

School of Mathematical and Statistical Sciences Bylaws

POLICY 02: SCHOOL MEETINGS

1. A School meeting shall be convened by the School Director at least once per academic year in the beginning of the Fall semester during the academic year. All School faculty members will be expected to attend this initial School meeting, however only 3-year Lecturers, tenure-track, and tenured faculty members will be voting members of the meeting. The agenda of the meeting will include but not be limited to the current state of the School, the School budget, news and updates, introduction of newly hired faculty, current plans for new hiring, policy updates at the College and/or University level, etc. Furthermore, faculty will have the opportunity to make motions from the floor.
2. In all School meetings (of the Whole or specified subgroup), when the agenda item is to conduct a vote, the voting members of the meeting will be then limited to the faculty members eligible to participate in that vote.
3. For all School meetings, the School Director shall notify school faculty members of the meeting time and place at least 5 working days in advance and shall provide a draft of the written agenda at least 2 working days (48 hours) in advance. All voting faculty members may request items to be added to the agenda.
4. The School Director shall be the presiding officer at school meetings.
5. A majority of the voting members invited to the meeting shall be considered a quorum and sufficient to conduct official business of the school.
6. School meetings shall be conducted according to Robert's Rules of Order (most recent edition) unless specific exceptions are made in these By-Laws.
7. Votes shall ordinarily be taken by voice or by show of hands, unless at least one voting member of the School, including the School Director, requests a secret ballot, or if a secret ballot is required by policy.
8. The School Director shall be required to convene special meetings of the School if requested in a written petition signed by at least 40% of the tenured faculty of the School or 40% of all tenured and tenure-track faculty and 3-year Lecturers.
9. All School meetings, including all townhall meetings, shall be scheduled only between and including two business days before the 1st day of classes in the Fall semester and the day before the beginning of finals week at the end of the same semester, or between and including the 1st day of classes in the Spring semester and the day before the beginning of finals week at the end of the same semester, excluding all holidays, Spring break, and all Saturdays and Sundays.
10. School meetings shall be scheduled only when no regular classes are scheduled.
11. At least two class periods per week shall be designated *activity periods*, and no classes will be scheduled by the School during activity periods to ensure that School meetings can be scheduled.