**Bylaws for Faculty Meetings**

**A. Membership**
In these Bylaws, “faculty” means all tenured, tenure track, section 405(c), full time visiting faculty, and those hired before October 6, 2010, under the title Distinguished Visiting Professor.

**B. Meeting Times**
1. The faculty shall meet on the second Wednesday of each month from September through November and January through April.
2. Other meetings may be called by the faculty, by a vote cast at a regular faculty meeting, or by the Dean, upon his/her own motion or at the request of one-third of the faculty. Written notice of the meeting, containing the motion or motions proposed for the meeting, shall be promptly given to every faculty member.

**C. Agenda**
1. The agenda shall be prepared by the Dean and distributed seven days before the meeting to faculty mailboxes and to email addresses designated by them.
2. The agenda should include motions requiring action and supporting documents.
3. All items requested by any faculty member or the Dean shall be listed. Faculty requests must be submitted to the Dean not less than three business days before the agenda is to be distributed.
4. The agenda shall be in the following order, subject to amendment by motion at the start of the meeting:
   a. Minutes from the previous meeting.
   b. Matters requesting action by the faculty.
   c. Committee reports.
   d. Announcements.

**D. Conduct of Meeting**
1. The Dean, or in the Dean’s absence, the most senior faculty member, shall preside.
2. Meetings shall begin at the scheduled time, unless there is no quorum. A quorum consists of a majority of the faculty.
3. Meetings shall be conducted according to the most recent edition of Robert’s Rules of Order, except as otherwise provided in these Bylaws.
4. A motion by a committee requires no second.
5. No person may speak a second time on a motion, until all others who wish to speak have been heard.
6. Only tenured and tenure-track faculty may vote on whether a tenure track position should be offered. All faculty may vote on all other matters.

**E. Minutes**
Minutes of each meeting shall be distributed to the faculty within two weeks of the meeting.