ARTICLE I - MEMBERSHIP and MEETINGS – RULES OF ORDER

SECTION 1. The Faculty of the Department shall consist of:

a. all members of faculty rank tenured or non-tenured on tenure-bearing lines of the Department.

b. one student selected annually by the Department Executive Committee as non-voting member.

SECTION 2. Regular meetings of the faculty of the Department shall be held no less than twice a semester and the first meeting of each semester shall be held respectively no later than October 15 and March 1. The notice of the meeting shall include the agenda.

SECTION 3. Special meetings shall be held on the call of the dean, the chair of the Department or the president on the written request of at least three members of the faculty. The purpose of such meetings shall be stated in the notice of the meeting.

SECTION 4. A quorum shall consist of a majority of the voting members of the faculty of the department.
SECTION 5. The chair of the Department shall preside at all meetings of the faculty. In the absence of the chair, a faculty member of the Department designated by the chair shall preside. If the secretary is absent, the presiding officer shall appoint a secretary pro tempore.

SECTION 6. The conduct of meetings of the faculty shall follow Roberts Rules of order. In particular, the presiding officer shall decide all questions of order according to parliamentary rules and usage, subject to an appeal to the assembly. Such appeal shall prevail if sustained by a majority of those present.

SECTION 7. The order of business at each stated meeting shall be as follow:

1. Record of attendance
2. Adoption of minutes of previous meeting
3. Adoption of the agenda
4. Report of the Executive Committee
5. Communications from the Board Of Trustees of the City University of New York and from the University and College Officers
6. Remarks by the Chair of the Department
7. Reports of committees
8. Elections
9. Confirmation of degrees
10. Unfinished business
11. New Business

SECTION 8. The minutes of each meeting of the Faculty shall be transmitted to the Dean of the School of Education, The Secretary of the Faculty Senate and to the members of the Faculty Senate and to the members of the faculty. Whenever practicable, committee reports shall be transmitted to the members of the faculty prior to the meeting at which action is proposed, except curricular changes which shall be circulated to the faculty members, at least five business days in advance of the meeting at which they will be presented for action.

SECTION 9. The initial draft of a proposed resolution designed to express agreement on policy by the Faculty (or otherwise intended to put the faculty on record), or designed for transmission to the Board of Trustees of the City University of New York or for the publication shall be sent to each member of the faculty, by the secretary, at least five business days before the meeting at which they will be presented for action.
SECTION 10. New business introduced either by a member of the faculty or by a committee may be laid on the table by a one-third vote of the members present, unless notice of such business has been previously given to the Secretary for inclusion in the agenda.

ARTICLE II – OFFICERS AND COMMITTEES

SECTION 1. The Chair of the Department shall be elected for a term of three years. The Secretary of the Department shall be elected for a term of one year. The election shall be held during the first full week of May. The elected Chair and Secretary shall take office July of that year.

SECTION 2. The Standing Committees:

a. EXECUTIVE COMMITTEE: consisting of the Chair of the Department as Committee Chair, four Department members elected conterminously with the Chair for a period of three years, and one graduate student nominated by the Graduate Student Council and by Department Faculty. A majority of the Executive Committee shall consist of tenured persons in the Department.

The Committee shall make recommendations to the School’s Personnel and Budget Committee regarding fulltime appointments to a teaching rank, and tenure. The Committee shall recommend the hiring of all adjunct teaching faculty. The Committee shall be responsible for the evaluation of a full time and adjunct faculty in the Department. The Committee shall also advise the Dean of the School concerning matters of policy and procedure related to personnel and budget as they affect the Department.

In emergency or contingency situations that mandate immediate deliberation and decision making, and if it is not feasible to call a special meeting of the faculty, the Executive Committee shall report its deliberations and actions to the Faculty. All crisis actions will be subject to review and ratification by the Faculty.

b. COMMITTEE ON COMMITTEES AND BYLAWS: Consisting of the Chair of the Department, ex officio without vote, and three elected
members of the faculty of the Department. The Committee on Committees and Bylaws shall be elected annually by the Faculty at its last regularly scheduled meeting for the academic year. This committee shall nominate candidates for the elective offices of the Faculty and membership of the elected standing committees unless otherwise specified in these bylaws. It shall also consider proposals for the amendment of these bylaws and shall report thereon to the Faculty.

c. COMMITTEE ON CURRICULUM: Consisting of the Chair of the Department, ex officio without vote, four elected members of the Faculty representative of the various programs of the Department, and one graduate student nominated by the Graduate Student Council and by Department Faculty. The elected members shall be elected annually at the first stated meeting of the academic year. The Committee shall be concerned with such matters as revision of course offerings, degree and matriculation requirements, pre and co-requisites, introduction of new courses, general problems of curriculum construction, review of existing curriculum and programs, and matters which deal with both undergraduate and graduate curricula.

This Committee may recommend to the Chair of the Department the adoption of experimental programs related to teacher education. Experimental programs initiated in this manner shall be subject to the ratification by The Faculty of the Department.

Actions of the Committee shall be referred for ratification to the Faculty of the Department, who will in turn refer them for ratification to the faculty of the School of Education.

SECTION 3. Other ad-hoc committees of the faculty of the Department may be constituted as occasion demands, and exclusively for tasks not within the purview of any of the standing committees.

SECTION 4. Persons of faculty rank who are not members of the Faculty of the Department may be elected or appointed to ad-hoc committees of the Faculty.

SECTION 5. Each standing committee of the Faculty shall submit a report to the Faculty at least once during each academic year.
ARTICLE III- AMENDMENTS TO BY-LAWS

SECTION 1. Any article in these By-laws may be proposed for adoption, amendment or repeal by a two-thirds vote of the members present, provided that the two-thirds shall be at least a majority of the members of the entire Faculty, and provided further that notice of the proposed change had been included in the notice of the meeting, provided further, that an announcement of intent for such changes has been made in a previous meeting.

SECTION 2. Any By-law may be suspended at a meeting by a three-quarter vote of the voting members present, provided that the three-fourths is a least a majority of the voting members of the Faculty. No By-law affecting the composition of committees or their mandates can at any time be suspended.