

# **ALVSCE Faculty Council Bylaws**

*Approved May 17, 2025*

## **ARTICLE I: ELECTIONS**

### **Section 1: Election Committee**

1. The Vice Chair of the Faculty Council shall serve as the Elections Officer for the division.
2. The Vice Chair shall form an Elections Committee comprised of 2-3 Faculty Council members who are not currently standing for election.
3. The Elections Committee shall be formed no later than February 1 of each year.
4. Committee members shall serve for one year.

### **Section 2: Election Timeline**

1. The election cycle for Faculty Council representatives shall begin no later than March 15 of each year.
2. The timeline shall include the following phases:
  - o Call for nominations (minimum 2 weeks)
  - o Verification of nominee eligibility (1 week)
  - o Distribution of nominee list and candidate information (1 week)
  - o Voting period (minimum 7 days)
  - o Announcement of results (within 3 business days of voting conclusion)
3. All elections shall be concluded by May 15 to allow for transition before the Fall semester.
4. Special elections to fill vacancies may occur outside this timeline as needed as determined by the Chair.

### **Section 3: Nomination Process**

1. The Elections Committee shall issue a call for nominations to all eligible faculty members.
2. Faculty may self-nominate or be nominated by colleagues with their consent.
3. Nominations shall be submitted electronically to the Vice Chair.
4. Nominees shall provide a brief statement (250 words maximum) describing their qualifications and goals if elected.
5. The Elections Committee shall verify that all nominees meet eligibility requirements.

### **Section 4: Eligibility**

1. All voting-eligible faculty members within an ALVSCE unit may vote in elections.

2. Eligibility to serve as a Faculty Council representative shall follow the criteria established in the Charter.
3. ALVSCE administrators, CALES administrators, Department Heads, School Directors, and other unit administrators with less than 70% faculty workload (e.g., total of teaching, research, extension, and service workload) are not eligible to serve as faculty-elected unit representatives.
4. Faculty members who have served two consecutive terms are not eligible for immediate re-election.

### **Section 5: Voting Procedures**

1. Elections shall be conducted electronically whenever possible.
2. The Elections Committee shall use a secure electronic voting system that:
  - Ensures one vote per eligible faculty member
  - Ensure that each voter is properly aligned with their unit's ballot
  - Maintains voter anonymity
  - Provides verification of vote receipt
  - Allows for auditing if necessary
3. Voting instructions shall be clear and distributed to all eligible voters.
4. The voting period shall be at least 7 calendar days.
5. For elections with more than two candidates, a plurality voting system shall be used unless otherwise specified.
6. Tie votes shall be resolved by a runoff election between the tied candidates. This runoff election will be held by electronic ballot and conducted like other Faculty Council elections.

### **Section 6: Election Results**

1. The Elections Committee shall tabulate votes within 3 business days of the close of voting.
2. Results shall be certified by the entire Elections Committee.
3. The Vice Chair shall notify all candidates of the results before public announcement.
4. Election results shall be announced to the College community via email and posted on the Faculty Council website.
5. Vote tallies shall be recorded in the Faculty Council minutes.

6. Any challenges to election results must be submitted in writing to the Chair within 5 business days of the announcement of results.

### **Section 7: Staggered Terms**

1. To maintain balanced elections with approximately half of elected representatives up for election each year, the Elections Committee shall designate certain positions for one-year terms during election cycles when necessary.
2. One-year term designations shall be announced prior to the nomination period.
3. One-year term designations shall rotate fairly among units when possible.
4. Faculty members who serve a one-year designated term remain eligible for two consecutive full terms thereafter if elected.

### **Section 8: Vacancies**

1. If a representative position becomes vacant during a term, the Elections Committee shall conduct a special election within 30 days to fill the vacancy.
2. Representatives elected in special elections shall serve for the remainder of the original term.
3. If the vacancy occurs within 90 days of the end of the term, the position may remain vacant until the next regular election cycle, at the discretion of the Chair.

## **ARTICLE II: MEETING PROCEDURES**

1. The Faculty Council shall meet at least monthly during the academic year (August through May) and as needed during summer months.
2. Special meetings may be called by:
  - The Chair of the Faculty Council
  - Written request of at least three Faculty Council members
  - Written request of at least 20% of eligible ALVSCE faculty members
3. Notification of special meetings shall be provided at least 3 business days in advance, except in emergency situations, and shall include the specific agenda items to be addressed.
4. Regular meeting agendas shall be prepared and distributed by the Chair at least 5 business days prior to each meeting.
5. Agenda items may be submitted by:
  - o Any Faculty Council member
  - o Any member of the ALVSCE faculty
  - o ALVSCE or CALES administrators

6. Agenda item requests must be submitted to the Chair at least 7 business days prior to the meeting.
7. The Faculty Council shall use Robert's Rules of Order as its parliamentary procedure for all meetings, except where superseded by specific provisions in these bylaws.
8. A quorum shall consist of a simple majority (more than 50%) of the voting members of the Faculty Council.
9. Without a quorum, the Faculty Council may meet for information-sharing purposes but may not conduct official business or hold binding votes.
10. Minutes shall be recorded for all meetings and distributed to Council members for approval at the subsequent meeting, after which they shall be made available to all ALVSCE faculty.
11. Meetings shall be open to all ALVSCE faculty members as observers unless specifically designated as closed executive sessions.
12. Executive sessions may be called only for discussions of sensitive personnel matters, legal issues, or other confidential business as determined by a majority vote of the Council.

### **ARTICLE III: COMMITTEES**

1. The Faculty Council may establish standing and ad hoc committees as needed to conduct its business efficiently.
2. Standing committees shall be established by a majority vote of the Faculty Council and shall continue from year to year.
3. Ad hoc committees may be established by the Chair or by majority vote of the Faculty Council for specific, time-limited tasks.
4. Each committee shall:
  5. Have a clearly defined purpose and charge o Be chaired by a Faculty Council member o Include at least one additional Faculty Council member o May include other ALVSCE faculty who are not Council members o Maintain written records of activities and decisions
6. Committee Formation Process:
  7. Committee charges shall be drafted by the Chair or designee o Committee membership shall be determined by the Chair in consultation with the Faculty Council o Committee chairs shall be appointed by the Faculty Council Chair o Committee membership shall be reviewed annually
8. All committees shall report regularly to the Faculty Council:

9. Standing committees shall report at least once per semester
  - Ad hoc committees shall report according to the timeline established in their charge
  - Final reports shall be submitted in writing
10. Committee recommendations require Faculty Council approval by majority vote before implementation.
11. Committee meetings shall be scheduled by the committee chair and should accommodate the schedules of all committee members when possible.
12. Committee members who miss three consecutive meetings may be replaced at the discretion of the Faculty Council Chair.

## **ARTICLE IV: AMENDMENT OF BYLAWS**

1. Amendments to these bylaws may be proposed by:
  - Any Faculty Council member
  - Written petition of at least 10% of ALVSCE voting-eligible faculty
2. Proposed amendments must be submitted in writing to the Faculty Council Chair.
3. The Chair shall distribute proposed amendments to all Faculty Council members at least 14 calendar days prior to the meeting at which they will be considered.
4. Initial discussion of proposed amendments shall occur at a regularly scheduled Faculty Council meeting.
5. Following initial discussion, the proposed amendment shall be distributed to all ALVSCE voting-eligible faculty for a comment period of at least 14 calendar days.
6. After the comment period, the Faculty Council shall consider faculty feedback and may revise the proposed amendment accordingly.
7. Adoption of amendments requires a two-thirds majority vote of the Faculty Council.
8. Approved amendments shall take effect immediately unless otherwise specified in the amendment.
9. The complete bylaws, including all amendments, shall be maintained on the Faculty Council website and reviewed in their entirety at least once every three years.
10. Editorial changes that do not alter the substance or meaning of the bylaws (e.g., correction of typographical errors, updating terminology) may be made by the Chair with notification to the Faculty Council.