# 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; April 2014; November 2015; December 2017; May 2019

## 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- and part-time RTPC 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, tenure-track, and full- and part-time RTPC faculty in each of the College’s historical Divisions—Humanities, Social Sciences, and Natural Sciences and Mathematics. In accordance with the Council’s Constitution, voting shall take place within one of three voting blocs, corresponding with the Division of the faculty member’s primary appointment.

2. **Divisional Representatives**

There shall be 18 Divisional Representatives, plus the President, for a total of 19 Representatives on the Council. The number of Representatives from the Humanities, Natural Sciences and Mathematics, and Social Sciences voting blocs shall be determined in accordance with the principle of proportionality, but no bloc shall have fewer than 4 members. In every even-numbered year the number of faculty in each voting bloc must be determined before the election of new Representatives in the Spring semester in order to ensure proportional representation.

3. **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 a notification submitted in writing by any eligible faculty member to the Secretary. Nominations shall be received by the Secretary no later than March 1. The Secretary shall verify that each nominee agrees to stand for election.
4. 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.”

5. 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. Ties will be broken by a run-off ballot. Tie-breaking elections may be conducted and reported early in the fall term if necessary.

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 serve as one of these six Senators.

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.