representative from the Department. Departments shall fill vacancies as soon as possible under procedures established by the individual Departments.

Article IV: Officers

9. Officers. The Faculty Council shall operate with a Chairperson, Vice-Chairperson, and Secretary.
10. Eligibility. Only elected Representatives who are tenured Faculty may serve as Chairperson and Vice-Chairperson. When possible, officers should have prior experience as Faculty Council Representatives.
11. Term. Officers shall serve one-year terms from June 1 to May 31.
12. Term Limits. The Chair shall be limited to two consecutive one-year terms.
13. Election. Officers shall be elected by Faculty Council Representatives at the last meeting in the Spring.
14. Vacancies. Officer positions which become vacant shall be filled for the remainder of the term of the position according to the following procedures:
 - a. Chair: The Vice-Chair shall immediately become Chair.
 - b. Vice-Chair and Secretary: Each of these positions shall be filled by election at the next Faculty Council meeting. The Chair shall conduct the election of these positions.
15. Responsibilities of Officers.
 - a. Chairperson. The Chairperson will preside over meetings, report to the faculty at College of Education meetings, and call special meetings of the Faculty Council or committees of the Faculty Council. The Chairperson, with the consent of the Faculty Council, shall appoint Council Representatives to committees of the Council.
 - b. Vice-Chairperson. The Vice-Chairperson will assume the duties of the Chairperson in his or her absence and any other responsibilities delegated by the Chairperson.
 - c. Secretary. The Secretary will be responsible for the minutes of each Faculty Council meeting, for the archival history of the Council, and any other responsibilities delegated by the Chairperson.

Article V: Meetings of the Faculty Council

16. Regular Meetings. The Faculty Council shall meet four times each semester, for a total of eight meetings annually. The first annual meeting shall be convened in August. Dates for meetings shall be determined at the first Council meeting by all Representatives present.
17. Special Meetings. The Chair may call special meetings in order to conduct the affairs of the Faculty Council.
18. Quorum. A quorum of sixty-percent of elected Representatives must be present to hold all regularly scheduled meetings and special meetings.
19. Agenda. The Chairperson will distribute the agenda for regular meetings one week in advance of the meeting and as early as practicable for special meetings.
20. Attendance and Participation. Faculty, plus those holding emeritus status, may attend any meeting of the Faculty Council. The Chairperson may invite guests who have expertise relevant to the business of the Council. Guests may be granted the right to be heard, but not to vote.

Article VI: Duties

21. The College of Education Faculty Council shall provide a forum for discussion for proposals to the faculty for which faculty approval is required or for which faculty consultation is desired, with the exception of curriculum proposals or personnel matters which are the responsibilities of other faculty committees.
22. Proposals for discussion may originate from diverse faculty groups, faculty individuals, and administrators, including academic departments, accreditation committees, doctoral council, etc. The sequence for review/ discussion shall be as follows:
 - a. The proposal for which faculty approval is required or for which faculty consultation is desired shall be sent to the Chair of the Faculty Council for placement on the agenda of the monthly College of Education Faculty/ Staff Meeting.
 - b. The proposal will be introduced at a monthly College of Education Faculty/ Staff Meeting, with the proposer providing a brief overview and answering questions.
 - c. The proposal will then be discussed by the academic departments at their next scheduled departmental meetings. College of Education Faculty Council representatives will record advice, recommended changes, or proposed amendments from the Departments.
 - d. The Council will hold an open meeting to receive the advice from the departments and will make recommendations back to the committee or individual who has prepared the proposal.

- e. The proposal will then be presented by the Chair of the Faculty Council, with the Council's recommendations, for discussion and vote by the College faculty at the monthly College of Education Faculty/ Staff Meeting.
23. The Chair of the Council shall preside at the governance portion of the monthly College of Education Faculty/ Staff Meetings.
24. Departmental representatives to the Council will make a monthly report to the departments at the regularly scheduled departmental meetings.

Article VII: Amendments and Waivers

25. The bylaws may be amended only by procedures established by the College of Education for faculty vote.
26. Waiver of Bylaws. The Faculty Council may waive a provision in the bylaws in a particular circumstance under the following conditions: (1) At least seventy-five percent (75%) of representatives in attendance must vote in favor of the waiver; and (2) the minutes of the meeting must reflect the vote for the waiver, the provision in the bylaw waived, and the reason for the waiver.

Approved by the College of Education Faculty 10/5/04
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