Article I. Membership in the Assembly

The voting membership of the Assembly shall consist of a) tenured and tenure-track faculty of the College of Liberal Arts and Sciences with the rank of Assistant Professor and above, without regard to percentage of time; b) those in a faculty equivalent position with the rank of Assistant or above (e.g., Assistant Specialist, Assistant Scientist, Clinical Assistant Professor, Research Assistant Professor), without regard to percentage of time; c) lecturer or teacher, with 100 percent appointments of more than one year; d) emeritus faculty who declare themselves voting members each year; e) graduate and undergraduate students of the College elected to Student Senate; and f) student members of the standing committees of the Assembly.

Eligible student members can vote on all issues except faculty elections to standing committees.

Emeritus faculty must submit a letter each year advising the College Office of their desire to be a voting member.

Visiting and Affiliated Faculty (adjunct faculty appointments) cannot vote.

Article II. College Academic Council

A. The College Academic Council (CAC) will act in the name of College Assembly unless the Assembly as a whole decides the matter in question. The CAC will set the dates of its meetings which typically will occur on the second Tuesday of each month in September, October, November, December, February, March, April, and May. The CAC may meet more frequently as the business of the College justifies.

B. Membership of the CAC will be as follows:

The CAC will include representatives from all five of the College divisions, with representation based on the relative size of the divisions. Two faculty members will serve from each of the three larger divisions which include 1) Humanities; 2) Social and Behavioral Sciences; and 3) Natural Sciences and Math. One faculty member will serve from each of the two smaller divisions which include 1) School of the Arts; and 2) International and Interdisciplinary Studies. The representatives are selected in the regular elections in the spring semester to standing committees via an electronic mail ballot. Faculty members with joint appointments across two divisions may choose the division their name will be considered in at the time of their nomination for the election, with the requirement that their appointment in the unit associated with that division is greater than or equal to .5 of a full-time equivalent (FTE). More than one member of a particular unit with an appointment greater than .5 FTE at the time of the election may not be appointed; faculty members in a unit with an appointment less than .5 FTE do not count towards that unit for representation.

Two students, one undergraduate, one graduate, chosen by the student members of the College Assembly via an electronic mail ballot or during a fall semester meeting of the student members of the Assembly.

Commented [LCW1]: We still need to address the student issue.
In the event of a tie vote for one of the elected positions, a coin will be flipped to determine the representative and the loser of the coin flip will be inserted at the top of the alternate list for that division.

Elected CAC members will serve a three-year term, and they are eligible to be elected for subsequent term(s) provided there is a one-year absence from the CAC between terms. Faculty who are on phased retirement or who have a terminal contract with less than three years of service remaining are not eligible for CAC membership. Student members will serve one-year terms, and may serve up to three terms. Any faculty member who resigns will be replaced by the faculty member at the top of the alternate list in the Division represented by the departing faculty member. If alternates are exhausted, the CAC will identify up to 5 possible replacements in ranked order and the Chair of the CAC will contact these individuals in order until one agrees to serve. Any student member who resigns will be replaced by the student member at the top of the alternate list. If alternates are exhausted, the CAC will identify up to 5 possible replacements in ranked order and the Chair of the CAC will contact these individuals in order until one agrees to serve.

Members of the CAC who do not attend two consecutive meetings may be declared no longer members of the Council by decision of the Council.

The Chair of the CAC must be one of the members of the elected body. At the next to last meeting of the academic year, the CAC will nominate potential chairs and the final act of the last meeting of the academic year will be to elect the new Chair. Once a committee member is elevated to Chair, they no longer serve as a voting member and will be replaced in that role by the faculty member at the top of the alternate list in the Division represented by the departing faculty member (see above if no alternates exist from that division).

The Chair of the CAC serves for a one year term without the potential for reappointment in a three year term and must be entering their second or third year at the start of their chair appointment. Chairs who serve in their second year return to voting member status in their third year.

All alternates elevated to the CAC membership (including those taking the position of the individual elevated to chair) serve only for the remainder of the year they were elevated (or for a shorter designated period if they serving as a temporary replacement for a member that will return). If these individuals are interested in being appointed to the CAC in the following year, they must run for election and their three year service clock would begin with the start of an appointment following an election.

The Dean and each Associate Dean serve as a non-voting attendees; each may request items be added to the agenda and have the same speaking privileges as other attendees.

One of the College staff will be designated by the Dean to serve as the Secretary of the CAC. He or she will serve as the elections officer for the CAC and will be responsible for notifying members of the College Assembly of elections, taking nominations, tabulating all votes, and
C. Activities of the College Academic Council

1. Curriculum. The CAC will consider all curricular and degree changes proposed by the Committee on Undergraduate Studies and Advising (CUSA) and the Committee on Graduate Studies (CGS). The CAC’s approval is necessary for such changes to be official unless the CAC refers the issue to the College Assembly for decision at a meeting of that body or via an electronic mail ballot. Actions by the CAC will be announced to the College Assembly members electronically and/or via Web posting within 72 hours after a decision by the CAC.

2. Consultation on the Budget. At least once each semester, the Dean of the College will review the state of the College budget with the CAC. The CAC may also request specific information about the budget from the Dean.

3. Petitions to the CAC. The CAC may consider petitions from Departments, Programs, and individual and groups of College staff, students, and faculty members for discussion.

4. Request for Reconsideration by College Assembly. College Assembly members have ten business days after an action by the CAC to request reconsideration by means of a petition letter signed by ten members of the Assembly. Reconsideration may take one of the following forms:
   a. Request that the CAC reconsider its action at its next meeting.
   b. Request that the action be voted upon in an electronic mail ballot of College Assembly members.
   c. Request that a meeting of College Assembly be called to consider the issue.

5. Requests for Information by the CAC. The CAC has the right to request that the Dean and/or Associate Deans of the College, Chairs, Directors, or other representatives of departments and programs supply information and/or attend its meetings to discuss issues with the CAC.

6. CAC and College Assembly. The CAC may request that the College Assembly meet to discuss an issue or that the College Assembly vote on an issue by electronic mail ballot. Notice via electronic mail of at least ten business days must be given before the College Assembly will meet or before the electronic mail ballot is distributed.

7. Meetings of CAC. Meetings of the CAC will be open X or Y. Any member of the Assembly may address the CAC. The latest revised edition of Roberts Rules of Order shall constitute the rules of order of the CAC meetings.

* for #7, should it be left as “to all members of the College Assembly” or changed to “in accordance with the Kansas Open Meetings Act.”

8. Agenda. The elected chair will ensure that the agenda of the CAC be posted on the College Web site and sent via electronic mail to all members of the College Assembly at least five business days prior to the CAC meeting date. The chair will be assisted in this by college staff.
9. Minutes. Minutes of the CAC will be taken by the secretary and posted on the College Web site and sent via electronic mail to the College Assembly members within 72 hours after the CAC meets.

10. In line with Robert’s Rules of Order, 5 of the 10 voting members shall constitute the quorum required to conduct official business on behalf of the College Assembly members.

* for #10 majority is sometimes the choice but we can pick what we want based on what the group feels is the # that allows the meeting to run effectively. Personally I think we also need to determine if we will allow for the meeting to move forward if a quorum isn’t called for. If so I think we have an obligation to state it and if not then it shouldn’t be an option.

Below are Articles III and IV (unedited). Based on time, at the end of our meeting I’d appreciate if we could do a cursory review of these articles to support next steps in editing.

Article III. Meetings of the Assembly

A. The College Assembly will meet whenever ten members of the Assembly request such a meeting by means of a signed letter of petition. The Assembly may also be called to meet at the request of the CAC. Notice via email of at least ten business days must be given before the College Assembly will meet. The Dean, in consultation with the CAC, will determine the date for the meeting of the College Assembly, but in any case, it must take place within at least 30 days of the submission of a letter of petition for a meeting.

B. The Dean shall receive items for the agenda from the committees and members of the Assembly, and shall distribute the agenda at least one week prior to the meeting. No new business shall be acted upon at any meeting that has not been distributed to members at least one week prior to the meeting.

C. A quorum of ten percent of the membership shall be present before any business may be transacted, except that, if any item could not be acted upon for a lack of a quorum at the previous meeting, then the membership present shall constitute a quorum for the purpose of acting on that particular item.

Article IV. Officers of the Assembly

A. The Dean or the Dean’s representative shall preside at all meetings of the Assembly.

B. The Secretary of the Assembly shall be appointed by the Dean of the College.

C. The Dean may appoint a parliamentarian.

Article V. Powers of the Assembly

Subject to the provisions of the law and the Rules of the Board of Regents and consistent with policies established by the Code of the University Senate and the Constitution and the Policies and Procedures of the University Office of Graduate Studies, the Assembly has the power to:
A. Establish rules for the conduct of its business.

B. Establish committees of its choosing and assign functions and responsibilities to such committees.

C. Set requirements for graduate and undergraduate degrees and establish other appropriate academic regulations.

D. Approve or disapprove course changes or courses proposed to be offered for credit in the College.

E. Establish procedures for students in the College in such matters as probation, suspension, reinstatement, dismissal and other measures related to the maintenance of proper academic standards.

F. Consider such other matters as the Senate Code assigns or delegates to the College and Schools, or the Graduate Faculty of the University may assign or delegate to the College, or the standing committees place before the Assembly, or the Dean places before the Assembly; additionally, the Assembly shall consider matters placed before it by a petition supported by 25 signatures of members of the Assembly.

G. Supplement its membership with appropriate representation from minority groups.

H. The Assembly may delegate final authority of its powers to any standing committee of the Assembly but any such delegation must be reviewed and voted upon annually by the Assembly.

Commented [LAL10]: How does this work??
I am all for diversity in all its forms, and ensuring diversity in all decision making. However, the assembly is already everybody, right? This plan is to supplement with assembly with more elected students from under-represented groups??
Also, I prefer "under-represented"