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. CAC may meet more frequently as the business of the College justifies.

B. Several questions emerged that must be answered before we can proceed with editing this section:

- Should International and Interdisciplinary Studies have representation?
- How many representatives from each Division and should that number be determined as function of size of the division or equal across divisions?
- Currently a subset of the members must be unit chairs/directors (one from each division). Should this continue or should all slots be open regardless of position?
- In the event of a tie, should the tie be broken by the Dean and Associate Deans or should a runoff occur, or another strategy?
- If someone resigns (faculty or student), we go to the top of alternate list. However, if no alternate is available, should the Dean appoint or should another strategy be used (election)?
- If we keep chairs, and one resigns, is it acceptable to have chairs and directors appoint the new chair in an area meeting or should this be done with strategy (election)?
- Should faculty in phased retirement with under 3 years left be eligible for election?
- Who should chair the CAC meeting, the Dean or someone elected by the CAC from its current members? If someone else, should that person create the agenda?
- Should the College supply the secretary (typically from governance) or should a CAC member be elected into that role (with support from who the College would have made secretary)?
C. Several questions emerged that must be answered before we can proceed:

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). 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.

Should the Dean update CAC on the budget or supply the budget (the latter was requested in one set of edits)? If the latter, what would that specifically entail?

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.”

** for #7 there was text at the end of the paragraph that said “The Dean, or the designated Chair, may limit the time allowed to speak if necessary to conduct orderly business.” – Should this be kept or removed.
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*, X# (to be determined based on answers above) of the Y# (to be determined based on answers above) 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.