Article I. Membership in the College Assembly (CA)

A. The voting membership of the College Assembly (CA) shall consist of:

1. 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;
2. Those in a faculty equivalent position with the rank of assistant professor or above (e.g., assistant specialist, assistant scientist, clinical assistant professor, research assistant professor), without regard to percentage of time;
3. Lecturers or teachers, with 100 percent appointments of more than one year;
4. Emeritus faculty who declare themselves voting members each year;
5. Graduate and undergraduate students of the College elected to Student Senate; and
6. Student members of the standing committees of the CA.

B. Additional membership details:

1. Eligible student members can vote on all issues except faculty elections to standing committees;
2. Emeritus faculty must submit a letter each year advising the dean’s office of their desire to be a voting member; and
3. Visiting and Affiliated Faculty (adjunct faculty appointments) cannot vote.

Article II. College Academic Council (CAC)

A. Role of the College Academic Council (CAC): The College Academic Council (CAC) will act in the name of CA unless the CA as a whole decides the matter in question.

B. Meetings of the CAC: The CAC will set the dates of its meetings, which are scheduled currently to 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.

C. Membership of the CAC will be as follows:

1. 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 (HUM); 2) Social and Behavioral Sciences (SBS); and 3) Natural Sciences and Math (NSM). One faculty member will serve from each of the two smaller sized divisions which include 1) School of the Arts (SOTA); and
2) International and Interdisciplinary Studies (IIS). 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.

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

3. In the event of a tie vote for one of the elected positions, a coin will be flipped to determine the representative and the individual not appointed based on the coin flip will be inserted at the top of the alternate list for that division.

4. 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 consecutive or non-consecutive 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.

D. Chair of the CAC:

1. 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 identify candidates for the role of chair for the next year; candidates can be nominated by another member or self-nominated. The final act of the last meeting of the academic year will be to elect the new Chair. If more than one individual accepts a nomination, the CAC will use anonymous paper ballots to elect the new chair. In the case of a tie, a coin will be flipped. If only one individual accepts a nomination, the vote (again with anonymous paper ballots) will be to establish acceptability; a majority vote (50% or greater) is required for the nominee to be elected as chair. If a majority vote for acceptability is not obtained, a final call for nominations will be made at this meeting and if any nominations are made and accepted, the voting procedure above will be repeated. If a chair is not elected by the end of this meeting, the dean will serve as the interim chair for the subsequent year.

Commented [LCW3]: We still need to address the student issue
2. 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).

3. 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.

4. All alternates elevated to CAC membership (including those taking the position of the individual elevated to chair) serve only for the remainder of the term for which 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.

5. If the chair of the committee steps down from this role, this individual has the option of returning to member status or stepping off the CAC entirely. If the chair stepping down chooses to return to member status, the alternate in their place is relieved of their service. The dean will serve as the interim chair of the CAC for the remainder of that year.

E. Role of the dean: The dean (unless serving as interim chair) and each associate dean serve as non-voting attendees; each may request items be added to the agenda and have the same speaking privileges as other attendees.

F. Administrative support to the CAC: 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 CA of elections, taking nominations, tabulating all votes, and informing the selected representatives and the CA of their CAC representatives at the conclusion of the elections process.

G. Removal from the CAC: If a member evidence repeated absenteeism from meetings, including but not limited to two consecutive unexcused absences, the chair may contact that member to determine their willingness and appropriateness to remain on the CAC. If the chair determines that removal of the member is most appropriate, the member has the option to accept or challenge this decision. If challenged, the CAC will vote to approve or deny the chair’s recommendation as the final order of business in the next regularly scheduled CAC meeting. Accepting the recommendation requires a majority vote (50% or greater). The member in question will be excused during the vote and informed of the decision after the meeting by the chair in person, followed by a written confirmation.

H. Activities of the CAC

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 CA for decision at a meeting of that body or via an electronic mail ballot. Actions by the CAC will be announced to the CA members electronically and/or via Web posting within 72 hours after a decision by the CAC.

2. Consultation on the Budget. At the first meeting of each semester and at the first meeting after any significant budget changes are announced, the dean of the College will provide the CAC with a brief overview of the College budget. The CAC may also request specific information about the budget from the dean to be presented at these times or at any other meeting with a minimum notice of two weeks. The Secretary of the CAC can provide members upon request with information about how they may access the printed budget.

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

4. Request for Reconsideration by CA. CA 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 CA. Reconsideration may take one of the following forms:
   a. Request that the CAC reconsider its action at its next meeting.
   b. Request a vote of CA members via email.
   c. Request that a meeting of CA 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 CA. The CAC may request that the CA meet to discuss an issue or that the CA vote on an issue by electronic mail ballot. Notice via electronic mail of at least ten business days must be given before the CA will meet or before the electronic mail ballot is distributed.

7. Meetings of CAC. Meetings of the CAC will be open to all members of the CA in accordance with the Kansas Open Meetings Act. 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.

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 CA 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 CA 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 CA members. If this requirement isn’t met, the meeting will not be able to go forward and all business will be moved to the agenda for the next regularly scheduled meeting.

Article III. Meetings of the CA

A. The CA will meet whenever ten members of the CA request such a meeting by emailing a letter of petition to the CAC Secretary. The CA 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 CA will meet. The dean, in consultation with the CAC, will determine the date for the meeting of the CA, 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 CA, 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 CA and Attendance at Meetings of the CA

A. The dean or the dean’s representative shall preside at all meetings of the CA.

B. The chair of the CAC or another member selected by the chair should attend all meetings of the CA as an official representative of the CAC.

C. The Secretary of the CAC will serve as the Secretary of the CA.

D. The dean may appoint a parliamentarian.

Article V. Powers of the CA

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 CA 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 CA, or the dean places before the CA; additionally, the CA shall consider matters placed before it by a petition supported by 25 signatures of members of the CA.

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

Article VI. Standing Committees of the CA

A. The College includes five standing committees of the CA. The composition and key details of the five standing committees are outlined below:

1. Committee on Graduate Studies (CGS): The Committee on Graduate Studies shall consist of eleven faculty members serving three-year overlapping terms, to be elected at large from the Graduate Faculty of the College across the five divisions of the College with three members each from HUM, NSM, and SBS, as well as one member each from SOTA and IIS. Additionally, the committee will include up to five graduate students elected for two-year terms with one each representing each of the five divisions (fewer students are permitted if good faith efforts are made to reach full representation).

2. Committee on Undergraduate Studies and Advising (CUSA): The Committee on Undergraduate Studies and Advising shall consist of fourteen faculty members, serving three-year overlapping terms, across the five divisions of the College with four members each from HUM, NSM, and SBS, as well as one member each from SOTA and IIS. The committee also will include up to two Graduate Teaching Assistants and four undergraduate students (irrespective of division), elected for two-year terms (fewer students are permitted if good faith efforts are made to reach full representation).

3. College Committee on Appointments, Promotion, and Tenure (CCAPT): The College Committee on Appointments, Promotions, and Tenure, shall consist of thirteen tenured faculty, each at the rank of associate professor or professor, serving three-year
terms across the five divisions of the College with four members each from HUM, NSM, and SBS, as well as two each from the SOTA and IIS.

*Note: For this committee only, faculty members with primary or joint appointments of any percentage to the same departments or programs as sitting committee members are ineligible for election to the committee until the other member from their department or program has served out his or her term or resigned from the committee. If a member of the committee is a candidate for promotion and/or tenure, that person shall be replaced on the committee for the year by the top alternate from a list of alternates kept by the dean’s office or by special appointment by the dean if an alternate is ineligible to maintain the required committee balance (that appointee shall remain on the committee only for the year appointed). Whenever this occurs prior to the third year of the standing member’s term, the individual shall return to the committee to complete the three-year term.

Members shall recuse themselves from any deliberations or voting when the candidate for promotion and/or tenure is from the member’s own academic department or unit.

4. Committee on Sabbatical Leaves (CSL): The Committee on Sabbatical Leaves shall consist of eleven faculty members, serving three-year overlapping terms across the five divisions of the College with three members each from HUM, NSM, and SBS, as well as one member each from SOTA and IIS. If a member of the Committee becomes a candidate for sabbatical leave, that person shall be replaced on the committee by the top alternate from the list of alternates kept by the dean’s office. In the event that the member is replaced after only one year of service on the committee, s/he will be eligible for the next consecutive term for this same committee.

5. Committee on the Evaluation of Chairpersons and Directors (CECD): The Committee on the Evaluation of Chairpersons and Directors shall consist of eight faculty members, serving two-year overlapping terms across the five divisions of the College with two members each from the humanities, the natural sciences and mathematics, and the social and behavioral sciences, one from the School of the Arts and one from international and interdisciplinary studies.

B. Additional details specific to the five standing committees of the CA

1. For each of the elected committees, faculty members and graduate students 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).

2. The dean of the College or the dean’s representative shall be an ex officio non-voting member of each of the elected committees.

3. Each committee shall select a chair from among its members.

4. Any committee may, subject to approval by the CA, supplement its membership in order to achieve representation of minorities.
5. The dean’s office shall provide the staff support that these committees require.

Article VII. Functions of the Standing Committees of the CA

A. General Functions

1. Each standing committee shall receive communications from the faculty, the other standing committees, the CAC and/or the CA, and the dean.

2. Each standing committee shall report at least once a year to the CAC and/or the CA, unless otherwise specified, and shall provide the CA with information it requests, except when such information is specifically restricted by superseding University policies.

3. Each standing committee may appoint special task forces, either on its own initiative or upon recommendation of the dean, to examine or deal with issues of importance to the College; or recommend the appointment of such task forces by the dean.

4. Each standing committee may hold forums, open to all members of the CA, and centered on matters of educational or policy import which, in the judgment of the committee, deserve attention at that time.

5. Each standing committee may transact any of its business through designated subcommittees and, where appropriate, delegate to the dean’s office staff support the performance of specific functions upon its behalf.

6. When standing committees deal with matters that are also the concern of other standing committees, they are encouraged to confer or meet jointly.

7. The dean shall confer at least once each year with the chairs of the standing committees for the purposes of coordinating standing committee activities, considering long range planning, and establishing special committees to address specific long range policies and goals. At least one of these meetings should occur at the start of the academic year.

8. In the case of formal proposals involving the gain or loss of departmental status, the CAC will review the proposal with input from the chairs of the five standing committees. From this review, the group will provide recommendations to the dean but the final decision is made by the dean.

B. Specific Functions

1. Committee on Graduate Studies (CGS) shall:

   a. Review and recommend to the CAC and/or the CA, as well as the University Office of Graduate Studies matters of graduate educational policy.
b. Review and recommend for file to the CAC and/or the CA changes in degree requirements.

c. Review all new graduate degree proposals and other matters requiring formal review, and make recommendations as appropriate to the University Office of Graduate Studies and other University bodies.

d. Review and make recommendations on graduate student petitions requesting special relief from College or University rules when referred to them by the College Office of Graduate Affairs, the dean and/or his or her designee, or by special request of the student.

e. Advise the dean on all matters of educational policy with respect to graduate studies.

f. Undertake inquiries into matters of graduate educational policy and procedures, and make recommendations to the dean and the CA.

2. Committee on Undergraduate Studies and Advising (CUSA) shall:

a. Review and recommend to the CAC and/or the CA for action all proposals with reference primarily to undergraduate course and curricular change and educational policy and procedures.

b. Review and accept for file statements of major requirements and departmental honors requirements.

c. Periodically review undergraduate degree requirements and the manner in which they may be satisfied, and, where appropriate, suggest to departments and programs that courses be modified so as to accomplish more effectively the goals for which the requirements were established.

d. Review and make recommendations on undergraduate petitions requesting special relief from College or University rules when referred to them by College Student Academic Services, the dean and/or his or her designee, or by special request of the student.

e. Undertake inquiries into matters of undergraduate educational policy and procedures, and related matters of advising, and make recommendations to the dean, as well as CAC and/or the CA.

3. The College Committee on Appointments, Promotions and Tenure (CCAPT) shall:

a. Consider all recommendations for advancement in academic rank and granting of continuous tenure for members of the College Faculty. The recommendations along with those of the dean shall be reported to the University Committee on Promotions and Tenure and shall remain otherwise confidential.
b. Address itself to matters of policy pertaining to faculty rank and status and report its recommendations to the dean.

c. Advise the dean on recommendations for all initial appointments at the professor or associate professor level, and other appointments conferring tenure.

4. Committee on Sabbatical Leaves (CSL) shall:
   a. Consider all recommendations for the award of sabbatical leaves to members of the College Faculty. The recommendations along with those of the dean shall be reported to the University Committee on Sabbatical Leaves and shall remain otherwise confidential.
   b. Address itself to matters of policy pertaining to the sabbatical leave system and to leaves without pay, and report its recommendations to the dean.

5. Committee on Evaluation of Chairpersons and Directors shall:
   a. Review and evaluate the performance of department chairpersons and academic program directors who wish to be reappointed.
   b. Advise the dean of the results of these reviews and evaluations, and make appropriate recommendations

Article VIII. Elections

A. Election of Faculty to the standing committees.

1. Each year in anticipation of spring elections the Secretary of the CA shall solicit nominations for the College standing committees from the full CA membership. This solicitation should occur no later than February 15th and should allow for nominations up until March 1st.
   a. Eligible faculty may self-nominate, or nominate another eligible member of the faculty for membership on the standing committees.
   b. If an insufficient number of nominations are received (i.e., not enough names to fill all open positions), the Secretary of the CA shall solicit additional nominations from the chairs and directors of the units, completing no later than March 15th.
   c. The Secretary of the CA will obtain the consent of each nominee to be placed on the ballot.
   d. The chairs and directors of each unit in the College shall, when appropriate, nominate faculty members to serve on the dean’s review committee, as provided for in F.S.R.R.
10.2.1. The CA will elect committee members in the spring preceding the year in which the dean is to be reviewed.

2. The following are not eligible for election to the standing committees:
   a. Anyone serving as dean, associate dean or assistant dean of any of the schools or offices of the University.
   b. Anyone who has served on a particular standing committee other than as a temporary replacement, within one academic year that would precede the new term, although it is permissible to be elected for a subsequent term to one of the other four standing committees.
   c. Anyone who has been elected to another standing committee for the same or overlapping term.
   d. Faculty in phased retirement or who have a terminal contract with less than three years of service remaining and who thereby would be unable to serve for the entirety of a standing committee term.

3. Only members of the Graduate Faculty may be nominated for the Committee on Graduate Studies.

4. No later than April 1st, the Secretary of the CA shall prepare and transmit to the faculty members of the CA an electronic ballot listing the open positions and those nominated for those positions, as well as the currently filled positions with the name and dates of the appointment term for those individuals. Ten working days (not including spring break) shall be allowed for the return of the electronic ballot to the Secretary of the CA who shall tally and report the results at a meeting of the CAC, post to the College webpage, and send to all members of the CA via email.

5. If the same individual is elected to two different standing committees, that individual will be given the choice of committees and the opening in the other committee will be filled by the individual with the next highest number of votes. In the case of a tie, a coin will be flipped.

6. Alternates will consist of individuals nominated to standing committees, but not elected. Alternates will remain eligible to fill vacancies on the standing committees to which they have run for election over the last five years. If no eligible alternates are available, the Secretary of the CA shall solicit additional nominations from the chairs and directors of the units, with selections made by the dean in consultation with the chair of the committee in question.

B. Election of Graduate and Undergraduate Student Representatives

Commented [SRC6]: Just a thought, could the alternates be handled the same way as with CAC? Could the committee come up with a list of 5 instead of asking chairs and directors?

Commented [LCW7]: The student election issue will need some thought
6. The total number of directly elected student representatives to the CA will be 20 percent of the faculty voting membership of the CA.

   a. Any undergraduate students enrolled in the College of Liberal Arts and Sciences may be elected for up to three one-year terms, especially those students who may subsequently be elected to standing committees who are expected to serve two-year terms.

   b. Any graduate students enrolled in the College of Liberal Arts and Sciences may be elected for up to four one-year terms, yet no elected graduate students may serve two consecutive two-year terms on the CAC or either of the standing committees.

7. A maximum of twenty percent of the allotted number of student representatives may be elected from among the graduate students in the College.

8. Eighty percent or more of the student representatives shall be elected from among the undergraduate students in the College.

9. Provided they are willing to serve, the undergraduate student members who are elected representatives of the College in the Student Senate shall automatically become members of the CA. The graduate students in the College who are elected Presidents, or his or her designates, at the department level will automatically become nominees for election to the CA.

   a. Each year, the Student Senate leadership will announce the filing deadline for their elections, prepare the ballots, and conduct the elections. Once College undergraduate students are seated on the Senate, their names will be forwarded to the Secretary of the CA.

   b. Each year, the graduate student leadership within College departments shall announce the filing deadline for their department elections, prepare the ballots, and conduct the elections. Once the Presidents of graduate organizations in the departments are seated, their names will be forwarded to the Secretary of the CA; if the number of Presidents at the department level who are willing to serve on the CA is greater than the number of positions available, than the secretary of the CA shall prepare electronic ballots for all College graduate students and conduct the elections from this slate.

   c. If the numbers of elected undergraduate and graduate students willing to serve are less than the number of positions to be filled in order to constitute twenty percent of the faculty membership of the CA, then nominations for these positions will be solicited from the College community.

10. The Secretary of the CA will solicit nominations and conduct elections for undergraduate and graduate student positions as needed to fill the remaining student positions from the College academic community in the spring semester.
a. After the names of the newly elected undergraduate and graduate students are collected by the Secretary of the CA, s/he will determine if additional positions need to be filled. If so, s/he will send an electronic solicitation for nominations and distribute Student Representative Nomination Forms to all College faculty and students.

b. If the number of nominations is still less than the number of positions remaining to be filled, the Secretary of the CA will solicit nominations of undergraduate and graduate students from the directors who oversee undergraduate and/or graduate studies in the departments.

c. If the number of nominations is greater than the number of positions remaining to be filled, then the Secretary of the CA shall prepare the ballots and conduct the elections on or before May 5 each year.

d. If the number of nominations is equal to, or fewer than, the number of positions remaining to be filled, the nominated students will be appointed to the CA by the dean and no additional elections for CA representatives will be held.

11. No individual graduate or undergraduate student shall be elected to the CA, to the CAC, or to one of its standing committees, without his or her prior consent to serve if elected. The Secretary of the CA will confirm that nominated students are willing to serve if elected, as well as if they would like to nominate themselves for subsequent election to the CAC or one of the standing committees of the CA. The elections committees shall determine replacements for vacancies occurring at any time during the academic year by appointment from among the alternates in the various elections or, if they so decide, a supplementary election may be held.

12. The assistant or associate dean of the College serving as the liaison to the Committee on Undergraduate Studies and Advising (CUSA) shall serve as ex officio advisor to the College representatives in the Student Senate. The Assistant or associate dean of the College serving as the liaison to the Committee on Graduate Studies (CGS) shall serve as ex officio advisor to the College graduate representatives elected in each department.

C. Election of Graduate and Undergraduate Students of the CA to College Policy-Making Committees.

1. The assistant or associate dean of the College serving as the liaison to the Committee on Undergraduate Studies and Advising (CUSA), and/or the assistant or associate dean of the College serving as the liaison to the Committee on Graduate Studies (CGS), shall call a meeting of the elected student members of the CA early in the fall semester each year to provide a forum for the election of students to College policy-making committees.

a. Prior to the meeting, the secretary of the CA will prepare both an undergraduate student ballot and a graduate student ballot containing the names of the undergraduate and graduate students, respectively, who have previously been nominated, or who have nominated themselves, to serve on the CAC, the CUSA and/or the CGS. The secretary of the
CA will confirm that the students nominated to CUSA hold graduate teaching assistantships for at least one of the two semesters of their current terms.

b. At the start of the meeting, all students who have previously been nominated, or who have nominated themselves, to serve on the CAC, the CUSA and/or the CGS, will be asked to give short presentations on why they would like to be elected to these committees.

c. All graduate students in attendance at this meeting will then vote on the graduate ballot, and all undergraduate students in attendance will vote on the undergraduate ballot.

2. Students who wish to serve on a standing committee, but are unable to attend the meeting early in the fall semester, may designate a fellow CA member to read a prepared statement outlining why s/he would like to be elected to a committee(s).

3. Student members of the CA who are not in attendance at this first meeting early in the fall semester to hear the presentations of the nominees will be unable to vote in the election of students to policy-making committees.

4. The student member(s) with the highest number of votes in each category will be elected to the corresponding committee. The remaining student member(s) on the ballot will be elected to serve as alternates to the corresponding committee in the order of highest to lowest number of votes received.

Article IX. Appointed Committees

A. The dean shall appoint such committees as the business of the College may require and shall solicit names of possible appointees from the standing committees.

B. The membership of committees shall be announced via the College Web site in the page(s) dedicated to College communications.

Article X. Curricular Changes

A. Proposals for course changes shall be submitted to the Committee on Graduate Studies or the Committee on Undergraduate Studies and Advising for consideration. These committees will review proposals and then either send them back to the proposing department to correct and refine or forward them to the CAC, along with the committee's recommendations, at least one week in advance of the meeting at which the CAC will act upon the proposals.

1. In emergency situations, the Committee on Graduate Studies or the Committee on Undergraduate Studies and Advising may act for the CAC to the extent of giving approval to a curricular change for no longer than one semester. Any temporary approval will be reported to the CAC at its next meeting. This section shall not apply to rule changes or to programs extending beyond one semester unless instructed otherwise by the CAC.
2. No course shall be offered for College credit that has not been approved under the provisions of this section above.

3. The CAC, the CGS, and the CUSA shall have power to approve editorial changes in course descriptions.

B. For the establishment of undergraduate major requirements, the following rules shall apply:

1. The CAC may, within the provisions of the Senate Code, establish minimum requirements for all majors, for groups of majors, special majors, and double majors.

2. The CAC shall review and approve programs of interdepartmental majors.

3. The CAC shall review, approve, and transmit to the dean, programs leading toward the degree of Bachelor of Science in the several fields and majors leading toward the degree of Bachelor of Arts or Bachelor of General Studies. Detailed requirements of such majors as promulgated by the department or program, and any changes therein, must be filed with the Committee on Undergraduate Studies and Advising before they become effective. The committee shall include this information in its next report to the CAC.

C. For the establishment of the requirements of graduate degrees offered by departments or programs in the College, the following rules shall apply:

1. The CAC may, within the provisions of the Senate Code and the rules and regulations of the University Office of Graduate Studies, establish minimum requirements for all graduate degree programs in arts and sciences.

2. The CAC shall review, approve, and transmit to the dean, all new degree programs offered within the College. Detailed requirements of such degree programs as promulgated by the department, and any changes therein, must be filed with the Committee on Graduate Studies before they become effective. The committee shall include this information in its next report to the CAC.

Article XI. Granting of Degrees

A. The names of those undergraduate students who have completed the requirements established by the CA for graduation shall be certified by the dean, or his or her designee, to the chancellor, and the Board of Regents that the respective degrees be conferred.

B. The names of those graduate students who have completed the requirements established by the CA and the graduate faculty for graduation in the various graduate programs in arts and sciences shall be certified by the dean, or his or her designee, to the dean of graduate studies, the chancellor, and the Board of Regents that the respective degrees be conferred.

Article XII. Parliamentary Procedures
A. The latest revised edition of *Roberts Rules of Order* shall constitute the rules of order of the CA meetings.

B. A motion for an electronic mail ballot on any main motion before the CA shall be in order after the call for the question but before a vote is taken. It shall be adopted providing twenty-five percent of the members present or 25 members, whichever is the smaller, favor such a motion. The arguments pro and con on the main motion which were presented at the CA meeting(s), shall be extracted from the minutes of the meeting(s) and shall accompany the ballot sent to each voting member of the CA. A motion to reconsider shall not apply to the electronic mail ballot.

**Article XIII. Bylaws Review and Changes**

A. Triggering a review of College Bylaws

1. Bylaws are to be reviewed at the start of each academic year by the CAC to address any material in the bylaws that have been rendered inaccurate or outdated due to changes in the College.

2. A formal and comprehensive review of the College Bylaws must be undertaken every 5 years as part of the regular duties of the CAC.

3. Any member of the CA (thereby including members of the CAC) can request a formal and comprehensive review of the bylaws. This request must be made to the chair of the CAC and communicated to the secretary of the CAC for inclusion in the posted agenda of the second meeting of the academic year (to allow time for a thorough review). This request must also include a rationale for the proposed review that will be made available with the posted agenda. If not a member of the CAC, the individual(s) requesting the review can send a representative to the CAC meeting to present their rationale. In line with standard procedures, the CAC will vote on the request and a review will be triggered with a two-thirds majority vote.

B. College Bylaw review procedures

1. The CAC reviews and discusses the proposed change, and a two-thirds majority of the CAC membership votes to forward the motion to the full CA.

2. Once forwarded to the CA, a two-week initial review period is provided at which point the CAC further revises the bylaws and then sends it back out to the CA for a second two-week review period and a vote via email.

3. As outlined above, a meeting of the CA can be called during the process if a discussion is warranted (in line with the procedures outlined above) with feedback provided to the CAC.
4. The email vote requires a two-thirds majority for passage