

Bylaws of the Faculty Council
USC College of Letters, Arts and Sciences
Adopted February 2, 1994
Amended May 5, 1999; January 9, 2003; February, 2005

Article I: Meetings

1. Schedule of Meetings

The Council shall meet at 3:00 p.m. on the first Wednesday of each month. The members may vote to cancel one or more meetings during June, July, and August.

2. Attendance at Meetings

The Council meetings shall be open for observation by eligible faculty members of the College. The eligible faculty shall be defined as all tenured, tenure-track and full-time non-tenure-track faculty, irrespective of title or department. Any person other than eligible faculty desiring to attend a meeting as a visitor must obtain permission from the presiding officer at least one day in advance. The right to address the Council is restricted to Representatives and others who receive permission from the presiding officer.

3. Open Meeting

One of the regular Council meetings shall be conducted as a general meeting of the entire College faculty. The agenda shall provide for an open discussion of issues, for the presentation of Council or other reports, and for questions for the Council from any faculty member in attendance.

4. Special Meetings

Special meetings of the Council, including special open meetings, may be called by request of one-fourth of the Representatives or by request of one-fourth of the eligible College faculty.

5. Agenda and Minutes

The officers of the Council shall set an agenda for each regular meeting and distribute it to the Representatives at least four working days in advance of the meeting. Those calling a special meeting shall also set and distribute an agenda at least four working days in advance of the meeting.

Minutes shall be taken by the Secretary, or a designated substitute, at each meeting. They are subject to approval at the next meeting of the Council and shall be distributed with the

agenda.

6. Quorum

A simple majority of the voting members of the Council constitutes a quorum. In the absence of a quorum, no action shall be taken although informational items may be presented.

7. Voting

Only Representatives in attendance may vote on motions or present them from the floor.

8. Executive Board

At the last meeting of the Spring Semester, a three-person Executive Board will be designated to act on behalf of the Council in cases where the full Council cannot meet. The Executive Board will ordinarily consist of the officers unless one or more of them cannot serve due to other summer commitments.

Article II: Representation and Elections

1. Voting Blocs

Divisional Representatives represent the tenured and tenure-track faculty in each of the College's historical Divisions—Humanities, Social Sciences, and Natural Sciences and Mathematics. Non-Divisional Representatives represent the College's full-time non-tenure-track faculty. In accordance with the Council's Constitution, voting shall take place within one of four voting blocs—among tenured and tenure-track faculty in each of the three historical Divisions, as well as among the full-time non-tenure-track faculty, irrespective of the Division of primary appointment.

2. Divisional Representatives

Reflecting the 2002-2003 distribution of the tenured and tenure-track faculty, there shall be six Representatives from the Humanities, seven from the Natural Sciences and Mathematics, and seven from the Social Sciences. Four Natural Sciences and Mathematics Representatives shall be elected in each even year and three in each odd year. Four Social Sciences Representatives shall be elected in each odd year and three in each even year. Three Humanities Representatives shall be elected annually. These numbers are subject to future amendment, in accordance with the principle of proportional representation.

3. Non-Divisional Representatives

The number of Non-Divisional Representatives shall be two.

4. Nominations

Representatives are nominated in February of each year. The Secretary will make a call for nominations for general elections by February 15 of each year. The Secretary shall notify all faculty of their right to nominate by February 15. Nomination consists of the written notification of the Secretary by any eligible faculty member. Nominations shall be received by the Secretary no later than March 1. The Secretary shall verify that each nominee agrees to stand for election.

5. Resignation and Dismissal for Non-Attendance

Representatives who will be unable to serve the second year of a two-year term should notify the Secretary of their intent to resign in a timely fashion. Representatives who miss more than three regularly scheduled monthly meetings of the Council in the course of an academic year may be removed for non-attendance upon a majority vote of the full Council. A vote to remove a Representative will only be in order after that Representative has been notified by the Council President that such a vote is scheduled and after that Representative has been given an opportunity to address the Council.

Any vacancy caused by removal or resignation may be filled by an interim appointment within the relevant voting bloc upon nomination by the President of the Council and confirmation by a majority of the Council. If no interim Representative is confirmed, that seat will remain unoccupied until the next scheduled election. An appointed and confirmed Representative shall hold office until the next scheduled election, after which time he or she may only continue in office if elected to the position. Any vacancy that arises, through resignation or dismissal, during the first year of a Representative's term will be added to the number voted on in the appropriate voting bloc and designated as a "one-year office."

6. Election

Names of all nominees from a voting bloc shall appear on the ballot for that bloc. Ballots will be sent out by the Secretary to faculty by March 5 (to be returned by March 20). Notification of results by the Secretary to the Council and new Council members will be by March 27.

Voters may vote for a maximum number of candidates equal to the number of vacancies in their voting bloc that year.

Voting is nonpreferential.

Votes will be counted by the Officers.

Nominees receiving the largest number of votes are elected, except that:

(1) Each Department of twenty-three or more faculty must have at least one

Representative, if there is a nominee from that Department.

(2) No Department may have more than three Representatives at any one time.

The candidates receiving the largest number of votes will fill regular two-year terms; the next largest, one-year replacement terms.

Article III: Committees

There shall be standing and/or ad hoc committees as the business of the Council shall require.

Article IV: Representation to the Academic Senate

The Council shall elect six of its members to represent the College on the Academic Senate. The Council President shall also serve on the Academic Senate.

Article V: Parliamentary Authority

Roberts' Rules of Order Newly Revised shall govern meetings of the Council.

Article VI: Amendments to the Bylaws

The Council shall adopt such bylaws as it considers necessary to the conduct of its business.

Bylaws may be adopted or amended by majority vote of the Council at any regular meeting, provided that the proposed bylaws or their amendments have been submitted in writing to the Council at a prior meeting.

Article VII: Effective Date

The bylaws and any amendments thereto shall become effective immediately upon their adoption by the Council.