

ATTACHMENT A

FMAC proposed Faculty Assembly Bylaws Revision April 1, 2014

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1 These Bylaws replace and supersede all previous such documents.

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3 BYLAWS OF THE FACULTY ASSEMBLY  
4 UNIVERSITY OF COLORADO COLORADO SPRINGS

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6 Approved December 9, 2011  
7 Amended , 2014

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9 Sections I - VIII of these Bylaws refer to the corresponding Articles of the Constitution of the Faculty  
10 Assembly of the University of Colorado Colorado Springs. Succeeding sections contain miscellaneous  
11 Bylaws necessary for the smooth functioning of academic governance.

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13 Section VI Committees

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15 A. Standing Committees

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17 1. **Executive Standing Committees** consist of the officers and the committee chairs of:  
18 a. Committee on Educational Policy and University Standards (EPUS)  
19 b. Committee on Personnel and Benefits (P&B)  
20 c. Faculty Advisory Committee on the Budget  
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22 2. **Regular Standing Committees:**  
23 a. Minority Affairs Committee  
24 b. Committee on Women's Issues  
25 c. Non-Tenure Track Faculty Committee (added Oct 1999)  
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27 3. **Regular Standing Advisory Committees (represent broad campus issues with a mixture**  
28 **of faculty, staff, administrators, and others):**  
29 a. Advisory Committee on Academic Computing Policy  
30 b. Library Committee (added on Oct 1999)  
31 c. Advisory Committee on Intercollegiate Athletics (added April 2005)  
32 d. Advisory Committee on Sustainability (added April 2005)

Deleted: (all committee members are faculty)

33 B. Standing Committees - Membership Executive  
34 and Regular Standing Committees

- 35 1. Standing Committees shall consist of six to eight executive members "Executive Members".  
36 2. Standing Committee membership shall be broadly based, attempting to have at least one  
37 Executive Member from each college or school.  
38 3. The term of membership for all Executive Members of Standing Committees shall be three  
39 years, with staggered, annual expiring terms.  
40 4. All vacancies of Executive Members shall be filled by appointment of the President, with  
41 consultation and approval of the Executive Committee.  
42 5. Executive Members and Regular Members (as defined below) have a responsibility to  
43 attend meetings regularly and participate. After three unexcused absences in one  
44 academic year, the chair may request replacement of the committee member, if an  
45 Executive Member or removal of the committee member, if a Regular Member.  
46 6. At least one Executive Member of each Standing Committee shall serve as the campus  
47 representative to any existing corresponding system-wide committee.  
48 7. In addition to Executive Members, [Regular Standing Committees]OR[the Minority Affairs  
49 Committee] may include up to twelve additional UCCS faculty or UCCS staff who serve as

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voting members ("Regular Members")]. An Executive Member who has completed his or her three year term may continue to serve on [such Regular Standing Committee]OR[the Minority Affairs Committee] as a Regular Member.

#### C. Executive and Regular Standing Committees - Chairs

1. The membership of each Standing Committee may elect a chair from among the Executive Members who shall assume office on the first of June.
2. The chair of each Standing Committee has the following responsibilities
  - a. Ensure that the committee meets regularly.
  - b. Notify committee members of agenda and meeting times.
  - c. Submit written committee reports to the Executive Committee prior to the regular meeting of the Executive Committee on the first Friday as needed.
  - d. Inform the President of any vacancies that should be filled.
3. Membership on Representative Assembly and Executive Committee.
  - a. All Executive and Regular Standing Committee chairs are voting members of the Representative Assembly.
  - b. All Executive Standing Committee chairs are also members of the Executive Committee.

#### D. Executive and Regular Standing Committees - Meetings

1. Committees shall meet regularly during the academic year.
2. All committee meetings shall be conducted according to the *Rules for Small Committees* as specified in the latest edition of *Robert's Rules of Order*.
3. The following priority shall be observed in the conduct of business:
  - a. Issues referred to the committee by the Executive Committee.
  - b. Issues from the committee membership.

#### E. Executive and Regular Standing Committees - Bylaws

Each Standing Committee shall establish a set of Bylaws, which must:

1. Be consistent with the Constitution and Bylaws of the Faculty Assembly.
2. Be approved by the Representative Assembly.
3. Address at least the following issues:
  - a. Membership
  - b. Meetings
  - c. Scope of responsibility

#### F. Regular Standing Advisory Committees

1. These committees are campus-wide committees that may influence academic issues and may require Representative Assembly input and oversight. These types of committees facilitate communication.
2. The senior faculty member on the advisory committee will ensure that the Representative Assembly is current on the committee's activities.
3. The Representative Assembly may refer academic issues to any of the advisory

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105 committees.

- 106 4. Faculty on advisory committees will be nominated or appointed by the Faculty  
107 Assembly President in consultation with the Executive Committee.

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109 G. Special Purpose Committees

- 110 1. The Faculty Assembly President, with the concurrence of the Executive Committee,  
111 may identify special purpose committees and appoint their members.  
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113 2. Such committees may or may not have a limited term of existence.  
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115 3. When necessary and appropriate, a special purpose committee may become a  
116 regular standing committee by amendment of these Bylaws.

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