

# **Bylaws of the Faculty Assembly of the College of William and Mary**

## **ARTICLE I**

### Elections of Representatives and Alternates

Section 1. Regular elections for Assembly representatives and alternates shall be held by March 1 of each year, with elected members assuming their duties at the first regular meeting of the ensuing academic year. However, newly elected members shall attend the Annual Meeting (See Article II, Section 2).

Section 2. Appointment of the non-voting NTE faculty representative shall be made, when necessary, by the Executive Committee at the Annual Meeting.

## **ARTICLE II**

### Election of Officers and Committees, and Duties of Officers

Section 1. The Officers of the Assembly shall be the President of the Assembly (hereafter, "the President"); the Vice-President and President-Elect (hereafter, "the Vice-President"), who shall succeed to the Office of President the July following his or her assumption of the Vice-Presidential duties; and the Secretary. Each of the officers shall represent a different constituency.

Section 2. Each spring, after the election of the new members of the Assembly and prior to Commencement, the incumbent officers shall convene the following year's Assembly for the Annual Meeting. The purpose of the Annual Meeting shall be to elect the Executive Committee, the Committee on Academic Affairs, the Committee on Faculty Affairs, and the Committee on Planning and Resources (See Article IV and Article V, Section 5). Elections shall proceed in the following sequence: President (if necessary), Vice-President, Secretary, the remaining members of the Executive Committee, the Committee on Academic Affairs, the Committee on Faculty Affairs, and the Committee on Planning and Resources. The incumbent Officers shall officiate at this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's Assembly are eligible to vote in this meeting.

Section 3. In the event that more than two candidates are nominated for a position and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot, after each vote. In the event that there is no one candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes cast (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues).

Section 4. Officers shall serve one-year terms and shall assume their duties on July 1.

Section 5. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Assembly.

Section 6. The President shall preside over meetings of the Assembly and shall appoint a Parliamentarian. The Parliamentarian shall attend all Assembly meetings and advise the Chair on parliamentary procedure. The President shall serve on all long-range planning or long-range advisory committees of the university.

Section 7. The Vice-President shall perform the duties of the President during his or her absence and shall serve on all long-range planning or long-range advisory committees of the university.

Section 8. The Secretary shall: maintain the membership roster; prepare and distribute to each member of the faculty the agenda for regular meetings at least ten calendar days prior to the meetings; prepare and distribute the minutes of meetings of the Assembly, except for those of executive sessions, to members of the Assembly, to the President of the university, to the Provost and other concerned parties, and to the university Archivist; and shall have published in an appropriate publication a report to the faculty of the business conducted in each meeting.

Section 9. When either the elected President, Vice-President or the Secretary is unable to take office, or is unable to complete a term of office, a replacement shall be elected, by the means described in Article II, Section 3, to complete the term.

Section 10. Neither the faculty representative to the Board of Visitors nor the appointed NTE representative shall serve as an Officer of the Assembly or as a member on the Committee on Academic Affairs, the Committee on Faculty Affairs, or the Committee on Planning and Resources.

### **ARTICLE III**

#### Meetings

**\*\* NO CHANGES \*\***

### **ARTICLE IV**

#### Executive Committee

Section 1. In years when one or more elected NTEs are serving on the Assembly, the Executive Committee shall consist of eleven members, two each from the Areas of Arts & Sciences, one from each School, and the faculty representative to the Board of Visitors. At least one of these members shall be an NTE. In years when there are no elected NTEs on the Assembly, the Executive Committee shall consist of twelve members: two each from the Areas of Arts & Sciences, one from each School, the faculty representative to the Board of Visitors, and the appointed NTE. It shall be chaired by the President of the Assembly. The Officers of the Assembly shall be members of the Executive Committee. Members shall serve one year terms and shall assume their duties on July 1.

Section 2. Except for the faculty representative to the Board of Visitors and the appointed NTE representative, the Executive Committee shall be nominated and elected by means of the procedures in Article II, Section 3.

Section 3. The Executive Committee shall administer the affairs of the Assembly between its meetings, fix the hour and place of meetings, make recommendations to the Assembly, and shall perform such other duties as are specified in these bylaws. The Committee shall be subject to the orders of the Assembly, and none of its acts shall conflict with action taken by the Assembly.

Section 4. The Executive Committee shall be the Faculty Liaison Committee to the Board of Visitors, to the President, and to the Provost and shall provide representation on such other policy committees of the university as the Assembly shall approve.

Section 5. The Executive Committee shall monitor all Assembly committees to assess their continuing usefulness; at least once every four years, review the jurisdiction, composition, and activities of University-wide committees to assess whether the committees, individually and collectively, meet the needs of the university; and present

recommendations to the Assembly for modifying the University-wide committee structure. In addition, the Executive Committee shall recommend to the Assembly the members of its standing and special committees, and faculty members of campus-wide committees, except as provided in Article VII, Section 3.

Section 6. During the summer recess, the Executive Committee may act on behalf of the Assembly and shall report all such actions to the Assembly at its next meeting. During the summer recess the Executive Committee shall normally follow the operating procedures set forth in the bylaws and Assembly rules as to establishing Assembly Committees and nominating representatives.

Section 7. Consistent with the bylaws and constitution, the Executive Committee shall have the authority to resolve any ambiguities on the eligibility and participation of NTE faculty with respect to the Assembly and shall report their actions to the full Assembly.

#### **ARTICLE V**

Governing Assembly Committees

**\*\* NO CHANGES \*\***

#### **ARTICLE VI**

Other Committees Reporting to the Assembly

**\*\* NO CHANGES \*\***

#### **ARTICLE VII**

University-wide Advisory Committees

**\*\* NO CHANGES \*\***

#### **ARTICLE VIII**

Parliamentary Authority

**\*\* NO CHANGES \*\***

#### **ARTICLE IX**

Amendment of Bylaws

These bylaws may be amended by a two-thirds vote of the full Assembly voting membership (all members except any NTE appointed under Article I, Section 2) and approval by the Board of Visitors.