

# Bylaws of the School of Computing

Adopted December 7, 2000

## I. Faculty Meetings

### A. Participants.

1. All faculty members in the School of Computing, representatives of the undergraduate and graduate students of the School, and any person invited to a meeting by the Director of the School may participate in discussions in a faculty meeting.
2. Regular faculty whose primary appointment is in the School of Computing may propose, second, and vote on all matters.
3. Regular faculty members on sabbatical leave may continue to participate in faculty meetings, and shall be counted as eligible to vote, unless they have stated in writing that they do not wish to participate while on leave. The participation of a regular faculty member on other long-term leave will be determined as a condition of that leave.
4. Long-term instructional faculty may propose, second, and vote on matters to the extent permitted by University policy. An auxiliary faculty member who is involved on a continuing basis with the instructional activities of the School may be appointed as long-term instructional faculty for the academic year by a two-thirds majority vote of all regular faculty.

### B. Meeting Notice and Agenda.

1. Meetings may be called by the Director. Meetings shall also be called upon the written request of five faculty members, to consider the items stated on that written request.
2. The agenda for each meeting shall comprise informational items, consent items, and items for discussion and voting.
3. At least one week's notice shall be given for any meeting. The notice shall indicate the items on the agenda for the meeting. The notice requirement for a discussion item may be waived with the written consent of at least half of the faculty members eligible to vote on that discussion item or, in exceptional circumstances, by the Director.
4. Informational items are those items that are unlikely to require further discussion or faculty action. If an action related to an information item is proposed and seconded, the information item becomes a discussion item.
5. Consent items are items where an action has been proposed and seconded but where discussion at the faculty meeting may not be necessary. It becomes a discussion item upon the written request of any faculty member eligible to vote on the consent item, made not less than three days before the meeting. A supplemental agenda shall be distributed indicating that the item is now a discussion item. If there is no request for the consent item to become a discussion item, it will be treated as if it had been brought up in the faculty meeting and passed unanimously.
6. Consent and discussion items shall be proposed in the form suitable for a yes or no vote, and shall be seconded. An action proposed by a committee of the faculty shall be considered as seconded.
7. Material supporting any item so that a faculty member can make an informed decision on the item shall be included with the item as part of the agenda.
8. An amendment to a discussion item may be distributed on a supplemental agenda if the amendment has been proposed and seconded more than three days before the faculty meeting.
9. An item may be withdrawn by the faculty member proposing it, including during its discussion during a faculty meeting.

### C. Conduct of Meetings.

1. Faculty meetings shall be chaired by the Director or the Director's designee.
2. At the start of the meeting, the chair will indicate the sequence and time allocation for each discussion item on the agenda. A different sequence or time allocation may be proposed and, if seconded and approved by a majority of the faculty members eligible to vote on all items on the agenda, becomes the time allocation for the meeting.
3. When a item is being discussed, the chair should see that all sides on the item are heard and avoid repetition of previously-stated points. At the end of the time allocated for the item, the chair shall call an end to the discussion of the item. However, a faculty member may propose that the discussion be extended for a specified additional time, and if seconded and approved by a majority of the faculty members eligible to vote for the item, the discussion will continue for that additional time.
4. During the discussion of an item, amendments may be considered. If an amendment passes, the item as amended will replace the original item for final voting. The chair shall see that the text of the item as amended is available to the faculty members.
5. To pass at the meeting, an item must receive affirmative votes from a majority of the faculty eligible to vote on the item. If the item receives negative votes from a majority of the faculty eligible to vote on the item, it fails. If an item neither passes nor fails in the voting at the faculty meeting, it shall be referred to a deferred vote of all faculty eligible to vote on the item, where it passes if it receives a majority of the votes cast.
6. If an item was on the agenda and has not been amended except by an amendment on the supplemental agenda, votes cast before the meeting on the item shall be treated as having been cast at the meeting.

## II. Informal Faculty Meetings

1. Informal faculty meetings may be called by the Director.
2. An agenda for each meeting will be distributed at least three days before the meeting, indicating the topics to be discussed at the meeting. Material about a topic should be distributed with the agenda.
3. Faculty meetings shall be chaired by the Director or the Director's designee.
4. No votes on an item or any other action shall be taken at an informal faculty meeting.

## III. Appointments Advisory Committees

1. Meetings of an Appointments Advisory Committee are governed by University policy, and in particular Policy 9.5.
2. The faculty shall meet as an Appointments Advisory Committee whenever it is considering an initial appointment to the regular faculty, an appointment to the auxiliary faculty, or the privileges associated with an auxiliary appointment.
3. All regular faculty members at or above the rank being considered shall be members of the Committee. Long-term instructional faculty members at or above the rank being considered and eligible under University policy to vote on an appointment shall be members of the Committee for auxiliary appointments in their respective categories. Faculty members shall not be members of Appointments Advisory Committees considering appointments for themselves or members of their immediate family.
4. Only members of the particular Appointments Advisory Committee shall participate in the meeting. The meeting shall be chaired by the Director or the Director's designee.
5. Meetings shall be convened by the Director after discussion of the appointment in a faculty meeting.

6. To be approved at the meeting, an appointment must receive the affirmative vote of at least two-thirds of the faculty eligible to vote. If it receives a negative vote of more than one-third of the faculty eligible to vote, the appointment is rejected. Otherwise, a new vote shall be conducted by deferred voting and is approved if it receives more than two-thirds of the votes.

#### IV. Retention, Promotion, and Tenure Advisory Committee

1. Meetings of the Retention, Promotion, and Tenure Advisory Committee are governed by University policy, and in particular Policy 9–5.1.

#### V. Use of Electronic Mail and Deferred Voting

1. Electronic mail that has been verified as coming from a faculty member, or any similar system, may be used for written requests, written consents, proposals and seconds, and deferred voting.
2. Deferred voting shall be supervised by the Director. The voting period shall be long enough for a discussion of the item and to allow all voting faculty to participate.

#### VI. Amendment and Suspension of Bylaws

1. These bylaws may be amended by a vote of the regular faculty members that is not less than is required for voting on a matter governed by the bylaw provision being amended or, if the provision does not govern voting on a matter, a majority vote.
2. Any provision of these bylaws may be suspended for a single meeting by a vote of the regular faculty members that is not less than is required for voting on a matter governed by the bylaw provision being suspended or, if the provision does not govern voting on a matter, a majority vote.
3. A decision of the chair of any meeting may be appealed at the time the decision is made by any faculty member eligible to vote on the matter being discussed or, if no matter is currently under discussion, by any faculty member eligible to vote at the meeting. If a majority of the faculty eligible to appeal the decision agree with the appeal, the chair's decision is reversed.