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Council of Chairs Governing Rules

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Council of Chairs Governing Rules

Eligibility

The Council of Chairs is a body composed of current department chairs or the equivalent as defined by their College.

Purpose

The Council provides a forum for members to share concerns and possible solutions to those concerns. It will also allow for the exchange of ideas on how to better manage and serve units. The Council will also interact with other constituencies on campus by either inviting guests to meet with the Council or by selecting members to serve as liaisons to other groups.

Officers

- 1) There will be a Chair elected by majority vote from eligible members of the Council.
- 2) The Chair may serve up to two consecutive two-year terms after which an individual may not serve as Chair for at least two years.
- 3) There will be a Vice-Chair elected by majority vote from eligible members of the Council attending the final meeting of the Spring semester.
- 4) The Vice-Chair may serve up to 2 consecutive two-year terms after which an individual may not serve as Vice-Chair for at least two years.
- 5) Under ordinary circumstances, the Chair and Vice-Chair may not both vacate their positions in the same year. In the event that the Chair leaves the Council for any reason in the final year of the Vice-Chair's position, the Vice-Chair may serve an additional year. Likewise, if the Vice-Chair leaves the Council for any reason in the final year of the Chair's position, the Chair may serve an additional year.
- 6) Other members of the Council may represent it on university committees, such as the Associate Deans' Council or Assessment Committee. In the event that two or more individuals volunteer/are nominated for a position there will be an election by majority vote (see Point 14).

Responsibilities

- 7) The Chair shall call meetings of the Council and assemble the agenda for those meetings.
- 8) The Chair shall manage the meetings.
- 9) The Vice-Chair shall act as recorder for meetings.
- 10) In the event that the Chair cannot attend a scheduled meeting the Vice-Chair shall conduct the meeting and the recorder duties shall be assumed by a volunteer from an attending member of the Council.

Elections

- 11) A Nominations Committee shall exist and have the Chair and Vice-Chair as its members, except when those individuals will stand for an election.
- 12) In the first meeting of the year, members present shall elect two alternates to substitute for the Chair/Vice-Chair as necessary during the year.
- 13) Order of the election for officers:
 - a. Elections for officers shall occur electronically in the week preceding the final scheduled meeting of the academic year.

- b. The Nominations Committee will solicit nominations at least one week prior to the start of voting by email to all Council members. Nominations will be solicited for at least three working days.
 - c. The Nominations Committee sets the voting period, which must include at least three working days. The Nominations Committee will announce the results of any vote by email to the full Council membership.
- 14) Elections for members of *ad hoc* Council Committees or for members of other university bodies shall be conducted electronically. The election will be conducted as described in Point 13. The election shall not be conducted by one of the candidates.
- 15) Motions and changes to these Rules shall be made by electronic vote with a voting period of at least three working days.