Article I – Meeting and Rules of Order

I.A.1. Regular meetings of the Department shall be held at the call of the Chair of the Department: at least once each semester.

I.A.2. Special meetings of the Department shall be held at the call of the Chair of the Department, or on the petition of three voting members of the Department submitted to the chairman, who shall then call for such meeting. The purpose of such special meetings shall be stated in the notice of the meetings.

I.A.3. A quorum shall consist of a majority (51% or greater) of the voting members of the Department.

I.A.4. Except in matters on which voting privileges are restricted by the by-laws of the Board of Higher Education, the right to vote shall be granted to all full-time members of faculty rank, tenured or untenured, on tax-levy faculty lines in the Department.

I.B.1. The presiding officer shall decide all question of order according to parliamentary rules and usage, subject to an appeal to the voting members of the Department. Such appeal shall prevail if sustained by a majority of the voting members present.

I.B.2. The Chair shall determine the order of business at each regular meeting.

I.B.3. The agenda for the meeting and minutes of the previous meeting shall be transmitted to the members of the Department at least three days prior to the meeting date.

Article II – Officers and Committees

II.A.1. Chair of the Department: In addition to the powers and duties specified in the by-laws of the Board of Higher Education, the Chair of the Department shall be an ex-officio member of all standing committees, except for the Committee on Committees and By-laws, be responsible for a study of the needs of the Department covering the whole field of its work, and propose to the membership of the Department, or to its Executive Committee, such reorganization, modifications and policies as may seem to advisable to the Chair in the interest of effective maintenance and growth. The Chair shall especially keep the members informed regarding the actions and policies of such educational bodies, administrative offices and authorities as may make possible the full and intelligent participation of the members of the Department in its work.

II.A.2. The Secretary shall be elected annually from the membership of the Department at the last meeting of the school year. The Secretary shall be nominated from the floor, and this election shall be by a majority vote of the voting members present. It shall be the duty of
the Secretary to keep minutes of the Department meetings and to provide copies of the minutes to the membership.

II.B.1.a. There shall be the following Standing Committees and such other special committees as shall be established by the Chairman or by a majority of the voting members of the Department present at a meeting of the Department:

- Curriculum Committee
- Committee on Committees and By-Laws
- Department Executive Committee

II.B.1.b. It is the intent of these By-laws that membership on these committees should reflect representation of the programs in the Department. With the exception of the Curriculum Committee, Standing Committees shall be elected at the last meeting of the school year from nominations submitted by the Committee on Committees and By-Laws. In addition, nominations may be made from the floor, and such committees shall serve for the ensuing academic year. The Department Chair shall designate a member of the committee to call the first meeting at which time the committee chair will be elected by its members. At the time of the adoption of these By-laws, Standing Committees shall be elected for the interim period from the approval of the By-laws to the following first of July. The Department may, by majority vote, waive the use of standing committees for up to one year and act as a Committee of the Whole.

II.B.2. The Curriculum Committee shall consist of the program heads, plus the chair Ex-Officio. This committee shall review and make recommendations on new programs and on changes proposed in existing programs of the Department, as well as on other matters pertaining to the curriculum. These recommendations shall be reported to the Department for its action.

II.B.3. The Committee on Committees and By-Laws shall consist of three members of the Department nominated solely from the floor. It shall be the duty of this committee to make nominations to any Standing Committee except as otherwise designated, and to receive and to initiate recommendations regarding proposed changes in the By-laws of the Department.

II.B.4.a.i. The Department Executive Committee shall consist of four members, plus the Chair. These Committee members shall be nominated, elected, and, shall serve for three-year terms, concurrent with the term of the chair. A majority of the members of the Executive Committee shall be tenured faculty. The Department Chair shall also serve as Chair of the Executive Committee.

II.B.4.a.ii. In addition, five students from among the Department majors and graduates students, who shall be of at least junior status, shall sit as a committee in their own right, advisory to the Executive Committee on matters of appointment, reappointment, and tenure, and may transmit their votes to the appropriate Personnel and Budget Committee. They shall also communicate with the appropriate School committees on curriculum and teaching.

II.B.4.b. The Executive Committee shall consider all matters related to appointments to the instructional staff, and re-appointments thereto, with or without tenure; applications for sabbatical leave and other leaves; and the Department Budget as submitted for approval by the
Department Chairman. It shall transmit its recommendations to the appropriate Personnel and Budget Committee.

II.B.4.c. The Executive Committee shall originate, formulate, and interpret the goals, purposes, and plans for development of the Department, including, where necessary, curriculum; and shall submit reports and proposals to the Department for its approval.

Article III - Amendments

Any by-law may be adopted, amended or repealed by a two-thirds vote of the voting members who are present at a meeting, providing that the text of the proposed change has been presented to the Committee on Committees and By-Laws, and has been included in the notice of the meeting at which the change is to be considered, such notices to be sent to the members of the Department at least three days in advance of such meeting.

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