

RULES OF THE ARTS AND SCIENCE FACULTY COUNCIL
Adopted September 3, 2019

1. *Robert's Rules of Order* is adopted for the conduct of meetings.
2. The Chair and Secretary of the Council shall be elected near the end of the spring term for a term to begin with the next academic year. This election shall be by the six continuing members, the six newly-elected members of the Council and the Dean of the College.
3. If the Chair is unavailable to chair a meeting of the Council, the Secretary of the Council shall supervise a drawing of straws by Council members, by which a temporary Chair shall be determined. However, should the Chair resign without completing the term of office, the Council will elect a new Chair.
4. The quorum for Council meetings is seven.
5. A motion requires seven affirmative votes to pass.
6. Roll call votes will be taken when requested by one member and such votes will be reported to the Faculty. The minutes will show any division when a roll call vote is not taken.
7. Voting on a matter before Council by electronic means (e.g. by email) is permitted only under the following circumstances: a. a statement or rationale is presented as to why an electronic vote is needed or appropriate; b. voting on the matter cannot wait until the next scheduled Council meeting; **and** c. no Council member objects to holding an electronic vote on the matter in question.
8. Any member of the Council may request inclusion of an item on the Council agenda.
9. Members of the Faculty of the College of Arts and Science may attend meetings of the Faculty Council. Such a person normally has no floor privileges.

The Chair of the Council, the Council, or the Dean of the College may invite guests to attend meetings of the Council at their discretion. Such persons may be on the agenda to present reports and provide information to the Council.

The Council may go into executive session at any point in its deliberations by decision of the Chair, or by a majority vote of the Council members present and voting at a meeting. A motion to go into executive session is not debatable. Only members of the Council and persons invited by a majority vote of the Council members present may attend executive sessions of the Council.

10. Each Fall, the Council may undertake to assist the Dean in making an annual review of the progress and state of the College, suggesting whatever changes in academic priorities or capital needs it deems appropriate. At least one Council meeting open to all College Faculty should be part of these deliberations.

11. These rules are not binding on subsequent Councils, but the Executive Secretary of the Faculty is requested to maintain a complete file on all Council Rules and Constitutional Revisions which shall be passed on and kept in turn by each new Executive Secretary of the Faculty for the convenience, continuity, and future reference of the Council and the College Faculty.