

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

FACULTY BYLAWS

Bylaws concern the organization of meetings, the writing of reports and the method of recording decisions within the framework of the Department Constitution.

Article I Notice of Meetings

Section 1 Faculty Meetings

- 1.1 The regularly scheduled semester meetings of the faculty shall be announced at least two weeks in advance by the Chairperson.
- 1.2 There shall be a clear statement of the agenda.
- 1.3 There shall be an invitation for faculty to place other matters on the agenda.
- 1.4 Information or documents essential to the agenda shall either be attached to the meeting notice or their location indicated.
- 1.5 Reconstitution of the Personnel Committee and election of the Merit Evaluation Subcommittee shall be the final agenda items of the academic year.
- 1.6 Other faculty meetings shall be convened by the Chairperson as necessary or through the Chairperson upon the request of three faculty members. There shall be at least three days notice prior to the meetings and Sections 1.2, 1.3 and 1.4 shall apply.

Section 2 Personnel Committee Meetings

- 2.1 The Personnel Committee shall meet immediately after it is formed and shall elect a chairperson.
- 2.2 Notices of other meetings of the Personnel Committee or the Merit Evaluation Subcommittee shall be served on their members. There shall be at least three days notice prior to the meetings and Sections 1.2, 1.3 and 1.4 shall apply.

Section 3 Other Meetings

Meeting announcements for other committees shall follow the format of Section 2.2

Article II Conduction of Meetings

All business shall be conducted through the chairperson following Robert's Rules of Order.

Article III Voting at Meetings

Voting in general shall be by a show of hands and public declaration.

In the case of a secret ballot, any faculty member shall have the right to cast a publicly recorded vote.

Article IV Record of Meetings

A record of all faculty meetings shall be kept in the form of minutes according to the Constitution (Article III, Section 3).

A record of all other meetings shall be kept according to the Constitution (Article IV, Section 8).

Article V Resolutions and Reports

All reports or resolutions require a motion that they be received and/or acted upon.

Where majority and minority reports are prepared, they shall be forwarded together as representing the deliberations of the committee.