

Bylaws
of the
University of Mobile Faculty Assembly and University of Mobile Faculty Council

I. Faculty Assembly Membership

The Faculty Assembly will consists of all full-time faculty members at the Mobile campus of the University of Mobile.

II. Purpose of the Faculty Assembly

- A. To facilitate communication between the faculty and other areas of the University.
- B. To facilitate faculty participation in a Development of the University where such participation is appropriate.

III. Faculty Assembly Meetings

- A. The Faculty Assembly will meet, scheduled as needed, each semester. Thirty-five percent of the active members will be considered a quorum.
- B. The President of the Faculty Assembly, as the faculty-elected President of the Faculty Council, will preside at the meetings. The meetings will be conducted according to the latest edition of Robert's Rules of Order.
- C. When voting is necessary, the President of the Assembly will prescribe the method of voting but must honor the request of any member of the Assembly for a secret ballot. One method of voting will be for the Council to send each member of the Assembly a ballot. At least 50% of the ballots must be returned to the Council in order for the vote to be valid. The Council will be responsible for counting the ballots and making the results known to the Assembly. In order for a measure to pass it must receive a majority of the votes cast.
- D. Additional meetings may be called by the President of the Assembly, the Faculty Council, or by a written petition to the Council signed by 10% of the Assembly members.

Recommended by Committee - November 25, 1997

Approved by Academic Affairs - March 5, 1998

Approved by Faculty - April 8, 1998

Approved by President - July 6, 1998

IV. Faculty Council Membership

The Faculty Council will be composed of members of the Faculty Assembly elected from the various college and schools of the University of Mobile. Representation will be based on the number of full-time faculty members in the college or school.

Number of Faculty (n)		Number of Representatives
$n < 4$		1 non-voting advisory member
$4 \leq n \leq 10$		1
$10 < n \leq 20$		2
$20 < n \leq 30$		3
$30 < n \leq 40$		4
	etc.	

IV. Faculty Council Membership

The Faculty Council will be composed of members of the Faculty Assembly elected from the various college and schools of the University of Mobile. Representation will be based on the number of full-time faculty members in the college or school.

Number of Faculty (n)		Number of Representatives
$n < 4$		1 non-voting advisory member
$4 \leq n \leq 10$		1
$10 < n \leq 20$		2
$20 < n \leq 30$		3
$30 < n \leq 40$		4
	etc.	

V. Selection of Faculty Council Members and Term of Office

A. Selection

1. Faculty Council members must be elected by a majority of the Faculty Assembly members in the college or school they represent.
2. Nominations for Faculty Council will come from the Faculty Assembly members in the respective college or schools. Before any name can be placed in nominations, the person being nominated must be notified of the pending nomination, be in agreement with the nomination, and be willing to devote the time necessary to serve satisfactory as a Council member.
3. When a college or school has more than one representative on the Council, the representatives will be nominated and elected one position at a time. This is to ensure that each representative is elected by a majority of the Faculty Assembly members in that college or school. For example:
 - a. Suppose that a college or school has four representatives on the Council, hence, they have four places to fill: Place 1; Place 2, Place 3, and Place 4.
 - b. Nominations will be taken Place 1 and a vote will be taken on the candidates for Place 1. In the event that no one receives a majority of the votes, a runoff will be held between the top two candidates. The winner of the runoff will be one of the four representatives for the college or school. The other nominees are then

- eligible to be nominated for Place 2. This method of selection does not imply any rank among the representatives. All representatives are equal in authority.
- c. The above procedure will be repeated for the remaining places.

B. Term

Each Council member will normally serve for a term of two years. However, each college or school has the right, by two-thirds vote of its Faculty Assembly members, to recall any or all of its representatives to the Council except when the representative to the Council is President or Vice President of the Council. The President and Vice President of the Council are not subject to recall by the college or schools that they represent. If the President or Vice President is removed from office by the Assembly as a whole, then he or she may be recalled by the college or school, that he or she represents. After recalling a representative, an election will be held to select a representative to fill the remainder of the recalled representative's term according to V A.

C. Replacement of Member with Unexpired Term

Should a member of the Council be unable to serve a full term of office, a replacement will be selected by the guidelines specified in V A. The replacement will serve only for the remainder of the original member's term.

VI. Selection of Faculty Council/Assembly President and Vice President

- A. The President of the Faculty Council and Faculty Assembly will be one and the same. The Vice President of the Faculty Council and Faculty Assembly will be one and the same.
- B. Once Council members are elected, their names will automatically be placed in nominations for President of the Council/Assembly. No other nominations will be accepted for President of the Council/Assembly.
- C. The entire Faculty Assembly will vote for the President of the Council/Assembly. If one candidate receives a majority of the votes cast, then that person will be President of the Faculty Council and President of the Faculty Assembly. If no one receives a majority of the votes cast, then the two nominees who receive the most votes, regardless of the percentage, will be in a runoff for the President of the Council/Assembly. The runoff candidate who receives the most votes will be president of the Council and president of the Faculty Assembly. The Vice President of the Council/Assembly will be selected in the same fashion.
- D. The term of office for the President and Vice President will be two years. Should the President be unable to serve a full term of office, the Vice President will serve as President for the remainder of the term. The Council will then elect a new Vice President from among its ranks. The new Vice President will serve only for the remainder of the original Vice President's term.
- E. The Faculty Assembly has the right, by two-thirds vote of its members, to remove the President or Vice President from office. Should the President or Vice President be removed from office he or she will continue to serve as representative to the Council unless recalled by the college or school that he or she represents. Should the President be removed from office, the Vice President will become President and the Council will elect a new Vice President from among its ranks. Should the President

and Vice President both be removed from office simultaneously, then a new President and Vice President will be elected by the Faculty Assembly according to VI. In any event the new President will serve only for the remainder of the original term.

VII. Selection of Faculty Council/Assembly Secretary/Treasurer

- A. At the Council's first meeting, the members of the Council will select a secretary/treasurer from among the ranks of the Council. This person will serve as secretary/treasurer of the Council and Assembly.
- B. The duties of the secretary/treasurer will include the keeping of accurate records of the actions of the Council and Assembly. This person will also be responsible for collecting and disbursing any Council or Assembly funds.

VIII. Faculty Council Meetings

- A. The Council will meet each month, as needed, that the University is in session. Fifty percent of the members will be considered a quorum.
- B. Additional meetings may be called by the President of the Council or by 25% of the Council members.
- C. Meetings of the Faculty Council will be presided over by the president of the Council. The meetings will be conducted according to the latest edition of Robert's Rules of Order.

IX. Change in Bylaws

- A. The bylaws of the Faculty Assembly are also the bylaws of the Faculty Council.
- B. Any change in the bylaws will originate in the Faculty Council. The Faculty Council may even propose an entirely new set of bylaws and/or constitution. The Council is obligated to consider any change presented to them in the form of a written petition signed by 10% of the Assembly for final approval.
- D. The members of the Faculty Assembly must receive a copy of the proposed change to the bylaws at least one week prior to the vote being taken by the Assembly. A two-thirds majority of the votes cast is necessary for a proposed change in the bylaws to pass the Faculty Assembly. The vote on the proposed change to the bylaws may take place at a regularly scheduled meeting of the Assembly, at a called meeting, or by ballot. Assembly members must be notified at least one week in advance of any called meeting.
- E. Any change approved by the Faculty Assembly will become part of the bylaws.

X. Purpose of the Faculty Council

To implement the wishes of the Faculty Assembly according to the bylaws of the Assembly/Council.

- A. To present specific proposals to the Faculty Assembly for implementing A and B of item II of the subject to the procedure for bylaws changes outlined in item IX of the bylaws.
- B. To recommend a change in the bylaws if it perceives a need to be involved in something not specifically stated in the bylaws.

Relationship Between Faculty Organizations
and
Other Entities

Initially the Faculty Assembly and Council will not have an official relationship to other entities. The faculty organization will:

- a. direct requests for information to the individual or group that can best and most appropriately supply the information.
- b. direct expressions of concern to the individual or group that can best and most appropriately address the concern.
- c. make recommendations to the individual or group that can best and most appropriately carry out the recommendation.

Since the Faculty Assembly and Council will initially have no official relationship to other entities, all interaction with other entities will be based on a spirit of cooperation between that entity and the faculty.

In addition, when deemed appropriate by the Faculty Assembly or Council the following interactions may take place. The faculty organizations will:

- a. receive and review requests for information from individuals or groups representing other entities.
- b. receive and review information from other entities.
- c. participate in pertinent discussions with individuals or groups representing other entities.
- d. receive and review recommendations from individuals or groups representing other entities and take whatever action is deemed appropriate.