

Policies and Procedures 01

Update
July 13, 2015

Rules and Bylaws of College Faculty

SECTION 1: Faculty Organization and Bylaws

- 1.1 Membership of the Faculty: the faculty of the College of Engineering (COE) is composed of all college faculty members with the rank of Assistant Professor or above. Visiting and adjunct faculty are granted nonvoting membership and may be accorded voting rights by nomination by the director of their school and a majority vote of assembly. COE faculty on Tulsa campus will be considered as a subassembly of COE and have the same privileges as faculty on Norman campus.
- 1.2 Officers of the Assembly: The presiding officer shall be the Dean of Engineering. In the Dean's absence, the succession of presiding officers shall be (1) Senior Associate Dean and (2) Associate Dean(s).
- 1.3 One member of the COE Faculty shall be designated to act as the secretary of the assembly, subject to approval of the Faculty.
- 1.4 Meetings of the Faculty: The College of Engineering faculty shall meet at least once each academic year (Fall or Spring semester). Meetings of the Faculty shall be scheduled by the Dean, or the Senior Associate or Associate Dean in the absence of the Dean, in compliance with the above schedule, on the initiative of the Dean of Faculty as cited below.

Faculty members may initiate a call for meetings by presenting a petition signed by ten or more faculty members to the Dean who shall convene a faculty meeting within thirty days of that presentation.

Notification of the time and place for all faculty meetings must be distributed in writing at least seven days prior to the meeting.

College of Engineering faculty members at OU-Tulsa may participate in meetings by video teleconference.

The presiding officer shall henceforth be referred to as the 'Chair' of the meeting.

1.5 Purposes of Meetings: Faculty meetings shall be held in order to accomplish the following purposes:

1.5.1 To conduct business reserved to the College Faculty.

1.5.2 To provide a forum for Faculty discussion and guidance to the Dean on all matters involving College policies or significant changes in operating procedures to ensure Faculty participation in College governance.

1.5.3 To conduct any appropriate elections.

Additional meetings may be held for special purposes (such as a joint Faculty-Staff meeting convened for the dissemination of information), provided the required minimum of faculty meetings is met.

1.6 Meeting Attendance: Members may participate in meetings in person on the OU Norman campus, or through video conferencing from a single, pre-determined OU facility on the OU-Tulsa campus.

1.7 Agenda: Within the order of business, the Chair shall determine and pre-distribute the agenda. A written agenda must be distributed to the faculty at least 48 hours before the meeting is called to order. Deviation from the agenda requires majority approval. (One week notification is required prior to any vote on change of Faculty Organization and Bylaws or Academic Standards and Regulations.)

1.8 Quorum of the Assembly: A minimum of 33 percent of the currently appointed voting members of the College as enumerated by the Secretary, constitutes a quorum. Members participating from the OU-Tulsa campus via video conferencing will be enumerated by the Secretary and will be considered to be in attendance for purposes of determining a quorum. Sabbatical leaves, leaves without pay, or other circumstances creating an extended absence from the campus do not constitute "current appointments" for this purpose.

1.9 Proxy Participation: Voting by proxy, reading of statements of absentee members during debate or discussion, or referring to opinions of absentee members during debate or discussion is prohibited.

1.10 Elections: All open positions of an elected nature and under the control of the College (such as the College Appeals/Misconduct Board) or assigned to the College (such as Faculty Senate) shall be filled in the following way:

1.10.1 Nominations may be made by a nominating committee of no less than three members of the faculty, including at least two non-administrators, appointed by the Dean or Chair. Nominations must also be opened to the floor and may, at the Chair's discretion, be wholly from the floor. A motion to close nominations requires a two-thirds majority of those present.

- 1.10.2 Each voting member shall vote for as many candidates as there are equivalent positions (i.e., two different votes for two vacant Senate slots). A member may not cast more than one vote for the same candidate simultaneously.
- 1.10.3 A majority is required for election.
- 1.10.4 All votes in elections shall be by secret ballot. Voting by members in Tulsa will be conducted in parallel with voting on the Norman campus.

In the event that it is not practical to conduct an election at a regularly scheduled faculty meeting, a mail or electronic ballot is permissible. Electronic balloting must ensure that the sanctity and anonymity of the voting process is maintained. Insofar as possible, the same procedures apply as for an election held in a meeting (nominating committee, opportunity for nominations from the floor, etc.).

- 1.11 Committee Membership: All College standing and ad hoc committees shall consist of at least three voting members of the assembly, with suitable representation of College disciplines. Nonmembers may serve ex-officio.
- 1.12 Committee Reports: Those committee reports that recommend actions or establish policies, i.e., any except those that are purely informational, require adoption by the assembly. The report itself constitutes a motion and a second, even in the case of a nominating committee.
- 1.13 Executive Committee: An executive committee shall exist and be made up of the Dean, the Dean's staff of Associate Deans, and the Directors and Chairpersons of the academic departments of the College. This committee shall be responsible for making policy recommendations to the Dean and to the assembly.
- 1.14 Changes in Rules and Procedures: The Faculty Organization, Bylaws, and Procedures may be revised, deleted, or supplemented in the following manner:
 - 1.14.1 Following the motion, its seconding and discussion, any motion to change the regulations shall be automatically tabled until the next faculty meeting.
 - 1.14.2 At least one week prior to the succeeding meeting, the Chair shall provide each faculty member with a written statement of the motion and a statement of the policy it supersedes, if any.
 - 1.14.3 Passage of the motion at the succeeding meeting will require a two-thirds majority of the faculty voting, provided that a quorum exists at the time of the vote. Voting by members in Tulsa will be conducted in parallel with voting on the Norman campus.
 - 1.14.4 The rules and regulations of the College may not be changed during the summer.

SECTION 2: Conduct of Meetings

2.1 Order of Business:

- 2.1.1 Count for quorum and call to order.
- 2.1.2 Reading of minutes (may be done by distribution of written copy at least 24 hours prior to meeting).
- 2.1.3 Reports by the Chair, other officers, and standing committees. Includes announcements.
- 2.1.4 Reports by special or ad hoc committees.
- 2.1.5 Unfinished business. All tabled motions from previous meetings should be automatically considered in order of tabling, unless dated for a later meeting (they may be retabled, however). Also, business from the past agenda is considered.
- 2.1.6 New Business.
 - Introduced by the Chair.
 - From the Floor.

2.2 Quorum Checks: Quorum checks are required at the initiation of the meeting, before suspension or change of the rules, and upon a motion. In addition, quorum checks may be requested at any time by a motion to check for quorum. A count shall be made by the Secretary. If no quorum exists, adjournment is automatic. This motion takes precedence over all but that to adjourn. All pending motions are tabled.

2.3 Motions—General Procedures: When a motion has been made, seconded, and stated by the Chair, the assembly is not at liberty to consider any other business until this motion has been disposed of. If the motion is long and involved, the Chair asks the mover to submit it in writing to the Chair. The mover cannot withdraw his/her motion after it has been stated by the Chair. All motions should be seconded (except for those few special types of motions, such as a Call for Division, that Roberts Rules of Order specifically lists as not requiring a second), which may be done without rising or addressing the Chair.

- 2.3.1 To Amend: This motion is “to change, add or omit words” in the original main motion and is debatable; majority vote.
- 2.3.2 To Amend the Amendment: This is a motion to change, add, omit words in the first amendment; debatable; majority vote. In this case, the first vote is on changing words of second amendment; the second vote (if first vote adopts change) on first amendment as changed; the third vote is on adopting main motion as changed.

- 2.3.3 To Commit: When a motion becomes involved through amendments or when it is wise to investigate a question more carefully, it may be moved to commit the motion to a committee for further consideration. Debatable – Amendable – Committee must make report on such question.
- 2.3.4 To Lay on the Table: The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some time in the near future. A motion “to take from the table” is in order during the same meeting only. All tabled motions automatically come off the table at the next meeting, unless tabled specifically to a later meeting. These motions are not debatable or amendable; majority vote.
- 2.3.5 To Adjourn: this motion is always in order except:
- When a speaker has the floor.
 - When a vote is being taken.
 - After it has just been voted down.
 - When the assembly is in the midst of some business that cannot be abruptly stopped, as determined by the Chair.

Under the above circumstances, the motion is not debatable. When the motion is made to adjourn to a definite place and time, it is debatable.

- 2.3.6 To Reconsider: The motion to reconsider a motion that was carried or lost is in order if made on the same day or during the next meeting. No question can be twice reconsidered. Debatable; majority vote required. Reversal of a prior action by reconsideration requires two votes: First on whether it should be reconsidered (majority show of hands only). Second on original motion after reconsideration.
- 2.3.7 The Previous Question: Is to close debate on the pending question. This motion may be made when debate becomes long and drawn out. It is not debatable. The form is “Dean_____ / Chairman / Chairwoman, I move the previous question.” The Dean or Chair then asks, “Shall debate be closed and the question now be put?” If this is adopted by a two-thirds vote, the question before the assembly is immediately voted upon. Also, the Chair is at liberty to call the question directly, if debate is ended or repetitive.
- 2.3.8 Point of Order: The motion is always in order, but can be used only to present an objection to a ruling of the Chair some method of parliamentary procedure. The form is “Dean_____ / Chairman / Chairwoman, point of order please.” The Dean or Chair makes all necessary rulings on questions of parliamentary procedure and may rule on a point of order or may him/herself declare a motion out of order. The Dean / Chair decides the weight or result of any voice vote. This is subject to appeal. If the appeal is sustained, a counted vote must be taken. After a member has stated the objection, the Chair answers:

- “Your point of order is sustained,” –or–
- “Your point of order is denied.”
- An appeal may be made from the decision of the Chair. (See Appeals)


- 2.3.9 Appeals: The decision of the Chair on voice votes or ruling of order may be appealed by the motion to “Appeal from the Chair’s decision.” This must be made at the time of ruling, does not require recognition, does not require a second, and is not debatable. It must be explained briefly by the Chair. The assembly votes immediately by counted show of hands or secret ballots. The motion takes precedence, except to the “previous question,” and requires a majority vote for reversal of the Chair’s decision.
- 2.3.10 Question of Privilege: Relates to privileges of a member of the assembly. Takes precedence over all other motions, except to adjourn. Does not require a second, is not debatable, and can be introduced at any time without recognition. If including a motion, does require a second, and a majority vote. For example:
- No motion required if a standing rule of the assembly is violated. Assume a faculty member is smoking in the meeting. This is clearly a violation of the University policy. Professor Z rises and states a question of privilege, even while another has the floor. The Chair asks for a statement of question. Z says that smoking violated the rules. No motion required if no standing rule exists.
 - Motion required if no standing rule exists.
- 2.3.11 Direction of the Chair: The assembly may ask the Dean to represent its views to the administration or others in a specific way or sense. This must be clearly stated in the motion and requires seconding and a counted two-thirds majority vote.
- 2.3.12 Temporary Suspension of the Rules: this requires a two-thirds majority of a quorum taken immediately before the vote. The vote must be by show of hands or secret ballot.
- 2.3.13 In all situations not covered by these rules, business shall be conducted in accordance with Robert’s Rules of Order.



The UNIVERSITY of OKLAHOMA
College of Engineering

202 West Boyd Street, Carson Engineering Center, Room 107
Norman, Oklahoma 73019
(405) 325-2621, Fax (405) 325-7508

MEMORANDUM

To: Provost Kyle Harper
From: Tom Landers, Dean 
Date: July 13, 2015
Subject: CoE Policies and Procedures 01

Provost Harper,

The faculty has ratified a new PP01 (Faculty Organization and Bylaws); see attached. This has been in the works for a year and most of the credit goes to a very effective task force of the faculty, with representation from each department and led by Professor Sesh Commuri. The one major change to the policy was adding: College of Engineering faculty members at OU-Tulsa may participate in meetings by video teleconference. I would be happy to discuss if needed.

May we have your approval?

I approve.
