

**University of Maryland University College  
Faculty Advisory Council  
Bylaws**

**[Nov. 2008]**

**ARTICLE I. Purpose and Authorization**

1. In accordance with Article IV.1 of the Constitution of the University of Maryland University College (UMUC) Faculty Advisory Council (FAC), these Bylaws of the FAC ("Bylaws") define further its structure and procedures.
2. In accordance with Article IV.2 of the Constitution of the FAC, these Bylaws have been adopted by an absolute majority vote of the FAC and are subject to amendments as provided by Article VIII herein.

**ARTICLE II. Membership**

1. Voting members of the FAC are those UMUC faculty members elected to the FAC by the UMUC faculty.
2. Non-voting *ex-officio* members of the FAC include the UMUC President and Provost and/or their designees.
3. The total membership shall equal 18 members.
4. In accordance with Article II.2 of the Constitution, there shall be:
  - a. Four Collegiate Faculty members from Adelphi (two from Undergraduate Programs; two from Graduate Programs)
  - b. Two Collegiate Faculty members from the European Division
  - c. Two Collegiate Faculty members from the Asian Division
  - d. Six Adjuncts
  - e. One Librarian
  - f. Three at-large members. These members shall be those faculty who received the next largest number of votes in any category.
5. Faculty members who serve as FAC representatives do so as service to UMUC. However, consistent with Article I.A.2 of the FAC constitution, it is the responsibility of UMUC to ensure that FAC members are given adequate time and flexibility to participate in FAC fully and effectively. That means that the supervisor(s) of any FAC representative needs to make accommodations for the additional time demands that serving in this position imposes, including, but not limited to, providing time for participation in synchronous meetings as well as working asynchronously, communicating with members of the faculty and participating in discussions with UMUC administrators. Accommodations may take the form of release time, schedule flexibility, administrative leave, or any other form which can be agreed upon between the FAC representative and his or her supervisor(s). Any problem in reaching such accommodation should be raised by the FAC representative with the FAC Chair and be settled with the Provost.

**ARTICLE III. Elections**

1. Ordinary elections for the FAC shall be completed by October 31 for terms that begin on 1 January of the following year.
  - a. A request for nominations will be publicized at least 6 weeks prior to the beginning of voting.
  - b. The nomination process will take place on the shared governance pages of the UMUC web site, where a nomination form will be available.
  - c. Candidates failing to complete this form by the close of nominations will NOT be included on the ballot. It is the responsibility of the candidate to complete this form.
2. A ballot shall be created listing all vacancies on the Council. All nominees shall be listed according to their faculty category. The ballot shall appear 2 weeks prior to the beginning of voting.
3. Voting shall be open for a period of 3 weeks. Voting shall be electronic, with accommodations to be made by the Executive Committee, as necessary, for overseas faculty stationed at locations lacking connectivity.

4. The voting shall be supervised by an election committee approved by FAC. The committee shall work in cooperation with the Office of Faculty Affairs. In the event of no nominations for an open seat, the FAC, by absolute majority vote, may select a faculty member to fill the seat.

#### **ARTICLE IV. Term of Members**

1. The term of office of FAC members shall be for two years.
2. FAC members may be re-elected for two additional terms.
3. Approximately one half of the members will be elected each year.
4. Any FAC member may be removed for cause from the FAC by absolute majority vote.
5. Status of elected FAC members is to be determined by their faculty status at the time of their election, and no member should be forced to resign his/her seat by virtue of a change in status during his/her term of office. The exception shall be if a member is no longer affiliated with UMUC in a faculty position.
6. In the event of a vacancy created during the term of membership, the vacancy shall be filled by the nominee in the last election who received the next highest number of votes in the category of the vacancy. If that person is unable or unwilling to take the position, the nominee with the next most number of votes will be offered the seat. The process will continue until the seat is filled or there are no more nominees. If this process does not result in the seat being filled, the FAC, by absolute majority vote, may select a qualifying faculty member in the category to fill the seat.

#### **ARTICLE V. Officers, Executive Committee, Term of Officers, and Duties**

1. The FAC shall elect four officers to participate in its Executive Committee. The four officers shall consist of a Chair, Vice Chair, Secretary, and Member-at-Large. These four members shall form the Executive Committee.
2. The Officers shall be elected by an absolute majority of FAC members.
3. Elections for Officers shall take place annually during the first meeting following the assumption of office on January 1.
4. The Officers shall be elected for a term of one year.
5. Officers are eligible for re-election.
6. Duties of Officers.
  - a. The Executive Committee shall preside over FAC meetings and officially represent the faculty and its views to the President and the other officers of UMUC.
  - b. The Executive Committee shall oversee the taking of minutes, reporting of FAC activities to the President, and maintaining an archive of reports and minutes.
  - c. The Executive Committee shall facilitate the organization of task forces and committees within FAC in consensus with the remaining FAC members.
  - d. The tasks described in V.7.a-c shall be distributed among the members of the Executive Committee as they see fit. FAC and UMUC administration shall be clearly informed as to the distribution of tasks decided upon by the Executive Committee.
  - e. For the sake of clarity and the convenience of UMUC senior administrators, the Chair and Vice-Chair shall be deemed the official liaisons to the Provost's Office. Should either liaison be absent or incapable of performing these duties, an alternate will be named. When deemed appropriate, the liaisons shall have the right to invite additional FAC member(s) to meetings with the Provost.
  - f. The Chair of FAC shall be one of the four representatives of FAC on the University Advisory Council.

#### **ARTICLE VI. Meetings**

1. Synchronous meetings of the FAC shall be held no less frequently than once in the Fall semester and once in the Spring semester of each year.
2. The FAC shall make all effort to meet as necessary, using all means at its disposal. Meetings will consist of ongoing online conferencing, synchronous audio conferences, global and/or regional face-to-face meetings of FAC representatives, and video conferencing as physically possible and as supported by the FAC budget.
3. Records shall be kept of FAC activities. In the case of synchronous meetings, these will consist of minutes. In the case of ongoing FAC activities, these records will consist of periodic reports, composed and published by the Executive Committee.

4. FAC members in attendance at a meeting shall vote there. Members not in attendance may give their proxy in writing to another member.
5. Sixty percent of the FAC members shall constitute a quorum.
6. Voting Procedures.
  - a. Voting may be either electronic, audio, or face-to-face, as required. In the case of an anonymous online vote, an ex-officio member or a member of the Executive Committee will be asked to receive, tally, and announce the vote.
  - b. Votes (with the exception of Executive Committee elections) will take place in the WT classroom. A voting issue must be announced by the parties holding the vote. The announcement period shall be 5 days. This information must appear in class announcements and be sent by email.
  - c. A voting period begins with the announcement and will consist of 10 working days beyond the end of the announcement period.
  - d. The votes will be cast in a designated area within the WT classroom. An email confirmation of the vote will be sent (by forwarding function in the WT classroom) to the Secretary at the time of voting, so that there will be a second confirmation that the vote has been cast. Votes may be cast as 1) in favor of the proposal, 2) opposed to the proposal, or 3) abstaining from the proposal. Any vote not cast shall be counted as abstaining.
  - e. Votes cast after the end of voting will be counted as not having been cast.
  - f. FAC members may contest a voting result if a vote has not been properly administered or counted. This challenge must be made to the Executive Committee within 48 hours of the results being announced.
  - g. Approval of FAC business and proposals shall require an absolute majority of the FAC membership at the beginning of the voting period.

#### **ARTICLE VII. Committees**

1. The FAC may have additional committees beyond the Executive Committee as necessary.
2. A permanent committee of the FAC may be created or abolished by absolute majority vote.
3. Committees of limited duration may be created by the Executive Committee or by majority vote.

#### **ARTICLE VIII. Amendments to Bylaws**

1. Bylaws can be amended whenever the FAC deems necessary. Suggestions for changes will be considered when submitted by the Provost or a minimum of 15 faculty members.
2. Amendments must be announced to UMUC faculty and open for comment for a reasonable period, after which the amendment may be ratified by absolute majority vote.