

THE UNIVERSITY OF AKRON

BUCHTEL COLLEGE OF ARTS AND SCIENCES

BYLAWS

ARTICLE I

Name

The name of this academic unit shall be the Buchtel College of Arts and Sciences.

ARTICLE II

Purpose

The purpose of the College shall be to support and foster the activities of teaching, research, creative endeavors, and public service and outreach consistent with the mission of the University. Membership in the College affords opportunities for informational exchange and social activities in support of this mission.

ARTICLE III

Membership

- A. General Membership in the Buchtel College of Arts and Sciences shall consist of the President, the Senior Vice President and Provost, the Dean of Buchtel College of Arts and Sciences (hereinafter referred to as the Dean), any associate or assistant to the Dean holding academic rank, department chairs/school directors, faculty (full-time and part-time), contract professionals, and staff of the Dean's Office and the departments/schools. The College shall be composed of four divisions: Arts, Humanities, Natural Sciences, and Social Sciences.
1. Arts Division: Mary Schiller Myers School of Art; School of Dance, Theatre, and Arts Administration; School of Family and Consumer Sciences; and School of Music
 2. Humanities Division: Anthropology and Classical Studies; English; Modern Languages; and Philosophy
 3. Natural Sciences Division: Biology; Chemistry; Computer Science; Geosciences; Mathematics; Physics; and Statistics
 4. Social Sciences Division: Economics; History; Political Science; Psychology; Public Administration and Urban Studies; School of Communication; and Sociology

- B. Voting Membership shall be determined as defined by the Collective Bargaining Agreement, (hereinafter referred to as the Faculty). Exceptions for voting memberships are defined in the following: Articles V.D., IX, XII.E.3.
- C. The Dean shall, within 30 days after the inception of the academic year, certify a list of the College Faculty and their current status (full-time, on leave of absence, etc.). This list shall be used for the conduct of elections and shall be updated as necessary.

ARTICLE IV Officers

- A. The Dean shall preside at all meetings of the College. In the Dean's absence, he/she may designate an associate or assistant dean to preside and in their absence the President pro tem of the College shall preside. The Dean shall be responsible for filing the minutes and for circulating copies to all members of the College.
- B. The College shall elect annually, at a meeting in the spring semester, a President pro tem, and a secretary, who shall serve for the next academic year per the departmental rotation list in alphabetical order by academic department or school.

2011-2012 - Anthropology and Classical Studies
2012-2013 - Art
2013-2014 - Biology
2014-2015 - Chemistry
2015-2016 - Communication
2016-2017 - Computer Science
2017-2018 - Dance, Theatre, and Arts Administration
2018-2019 - Economics
2019-2020 - English
2020-2021 - Family and Consumer Sciences
2021-2022 - Geosciences
2022-2023 - History
2023-2024 - Mathematics
2024-2025 - Modern Languages
2025-2026 - Music
2026-2027 - Philosophy
2027-2028 - Physics
2028-2029 - Political Science
2029-2030 - Psychology
2030-2031 - Public Administration and Urban Studies
2031-2032 - Sociology
2032-2033 - Statistics

ARTICLE V

Meetings

- A. At least one regular meeting of the College shall be called by the Dean each academic term, summer semester excepted.
- B. Special meetings of the College may be called by the Dean, by the Senior Vice President and Provost, or by the President of the University. In addition, the Dean shall call special meetings of the College when requested by the action of Buchtel College Council or upon petition of five or more of the College Faculty as established in Article III. B. Special meetings of the College may also be ordered by majority vote of those present when meeting in regular or special session.
- C. The Dean shall notify each member of the College in writing (at least five instructional days before each regular meeting and at least three instructional days prior to each special meeting) specifying the time, the place, and the agenda of the meeting.
- D. A quorum shall be twenty percent of the voting membership not on leave in the semester the meeting is held. The voting membership for College meetings shall include faculty as defined in Article III. B. plus department chairs/school directors and decanal staff with full-time faculty status of the College. Unless the question of a quorum is raised at a meeting, the action taken at a meeting shall be valid, provided the agenda shall have been clearly set forth in the notice of the meeting sent to the members of the Faculty. If a quorum is called and found lacking, the remaining agenda of the meeting shall be transferred to the next regular meeting of Buchtel College or a special meeting may be called by the Dean to complete the agenda.
- E. The Dean shall determine the agenda for regular meetings. Recommended agenda items should be submitted to the Dean two days prior to circulation of the agenda for a regular meeting. The agenda at special meetings shall be limited to the purpose for which the meeting is called as specified in the motion or petition for a meeting.
- F. The normal order of business of the regular meeting shall be as follows:
 - 1. Call to Order
 - 2. Approval of Agenda
 - 3. Adoption of the minutes of the previous meeting
 - 4. Report of the Buchtel College Council
 - 5. Reports of the Standing Committees
 - 6. Reports of the Special Committees
 - 7. Consideration of unfinished business
 - 8. Consideration of new business
 - 9. Announcements
 - 10. Adjournment

ARTICLE VI

Buchtel College Council

The Buchtel College Council (BCC) is the representative body of the college faculty, responsible for maintaining academic quality and standards of excellence, with a particular focus in the following areas:

- a. courses of study and curricula of departments/schools;
- b. policies of admission to the college;
- c. structure of the college with regard to departments/schools and divisions.

BCC and its Executive Committee shall also act as an advisory body to the Dean on these matters and others of concern to the college.

A. Membership:

1. The members of Buchtel College Council shall consist of one tenure-track representative from each department/school. Department chairs/school directors are eligible to serve. Representatives shall be elected every second year in the spring semester by all the faculty of the department/school who are on full-time appointment holding the rank of instructor or lecturer or above, to serve beginning with the following fall semester. Each department/school 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/school.
2. The Dean of the College shall be an ex-officio, non-voting member of BCC; he/she may designate a member of his/her professional staff to serve as his/her alternate.
3. BCC'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.

B. Officers

1. At its last regular meeting in the spring semester, BCC 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.
2. Should an officer be unable to serve a complete term, BCC 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/school 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/school director may appoint a representative for that meeting.

3. The Executive Committee of BCC shall be composed of the BCC Chair and one BCC representative from each division elected by BCC membership each year at its last regular meeting in the spring semester. The executive committee shall serve in a consultative role with the Dean's office and other units of the University.
- C. Meetings: Buchtel College Council shall normally meet two times a month during the academic year, upon the call of its Chair or the Dean, or upon request of five BCC members. The Executive Committee shall meet with the Dean at least once a term or as needed.
- D. BCC Review of Curriculum Proposals
1. BCC shall review all curriculum proposals for content/quality, accuracy, potential conflicts, and consistency. BCC shall work with proposal originators to resolve issues in these areas to prepare proposals for college review. The proposal shall be presented to BCC by the department/school BCC representative or the originator.
 2. If BCC approves a proposal, it will be released for university review.
 3. Proposals disapproved by the BCC shall be returned to the originating department/school with an explanation of the concerns and may be resubmitted at a later meeting directly to BCC.

ARTICLE VII

Standing Committees of BCAS

Standing Committees of the College are constituted by a representative who is a member of the college according to Article III.B. from each department/school in the College, elected by the department/school. Exceptions to voting membership are noted in Article IX. The committees shall include:

A. Bylaws Review Committee

The Bylaws Review Committee shall be composed of four elected members, one from each division. The committee is charged with reviewing the college bylaws in even number years or as needed. Recommended changes shall be forwarded to BCC for review prior to approval by the college. Election to the committee is for two years.

B. College Tenure, Promotion and Appeals Committees

Details of committee composition, election, and responsibilities are outlined in Article IX.

1. Promotion to Professor Committee
2. Tenure and Promotion to Associate Professor Committee
3. College Appeals Committee
4. Distinguished Professor Committee

C. The Office of the Dean shall call each elected College Committee together for the purpose of electing a chair.

ARTICLE VIII

Elections

A. Elected Positions for Tenured Faculty

1. The Buchtel College of Arts and Sciences shall elect from its tenured College Faculty (as established in Article III.B.), representatives for the Faculty Senate and a representative for the following University Committees:
 - a. The Faculty Rights and Responsibilities Committee; (elected 1 tenured representative, 3 year term)
 - b. Faculty Advisory Committee to the President; (elected 1 tenured representative, 1 year term not consecutive)
 - c. Faculty Advisory Committee to the Provost; (elected 1 tenured representative, 1 year term not consecutive)
 - d. University Tenure and Promotion Review Committee; (elected 1 tenured Professor or above representative, 1 year term)
 - e. University Appeals Committee; (elected 1 tenured professor or above representative, 1 year term not consecutive)
 - f. University Distinguished Professor Recommendation Committee. (elected 1 tenured Professor or above representative, 2 year term)
 - g. Student Disciplinary Hearing Board Representative (Dean nominates at least 1 interested faculty member for a 2 year renewable position)
2. The Buchtel College of Arts and Sciences shall elect from its tenured College Faculty (as established in Article III.B.), representatives for the following College Committees and Council (see membership requirements in Article VII.):
 - a. College RTP (Associate/Tenure) Review Committee
 - b. College RTP (Professor) Review Committee
 - c. College RTP (Associate/Tenure) Appeals Committee
 - d. College RTP (Professor) Appeals Committee
 - e. College Distinguished Professor Committee
3. The Buchtel College of Arts and Sciences shall elect from its tenured and non-tenured College Faculty (as established in Article III.B.), representatives for the following College Committee and Council:

- a. Buchtel College Council (see membership and election requirements in Article VI.)
 - b. Bylaws Committee (see membership requirements in Article VII.)
 - c. Other service opportunities for non-tenured faculty include college tellers, college secretary, curriculum committee, and university senate.
4. Elections to committees above shall be governed by the following provisions:
- a. Candidates shall meet any and all stated membership requirements.
 - b. The same Division shall not succeed itself on any of the committees unless otherwise specified.
 - c. The College may elect members to other offices and/or committees not described in this section.
 - d. Tenured faculty shall have at least one year of service at The University of Akron before becoming eligible for any of the above committees.

B. General Election Procedures (except for Faculty Senators)

1. The College election process is completed via an interactive computerized system maintained through the university's Applications Systems Services. By Friday of the fifth week of the Spring Semester, a representative from the Arts & Sciences Dean's Office (i.e., administrative staff) will organize the materials to begin the College elections process. This includes preparation of the following:
 - List of current faculty by title/rank (tenured/untentured), collective bargaining unit status
 - List of positions to be filled for the College elections
 - Email distribution list of faculty participants

With the assistance of the College Tellers and/or designee, the Dean's Office administrative staff will circulate the materials (via the interactive computerized system) at each level of the election process: declaration, nomination, and balloting.

At each level of the election process, personnel from the university's Application Systems Services will return collection of the electronic data to the Dean's Office administrative staff who will relay the data to the College Tellers. The data will be summarized by the College Tellers and reported in detail to the Dean of the College.

2. Tellers

On or before October 1 of each year, Buchtel College Council shall appoint four full-time teaching faculty to serve as election tellers for four years, with one replaced each year for overlap. Each of the four divisions in Buchtel College of Arts & Sciences will be represented. At least one and not more than two tellers should be faculty senators chosen

from those not up for reelection. If a Teller is a candidate for an office during his/her period of service, he/she will recuse him/herself from any decisions which may present a conflict of interest.

3. Eligibility

Faculty will be notified of the positions which are to be filled during the College Elections. A list of persons eligible to be elected to the respective positions will be circulated by Monday of the sixth week of classes in the Spring Semester. The Dean's Office will make necessary annual changes in the list (which would include updated list of current faculty and provide information to determine eligibility). Full-time teaching faculty shall be eligible to vote and to hold office, unless stated to the contrary by Faculty Senate or in the Collective Bargaining Agreement. In the event of any dispute as to eligibility to vote, such dispute shall be referred to the Procedural Committee of Faculty Senate for final decision.

4. Declarations

Each tenured full-time faculty member will indicate a minimum of three eligible elected positions for which he/she would be willing to serve of those on the circulated list. Those who do not declare will be made available for all committees for which they are available. Declarations must be made by 5 pm Friday of the seventh week of classes. Non-tenured faculty are assumed to be available for all positions for which they are eligible and need not make any declarations.

5. Nominations

- a. The Dean's Office staff and Tellers shall compile a list of interested candidates for each position which will be distributed for electronic nominations. By Monday of the ninth week of the spring semester, this list will be distributed for voters to nominate one candidate for each position/committee. Each eligible voter shall cast his/her vote via electronic ballot using his or her UANet ID and password. At least one calendar week shall be allowed for the nomination ballots to be cast. The deadline for casting a ballot shall be clearly indicated on the ballot.
- b. The College Tellers shall determine the three persons receiving the highest number of nominations for each position. In the event of a tie, the candidates will be selected by lot.
- c. In the event a faculty member is a candidate for more than one position, the tellers shall contact the faculty member to determine which nomination(s) he or she will accept. A person nominated for more than one office has the option to decline all but one.

6. Balloting

- a. Each eligible voter shall cast his/her vote via electronic ballot using his or her UANet ID and password. At least one calendar week shall be allowed for the voter to cast a ballot with the deadline clearly indicated on the ballot.
- b. When the election period has expired, the Dean's Office representative shall provide the electronic ballots to the Tellers. The candidate receiving the highest number of votes for each vacancy shall be declared elected, except in the case of Faculty Senators who shall be elected by an absolute majority of those voting. In the event of the need for a runoff for a single seat, the two candidates with the highest number of votes will be candidates in the runoff. Unless otherwise noted, the person receiving the highest number of votes shall be elected to the respective committee(s) and the alternate shall be the person receiving the second highest number of votes.
- c. Ties shall be decided by lot in the following manner. Tellers shall determine the name of the winner of the tie by a drawing of slips of paper containing the names of the appropriate persons.
- d. The results of the election shall be submitted in detailed form to the Dean for distribution to the faculty.
- e. The electronic ballots shall be archived to allow for contested elections.
- f. In the event a vacancy occurs for any reason, at any time other than the normal election period, the vacancy shall be filled at the earliest possible time using the established procedures with appropriate dates and deadlines clearly stated.
- g. Election to any special office, other than the regular offices specified in VII.A, shall take place under nomination and election procedures specified in above Sections B and C, with the time differentials determined by the need.

C. Election Procedures for Members of Faculty Senate

1. In Spring semester, elections for open Faculty Senate positions will be held concurrently with general elections for other positions.
 - a. There shall be three senators elected from each division of the Buchtel College by members of that division.
 - b. All additional senators to which the College is entitled shall be elected on an at-large basis.
 - c. Not more than one divisional senator shall come from the same department/school.
 - d. The pool of nominees shall be derived from the declaration process in Article VIII.B.4.

2. Any person eligible to vote for Faculty Senate members may nominate one person for each vacancy within his or her own division and one person for each vacancy for at-large representatives. Any voter may nominate the same person for both divisional and at-large representatives. These nominations will occur with nominations for general elections and must state clearly that the two persons receiving the highest number of nominations for each divisional and at-large senate vacancy shall appear on the ballot.
3. The College Tellers shall determine the two persons receiving the highest number of nominations for each divisional and at-large vacancy. Two candidates will be selected for each seat. In the event of a tie, the candidates will be selected by lot from those in the tie category.
 - a. If any person is nominated for both division and at-large representative, he/she shall state in writing to the Tellers which one of the two nominations he or she will accept. If a person is nominated for more than one office, he or she may have the option of declining the others.
 - b. Nominees for Faculty Senate will be asked to submit a one-paragraph statement of qualifications which will appear on the ballot.
4. Elections of Faculty Senators will then proceed as stated above in Article VIII. B. General Elections.

ARTICLE IX

Reappointment, Tenure, and Promotion Procedures

Procedures for Reappointment, Tenure, and Promotion in BCAS shall begin in the department/schools according to each department/school guidelines as outlined in the Collective Bargaining Agreement. The College will follow the Reappointment, Tenure, and Promotion calendar and procedures as described in the Collective Bargaining Agreement, including appeals for denial of reappointment, tenure, and promotion.

The establishment and duties of a College-wide tenure and/or promotion review committee are described in the Collective Bargaining Agreement. A committee member from the department /school of a candidate under consideration shall not participate in the discussion of or vote on that candidate. In the case of a tie vote, the Committee shall not endeavor to break the tie, but shall forward the tied result. Any abstentions shall be reported as well.

As outlined in Article VIII.A.2., there shall be two College-Wide Review Committees: (1) Tenure and Promotion to Associate Professor Review Committee and (2) Promotion to Professor Review Committee. Since this is a shared responsibility, faculty cannot normally serve two consecutive terms. Professors cannot serve on both committees during the same academic year. The term for both committees shall be two years. Committee members of both committees shall be elected for two-year terms staggered by division (see below). Members of all college-wide review committees shall have completed at least one year of service at the University.

A. Promotion to Professor Review Committee

1. Composition

The Promotion to Professor Review Committee will have eight members (4 elected each year), drawn from the College as a whole, with no more than one committee member from any department/school. A minimum of five members is needed to vote on any case. Committee members will not be allowed to vote on and participate in the discussions regarding candidates from their own department/school. The committee shall elect its chair and vice-chair. The committee chair, or in his/her absence, the committee vice-chair, will be responsible for transmitting the committee's recommendations to the Dean.

2. Election to the Committee

Election to the committee will occur as part of the annual spring College elections. The College will randomly choose (by computerized lottery of eligible faculty) a slate of four faculty from each college division and each from different departments/school. If there are fewer than four departments/schools with eligible candidates, candidates who have served previously will be eligible to serve a second term. The College will maintain the list of eligible candidates. This list will indicate the candidate's department/school and their last date of service on this committee, and whether the candidate is on leave the next academic year or is otherwise ineligible to serve.

All tenured Professors will be requested to vote for one of the four candidates in their division. The candidates from each division receiving the most votes will be elected to the Committee. Tie votes will be resolved by lot.

Initial population of the committee will be accomplished by the College randomly choosing (by computerized lottery of eligible faculty) a slate of six faculty from each college division and each from different departments/schools. If there are fewer than six departments/schools with eligible candidates, candidates who have served previously will be eligible to serve a second term. All tenured Professors will be requested to vote for two of the six candidates in their division. The two candidates from each division receiving the most votes will be elected to the Committee. Tie votes will be resolved by lot. At the first meeting a lottery drawing will determine which of each pair of divisional representatives will only serve a single year.

3. Replacement of Members

If one committee member cannot serve his/her term due to health, faculty development leave, or unpaid leave, no replacement will occur. If two committee members cannot serve their terms due to health, faculty development leave, or unpaid leave, the candidate with the next most votes in any division from the last election will serve on the committee. A similar procedure will follow if additional committee members cannot serve.

B. Tenure and Promotion to Associate Professor Review Committee

The composition, election and replacement of members shall follow the rules for the promotion to professor review committee except that tenured Associate Professors also will be eligible for service and eligible to vote.

C. College Appeals Committee

This committee is charged with hearing appeals from College faculty and making recommendations regarding Reappointment, Tenure and Promotion as outlined in the Collective Bargaining Agreement. The College Appeals Committee shall consist only of tenured bargaining unit members (Professor or Distinguished Professors only) who have completed at least one year of service at the University. No member of any candidate's RTP or college-wide committee shall participate in the college appeals committee discussion or voting concerning said candidate.

1. Composition

The committee will be composed of seven members chosen by lot by the appellant from a pool of members consisting of one BUF Professor or Distinguished Professor from each department/school. The appellant will draw seven names from the pool of elected departmental members in the presence of the Dean or the Dean's representative. A minimum of five members is needed to vote on any case.

2. Election to the Committee Pool

Before the end of the spring term each department/school shall elect a tenured Professor or Distinguished Professor to be part of the pool available for selection for the following year.

Each time an Appeals Committee is formed, the chair of that Committee shall be elected by the membership of the Committee. The person whose last name comes first in the alphabet (e.g., Adams over Barnes) will conduct the election of chair as the first item of business at the first meeting.

3. Replacement of members

A full term shall be one year and members may not succeed themselves. In the event of a vacancy before a full term has been served, the department/school with vacancy will convene a special election to fill the unexpired term as needed. If a committee member drawn to be on a committee can no longer serve on the committee due to health, faculty development leave, or unpaid leave, the appellant shall draw another name from the pool of candidates in the presence of the Dean or Associate Dean. A similar procedure will follow if additional committee members cannot serve.

D. Distinguished Professor Review Committee

This committee, established in Collective Bargaining Agreement, shall review all recommendations of the Dean for the rank of Distinguished Professor.

1. Composition

The Distinguished Professor Review Committee will have eight members (4 elected each year), drawn from the College as a whole, with no more than one committee member from any department. Only Collective Bargaining Unit faculty holding the rank of Professor or Distinguished Professor are eligible to serve on the committee and the committee shall choose its own chair. A minimum of five members is needed to vote on any case. Committee members will not be allowed to vote on and participate in the discussions regarding candidates from their own department/school. The committee shall elect its chair and vice-chair. The committee chair, or in his/her absence, the committee vice-chair, will be responsible for transmitting the committee's recommendations to the Dean.

2. Election to the Committee

During the spring college elections, one Professor shall be elected from each of the four divisions by the Professors of those divisions.

Election to the committee will occur as part of the annual spring College elections. The College will randomly choose (by computerized lottery of eligible faculty) a slate of three faculty from each college division and each from different departments/schools. If there are fewer than three departments/schools with eligible candidates, candidates who have served previously will be eligible to serve a second term. The College will maintain the list of eligible candidates. This list will indicate the candidate's department/school and last date of service on this committee, and whether the candidate is on leave the next academic year or is otherwise ineligible to serve. All Professors will be requested to vote for one of the three candidates in their division. The candidates from each division receiving the most votes will be elected to the Committee. Tie votes will be resolved by lot.

Initial population of the committee will be accomplished by the College randomly choosing (by computerized lottery of eligible faculty) a slate of five Professors from each college division. All full and distinguished Professors will be requested to vote for two of the full or distinguished Professors in their division. The two candidates from each division receiving the most votes will be elected to the Committee. Tie votes will be resolved by lot. At the first meeting members will determine by lot which of each pair of divisional representatives will only serve a single year.

3. Replacement of Members

If one committee member cannot serve his/her term due to health, faculty development leave, or unpaid leave, no replacement will occur. If two committee members cannot serve their terms due to health, faculty development leave, or unpaid leave, the candidate with the next most votes in any division from the last election will serve on the committee. A similar procedure will follow if additional committee members cannot serve.

ARTICLE X
School Director/Department Chair Faculty Review

School Directors/Department Chairs are appointed by the Dean. Directors and chairs shall be subject to formal review process as outlined in the Collective Bargaining Agreement. A majority vote of the entire regular full-time faculty may initiate a formative review at any point in the school director/department chair's term.

A. Purpose of the Review

The review is the process through which a recommendation is made at the School/Department and College levels on whether or not to reappoint the Director/Chair for another four year term.

B. Procedures

As specified in the Collective Bargaining Agreement, during the final year of the school director/chair's term of appointment, directors who wish to be considered for an additional term shall be subject to a formal performance review of the preceding term.

ARTICLE XI
Dean Faculty Review

The Dean of the College shall be subject to formal review process as outlined in the Collective Bargaining Agreement. The evaluation process shall include the opportunity for individual bargaining unit faculty to make professional written qualitative and summary evaluations of the Dean, which may be anonymous to the extent permitted by law. The review committee's recommendation shall include a summary of the individual bargaining unit faculty's evaluations.

ARTICLE XII
Amendment of the Bylaws

A. Amendments of these Bylaws may be proposed by the Bylaws Committee, any individual faculty, departments/schools, or the Dean's office.

B. To activate College consideration of an amendment, the text of the proposed amendment(s) shall be submitted to Bylaws Committee.

a. The original text shall be presented in an electronic format with the changes tracked, and the new text inserted. The proposed amendment(s) shall be accompanied by a rationale for the change.

b. The Bylaws Committee shall invite the proposer(s) to meet with it.

c. The Bylaws Committee does not have the power to reject any proposed amendment unless it is one that originates within the committee.

- C. The Bylaws Committee shall forward any proposed amendment to BCC.
 - a. BCC shall discuss the proposed amendment within two weeks of receipt in the normal academic year. The proposers of the amendment shall be invited to the BCC meeting to present the proposal and answer questions.
 - b. BCC does not have the power to reject any proposed amendment unless it is one that originates within BCC and BCC declines to act on its own recommendation.
- D. BCC shall forward its recommendation on the proposed amendment(s) to the Dean's Office for circulation to all members of BCAS and to be placed on the agenda of the next College meeting. College members shall receive an electronic copy of the proposed amendment(s) no later than fourteen calendar days before the College meeting. The proposer(s) of the amendment shall have the right to request a special meeting of the College if the regular semester meeting is more than a month away (see Article V. B.).
- E. An electronic ballot, with the text of the amendment included, shall be activated no later than seven calendar days after the amendment has been discussed in a College meeting.
 - 1. The electronic ballot shall remain live for seven calendar days.
 - 2. Ratification requires three-fifths majority of those voting thereon.
 - 3. Voting membership for amending the Bylaws shall include faculty as defined in Article III.B., plus department chairs/school directors and decanal staff with full-time faculty status within the College.
 - a. The college tellers shall be responsible for counting and verifying the ballot. They shall report the results to the Dean who shall be responsible for circulating a detailed summary to the college.
 - b. The proposed amendment shall become an active part of the Bylaws on the first day of classes of the next semester, unless the proposal includes a provision and rationale for immediate implementation.
 - 4. A paper ballot may be used instead of an electronic ballot if both the decanal staff and the Executive Committee of BCC agree that special circumstances warrant such action.

ARTICLE XIII

Parliamentary Authority

The current edition of Robert's Rules of Order shall be the parliamentary authority for deliberations of the College, of Buchtel College Council, and of all committees of either, except as these Bylaws determine otherwise.

ARTICLE IX
Conflict with University or other Regulations and Laws

Where these Bylaws or other acts of the College, Buchtel College Council, or committees of either, conflict with Regulations of The University of Akron, The Collective Bargaining Agreement, or higher authority, that portion of the Bylaws or other acts shall be void and of no effect, provided that all other portions of these Bylaws or other acts shall remain in full effect. Where a conflict is discovered, the Dean shall appoint an ad hoc committee to resolve the conflict; if the recommendations of this committee should result in an amendment to these Bylaws, the amendment procedure in Article XII shall be followed.