

# FACULTY COUNCIL ON UNIVERSITY POLICY RULES OF ORDER

(Amended 4-23-15)

University of Missouri-Columbia

The Faculty Council on University Policy (Faculty Council) is the governing body of the faculty and acts for the faculty under restrictions described in "The Bylaws of the MU Faculty." Its operations shall be carried out in accordance with the following rules:

1. Officers. The officers of the Faculty Council shall be a Chair and Vice Chair, who will be elected annually. All officers must be members of the Faculty Council. If the Chair prematurely vacates the office, the Vice Chair becomes Chair and the Faculty Council elects a new Vice Chair. The Chair, Vice Chair, Chairs of the five standing committees of Faculty Council, and the Intercampus Faculty Council representative shall serve as the Executive Committee. A recorder, a web-editor, and a parliamentarian shall be appointed by the Chair from the membership and approved by Faculty Council. The Chair of Faculty Council may invite these appointed positions to Executive Committee meetings. The Chair, Vice Chair, and Intercampus Faculty Council (IFC) representative are the MU representatives to the Inter-Campus Faculty Council. The Chair of Faculty Council will serve as UM Board of Curators Observer.
2. Committees. The standing committees of the Faculty Council shall be the following (unless the Council establishes additional standing committees as it may deem necessary):
  - A. Academic Affairs
  - B. Faculty Affairs
  - C. Fiscal Affairs
  - D. Student Affairs
  - E. Diversity Enhancement
3. Operational Policies.
  - A. The rules given in the current edition of Robert's Rules of Order shall be followed in conducting the meetings of the Faculty Council, provided they are not in conflict with the Faculty Bylaws or the Council's Rules of Order.
  - B. The Faculty Council shall meet on Thursdays as scheduled by the Executive Committee, with sessions beginning at 3:30 p.m. and adjourning as close to 5:00 p.m. as is possible, given the business at hand in each particular meeting. The Council may change the time of meetings by a majority vote, and special meetings may be called by the Executive Committee, or by a majority vote of the Council.
  - C. A quorum shall be a majority of the Council members.

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- D. Members of the Council may appoint their officially designated alternates, or other faculty members from the same division, to assume their roles, including voting on motions, at meetings of the Council.
- E. In general, matters brought to the Council are to be referred to the Executive Committee and then, if necessary, to a standing committee before being placed on the Agenda; however, this procedure may not preclude the introduction of items for discussion at meetings of the Council.
- F. Items discussed by the Council will not be acted on at that session, but shall be placed on a subsequent Agenda for prompt action.
- G. Agenda for meetings shall be prepared by the Executive Committee and copies will be supplied to Council members at least two days prior to a meeting.
- H. Faculty Council supports transparency and its meetings are open to the public including all faculty members. (4-23-15)
1. Council Executive Committee may schedule items for discussion or action during closed session. Examples include, but are not limited to: awarding of degrees (including honorary degrees) to specific persons; nomination/selection of specific persons for committees, councils, boards, or offices; actions related to a specific person, legal actions, causes of action or litigation involving the University, the faculty, or specific faculty members; or other discussions about specific persons.
  2. Council Executive Committee may schedule items for discussion, but not action, during closed session if doing so is beneficial to conducting Faculty Council business.
  3. Items for discussion or action during closed session must be identified on the agenda.
  4. Any Council members may move to remove a discussion item from closed session. Motion is approved if it receives a majority vote.
  5. Unless otherwise authorized by Council, all persons present during a closed meeting shall keep the discussions in confidence.

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I. Except in the case of elections, voting shall be by voice vote, or upon request of the Chair, by a show of hands. The Chair may call for a show of hands and order a count if the outcome of a vote is in doubt. A roll-call vote shall be required on actions taken by the Council on request of a single member of the Council. The results of the voting shall be recorded in the Minutes, provided that a motion for this action is made and approved by a majority vote of the Council.

J. Electronic motions and voting can be organized as per Faculty Council rules, unless one or more voting members of Faculty Council object. The Faculty Council Chair shall preside over the discussion, procedure, and tallying of the votes.

4. Order of Business. The meetings of the Council shall be conducted according to the following schedule:

A. Corrections to, and approval of, Minutes

B. Reports of Officers

1. Report by the Chair on the most recent meeting between the Executive Committee and the Chancellor and Provost.
2. Report by the Intercampus Faculty Council Representative on the most recent meeting of the Intercampus Faculty Council.
3. Report by the Observer to the Board of Curators on the most recent meeting of the Board of Curators.
4. Reports of other officers as appropriate.

C. Matters for Action

D. Matters for Discussion

E. Reports for Special Committees and Task Forces

F. Announcements

5. Nominations and Elections for Executive Committee of Faculty Council (8-24-06)

A. Procedures for Nominations and Elections:

- 1) Appointment of Nominating Committee. In January of each year, the Executive Committee shall appoint a Nominating Committee of three members who are completing a three-year term on Faculty Council and will not be members of Faculty Council during the next academic year. The Chair of Faculty Council is not eligible to serve on the Nominating Committee. The Chair of Faculty Council will appoint one member of the Nominating Committee to serve as Chair of the Nominating Committee. The Chair of Faculty Council will announce the membership of the Nominating Committee at the first February meeting of the Faculty Council.
- 2) Call to Service. Before the first Faculty Council meeting in March, the Nominating Committee shall electronically distribute a call to service asking for nominations (including self-nominations) for Chair, Vice Chair, IFC representative and Chairs of the five standing committees (Academic Affairs, Faculty Affairs, Fiscal Affairs, Student Affairs, and Diversity Enhancement). A list of returning Faculty Council members and their terms of office will be included (members completing their first 3-year term and are standing for election for a second term are eligible for nomination). A brief description of each office will be available on the Faculty Council Website (<http://facultycouncil.missouri.edu/>).
- 3) Preparing the List of Nominees for Chair and Vice Chair. The Nominating Committee will prepare the list of nominees for Chair and Vice Chair. The Nominating Committee is responsible for ensuring at least one nominee for both positions. The Nominating Committee will distribute an electronic copy of the list of nominees prior to or at the first Faculty Council meeting in April.
- 4) Nominees' Statements. The Nominating Committee will ask nominees for Chair and Vice Chair to prepare written statements of 100 words or less explaining their interest in the position and experience relevant to the office. Nominees who submit their statements to the Faculty Council office at least three days before the first meeting of Faculty Council in April will have their nominating statements distributed as a group to Faculty Council members. The Nominating Committee will immediately electronically distribute the statements of all nominees for each office if they are received at any time before the election meeting.
- 5) The Ballot. The ballot will be reviewed during closed session of the first Faculty Council meeting in April. There will be an opportunity to discuss candidates and nominations for Chair and Vice Chair may be made from the floor.
- 6) The First Stage Election. The electronic ballot will be available for voting for one week. Voting will close at 5:00 p.m. on the second Friday following the first Faculty Council meeting in April. A tellers committee appointed by the Chair of Faculty Council will count the ballots and electronically distribute the results of the election. In case of a tie, a runoff election will be held between the two candidates with the highest number of votes. The runoff will be conducted electronically and held one week following the regular election. At the discretion

of the Executive Committee, a paper ballot may be substituted for the electronic ballot and the election held during the closed session of the first Faculty Council meeting in April.

7) Second Call to Service. Immediately after the results for the chair and vice chair elections are announced, the Nominating Committee shall electronically distribute a second call to service asking for nominations (including self-nominations) for IFC representative and Chairs of the five standing committees (Academic Affairs, Faculty Affairs, Fiscal Affairs, Student Affairs, and Diversity Enhancement). A list of returning Council members and their terms of office will be included (members completing their first 3-year term and are standing for election for a second term are eligible for nomination). A brief description of each office will be available on the Faculty Council website (<http://facultycouncil.missouri.edu/>).

8) Preparing the List of Nominees for Chairs of Standing Committees. The Nominating Committee will prepare a list of nominees for IFC representative Chairs of the five standing committees. The unsuccessful candidates for Chair and Vice Chair are eligible for nomination. The Nominating Committee is responsible for ensuring at least one nominee for each position. The Nominating Committee will distribute an electronic copy of nominees prior to or at the first meeting of Faculty Council in May.

9) Nominees' Statements. The Nominating Committee will ask nominees for IFC representative and Chairs of standing Committees to prepare written statements of 100 words or less explaining their interest in the position and experience relevant to the office. Nominees who submit their statements to the Faculty Council office at least three days before the first meeting of Faculty Council in May will have their nominating statements sent as a group to Faculty Council members. The Nominating Committee will immediately electronically distribute the statements of all nominees for each office if they are received at any time before the election meeting.

10) The Ballot. The ballot will be reviewed during closed session of the first Faculty Council meeting in May. There will be an opportunity to discuss candidates and nominations may be made from the floor.

11) Second Stage Elections. The electronic ballot will be available for one week. Voting will close at 5:00 p.m. on the second Friday following the first Faculty Council meeting in May. A tellers committee appointed by the Chair of Faculty Council will count the ballots and electronically distribute the results of the election. In case of a tie, a runoff election will be held between the two candidates with the highest number of votes. The runoff will be conducted electronically and held one week following the regular election. At the discretion of the Executive Committee, a paper ballot may be substituted for the electronic ballot and the election held during the closed session of the first Faculty Council meeting in May.

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- B. Commencement of Service. Elected officers, IFC representative, and standing committee chairs will begin their terms of service during closed session of the last summer meeting (transition meeting) of Faculty Council.
6. Other committees.
- A. Early in the Winter Semester the chair shall seek nominations and offers to serve on the following committees:
    - 1. Chancellor's committees, Councils and Boards.
    - 2. Campus Promotion and Tenure Committee.
    - 3. Honorary Degree Committee.
    - 4. Committee on Faculty Responsibility.
    - 5. Other Campus Committees.
  - B. The Executive Committee of Faculty Council will prepare a list of nominees and submit it, in executive session, to the entire Faculty Council before the end of the Winter Semester for their consideration, alteration and approval.
7. Special Rules.
- A. Parliamentarian. After the annual election of all of the officers, the Chair of Faculty Council shall appoint a Parliamentarian. The appointment must be approved by the Executive Committee at the first meeting of the Executive Committee. The Parliamentarian must be a member of the Council, the Parliamentarian may or may not be a Council officer. The Parliamentarian will rule on all questions regarding parliamentary procedure. In the event that the Parliamentarian cannot attend a meeting, the Chair will appoint a substitute to serve in the absence of the Parliamentarian.
  - B. Librarians.
    - 1. MU Librarians I-IV are eligible for appointment to campus committees.
    - 2. Faculty Council appointments to campus committees should include MU Librarians I-IV on the same basis as other faculty and MU Librarians I-IV should be polled with other faculty to list campus committee preferences.
    - 3. The representative(s) of librarians to the Library Committee should be selected by the MU Librarians I-IV.
    - 4. The MU Librarians I-IV should select a representative to attend meetings of the Faculty Council. Such representative will be non-voting, but with that exception, can engage in other Faculty Council activities, including service on Faculty Council standing committees.
  - C. Recognized Organizations.
    - 1. Any organization (a) which consists of at least 30 members of the MU faculty (active and retired), and (b) whose membership is limited to MU faculty members or is limited to MU faculty members and other members of the MU

community (staff and students) may request to be recognized by Faculty Council. After determination that the organization meets the membership requirements, the request shall be granted.

2. Upon such recognition:
  - i) The organization can select an MU faculty member as a representative to attend the open sessions of Council.
  - ii) The Chair of Council should be notified of the person selected as representative.
  - iii) The representative will receive copies of the agenda and minutes of Faculty Council meetings on the same basis as Council members.
  - iv) The representative will be permitted to speak at open Council meetings on matters before Council. The representative should inform the Chair before the meeting of his or her presence. Such representative is not entitled to vote.

D. Non-tenure Track Faculty.

1. The MU ranked non-tenure track faculty are eligible for appointment to campus committees.
2. Faculty Council appointments to campus committees should include MU ranked non-tenure track faculty on the same basis as other faculty. MU ranked non-tenure track faculty should be polled with other faculty to list campus committee preferences.
3. The MU ranked non-tenure track faculty will elect four representatives, one each from clinical, extension, research, and teaching facilities.
4. The ranked non-tenure faculty representative will attend meetings of the Faculty Council. Such representation will be non-voting, but with that exception, can engage in other Faculty Council activities including service on Faculty Council Standing committees.

E. As the GRP and GOC are not part of the regular campus committee process and are also appointed by faculty council, the following procedure should be used to vet candidates from the faculty at large:

1. To replace members rotating off the committee or to fill vacancies left by resignations, Faculty Council will send an announcement to the faculty-at-large asking for a short CV or Bio, and a short paragraph or statement as to why the faculty member would like to serve in this capacity.
2. The executive council or a subcommittee appointed by the faculty council chair will review the candidates and choose the best people to fill the position, recommending these to the entire faculty council for a vote. (2-27-14)

8. Amendment of Rules of Order. These Rules of Order may be amended at any regular meeting of the Faculty Council by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## APPENDIX

### Traditions and Practices

This appendix is not part of the Faculty Council's Rules of Order. It records traditions and practices of the Faculty Council.

1. The Office of the Provost provides funds for the operation of an office and staff for the Faculty Council on University Policy including the Chair of the Faculty Council who traditionally receives 40% release time and a month's summer salary during a year of service.
2. A committee comprised of former chairs of the Faculty Council meets regularly to advise the current chair of the Faculty Council.
3. The Chair usually meets monthly with the Provost and Chancellor.
4. The Executive Committee meets monthly in open session with the Chancellor and Provost during the fall and winter semesters to discuss campus policies. A list of items the Executive Committee would like to discuss will be developed by the Executive Committee and forwarded to the Chancellor and Provost prior to the meeting. A copy of the topics to be discussed will also be posted on the Council website. The Executive Committee also meets annually with the Council of Deans.
5. On a regular basis the Faculty Council will invite the Chancellor, the Provost and the Intercollegiate Athletics Committee chair and NCAA representative (jointly) to address the Council. Normally, this session will last 15 minutes or less and will be followed by a short question and answer period. The Council invites the Provost or the Provost's representative to every meeting of the Council. The Chair will extend the Provost or the Provost's representative the opportunity to comment on business before the Council.
6. The Council attends meetings of the Board of Curators held in Columbia.
7. Memorandum of Understanding regarding Honorary Degrees. (See page 9 for complete memorandum)
8. CSCAR function of the Faculty Council. (See page 10 for additional information)
  - The Executive Committee of Faculty Council shall function as a "committee of the whole" in assuming the responsibilities of Campus Standing Committee on Administrator Review (CSCAR).
  - The job of administering the survey shall be assigned to the Vice Chair of Council. If additional help or expertise is required, the Vice Chair may convene a Special Projects Committee or could call on faculty outside Council to provide advice.
  - The Vice Chair of Council would be responsible for conducting the review(s) referred to in Propositions 1, 2, and 3 and reporting results to the Chair of Council in Executive Session.
  - The Chair and Vice Chair of Council would then be responsible for informing the appropriate administrator of the results before public release of the results.



- Public release of the results should be done as soon as practicable following notifying the administrator under review, his/her direct supervisor, and Council. Items to be released include the survey questions, the number of surveys distributed, the number returned and the percentages of answers by category for each question. A summary of any written comments will be made available as well.
- After the survey, the items to be retained for archival purposes are as follows: a copy of the survey instrument, the answer data, a copy of the information released to the administrator under review and his/her direct supervisor, and copies of any media releases. All other materials shall be physically and/or electronically disposed of.

#### Memorandum of Understanding

DATE: April 27, 1999 [revised 8-28-03]

TO: Chancellor Richard Wallace  
Whitney Hicks, Chair, Honorary Degrees (1998-99)  
Judith Davenport, Chair, Honorary Degrees (1999-00)

FROM: Robert Weagley, Chair  
MU Faculty Council on University Policy

SUBJECT: Memorandum of Understanding Reached Between Chancellor  
Wallace and the Executive Committee of Faculty Council

1. The Honorary Degree Committee will present their nominations for Honorary Degrees to a closed session of Faculty Council at either or both of the following times: the last meeting in September or the first meeting in October or the last meeting of the Fall semester or the first meeting of the Winter semester. The Office of the Chancellor shall be notified of the nominees at this time.

2. Faculty Council will vote on the list in closed session at its next scheduled meeting. The actual awarding of degrees will be done "pending Board of Curators approval".

3. The list of approved/disapproved Honorary Degree candidates will be forwarded to the Office of the Chancellor and, sequentially, to the Board of Curators for approval.

4. Following Board of Curators approval, the honorees can be notified and asked to attend either the May or December commencement.

RW:rkh

## **Faculty Council Administrator Review**

### **A Proposed Mechanism -- 3/21/01**

At a vote of the Faculty Council in open session on April 6, 2000, FC approved the assumption of the duties of the Campus Standing Committee for Administrator Review. The document that follows addresses several issues including committee membership, selection of chair, suggested procedures for review, etc.

Guiding Propositions (from original documents):

1. Proposition 1: The initial appointment of campus-wide MU administrators shall be the subject of public debates and secret-ballot referenda by faculty.
2. Proposition 2: There shall be formative and summative evaluations by faculty of campus-wide MU administrators' performances on a regular schedule.
3. Proposition 3: There shall be public debates and secret-ballot referenda held regularly and periodically to determine whether campus-wide MU administrators retain faculty support for their continuation in office.
4. Proposition 4: There shall be similar reviews and evaluations of divisional and departmental administrators.
5. Proposition 5: Propositions 1, 2, and 3 shall be implemented with respect to UM (e.g. System) administrators.
6. Proposition 6: The faculty shall hold an evaluative referendum every five years on the legitimacy of the continuation of campus-wide MU administrative positions.
7. Proposition 7: There shall be a financial "watch-dog" committee.

Faculty: includes all ranked faculty (assistant, associate and full) with professorial designation.

Campus-wide administrators: Chancellor, provost, vice chancellors, vice provosts, and Dean of the Graduate School.

System-wide administrators: UM president and vice-presidents.

Divisional and departmental administrators: Deans, associate deans, assistant deans, directors of academic units, and department chairs.