

***BY-LAWS OF THE
FACULTY ADVISORY COUNCIL
OF
THE COLLEGE OF GEOSCIENCES***

***Revised and Approved by the Faculty
February 19, 2014***

ARTICLE I

PURPOSE

Section 1. The Faculty Advisory Council shall serve as a deliberative advisory body to help formulate policies and programs for the improvement and development of the College of Geosciences of Texas A&M University. *The Dean and faculty of the College are entitled to submit items for consideration by the Council.*

ARTICLE II

MEMBERSHIP

Section 1. The Faculty Advisory Council shall consist of at least eight members. The number of members elected from among the eligible faculty of each academic department of the College will be two each from departments on the College Station campus.

Section 2. Eligible faculty shall be those holding faculty appointments in the College of Geosciences: Assistant Professors after three years service in rank, Associate Professors, and Professors.

Research, instructional, and executive faculty who are not prohibited from serving by the terms of their contract are eligible to serve as members of the Council

Section 3. At such time as new departments are added to the College of Geosciences, each such department shall be entitled to representation on the Faculty Advisory Council as outlined in Section 1. If departments are merged, representation on the Faculty Advisory Council will also be as outlined in Section 1.

Section 4. Elections: Elections shall be held in April of each year. Each Department's representatives shall conduct the vote for upcoming vacancies in their Department. The process shall include, 1) a well-advertised open call for nominations for eligible faculty members, 2) a secret ballot tallied by a third party (e.g. department staff). Faculty members holding joint appointments shall be eligible to vote only in the departments where they are administratively located. Elections shall be by majority vote of the faculty members actually voting for a given position. In instances where no candidate receives a majority of the vote for a given position, there shall be a run-off election between the two candidates receiving the largest number of votes. In case of a tie in the run-off, the two candidates shall draw lots. The results of the elections will be communicated to the Dean and faculty of the College by the Council Chair.

Section 5. Term of Office and Schedule

- a. Members of the Council shall be elected to a four-year term of office.
- b. A Council member shall not be eligible for re-election to the Council until at least one year has passed since completion of his or her previous term of office.
- c. Schedule. Members of the Council shall be elected according to the schedule below.
- d. The election of new Council members will take place in April. The terms of newly elected members will begin on September 1.

Section 6. Vacancies. When a Council member resigns, takes leave of absence for a period of over three months, or fails to attend three

consecutive monthly meetings, his or her position shall be declared vacant. Vacancies occurring in the Council shall be filled at the regular election during April-May or, if a vacancy occurs during the fall or spring semesters, the Council may call a special election within 60 days to fill the vacancy. Members elected to fill a vacancy shall serve only for the unexpired portion of the term. When a council member is absent from the campus for a period of more than two months, but less than nine months, the member may designate a faculty member from his or her department to fill the position during the absence. This appointment is subject to approval by the Council.

Schedule

Term of Office -- 4 Years -- Staggered

Ad infinitum

Departmental
Members

Election Years

Geology/Geophysics 1	2014	2016	2020	2024
Geology/Geophysics 2	2014	2018	2022	2026
Geography 1	2014	2016	2020	2024
Geography 2	2014	2018	2022	2026
Atmospheric Sciences 1	2014	2016	2020	2024
Atmospheric Sciences 2	2014	2018	2022	2026
Oceanography 1	2014	2016	2020	2024
Oceanography 2	2014	2018	2022	2026

ARTICLE III

MEETINGS

Section 1. Regular Monthly Meetings. The Chair of the Faculty Advisory Council shall meet with the Dean once a month, September through May, at a date and hour convenient to both. Subsequent to this meeting the Chair will convene a Dedicated Session of

the Council if the Dean requests such a session or the Chair believes such a session is required by circumstances.

- Section 2.** Dedicated Sessions. A Dedicated Session of the Council may be called by the Dean, the Chair of the Council, or a majority of the Council members. Dedicated Sessions are dedicated to discussion of urgency rather than general discussion or routine business. Dedicated Sessions may be called frequently or infrequently, according to the needs of the College
- Section 3.** General Semester Sessions. Council members will meet with the faculty of their respective departments at least once a semester and record any ideas, concerns or grievances the faculty may wish to communicate to the Dean. Council members will bring these items to a plenary meeting of the Faculty Advisory Council, to be held some time after the tenth week of the semester, where they will be combined in an agenda. This agenda, to which the Dean may add items, will serve as the order of business for a meeting of the Faculty Advisory Council and the Dean to be held every semester, before the end of the semester.
- Section 4.** Quorum. A quorum shall consist of simple majority of the membership of the Council.
- Section 4.** Executive session. By a majority vote of the Council members present at an opening meeting, the Council may retire to executive session.

ARTICLE IV

OFFICERS

- Section 1.** The officers of the Faculty Advisory Council of the College of Geosciences shall be a Chair, a Vice Chair, and a Secretary.
- Section 2.** All officers shall be chosen annually from the Council membership at the first plenary meeting after elections by a majority vote of the Council, and the Chair and Vice Chair must have completed at least one year on the Council prior to election as an officer. If a situation develops where there may be neither sufficient members nor any member on the Council who can meet the

qualification of one year of prior service on the present Council, then this qualification may be waived for that particular year.

Section 3. If, for any reason, the office of Chair shall become vacant, the Vice Chair shall succeed to the office. A vacancy occurring in any other office shall be filled immediately by the Council in accordance with the qualification stated in Section 2. Such election will be only for the unexpired portion of the term.

Section 4. Eligibility for re-election as officers. All officers are eligible for re-election so long as they are members of the Council.

ARTICLE V

PROCEDURE

Section 1. When new members are present. The purpose outlined in Article I shall be read by the Chair of the Council at the first meeting attended by any new member of the Council and the Secretary will supply that member with a current set of By-Laws.

Section 2. Minutes

a. The Secretary shall keep an accurate record of the minutes of the Council meeting.

b. Minutes shall be taken for all Dedicated Sessions and General Semester Sessions. A draft of the minutes shall be distributed to each member of the Council promptly after each meeting for review and possible clarification. The Secretary shall then prepare a final version of the minutes for the records of the Council and shall distribute these minutes or a summary thereof to all members of the College faculty. The approved minutes shall be transmitted to the Dean.

c. At the next meeting of the Council, the minutes of the preceding meeting shall be officially approved as prepared or corrected and approved by the Council. If altered by the Council, such alterations shall be carefully noted in the minutes of the new session.

Section 5. Agenda. The Chair of the Council shall prepare an official agenda for every Dedicated Session of the Council, and distribute it to the membership prior to the meeting. The Council will draft the agenda of the General Semester Session with the Dean at their plenary meeting, automatically adding any items submitted by the Dean. Any member of the Council may bring to the attention of the Council at any meeting items not on the agenda.

Section 6. Voting

a. Method. Determination of the method of voting on matters presented to the Council shall be at the discretion of the Chair, unless a secret ballot is requested by a member.

b. A simple majority vote of the members of the Council in attendance shall be required to approve items for investigation by the Council.

c. A majority vote of the members of the Council in attendance shall be required to make the final recommendations of the Council on any item.

ARTICLE VI

COMMITTEES

Section 1. There shall be no Standing Committees of the College of Geosciences Faculty Advisory Council.

Section 2. Special Committees, composed of one or more members of the Council, may be appointed and instructed by the Chair as needed.

Section 3. Upon authorization of the Council and upon recommendation of the Committee Chair, the Chair of the Council may appoint faculty members who are not on the Council to serve on Special Committees with specific charges.

Section 4. All Committees shall terminate at the time of the first regularly scheduled Council meeting following the election or upon the completion of their assigned duties, whichever date is earlier.

Section 5. Vacancies on all Special Committees shall be filled by the Chair of the Council in accordance with the rules enumerated above.

ARTICLE VII

Section 1. The members of the Council by a majority vote of its total membership may propose to the Dean amendments to these By-Laws. Such amendments will become effective upon approval by the Faculty and the Dean.