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; February 2023

Statement of Purpose: The Dornsife Faculty Council is an elected body that exists to represent the needs and interests of Dornsife faculty as a whole. We play a crucial role in working collaboratively on initiatives with the administration, and also serve as representatives for USC Dornsife to the University as a whole.

Outline of Responsibilities: The Dornsife Faculty Council regularly communicates with the Dean and with members of their senior administration, and brings to the USC Dornsife deans problems and concerns identified by members of our faculty. The council works with the deans in addressing these issues, both as a deliberative body of the whole and through our Council caucuses. At the level of university-wide faculty governance, it represents the faculty of USC Dornsife in the Academic Senate, and brings Dornsife perspectives to the deliberations of that body, as well as directly to the Provost’s office and other university administrators.

Article I: Meetings

1. Schedule of Meetings

The Council shall meet at 3:00 p.m. on the first Wednesday of each month. The council shall meet for two hours in the afternoon of 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 President 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.

The Dean of Dornsife shall attend one faculty council per semester.

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 Executive Board 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 (President, Vice-President/President-Elect, and the Secretary) 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.
Prospective representatives from Dornsife departments and programs that are not categorized as part of the Humanities, Natural Sciences and Mathematics, and Social Sciences divisions recognized by the College will be grouped into the following divisions:

- **Humanities:** Writing Program, Thematic Option, American Language Institute
- **Natural Sciences and Mathematics:** Physical Education and Mind Body Health.

If new departments or programs are created outside of the three main blocs, they will be placed into one of the existing blocs by Faculty Council vote.

### 2. Divisional Representatives

There shall be 18 Divisional Representatives, plus the President and Immediate Past President, for a total of 20 Representatives on the Council. The Immediate Past President will not have voting privileges, but will serve as an adviser and observer. The exact role and responsibilities of each Immediate Past President will be determined at the joint discretion of the President and Immediate Past President. 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 and approved by Dornsife Faculty Council vote 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. Member Terms and Duties

Representatives shall serve a two-year term on the Faculty Council. During their tenure, representatives are expected to attend the monthly Faculty Council meetings. Outside of meetings, they are expected to contribute their skills and expertise to ongoing initiatives to further the Faculty Council’s agenda.

No Representative may serve more than two consecutive terms or fractions thereof. In the case of a Representative elected to the Vice-Presidency in the second year of their term, that
Representative’s subsequent year as Council President shall be considered an extension of their original term.

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 will be preferential.

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: Caucuses and Committees**

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

Faculty Council Representatives who are not on the Executive Board or a member of the Academic Senate are required to join a faculty caucus, and attend monthly caucus meetings. Caucus membership, including the role of chair, is open to all Dornsife faculty.

Caucus chairs will be appointed on an annual basis by the Dornsife Faculty Council Executive Board. Each caucus will work on their own initiatives and also support the initiatives of the Faculty Council when necessary. Each caucus will provide the Dornsife Faculty Council with updates at least once per semester, and will submit a report on their achievements and initiatives that will be posted on the Dornsife Faculty Council website at the end of each academic year.

**Article IV: Representation to the Academic Senate**

The Council shall elect eight of its members to represent the College on the Academic Senate. The Executive Board shall serve as three of these eight 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.