

BYLAWS OF BUCHTEL COLLEGE OF ARTS AND SCIENCES
Amended April 1985, March 1988, October 1993, December 1994, and December 2003

ARTICLE II: Buchtel College Council

- A. Buchtel College Council shall serve as an advisory committee to the Dean; it may recommend items for inclusion upon the agenda of College meetings.
- B. Buchtel College Council shall act upon, or recommend to the College for action, matters referred to it by the College Faculty, committees, divisions or departments, and the Dean. It shall pass upon candidates for degrees when the Dean and the Council agree that it is convenient for the College to assemble to do so.
- C. Buchtel College Council shall review, approve, or reject all proposals for curricular change, and may consider other matters of educational policy within the jurisdiction of the College.
- D. Buchtel College Council shall devise and implement procedures for the elections of College representatives to organizations within The University of Akron. These procedures shall be published as Election Procedures of Buchtel College. They shall be reviewed and updated as necessary.
- E. The members of Buchtel College Council shall consist of one representative from each department, elected every second year in the spring semester by all the faculty of the department who are on full-time appointment holding the rank of instructor or above, to serve beginning with the following fall semester; each department shall likewise elect an alternate who shall serve for two years with full voting power in the absence of the representative. As nearly as possible, half of the representatives shall be elected to their two-year term in even-numbered years, the remainder in odd-numbered years. At the first election after the adoption of these Bylaws, the representatives will determine by lot those whose initial terms will be for one year only; thereafter, all terms will be for two years. An individual with a joint appointment shall represent only one department.
- F. The Dean of the College shall be a voting member of Buchtel College Council; he/she may designate a member of his/her professional staff to serve as his/her alternate with the right to vote.
- G. At its last regular meeting in the spring semester, Buchtel College Council shall elect from its continuing members a Chair, a Vice Chair, and a Secretary to serve the next academic year. The Vice Chair shall preside in the absence of the Chair.
- H. Should an officer be unable to serve a complete term, Buchtel College Council shall elect a replacement at its next regular meeting after receiving notice that the person can no longer serve. Should a representative or alternate be unable to serve a complete term, the department upon notice shall immediately proceed to elect a replacement. Replacements shall serve only for the remainder of the original term. If a representative and alternate are unable to attend a meeting of Buchtel College Council, the Department Chair may appoint a representative for that meeting.

- I. Buchtel College Council shall normally meet two times a month during the academic year, and upon the call of its Chair or the Dean or upon request of five Buchtel College Council members. Buchtel College Council's meeting shall be open to all members of the College; they may speak at its deliberations upon recognition by the Chair, but they may not vote.

- J. A simple majority of the members of Buchtel College Council shall constitute a quorum for the conduct of business. Unless the question of a quorum is raised at a meeting, the action taken shall be valid, provided the agenda shall have been clearly set forth in the notice of the meeting. The Chair shall notify each member of Buchtel College Council in writing (at least three days before each meeting) specifying the time, place, and the agenda of the meeting.