

By-Laws of the Faculty Advisory Council of the College of Science

ARTICLE I

Purpose

- Section 1. The Faculty Advisory Council shall serve as a deliberative and advisory body to help formulate policies and programs for the improvement and development of the College of Science of Texas A&M University.
- Section 2. The Advisory Council shall advise the Dean of the College of Science on matters of significant interest and importance to the Faculty of the College; it shall make recommendations to the Dean on matters pertinent to the attainment of educational excellence within the College and to the fulfillment of the educational role of the College within the University.

ARTICLE II

Membership

- Section 1. The Advisory Council shall consist of eight members elected from the full time faculty members of the College of Science, excluding degree candidates in the University and administrative officers. The composition of this membership shall be as follows: one from the Department of Biology; one from the Department of Chemistry; one from the Department of Mathematics; one from the Department of Physics; one from the Department of Statistics; and three at-large. Membership of the Advisory Council shall be revised as set forth in Article II, Section 2 when additional departments are approved for representation on the Council.
- Section 2. At such time as new departments are activated in the College of Science, each such entity shall be entitled to a member on the Faculty Advisory Council.
- Section 3. By the end of the eighth week in each spring semester, the Chair of the Council shall determine which positions on the Council must be filled. In the following parts of this Section, if the departmental representative has already left the Council, the Chair of the Council shall ask the department's head to appoint a faculty member from the department to carry out the steps described. The College of Science elections shall be carried out in three parts.
- (a) Each departmental representative of the Faculty Advisory Council shall call for nominations in his/her department for

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each nomination for which elections or nominations from his/her department are needed for the College of Science elections. This call for nominations shall consist of a ballot having a place for writing the name or names of nominees for each position for which nominations are needed. Nominations are to be gathered by the departmental representative for a period of not less than two days.

- (b) The people named as a result of the call for nominations shall then be contacted by the departmental representative and asked if they are willing to serve. Those who do not wish to serve shall be removed from the list. Remaining nominations for at-large positions shall be forwarded to the Chair of the Council by the end of the tenth class week of the spring semester. The departmental representative shall then conduct an election, if needed, for the departmental representative. The results shall be forwarded to the Chair of the Council by the end of the tenth class week of the spring semester.
- (c) When the at-large nominees' names are forwarded to the Chair of the Faculty Advisory Council, the Chair of the Council shall have ballots prepared for the College of Science election. These ballots shall be distributed to the faculty of the College of Science, one to each faculty member, with instructions for voting: The marked ballot shall be placed in an unmarked envelope, and this envelope shall be sealed in an outer envelope which shall be signed by the faculty member and then forwarded to the Dean's Office.
- (d) Complete and concise biographical data on each nominee for an at-large position on the Council shall be included in the College of Science ballot.
- (e) The Chair of the Faculty Advisory Council, aided by at least two other members of the Council, the three representing at least two departments, shall canvass the vote and announce the results in writing to the Dean and to each candidate and shall inform the Faculty of the names of successful candidates. Only the names of the successful candidates shall be published; in addition to other means of publication, the names of the successful candidates shall be published on the Faculty Advisory Council's web site. The vote shall not be published but shall be available for inspection upon request to the Chair of the Faculty Advisory Council.
- (f) The Chair of the Council shall complete the election and announce the results by the end of the twelfth class week of the spring semester.

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- Section 4. Voting Eligibility. Only members of the Faculty of the College of Science are eligible to vote. The Faculty of the College of Science shall consist of all members of the Faculty of the University who hold at least a half-time appointment in the College of Science.
- Section 5. Nominations. Nominations may be made by any faculty member having the permission of the faculty member nominated. Faculty members may nominate themselves.
- Section 6. Voting Procedure. Each of the names of the at-large nominees forwarded to the Chair of the Council shall be placed on the at-large election ballot which in turn shall be presented to the Faculty for voting. Each faculty member shall be entitled to one vote per vacancy in the at-large election and one vote in the election of his/her departmental representative.
- Section 7. Elections. The date for holding the election to membership shall be set by the Chair of the Council for some date not later than the end of the twelfth week of classes in the spring semester of each year. Election shall be by secret mail ballot distributed by the Chair of the Council. Election of departmental representatives shall be by majority vote of the faculty members actually voting for the particular position. In the at-large elections the person(s) receiving the highest number(s) of votes shall be elected as at-large members of the Council. In case of a tie in an election, the candidates involved in the tie shall draw lots for the position(s) on the Council.
- Section 8. Term of Office. Members of the Council shall be elected to a three-year term of office. A council member shall serve for no more than six consecutive years. The term of office shall commence at the first regularly scheduled Council meeting in the fall following the election. The newly elected member should attend the May meeting of the Council. The term of office shall be considered ended at the time of installation of new members.
- Section 9. Vacancies. When a Council member resigns or takes leave of absence for a period of over nine months, his/her position shall be declared vacant. The Council shall call a special election within 60 days to fill the vacancy. Members elected to fill a vacancy shall serve only for the unexpired portion of the term. When a council member is

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absent from the campus for a period of more than two months, but less than nine months, (s)he may designate a faculty member from his/her department to fill his/her position during his/her absence. This appointment is subject to approval by the Council.

ARTICLE III

Meetings

- Section 1. Regular sessions. The Faculty Advisory Council shall meet in regular session once a month, September through May, at a date and hour agreed upon by the Council. The date, hour, meeting place, and agenda shall be published one week in advance of the scheduled meeting.
- Section 2. Special sessions. Special sessions of the Council may be called by the Chair of the Council, or upon written petition of a majority of the Council membership.
- Section 3. Quorum. A quorum shall consist of a majority of the membership of the Council.
- Section 4. Executive session. By a majority vote of the Council members present at a meeting, the Council may retire to executive session.

ARTICLE IV

Officers

- Section 1. The officers of the Faculty Advisory Council of the College of Science shall be a Chair, a Vice-Chair, and a Secretary.
- Section 2. All officers shall be chosen annually from the coming year's Council membership by the coming year's Council membership at the May meeting of the Council.
- Section 3. If, for any reason, the office of Chair shall become vacant, the Vice-Chair shall succeed to the office. A vacancy occurring in any other office shall be filled immediately by the Council. Such election shall be only for the unexpired portion of the term.
- Section 4. Eligibility for re-election as officers. All officers are eligible for re-election as long as they are members of the Council.

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ARTICLE V

Procedure

- Section 1. When new members are present. The purpose outlined in Article I shall be ready by the Chair of the Council at the first meeting attended by any new member of the Council and the Secretary will supply that member with a current set of By-Laws.
- Section 2. Minutes. The secretary shall keep an accurate record of the Minutes of the Council meetings. At each meeting of the Council, the Minutes of the preceding meeting shall be officially approved as prepared or corrected. These minutes shall be posted on the Faculty Advisory Council's web site as soon as possible after approval.
- Section 3. Agenda. The Chair of the Council shall prepare official agenda for each meeting, and distribute them to the membership prior to a meeting of the Council. Any member of the Council may bring to the attention of the Council at any meeting items not on the agenda. A faculty member (other than a member of the Council) wishing to present a matter for consideration of the Council shall do so in writing. If (s)he wishes to appear before the Council to support his/her written proposal, (s)he may do so by previous appointment and with the approval of the Council.
- Section 4. Voting. Determination of the method of voting on matters presented to the Council shall be at the discretion of the Chair, unless a secret ballot is requested by a member. A majority vote of the members of the Council in attendance, provided a quorum is present, shall be required to approve items for consideration by the Council. A majority vote of the members of the Council in attendance, provided a quorum is present, shall be required to make the final recommendations of the Council on any item.
- Section 5. Recommendations. Recommendations of the Council to the Dean of the College shall be made in writing. Minority views may be submitted, if desired.

ARTICLE VI

Committees

- Section 1. Committees, composed of one or more members of the Council, may be appointed and instructed by the Chair as needed.

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- Section 2. Upon authorization of the Council and upon recommendation of the Committee Chair, the Chair of the Council may appoint faculty members who are not on the Council to serve on a committee.
- Section 3. All committees shall terminate at the time of the first regularly scheduled Council meeting in the fall, or upon the completion of their assigned duties, whichever date is earlier.
- Section 4. Vacancies. Vacancies on all committees shall be filled by the Chair of the Council in accordance with the rules enumerated above.

ARTICLE VII Amendments

- Section 1. Procedure. Amendments to the By-Laws may be proposed in either of two ways:
- (a) by vote of a majority of the total membership of the Council;
 - (b) by written petition signed by at least 25 eligible members of the Faculty of the College of Science.
- The Council shall submit such amendment or amendments to a vote of the College of Science Faculty. Such proposed amendments, to become effective, must be ratified by a majority of the eligible faculty voting on the proposals.