

ARTICLE III**ELECTED CLAS GOVERNANCE BODIES****Section III.1. Faculty Governance.**

The College shall have an elected general representative body, the Faculty Assembly (see Article IV). The College shall have three elected committees, the Executive Committee (see Article V), the Undergraduate Educational Policy and Curriculum Committee (see Article VI), and the Graduate Educational Policy Committee (see Article VII). The members of these bodies shall be elected according to the provisions specifically designated in this *Manual* (see Article III).

Four collegiate representatives to the Graduate Council shall be elected by the graduate faculty of the College of Liberal Arts and Sciences according to the provisions of Article III. The Liberal Arts and Sciences seats on the Graduate College shall be filled by one eligible faculty member from each of the four electoral Voting Groups (see Section III.2 and Section III.3, paragraph c, below).

The College shall have appointed standing committees as established in this *Manual* (see Article VII). The members of standing committees shall be appointed by the Dean or an associate dean designated by the Dean, with the consent of the Executive Committee, except that the members of the General Education Curriculum Committee will be appointed by the Undergraduate Educational Policy and Curriculum Committee with the advice of the Dean.

The College shall have short-term ad hoc committees and task forces established by the Dean on the advice of either of the elected committees, to advise the College on specific issues as defined in the charge to the committee. Although College associate deans can serve ex officio in collegiate governance, they are not eligible to be elected to any collegiate committee. Moreover, associate deans may not be elected to any CLAS departmental committees, or vote on departmental matters of significant substance; however, associate deans may serve on ad hoc departmental committees, if appointed by the department chair.

Section III.2. Staff Governance.

Membership is based upon representation from Job Function Categories as defined in Section IV.2.

Section III.3. Faculty Terms of Office.

The terms of the members of the elected governance bodies shall be three years. New members shall take office at the beginning of the academic year following their election. One-third of the membership of each elected governance body shall be elected each year.

The terms of the members of standing appointed committees shall be as designated in Article VIII of this *Manual*.

Section III. 4. Staff Terms of Office.

1. Staff Council term of membership
 - a. Councilor terms shall be three years unless a vacated term is being completed, or if the Vice President/President Elect or President is in the last year of their Council

term, in which case this councilor's term is extended in order to fulfill the duties of President and/or Past President.

- b. Councilors shall serve no more than two consecutive elected three-year terms.
- c. Re-election can be sought after a one-year leave.

2. Duties of membership

- a. Regularly attend meetings and participate in discussions.
- b. Solicit information/opinions from constituents and share with CLAS Staff Council.
- c. Disseminate Council information to constituents.

Section III.5. Faculty Committee Officers.

The officers of the Faculty Assembly shall be as defined in Section IV.3.

The Dean or an Associate Dean designated by the Dean shall chair the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee. Each of these committees shall choose a secretary from among its members and specify the term of service. The secretary of each of these committees (or the secretary's designate) shall serve as a member of the Faculty Assembly Agenda Committee.

The chairs of the standing appointed committees shall be as defined in Article VIII.

Section III.6. Staff Council Officers.

CLAS Staff Council Executive Committee (Officers) are President, Vice President/President Elect, and Secretary.

Section III.7. Faculty Committee Meetings.

Each elected committee shall establish a regular meeting schedule. The Executive Committee shall meet at least once a year without the Dean and the Associate Deans and shall choose one of its elected members to preside at such meetings. The chair of Faculty Assembly (or the chair's designate) shall be invited and shall participate in these meetings.

Each appointed committee shall meet as determined by the appointing authority or upon the call of its chair.

Section III.8. Staff Council Meetings.

1. Meetings shall be held monthly. Regularly scheduled meetings may be cancelled or rescheduled at the discretion of the President.
2. Regular meetings shall be open to CLAS Staff. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council and the Dean of the College or a representative designated by the Dean of the College. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.

3. Special meetings may be called by the President.
4. The Council should be notified of all absences from meetings.

Council members missing more than two of the regularly scheduled meetings during the year may be sent a letter reminding them of their obligations to represent their constituents on the CLAS Staff Council. Members missing three or more of the regularly scheduled meetings during the year shall be subject to replacement upon the recommendation of the CLAS Staff Council Executive Committee. The Secretary shall notify the President of a member missing two meetings and shall notify the CLAS Staff Council Executive Committee of a member missing three meetings.

Section III.9. Minutes and Reports.

Each elected committee and the Faculty Assembly shall take and approve minutes of their meetings, to be made available to all members of the Faculty after approval. A permanent file of all such reports shall be kept in the Office of the Dean. Faculty Assembly minutes also shall be sent to the Office of the Registrar.

Each appointed committee shall report in writing to its appointing authority upon completion of a specific assignment. Each appointed committee, on its own initiative or on request of the Faculty Assembly or the Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities.

Each ad hoc committee or task force shall report in writing to the Dean or an associate dean designated by the Dean upon completion of its assignment.

Each elected committee and the Staff Council shall take and approve minutes of their meetings, to be made available to all staff members. A permanent file of all such reports shall be kept.

Each appointed committee shall report in writing to its appointing authority upon completion of a specific assignment. Each appointed committee, on its own initiative or on request of the Staff Council or the CLAS Staff Council Executive Committee or the Dean, shall make progress reports to its appointing authority or to any of these requesting authorities.

Section III.10. Vacancies.

A vacancy in an elected governance body shall be filled for the remainder of the term, or for only the period of absence in the case of a leave, by the available candidate with the highest vote for the position in the immediately preceding election. Preference will be given to the candidate who obtained the largest number of votes within the relevant Electoral Voting Group, but did not receive enough votes to be selected in the first place.

If no such candidate is available for a vacated position on an elected committee or a vacated CLAS seat on Graduate Council, the Executive Committee shall select a person to fill the vacancy for the remainder of the term or period of absence.

If no candidate from the previous election is available and willing to serve in a vacated position as electoral voting group representative on Faculty Assembly, four officers of the Faculty Assembly can appoint a new member who shall serve for the remainder of the term.

If a member of the Assembly elected by a voting unit resigns, that voting unit shall select a new member to serve for the remainder of the term.

A vacancy on an appointed committee shall be filled by the authority that appointed the committee.

In the event of a Staff Council vacancy during the year, the CLAS Staff Council Executive Committee will fill the position.