

1 **These Bylaws replace and supersede all previous such documents.**

2 **BYLAWS OF THE FACULTY ASSEMBLY**
 3 **UNIVERSITY OF COLORADO COLORADO SPRINGS**

4 **Approved ____, 2014**

5 Sections I - VIII of these Bylaws refer to the corresponding Articles of the Constitution [of the](#)
 6 [Faculty Assembly of the University of Colorado Colorado Springs](#). Succeeding sections contain
 7 miscellaneous Bylaws necessary for the smooth functioning of academic governance.

8 **Section I Faculty Assembly**

- 9 A. In addition to the regular members as described in the Constitution, the Representative
 10 Assembly may designate additional regular members by amending these Bylaws.
 11
 12 B. Following nomination by any member of the Representative Assembly, an individual
 13 may be elected by the Representative Assembly to special membership in the Faculty
 14 Assembly for a specified term.
 15
 16 C. Vacancies in Offices
 17
 18 1. If the office of President becomes vacant, the President-elect shall become President
 19 for the remainder of the term. The new President will continue in office the following
 20 year, as scheduled.
 21 2. If the President-elect assumes the office of President prior to the scheduled term, the
 22 office of President-elect shall remain vacant until the next scheduled election. If the
 23 office of President-elect becomes vacant for any other reason, the Nominating
 24 Committee shall nominate new candidates and hold an election of the Faculty
 25 Assembly as soon as possible.
 26 3. If the office of Secretary becomes vacant, the Executive Committee shall appoint a
 27 new candidate, subject to approval of the Representative Assembly, to fill the
 28 remainder of the term.
 29 4. If the office of Past-President becomes vacant, it shall remain so until the term of the
 30 current President expires.
 31
 32 D. Responsibilities and Duties of Officers

33 Officers and committee chairs shall assume their duties on the first of July.

34 **1. President**

- 35 a. Preside over all meetings of the Assembly, the Representative Assembly, and
 36 the Executive Committee.
 37 b. Appoint all standing committee members, in consultation with other officers.
 38 c. Nominate faculty for service on other University committees.

Commented [ME1]: RATIONALE:

With a change-over in June, there were still items on the agenda for the Faculty Council and the Faculty Assembly that were continuations of work that had been happening during the spring semesters that needed to be addressed by the outgoing individuals. A July 1 transition makes better sense for closing out business of the previous year and the new individuals picking up for the new year. The expectation is that new individuals will be being brought into the fold in May/June to be prepared for taking over.

- 39 d. Nominate faculty to serve the interests of the Faculty Assembly in
 40 administrative or other relationships.
 41 e. Meet regularly with Chancellor, Vice Chancellor of Academic Affairs, and
 42 other administrators as needed.
 43 f. Represent Faculty Assembly as a member of Deans' Council and the
 44 University Budget Advisory Committee.
 45 g. Represent the campus Faculty Assembly on the system-wide Faculty Council
 46 and serve on the Faculty Council Executive team.
 47 h. Attend campus functions to represent Faculty Assembly when possible.
 48 i. Refer policies and business to the appropriate Faculty Assembly committees
 49 and ensure proper follow-up.
 50 j. Distribute agendas, proposed motions, and resolutions of the Faculty
 51 Assembly and Representative Assembly.
- 52 **2. President-elect**
- 53 a. Perform the duties of the President when he/she is unable to do so.
 54 b. Serve as alternate representative to the system-wide Faculty Council.
 55 c. Serve as parliamentarian for meetings of the Faculty Assembly and the
 56 Representative Assembly.
 57 d. [Manage the election process.](#)
 58 e. Chair the [Nominating Committee](#).
- 59 **3. Secretary**
- 60 a. Ensure that accurate minutes of all meetings of the Faculty Assembly and the
 61 Representative Assembly are recorded and posted on the Faculty Assembly
 62 web page. (~~deleted Executive Committee~~)
 63 b. Notify faculty concerning the actions of the Representative Assembly.
 64 c. Keep an up-to-date record of the status of all resolutions and actions taken by
 65 the Representative Assembly or the Executive Committee.
 66 d. Maintain the official files of the Faculty Assembly, the Representative
 67 Assembly, and the Executive Committee, and assume responsibility for
 68 transferring these complete files to the incoming Secretary.
 69 e. Transfer closed actions to the Archives every 3 years.
 70 f. Delegate tasks to the administrative assistant as needed.

71 Section II Representative Assembly

72 The membership of the Representative Assembly shall be constituted as follows:

- 73 A. Officers of the Assembly
 74
 75 B. Chairs of executive and regular standing committees
 76
 77 C. Three at-large System-wide members.
 78 1. Each shall serve a three-year term as campus representatives to the system-wide
 79 Faculty Council.

Commented [ME2]: RATIONALE:
 Related to requested change in Section X.A. To keep consistency. If X.A. is not approved this should revert to the original language.

- 80 2. Vacancies shall be filled by vote of the Faculty Assembly in the annual spring
81 election.
82
- 83 D. Seventeen members providing proportional representation from the colleges, schools, and
84 library.
- 85 1. The number of representatives from each academic unit shall be:
- 86 a. College of Business - two
87 b. College of Education - two
88 c. College of Engineering and Applied Science - two
89 d. College of Letters, Arts, and Sciences - seven
90 e. Kraemer Family Library - one
91 f. Beth-El College of Nursing and Health Sciences - two
92 g. School of Public Affairs - one
93
- 94 2. Representatives shall be elected during the annual spring election to serve a one-year
95 term.
96
- 97 3. The representation specified in II.D.1. shall be reviewed and revised periodically in
98 order to maintain equitable proportional representation.
99
- 100 E. One faculty representative from each Regular Standing Advisory Committee shall be an
101 ex-officio non-voting member of the Representative Assembly.
102
- 103 F. The size of the Representative Assembly shall be approximately 5-10% of the Faculty
104 Assembly and should be reviewed and revised periodically, as needed.

105 Section III Executive Committee

106 The Executive Committee is responsible for the day-to-day operation and the long-term
107 continuity of faculty governance. All members of the Executive Committee should have a strong
108 commitment to the principles of faculty governance and the willingness to assure its success (see
109 section VI.A.1).

110 Section IV Meetings

- 111 A. The Faculty Assembly
- 112
- 113 1. The regular annual meeting of the Faculty Assembly shall normally be held near the
114 beginning of the Fall semester
- 115 2. Special meetings, as specified in the Constitution, require one week's prior notice.
- 116 3. A petition from the Assembly membership for a special meeting requires the
117 signatures of at least 25 members of the Assembly
118
- 119 B. The Representative Assembly shall meet the second Friday of every month, September
120 through May, except for January.
121

122 C. The Executive Committee shall meet the first Friday of every month, during the academic
123 year and as needed.

124 **Section V Conduct of Business**

125 A. Conduct of Business of the Faculty Assembly

- 126
127 1. All meetings of the UCCS Faculty Assembly shall be conducted according to the
128 latest edition of *Robert's Rules of Order* (see Section V.B.1)
129 2. The annual regular meeting of the Faculty Assembly shall have as its primary purpose
130 the discussion of issues and agenda items for the year, as developed by the Executive
131 Committee and the Representative Assembly.
132 3. Special meetings of the Faculty Assembly shall have as their primary purpose
133 discussion of issues raised by the callers of the meeting.
134 4. Background information for any issue to be introduced for discussion at a Faculty
135 Assembly meeting shall be distributed five working days in advance with the agenda
136 for that meeting.
137 5. The Secretary shall post the minutes of each Faculty Assembly meeting within two
138 weeks after each meeting.
139 6. All votes of the Faculty Assembly, conducted by mail or electronically according to
140 appropriate procedures, shall be considered official and binding, regardless of the
141 number of votes cast.

142
143 B. Conduct of Business of the Representative Assembly

- 144
145 1. All meetings of the Representative Assembly shall be conducted according to the
146 latest edition of *Robert's Rules of Order*, which stipulates the following order of
147 business:
148 a. Approval of minutes
149 b. Reports of visitors
150 c. Report of President
151 d. Reports of Standing Committees
152 e. Reports of special purpose committees
153 f. Unfinished business
154 g. New business
155 h. Announcements and questions
156 2. All committee reports must be written, and distributed to the Representative
157 Assembly prior to the meeting. (Verbal Committee reports shall be for purposes of
158 clarification and discussion.
159 3. All motions or resolutions to be voted upon at a Representative Assembly meeting
160 shall be distributed at least five working days in advance with the agenda for that
161 meeting.
162 4. For all items requiring action by the Representative Assembly, a quorum shall be
163 defined as those present and voting.
164 5. Any Bylaw may be temporarily suspended by a two-thirds majority of the
165 Representative Assembly present and voting.

166 6. The Secretary shall post the minutes of each Representative Assembly meeting within
 167 two weeks after each meeting on the Faculty Assembly website and shall notify the
 168 Faculty Assembly that the minutes are available.

169
 170 C. Conduct of Business of the Executive Committee

171 All meetings of the UCCS Executive Committee shall be conducted according to
 172 the Rules for Small Committees as specified in the latest edition of *Robert's Rules of*
 173 *Order*.

174 **Section VI Committees**

175 A. Standing Committees

- 176
 177 1. **Executive Standing Committee** consists of the Faculty Assembly officers and the
 178 committee chairs of:
 179 a. Committee on Educational Policy and University Standards (EPUS)
 180 b. Committee on Personnel and Benefits (P&B)
 181 c. Budget Advisory Committee (BAC) (name change April 2013)
 182 2. **Regular Standing Committees (all committee members are faculty):**
 183 a. Faculty Minority Affairs Committee (name change November 2013)
 184 b. Faculty Assembly Women's Committee (FAWC) (name change April 2013)
 185 c. Non-Tenure Track Faculty Committee (added Oct 1999)
 186 d. Committee on Misconduct in Research, Scholarship and Creative Activities
 187 (added Oct. 2011)
 188 3. **Regular Standing Advisory Committees (represent broad campus issues with a**
 189 **mixture of faculty, staff, administrators, and others):**
 190 a. Advisory Committee on Academic Computing Policy
 191 b. Library Committee (added on Oct 1999)
 192 c. Advisory Committee on Intercollegiate Athletics (added April 2005)
 193 d. Advisory Committee on Sustainability (added April 2005)
 194 e. PRIDE (added December 2008)

195 B. Standing Committees—Membership

- 196 Executive and Regular Standing Committees
 197 1. Standing Committees shall consist of six to eight members.
 198 2. Standing Committee membership shall be broadly based, attempting to have at least
 199 one member from each college or school.
 200 3. The term of membership for all Standing Committees shall be three years, with
 201 staggered, annual expiring terms.
 202 a. Exception: The term of the Misconduct Committee shall be 5 years, with
 203 staggered, annual expiring terms.
 204 4. All vacancies shall be filled by appointment of the President, with consultation and
 205 approval of the Executive Committee.
 206 5. Members have a responsibility to attend regularly and participate. After 3 unexcused
 207 absences, the chair may request replacement of the committee member.

Commented [ME3]: Rationale: These are updates to motions approved by the Faculty Assembly at various points in previous years.

Commented [ME4]: Name changes to BAC, FMAC and FAWC already approved by the Assembly, does not need to be voted on. Addition of MRSCA voted on as well.

Commented [ME5]: This requires a change to the constitution.

Commented [ME6]: Additional proposal on membership from FMAC...see FMAC proposal document.

Commented [ME7]: This term is consistent with the committee guidelines.

Should we keep this at three or move to 5 years?

- 208 6. At least one member of each Standing Committee shall serve as the campus
 209 representative to any existing corresponding system-wide committee.

210 C. Executive and Regular Standing Committees—Chairs

- 211 1. The membership of each Standing Committee shall elect a chair who shall assume
 212 office on the first of July.
 213 2. The chair of each Standing Committee has the following responsibilities
 214 a. Ensure that the committee meets regularly.
 215 b. Notify committee members of agenda and meeting times.
 216 c. Submit written committee reports to the Executive Committee prior to the
 217 regular meeting of the Executive Committee on the first Friday as needed.
 218 d. Inform the President of any vacancies that should be filled.
 219 3. Membership on Representative Assembly and Executive Committee.
 220 a. All Executive and Regular Standing Committee chairs are voting members of
 221 the Representative Assembly.
 222 b. All Executive Standing Committee chairs are also members of the Executive
 223 Standing Committee.

224 D. Executive and Regular Standing Committees - Meetings

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

231 E. Executive and Regular Standing Committees - Bylaws

- 232 Each Standing Committee shall establish a set of Bylaws, which must:
 233 1. Be consistent with the Constitution and Bylaws of the Faculty Assembly.
 234 2. Be approved by the Representative Assembly.
 235 3. Address at least the following issues:
 236 a. Membership
 237 b. Meetings
 238 c. Scope of responsibility

239 F. Regular Standing Advisory Committees

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

Commented [ME8]: This does not occur regularly. Should this remain the same and be enforced, OR
 Suggestion A:
 "The chair of each standing committee will communicate regularly with at least one UCSS representative of the corresponding system-wide committee."

OR

Suggestion B:

Leave original wording in and **add** "if no member of the campus committee is available to serve on the system committee, then the chair of each standing committee will communicate regularly with at least one UCSS representative of the corresponding system-wide committee."

Commented [ME9]: May need to add item 4...Chair of the BAC also serves as an ex officio voting member of the UBAC.

UBAC bylaws allow for this person as a voting member of the committee.

Commented [ME10]: Is this really the practice or is there a faculty chair who fills this role?

- 253 3. The Representative Assembly may refer academic issues to any of the advisory
254 committees.
255 4. Faculty on advisory committees will be nominated or appointed by the Faculty
256 Assembly President in consultation with the Executive Committee.
257
258 G. Special Purpose Committees
259
260 1. The Faculty Assembly President, with the concurrence of the Executive Committee,
261 may identify special purpose committees and appoint their members.
262 2. Such committees may or may not have a limited term of existence.
263 3. When necessary and appropriate, a special purpose committee may become a regular
264 standing committee by amendment of these Bylaws.

265 **Section VII Responsibilities of Faculty Assembly Representatives**

- 266 A. Participate in Faculty Assembly Representative meetings or have someone from the
267 constituency of the college substitute in the representative's absence.
268
269 B. Report to unit regarding Representative Assembly meeting on key issues/updates.
270
271 C. Read agenda, motions, policies, and other information sent out by Faculty Assembly
272 President or Executive Committee.
273
274 D. Solicit issues, opinions, and problems from colleges, school or unit.
275
276 E. Identify people in the college to serve on committees at UCCS or University-wide.

277 **Section VIII Bylaws**

- 278 A. The phrase "majority vote of the Faculty Assembly" means that a majority of votes cast is
279 required for initial approval of the Bylaws.
280
281 B. The phrase "majority vote of the Representative Assembly" means that a majority of
282 those present and voting is required for amendment of the Bylaws.

283 **Section IX Amendments to the Constitution**

- 284 A. The phrase "majority vote of the Representative Assembly" means that a majority of
285 those present and voting is required to propose an amendment to the Constitution.
286
287 B. The phrase "two-thirds vote of the Faculty Assembly" means that two-thirds of votes cast
288 is required to amend the Constitution.
289
290 C. Amendments to the Constitution shall be voted on by the Faculty Assembly.

291 **Section X Faculty Assembly Elections**

- 292 A. Nominating Committee
- 293
- 294 1. The President-elect shall serve as chair of the Nominating Committee.
- 295 2. There shall be one member from each of the colleges, schools, and the library.
- 296 3. Terms will be for one year.
- 297 4. New terms begin on July 1.
- 298 5. Committee members shall be appointed by the President of the Faculty Assembly.
- 299 6. Responsibilities:
- 300 a. Give notice of elections and call for nominations.
- 301 b. Accept and verify nominations.
- 302 c. Ensure a sufficient number of nominees.
- 303 d. The President-elect will prepare ballots.
- 304 e. Count ballots and certify results.
- 305
- 306 B. Election Procedures
- 307
- 308 1. Elections shall be conducted from the Faculty Assembly Office.
- 309 2. Faculty Assembly members may vote electronically, by mailing a signed ballot to the
- 310 Faculty Assembly Office or bringing the ballot personally.
- 311 3. In the case of electronic voting, each eligible faculty member will receive a unique
- 312 URL to the electronic ballot.
- 313 4. Each faculty member's ballot will be certified for voting eligibility, or in the case of
- 314 electronic voting, their email address will be certified for voting eligibility.
- 315 5. Only members of the relevant academic unit may vote for representatives from a
- 316 college, school, or library.
- 317 6. The administrative assistant shall maintain a public record of all members who have
- 318 voted.
- 319 a. Records for the annual spring election will be kept until the next regular
- 320 election
- 321 b. Records for special elections will be held for a period of 1-year.
- 322 c. These records will be kept for a 1-year period and then will be purged.
- 323 7. Ballots shall be counted and results verified by the Executive Committee.
- 324
- 325 C. Annual Spring Election
- 326
- 327 1. Notification of the annual election for officers, at-large members of the
- 328 Representative Assembly, and representatives of the colleges, schools, and the library
- 329 shall be distributed to all members of the Faculty Assembly on February 1 or the first
- 330 business day thereafter.
- 331 2. This notification shall announce the upcoming election dates and call for
- 332 nominations.
- 333 3. A second notice and call for nominations shall be distributed on February 15 or the
- 334 first business day thereafter.
- 335 4. Nominations shall be sent directly to any member of the Nominating Committee.
- 336 5. Self-nominations are permitted.
- 337 6. Nominations shall be officially closed two weeks prior to the start of the election.

Commented [ME11]: RATIONALE:

This committee, especially with the new online election process, really serves more as a nominating committee than an elections committee. It is easy for the results to be verified by the FEC rather than have to convene the elections committee to do so, since the FEC meets shortly after the election closes.

Commented [ME12]: RATIONALE

FA reps turn over annually, so having 3 year terms are not viable, if we select the Nominating committee from the reps.

Commented [ME13]: RATIONALE

To be consistent with other changes for start date.

Commented [ME14]: RATIONALE

With the online election format it is easier for one person to prepare the ballot.

Commented [ME15]: RATIONALE

A nominating committee would not do this task.

Commented [ME16]: RATIONALE

In the process of e-voting, this should be part of the process to prevent duplication of ballots.

Commented [ME17]: RATIONALE

An update in light of the addition of e-voting

Commented [ME18]: RATIONALE

Using Qualtrics to administer an electronic election allows for hold-over of the records. It will be easier to hold this information until the next election occurs. (technically it is 11 months until the start of the next year's election...so should we say 11 months?)

Commented [ME19]: RATIONALE

See comment for changing to Nominating Committee

- 338 7. No name may appear on the ballot without the candidate's permission.
 339 8. The election period shall begin on the Monday prior to Spring break at 8:00 a.m. and
 340 extend until 5:00 p.m. Friday of that week.
 341 9. Members of the election committee shall meet to count ballots and verify results.
 342 10. The election results shall be reported to the Secretary of the Faculty Assembly no
 343 later than 5 p.m. on March 30th. The Secretary of the Faculty Assembly will notify
 344 the Faculty Assembly of the election outcome.
 345

346 D. Special Elections

- 347
 348 1. Special elections may be held for the following reasons:
 349 a. To fill a vacancy in the office of President-elect.
 350 i. The call for nominations shall be distributed to all members of Faculty
 351 Assembly.
 352 ii. The nominating period shall be no less than five and no more than ten
 353 working days.
 354 b. When called for by a majority vote of the Representative Assembly.
 355 c. When called for by petition of the Assembly membership.
 356 i. A special election of the Faculty Assembly on any issue may be called
 357 by petition of the membership.
 358 ii. A valid petition from the Assembly membership for a special election
 359 requires the signatures of at least 25 members of the Assembly.
 360 iii. The circulators of the petition and the Executive Committee shall
 361 cooperatively determine the ballot language.
 362 2. Special elections shall be conducted as follows:
 363 a. Notice of the election dates and ballot language shall be distributed at least
 364 one week prior to the election period.
 365 b. The election period shall consist of five working days, from Monday, 8:00
 366 a.m. until Friday, 5:00 p.m. of that week.
 367 c. All provisions of Bylaws IX.B. shall apply.

368
 369 **Endorsed by:** _____
 370 **Chancellor Pam Shockley-Zalabak** **Date** _____
 371
 372

373 **Revised** 2014; **Accepted by Faculty Representative Assembly** 2014