

**Faculty Advisory Committee (FAC) to the Board of Regents By Laws - from the agenda for the FAC meeting of April 15, 2016 - Approved as reported in the minutes of the FAC meeting of April 15, 2016**

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**ARTICLE I – NAME, AUTHORITY AND DEFINITIONS**

The name of this group is the **Faculty Advisory Committee to the Board of Regents (BOR) for Higher Education**. The Committee is established in accordance with Connecticut General Statutes § 10a-3a of the Connecticut General Statutes approved May 2, 2012 and shall be deemed a public agency within the scope of the Connecticut Freedom of Information Act as define in sections 1-200. Faculty refers to tenured or non-tenured full-time teaching faculty and administrative faculty who provide direct student services, except in the cases of representatives from Charter Oak State College, which does not employ full-time faculty.

**ARTICLE II –FACULTY ADVISORY COMMITTEE FUNCTIONS**

The Committee Shall:

- A. Assist the Board in performing its statutory functions
- B. Advise the BOR, the management of the Connecticut State College and University System (CSCU) and the General Assembly on matters of policy and faculty concerns regarding higher education
- C. Expect the BOR and system management shall provide in a timely manner the information, materials and resources necessary for the Committee to carry out its assisting and advisory functions.
- D. Provide a mechanism to discuss issues of importance to faculty across the seventeen (17) institutions within the CSCU system and to provide specific recommendations and, as necessary and appropriate, proposals on system academic policies, including approval of new proposals or changes to existing strategies, plans policies and procedures. With respect to recommendations or proposals, the Committee will seek comment at its meetings or through e-mail from campus governance leadership and faculty. Any dissenting or “minority opinion” of the Committee with rationale shall be included in any recommendations forwarded.
- E. Operate and be guided by the principles and standards stated in the American Association of University Professors 1966 Statement on Government of Colleges and Universities <http://www.aaup.org/file/statement-on-government.pdf>
- F. Meet at least biannually with the BOR. Agendas shall be prepared for such meetings and shall be distributed by the board prior thereto and shall consist of matters recommended for inclusion by the BOR chair and the Committee. The BOR chair shall preside over such meetings and Committee members shall have the right to participate in all discussions and deliberations but shall not have the right to vote at such meetings in accordance with the provisions of *Connecticut General Statutes § 10a-3a* (Sect. 1 (d))
- G. Report annually in January to the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations, regarding the performance of its statutory functions and its biannual meetings with the BOR in accordance with the provisions of *Connecticut General Statutes § 10a-3a* (Sect. 1 (e))

**ARTICLE III -- OFFICERS**

Officers of the Committee shall be the Chair, Vice Chair, and Recording Secretary. Officers shall be elected annually in January by the members. The election of officers should be completed no later than February. The term of office for officers is one year. For each two year election cycle, the chair and vice chair shall rotate between a member or alternate representative from the Connecticut State Universities

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(CSU) in even number years and the Connecticut Community Technical Colleges (CTC) in odd number years.

Their duties shall be as follows:

### **A. The Chair:**

1. To prepare agendas in collaboration with the vice chair and FAC. To provide an opportunity for members to review proposed agendas before meetings for the purpose of suggesting additions or changes
2. To convene Committee meetings and in the event of unexpected developments related to weather or other emergencies cancel or postpone meetings through notification to the secretary of the BOR for proper public notice.
3. To conduct all meetings of the Committee guided by Robert's Rules of Order 11<sup>th</sup> Edition. In the event of any inconsistency between Robert's Rules and these by-laws, the by-laws shall take precedence.
4. To work with the President and Vice Presidents of the CSCU system to facilitate a meaningful assisting and advisement role for the Committee
5. To represent the positions of the Committee to the BOR, management of the CSCU system and the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations
6. To designate Committee representatives to attend meetings of the Board and its committees and other meetings deemed by the committee to be important to faculty interests.
7. To assure through the secretary of the BOR that:
  - a. Meeting agendas, minutes and materials relevant to current Committee activity are posted on a timely basis on the BOR's public website in accordance with Connecticut Freedom of Information Act requirements.
  - b. Committee membership list and contact information are on file with the BOR secretary or designee and posted on the BOR website provided members and alternates agree to have this information posted on the website.
8. To access the Committee's system e-mail account with approval from the Committee for the purpose of broadside communications to solicit suggestions and/or comments on matters of importance

### **B. The Vice Chair:**

1. To assume the duties of the Chair in his or her absence
2. To assist the Chair in the fulfillment of his or her duties

### **C. The Recording Secretary:**

1. Maintain attendance records

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2. Record votes and minutes post votes and minutes of each meeting in accordance with Connecticut General Statutes § 1-225 (see appendix)

### **ARTICLE IV -- OTHER COMMITTEES**

The Committee may establish any other committees or task forces that are necessary to carry out Committee responsibilities. Each committee may be chaired by a Committee member. Faculty not on the Committee may serve as members of such committees or task forces.

### **ARTICLE V – ELECTIONS AND MEMBERSHIP**

Members shall serve terms of two (2) years provided full-time employment is maintained. New members shall take office in January of even number years following elections conducted by campus governance bodies every two years in the spring semester of the immediately previous odd-number year. Newly elected members may attend meetings in the fall semester to help assure continuity between the outgoing and incoming Committee members but the newly elected members will not have voting power until they take office in January. Details of the election process, the Committee's role, explanations and rationale are recorded in the May 16, 2013 Special Meeting Minutes on the BOR website and shall provide guidance to future Committees on the conduct of uniform, fair, open elections in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (b)).

- A. The Committee shall be composed of *ten* (10) voting faculty members and eight (8) alternates who shall be elected by their peers in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (a))
  1. There shall be three (3) faculty voting members and one (1) alternate representing the four (4) Connecticut State Universities (CSU) elected by full-time faculty. The alternate will rotate among the four universities on an annual basis in the following order WCSU (2012) CCSU (2013) ECSU (2014) SCSU (2015). By January 2016, the CSU representatives on the FAC shall determine a four-year cycle for rotating the alternate member among the representative campuses. The selection of a Chair or Vice-Chair may be considered in this determination.
  2. There shall be one (1) at-large voting representative and one (1) alternate from among all of the CSUs' administrative faculty who provide direct student services elected by full-time administrative faculty.
  3. There shall be three (3) faculty voting members and three (3) alternates from among the 12 (12) Connecticut Community Technical Colleges (CTC). One representative and alternate each will be elected from among the four (4) large, four (4) medium and four (4) small schools as determined by full-time faculty headcount by full-time faculty within each of the three (3) groupings. The alternates are the runners up in each of the three elections.
  4. There shall be one (1) at-large voting representative and one (1) alternate from among all of the CTCs' administrative faculty who provide direct student services elected by full-time administrative faculty from all twelve (12) colleges. The alternate is the runner up in voting across the twelve (12) campuses.
  5. There shall be one (1) faculty voting member and one (1) alternate elected by a majority vote of the Academic Council of Charter Oak State College (COSC).
  6. There shall be one (1) administrative faculty voting member and one (1) alternate elected by a majority vote of the COSC Academic Council.

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- B. Alternates may speak at meetings, make motions, be named by the FAC to represent it on other committees or boards, or serve as FAC officers or chairs of task forces.
- C. In the event of a vacancy among the teaching faculty at the CSUs, then the chair shall request that the campus governance body or bodies involved in conducting the biennial elections for that seat hold a special election within 30 days during the fall-spring academic year for the remainder of the unfulfilled term.
- D. In the event of a vacancy from COSC, the community colleges, or the CSU administrative faculty position, then the alternate becomes the full voting member and the next highest vote getter from the previous election becomes the alternate. In the event of a vacancy and there are no previous vote getters are available to serve, then the chair shall request that the campus governance body or bodies involved in conducting the biennial elections for that seat hold a special election within 30 days during the fall-spring academic year for the remainder of the unfulfilled term.
- E. A Committee member may resign by sending a written letter to the Chair, Vice Chair, Alternate and the Campus Governance Leaders at the institution or institutions he or she represents. The member's designated alternate shall become the voting member upon acceptance of the resignation at a regular meeting of the Committee. The Campus Governance bodies shall have the option to conduct a special election for a new representative, who may be the alternate or other eligible faculty, within 30 days in the fall-spring academic year and within 30 days of the start of the next semester should the resignation be accepted during the summer intercession. In the case of the CTCs, if the alternate becomes the member, the runner up in the election shall become the new alternate.
- F. Committee members shall notify the Chair, Vice Chair and their designated Alternate if they are unable to attend a meeting. The designated Alternate shall assume the member's voting powers in the member's place. In the event a member does not report for the meeting and/or does not make notification, the presiding meeting officer (chair or vice chair) may designate the Alternate to vote in place of the missing member. In the case of the CTCs, if the designated Alternate is not present at the start of the meeting, the presiding officer for the meeting (chair or vice chair) may designate another faculty or administrative Alternate present from the CTCs to serve in the member's place on a rotating basis carried over from the previous meeting in alphabetical order by last name. In the case of CSUs and COSC, if the designated Alternate is not present at the start of the meeting, the presiding meeting office (chair or vice chair) may designate either a faculty or administrative alternate to fill a missing member's place on a rotating basis carried over from the previous meeting in alphabetical order by last name.
- G. A Committee member who does not report for three consecutive regular meetings without making prior notification of the absences with reasons to the Chair, Vice Chair and Alternate may be eligible for removal by a two-thirds vote of the Committee at the discretion of the Chair in consultation with campus governance leaders he or she represents. In the event of such removal, the Campus Governance bodies shall have the option to conduct a special election for a new representative, who may be the alternate or other eligible faculty, within 30 days in the fall-spring academic year and within 30 days of the start of the next semester should the resignation be accepted during the summer intercession. In the case of the CTCs, if the alternate becomes the member, the runner up in the election shall become the new alternate.
- H. Duties of the members shall include at a minimum:
  - 1. Attend and participate in meetings of the Committee, or ensure that an alternate will attend
  - 2. Maintain understanding of the concerns of their campus constituents and represent their interests, while prioritizing the academic functioning of the entire system



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3. Maintain communication between the Committee and the campus governance bodies they represent

### **ARTICLE VI -- MEETINGS**

- A. Regularly scheduled public meetings shall be conducted. The frequency (monthly is recommended), location and timing of regular meetings shall be determined by the Committee and posted on the BOR website and filed with the Secretary of State's Office no later than January 31 with updates provided as necessary in between for special meetings or schedule changes. Such interim public notice shall be made at least 24 hours before the scheduled meeting time on the BOR website and filed with the Secretary of State's Office. in accordance with Connecticut General Statutes § 1-225 (see appendix)
- B. A quorum for a meeting shall consist of six members or alternates serving in place of a member. Any action of a majority of a quorum shall be an act of the Committee. However, in absence of a quorum, those present may take action on provisional basis, which measures may be raised for consideration by any member at the next meeting of the Committee.
- C. Only members or their alternates acting in their place who are present shall be permitted to vote. There will be no provision for absentee or proxy voting.
- D. The agenda will be drafted by the Chair. The proposed agenda shall be distributed to members for comment one week prior to the date of the meeting. The final agenda shall be posted on the BOR website and filed with the Secretary of State's Office 24 hours before the meeting in accordance with Connecticut General Statutes § 1-225 (see appendix) .
- E. Minutes shall be kept of all Committee meetings and distributed to members and posted in draft form on BOR website within one week after the meeting. The committee will review the minutes and make any necessary revisions at the next meeting and the minutes with any revisions will then replace the draft minutes on the BOR website. If there are no revisions, the draft minutes will stand and the word draft removed.

### **ARTICLE VII – Parliamentary Authority**

Roberts Rules of Order shall govern meeting proceedings where they are not in conflict with these by-laws, the Committee's statutory authority and rules of society

### **ARTICLE VIII -- AMENDMENTS**

The by-laws may be amended by a majority of the membership. Any proposed amendment to the by-laws must be voted on for adoption at a regular meeting subsequent to the one where it was introduced. The by-laws will be automatically amended to reflect changes in institutional names.

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The by-laws were ratified at the Sept. 20, 2013 meeting of the FAC by a 8-0 vote. Attending: Stephen Adair, Peter Bachiochi, Christine Barnett, Ilene Crawford, Tom Failla, Nick Lefakis, Patty O'Neill, Mary Jean Thornton. Special thanks to Barbara Richards for her contributions on behalf of alternate members of the FAC.

By-laws modified on April 15, 2016.

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### Appendix

**C.G.S. Sec. 1-225. (Formerly Sec. 1-21). Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions.**

(<http://www.cga.ct.gov/current/pub/chap014.htm#Sec1-225.htm>)

#### **I. Agendas of Regular Meetings**

*The agenda of the regular meetings of every public agency, except for the General Assembly, shall be available to the public and shall be filed, not less than twenty-four hours before the meetings to which they refer, (1) in such agencies regular office or place of business, and (2) in the office of the Secretary of the State for any such public agency of the state, in the office of the clerk of such subdivision for any public agency of a political subdivision of the state or in the office of the clerk of each municipal member of any multitown district or agency. For any such public agency of the state, such agenda shall be posted on the public agencies and the Secretary of the States web sites.....*

##### **Secretary of the State requirements for regular meeting agendas**

1. Agenda to be submitted to this office in a pdf format.
2. Agenda should be sent as soon as it is available. Note requirements of the statute above.
3. Send agenda to the following email address and indicate that it is an agenda and the name of the agency and committee if applicable.

Email address: lead@ct.gov

#### **II. Regular Meeting Notices**

*Each such public agency of the state shall file not later than January thirty-first of each year in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agencies Internet web site, if available...*

##### **Secretary of the State requirements for regular meeting notices**

1. Send notice in a pdf format
2. Note the requirements of the statute above for when the notices are due.
3. Send notice to the following email address and indicate that it is a "notice of regular meetings," name of the agency and committee if applicable.

Email address: lead@ct.gov

#### **III. Special Meeting Notices**

*(d) Notice of each special meeting of every public agency, except for the General Assembly, either house thereof or any committee thereof, shall be posted not less than twenty-four hours before the meeting to which such notice refers on the public agencies Internet web site, if available, and given not less than twenty-four hours prior to the time of such meeting by filing a notice of the time and place thereof in the office of the Secretary of the State for any such public agency of the state*

##### **Secretary of the State requirements for special meeting notices**

1. Send notice in pdf format
2. Note the requirements of the statute above
3. Send notice to the following email address and indicate that it is a "special meeting notice" name of agency and committee if applicable.

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Email address: lead@ct.gov

### IV. Minutes

*The meetings of all public agencies, except executive sessions, as defined in subdivision (6) of section 1-200, shall be open to the public. The votes of each member of any such public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken. Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's Internet web site, if available, except that no public agency of a political subdivision of the state shall be required to post such minutes on an Internet web site. Each public agency shall make, keep and maintain a record of the proceedings of its meetings.*

**No requirement to notify the Secretary of the State related to the minutes of regular meetings.**

**Exception to this requirement can be found in C.G.S. § 1-210.**

**(<http://www.cga.ct.gov/current/pub/chap014.htm#Sec1-210.htm>)**

**If you have specific questions regarding your agency's Freedom of Information requirements contact the Freedom of Information Commission at 860-566-5682 or [foi@ct.gov](mailto:foi@ct.gov)**

### Sources:

CGS - Public Act 12-7

<http://www.cga.ct.gov/2012/act/pa/2012PA-00007-R00SB-00042-PA.htm>

Roberts Rules of Order - Bylaws Chapter 20

[http://westsidetoastmasters.com/resources/roberts\\_rules/chap20.html](http://westsidetoastmasters.com/resources/roberts_rules/chap20.html)

University of South Florida System Faculty Advisory Council Bylaws

[http://www.usfsm.edu/faculty/facultysenate/fac\\_minutes/bylaws\\_revised\\_24may11.pdf](http://www.usfsm.edu/faculty/facultysenate/fac_minutes/bylaws_revised_24may11.pdf)

Maryland Higher Education Commission Faculty Advisory Council

<http://www.fac-mhec.csmd.edu/bylaws.htm>

University of Texas System FAC

<http://www.utsystem.edu/utfac/guidelines.html>

University of North Carolina Board of Governors FAC Formation Letter and Roster and Functions

[http://faccoun.unc.edu/wp-content/uploads/2012/10/Ross-RigsbyLetter\\_08Oct2012.pdf](http://faccoun.unc.edu/wp-content/uploads/2012/10/Ross-RigsbyLetter_08Oct2012.pdf)

[http://faccoun.unc.edu/wp-content/uploads/2012/10/FACULTY-ADVISORY-COUNCIL\\_Roster-and-Functions\\_2012Oct11.pdf](http://faccoun.unc.edu/wp-content/uploads/2012/10/FACULTY-ADVISORY-COUNCIL_Roster-and-Functions_2012Oct11.pdf)