**MEMORANDUM**

**BYLAWS SUBCOMMITTEE MEETING**

**TO:** Members of the Academic Council

**FROM:** AC Bylaws Revision Subcommittee

(Frederick Emrich, Fred Isaacs, Joseph Luke, and Nadeem Naqvi)

**DATE:** 9 December 2019

**RE:** Draft Proposal for Recommended Changes to Academic Council Bylaws (Part I)

The four members of the Academic Council Bylaws Revision Subcommittee met on Friday, 6 December 2019. We reviewed and discussed the existing Bylaws of 2013 (hereafter, “2013”), comparing them to the original version of 2009 (hereafter, “2009”), and viewing both in the context of paragraph 6.4 of the University Charter as well as the Table of Bylaws Issues for Discussion dated 13 September 2019.

We decided to limit our discussion and any proposals for change to (1) minor wording corrections (e.g., updating references to the Language Center (LC) to the College of Humanities and Education (CHE)); and (2) general structural matters (e.g., election of officers, designation of committees, etc.). Following the submission of a preliminary draft of possible changes, we continued our discussion via email over the weekend. Based on those discussions, we offer the following as considerations for amending the existing bylaws:

1. In order to promote continuity, efficiency, and some degree of institutional memory, we suggest that the AC’s faculty members should serve overlapping two-year terms, i.e., half of the members to be elected (or reelected) each year. In order to accomplish this, we suggest that the next election of faculty members (to be conducted by the individual colleges in April 2020; see 2013 VI.C.2 and 2009 at p.2) should be arranged in such a way that the seats be divided into two groups, half to serve an initial one-year term, the other half to serve a two-year term. The following year (i.e., April 2021), the one-year member seats would be converted to two-year terms. From that point on, all AC faculty member seats would be two-year terms, but only half would face election (or reelection) in any given year. [This was the original AC structure per the 2009 Bylaws.]
2. In order to ensure a degree of uniformity in the nominating and electing process for faculty members from all of the colleges, we suggest amending V.A.2 of the 2013 Bylaws as follows: “Each representative shall be elected – based on the highest number of votes received – from each college by a college-wide election.”
3. In order to simplify the running of the AC, we suggest amending III.A-F of the 2013 Bylaws as follows: a) the officers to be limited to a Chair, Vice-Chair, and Secretary; b) each officer to serve for one year (subject to reelection); and c) each officer to be elected at the last meeting of the AC in the spring, with each to assume his or her duties at the first meeting of the fall term. [This was the structure under the 2009 version of the Bylaws.] Because we do not have a Vice-Chair or Secretary at the present time, we suggest that these two officers be elected at our very next AC meeting to fill out the rest of the AY 2019-2020 term.
4. In order to streamline the efficiency of AC operations (and reduce the number of meetings required for everyone to attend), we suggest amending IV.A of the 2013 Bylaws as follows: the Presiding Committee shall consist of the AC’s three officers – viz., the Chair, Vice-Chair, and Secretary – and that the Presiding Committee shall have the authority spelled out in the second and third paragraphs of IV.A of the 2013 Bylaws. In addition, we suggest including a new provision to the effect that the Presiding Committee may direct that student representatives be excluded from AC meetings on those (presumably rare) occasions in which there will be discussion of and/or voting on items that involve confidential matters that do not directly affect or otherwise involve students, e.g., faculty personnel.
5. While there was and is no unanimous agreement among the members of the Subcommittee as to the number of each college’s members, it has been suggested (see the Table of Bylaws Issues for Discussion of 13 September 2019) that the number of faculty representatives be as follows: a) for BCB, three (3) members + Dean; b) for CHE, three (3) members + Dean; c) for CSS, three (3) members + Dean; d) for GE, one (1) member + Dean; e) for LS, two (2) members + Dean. This proposal effects no change for BCB or CSS, but adds a single member each for CHE, GE and LS.
6. In line with proposal #5, we note that GE technically has no regular, full-time faculty members; instead, GE’s faculty consists of those assigned to other colleges but who teach mostly if not exclusively General Education courses. We voice no opinion as to how AC might wish to determine who is qualified to serve as a faculty representative for GE.
7. In order to bring our current Bylaws into line with our current practice, we recommend that V.A.4 be amended to allow for two voting student members from KSA, to be elected annually. [Currently, our Bylaws officially specify a single, non-voting KSA member.]
8. Additional matters were discussed – e.g., should III.F of the 2013 Bylaws be amended to preclude non-faculty and non-student representatives from attending AC meetings, even as ex officio, non-voting observers; should Deans be allowed to attend and speak but not vote, etc. – but no conclusions were reached and no recommendations made.