

James Madison College Bylaws
Approved May 3, 2023

Preamble

James Madison College at Michigan State University is an inclusive, undergraduate residential learning community dedicated to innovative teaching, research, and engagement with public affairs, both domestic and global, across multiple fields of study. JMC nurtures a living-learning community that promotes exchange and collaboration between students, faculty, staff, and the broader MSU community. Our community fosters diverse perspectives and critical thinking, empowering students to pursue equity and justice through public service and participation in civic life.

1. General Organization

1.1. Definitions

- 1.1.1. The *tenure-stream faculty* of James Madison College shall be composed of all persons in the College who have been appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, and the Dean of the College. [BAG 1.1.2.1.1.]
 - 1.1.2. The *fixed term faculty* of James Madison College shall consist of all persons appointed holding the rank of professor, associate professor, assistant professor, or instructor, but not appointed under the rules of tenure. [BAG 1.1.2.1.1.]
 - 1.1.3. The *academic specialist faculty* shall consist of all persons appointed holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist. Academic specialists with primary responsibilities of teaching will be distinguished from those whose primary responsibilities are activities other than teaching. [BAG 1.1.2.1.1.]
 - 1.1.4. Full-time shall be defined as a workload equal to or greater than a 0.9 full-time equivalent at the university. [BAG 1.1.2.1.1.]
 - 1.1.5. Honorary faculty shall be those persons designated as Professors Emeriti and Adjunct Professors.
- 1.2. The *voting faculty on internal matters (of the College)* shall consist of all tenure-stream faculty, full-time fixed-term faculty, and full-time academic specialist faculty. These faculty shall have no less than 50 percent appointment in the College.
- 1.2.1. Faculty members on leave will not be counted for purposes of a quorum but possess the right to vote.
 - 1.2.2. Honorary faculty have the right to voice but do not have the right to vote.
- 1.3. The *teaching faculty* shall consist of all tenure-stream faculty and full-time fixed-term faculty. The teaching faculty also includes full-time academic specialist faculty whose primary responsibilities are teaching. Members of the teaching faculty shall have no less than 50 percent appointment in the College.
- 1.4. The *voting faculty on external matters*, namely the election of University-level councils and committees, shall be all tenure-stream faculty with no less than 50% appointment in the college. This voting faculty also includes all full-time fixed-term faculty and all full-time academic specialist faculty. [BAG 1.1.2.1]

- 1.5. The *support staff* of the College are all those full-time employees of the College not appointed as faculty. These employees shall have no less than 25 percent appointment in the College.
- 1.6. The *students* of the College are those enrolled as students in the College as listed by the Dean's office. These students comprise the eligible student voting body of the College. [BAG 1.2.2.]
- 1.7. The *Dean* is the chief executive officer of James Madison College. The Dean shall be responsible for educational, research, and service programs, budgetary matters, physical facilities, and personnel matters in the Dean's jurisdiction, in accordance with the advisory procedures specified in these Bylaws.
 - 1.7.1. The Faculty Assembled, as represented by the Faculty Affairs Committee (FAC), shall have shared responsibility with the Provost to determine procedures for the nomination of the Dean. Procedures for selecting the Dean shall follow the policy, Faculty and Senior Administration Search Procedures, found in the appendix. [BAG 2.1.3.2]
 - 1.7.2. The Faculty Assembled, as represented by the Faculty Affairs Committee (FAC), shall have shared responsibility with the Provost to determine procedures for the review of the Dean. The review shall take place at regular intervals, not to exceed five years. [BAG 2.1.4.1]
 - 1.7.3. The appointment of the Dean may be terminated at any time by resignation or by action of the President upon the recommendation of the Provost. [BAG 2.1.4.5.]
 - 1.7.4. The Associate Dean(s) and the Assistant Dean(s) shall assist the Dean in the administration of James Madison College.
 - 1.7.4.1. Procedures for selecting the Associate Dean(s) and the Assistant Deans(s) follow the policy, Faculty and Senior Administration Search Procedures, found in the appendix.
 - 1.7.4.2. The Dean shall notify the faculty, in writing, of the specific duties and authority that the Dean assigns to Associate Deans, Assistant Deans, or other staff members.
 - 1.7.4.3. Associate and Assistant Deans are not eligible to serve as an elected member of the CAC or the Faculty Affairs Committee (FAC).
 - 1.7.4.4. The Faculty Assembled shall adopt policies and procedures for the search and renewal of Associate and Assistant Deans.
- 1.8. The *fields* of the College are: Comparative Cultures and Politics; Humanities, Culture and Writing; International Relations; Political Theory and Constitutional Democracy; Social Relations and Policy.
- 1.9. All bodies specified in these bylaws shall conduct their affairs according to Robert's Rules of Order.

2. The College Assembled

- 2.1. The College Assembled shall sit as a formally constituted body and shall be chaired by the Dean or, in their absence, another member of the faculty designated by the CAC (College Advisory Committee, see 4.0).

- 2.2. The College Assembled shall be composed of: the faculty of the College (see 1.1); the members of the Executive Board of the Student Senate; and the members of the support staff of the College (see 1.5).
- 2.3. Functions
 - 2.3.1. The College Assembled shall advise the Dean on matters that pertain to the College as a whole.
 - 2.3.2. The College Assembled shall have the power to interpret these bylaws, except for matters reserved to the faculty (see 3.3.2-5). The College Assembled shares responsibility for amending these bylaws with the Faculty Assembled except for matters reserved to the faculty (see 11.2).
- 2.4. The College Assembled shall establish its own procedures except as specified:
 - 2.4.1. Agendas for and minutes of all regularly scheduled College Assembled meetings and summaries of decisions made, together with underlying rationales, shall be published by the Office of the Dean in a timely fashion.
 - 2.4.2. The CAC shall schedule at least one College Assembly meeting per semester; if it fails to do so the Dean shall schedule the meeting. Other meetings of the College Assembled shall be called upon with due notice by the Dean or by the CAC.
 - 2.4.3. The scheduling of a meeting of the College Assembled simultaneously with a meeting of the Faculty Assembled shall not be precluded. In such a joint meeting, clear procedures for which constituency has voting rights on specific action items of the agenda shall be maintained.

3. The Faculty Assembled

- 3.1. The Faculty Assembled shall sit as a formally constituted body and shall be chaired by the Chair of the FAC or, in their absence, another member of the faculty designated by the FAC (Faculty Affairs Committee, see 5.0).
- 3.2. Composition:
 - 3.2.1. The Faculty Assembled shall consist of all the faculty of the College (see 1.1)
 - 3.2.2. The voting faculty of the Faculty Assembled shall consist of the voting faculty of the College (see 1.2) save for matters of curriculum.
 - 3.2.3. The voting faculty of the Faculty Assembled on matters of curriculum shall consist of the teaching faculty of the College (see 1.3; 3.4.1)
- 3.3. Functions
 - 3.3.1. The Faculty Assembled shall have final authority on educational programs.
 - 3.3.2. The Faculty Assembled shall advise the Dean on matters specific to the faculty. These matters include: policies concerning faculty salary, faculty leaves, faculty insurance, faculty retirement, and fringe benefits of faculty; decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members; [and] matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University. [BAG 1.2.3]
 - 3.3.3. The Faculty Assembled shall have final authority over curriculum.
 - 3.3.4. The Faculty Assembled shall adopt policies and procedures for: faculty search and appointments; search and renewal of the Associate and Assistant Deans, annual reviews and merit awards; and reappointment, promotion and tenure.

Policies and procedures for reappointment, promotion and tenure shall require a 2/3 majority vote for passage and amendment.

- 3.3.5. The Faculty Assembled, represented by the FAC, shall have shared responsibility with the Provost to determine procedures for the nomination and review of the Dean. [BAG 2.1.3.2]
- 3.3.6. The Faculty Assembled shall have the power to interpret and amend these bylaws in matters reserved to the faculty (see 2.3.2 and 3.3.2-5). The Faculty Assembled shares responsibility with the College Assembled for amending these bylaws in all other matters (see 11.2).
- 3.4. The Faculty Assembled shall establish its own procedures except as specified:
 - 3.4.1. Curricular decisions.
 - 3.4.1.1. The teaching faculty by majority vote may approve, amend, reject, or table any recommendation by the College Curriculum Committee (CCC).
 - 3.4.1.2. The response of the CCC will be considered by the Faculty Assembled before it takes final action.
 - 3.4.1.3. All recommendations by the CCC must be submitted to the faculty and publicized in the College at least seven days prior to the faculty meeting at which they are to be considered.
 - 3.4.2. Agendas for and minutes of all regularly scheduled faculty meetings and summaries of decisions made, together with underlying rationales, shall be published by the Office of the Dean in a timely fashion.
 - 3.4.3. The FAC shall schedule at least one meeting of the Faculty Assembled per semester; if it fails to do so the Dean shall schedule the meeting. Other meetings of the Faculty Assembled shall be called with due notice by the Dean or by the FAC.

4. The College Advisory Committee (CAC)

- 4.1. The College Advisory Committee (CAC) serves as a means of faculty, student, and staff participation in decision-making for matters that affect the College as a whole. The CAC has advisory power to the Dean on all College matters, including the budget, except those explicitly reserved for the faculty which are the purview of the Faculty Affairs Committee.
- 4.2. Composition: The CAC consists of:
 - 4.2.1. The four elected members of the Faculty Affairs Committee (see 5.2).
 - 4.2.2. One elected representative of the academic specialist faculty with primary responsibilities other than teaching, for a one-year term.
 - 4.2.3. Two student members elected by the Student Senate, each for a one-year term. If a vacancy of a student representative occurs, then the seat will remain unfilled until the end of the term and not be counted for a quorum.
 - 4.2.4. The Dean (or their designee), ex officio (with voice and vote).
 - 4.2.5. The faculty representative(s) to the University Council, ex-officio with voice but without vote. [BAG 2.2.5.1]
 - 4.2.6. One elected representative of the support staff.
 - 4.2.7. A standing invitation shall be extended to the chairs of the CIC and the CCC.
- 4.3. Procedures: The CAC shall establish its own procedures except as specified:

- 4.3.1. The CAC shall meet at least twice a semester, or more often as deemed necessary by the Dean, by the Chair of the CAC, or one third of the members of the CAC.
- 4.3.2. The CAC shall elect its chairperson from among its voting members.
- 4.3.3. A quorum shall be a majority of the CAC's voting members.
- 4.3.4. The Dean or a CAC member may propose agenda items for discussion at CAC meetings. The agenda shall be distributed to the CAC members before scheduled meetings. A copy of the agenda shall also be distributed to the members of the College Assembled.
- 4.3.5. Finalized public minutes of the CAC shall be distributed to the members of the College Assembled. Confidential minutes, if any, shall be distributed to all members of the CAC. Members of the CAC shall advise the Dean as to the appropriateness of maintaining the confidentiality of particular discussions and advice. Any member who provides particular information may decide that the information shall be kept confidential.
- 4.3.6. The scheduling of a meeting of the CAC simultaneously with a meeting of the FAC shall not be precluded. In such a joint meeting, clear procedures for which constituency has voting rights on specific action items of the agenda shall be maintained.

5. The Faculty Affairs Committee (FAC)

- 5.1. The Faculty Affairs Committee (FAC) serves as a means of faculty participation in decision-making for matters affecting the distinctly professional duties of the faculty. The FAC has advisory responsibility to the Dean on College matters reserved for the faculty (see 3.3.2) including: faculty personnel matters, faculty hiring priorities, faculty appointments, faculty annual reviews, faculty salaries, faculty leaves and other benefits, and the budget as appropriate.
- 5.2. Composition: The FAC consists of:
 - 5.2.1. Four elected members of the teaching faculty constituency that have a contractual service commitment. Each member shall be elected for a two-year term, with staggered terms so that representatives are elected annually.
 - 5.2.2. The Dean (or their designee), ex officio (with voice and not vote). [BAG 1.4.1]
 - 5.2.3. A standing invitation shall be extended to the representatives to the Faculty Senate unless the FAC Chair actively serves as a member of the Faculty Senate. [See 9.4.1 and BAG 3.3.1.2.1]
- 5.3. Procedures: The FAC shall establish its own procedures except as specified:
 - 5.3.1. The FAC shall meet at least monthly. The FAC shall meet at the beginning of the year to establish a regular pattern of meetings. Specific meetings are scheduled in joint consultation and agreement between the Dean and the chairperson of the FAC. All members of the FAC shall be notified with maximum feasible advance notice.
 - 5.3.2. The FAC shall elect its chairperson from among its elected members.
 - 5.3.3. The Dean or a FAC member may propose agenda items for discussion at FAC meetings. The agenda shall be distributed to the FAC members before scheduled meetings. A copy of the agenda shall also be distributed to the members of the Faculty Assembled.

- 5.3.4. A quorum shall be a majority of the FAC's voting members.
- 5.3.5. Finalized public minutes of the FAC shall be distributed to the members of the Faculty Assembled. Confidential minutes, if any, shall be distributed to all members of the FAC.
- 5.3.6. Members of the FAC shall advise the Dean as to the appropriateness of maintaining the confidentiality of particular discussions and advice. Any member who provides particular information may decide that the information shall be kept confidential.
- 5.4. The FAC, representing the Faculty Assembled, shall have shared responsibility with the Provost to determine procedures for the review of the Dean. [see 1.7.1 and 1.7.2; BAG 2.1.3.2].
- 5.5. The FAC shall nominate members of the faculty for election as representatives of the College to all-university committees (see 9.1).

6. The Student Senate

- 6.1. The voting membership of the James Madison College Student Senate shall be:
 - 6.1.1. Elected senators composed of the Senators representing each of the majors of study within James Madison College in a number and manner as specified by the James Madison College Student Senate Constitution
 - 6.1.2. The elected Senators representing the first year (freshman) students in a number and manner as specified by the James Madison College Student Senate Constitution.
 - 6.1.3. The Assistant Dean of Undergraduate Affairs or designee, ex officio, with voice and vote.
- 6.2. The mode of selection, including election and term of office, shall be consistent with the procedures set forth in the Constitution of the James Madison College Student Senate.
- 6.3. Functions of the Student Senate
 - 6.3.1. The Student Senate shall establish and maintain formal channels of communication between the student body and the Faculty.
 - 6.3.2. The Executive Board of the Student Senate shall represent the students of the College in the College Assembled (see 2.2 above and the Constitution of the James Madison College Student Senate Article 4, Sections 3 and 5).
 - 6.3.3. The Student Senate shall nominate student representatives to the standing committees of the College as specified by these bylaws.
 - 6.3.4. The Student Senate shall represent the students of James Madison College to the community outside of the College, except insofar as a functioning Student Senate shall provide for that function otherwise.
 - 6.3.5. The Student Senate may advise the Dean on general College policy, the budget, all-College co-curricular activities, residential matters and hiring priorities.
 - 6.3.6. The Student Senate shall advise the College Assembled on the interpretation of the bylaws.

- 6.4. Student participation in an academic governance body shall be in the same mode as faculty participation, except for matters reserved to the faculty. These matters include: policies concerning salary, leaves, insurance, retirement, and fringe benefits of faculty; decisions concerning the appointment, salary, reappointment, promotion, tenure, or dismissal of individual faculty members; and matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the University.
- 6.5. Procedures of Student Senate
 - 6.5.1. The Executive Board of the Student Senate shall schedule a meeting of the Student Senate with the Dean at least once per semester; if it fails to do so the Dean shall schedule the meeting. Other meetings with the Dean can be requested by the Dean, the Executive Board of the Student Senate, or by a majority of the elected members.
 - 6.5.2. All Student Senate meetings shall normally be open. Closed meetings may be called by the Dean or by a majority vote of the elected members.
 - 6.5.3. A Student Senate chairperson shall be designated by the Senate in accordance with procedures set by the Constitution of the James Madison College Student Senate.
 - 6.5.4. The agenda for meetings of the Student Senate and minutes of FAC meetings shall be made available for interested students in the Office of Academic and Student Affairs.

7. College Committees

- 7.1. The Standing Committees of the College shall be: the College Curriculum Committee (CCC); the College Inclusion Committee (CIC); and the Reappointment, Promotion and Tenure Committee (RPT)
- 7.2. *College Curriculum Committee (CCC)*
 - 7.2.1. Composition
 - 7.2.1.1. The Associate Dean for Faculty and Academic Affairs, ex officio with voice and not vote.
 - 7.2.1.2. The Assistant Dean for Undergraduate Affairs, ex officio with voice and not vote.
 - 7.2.1.3. The College representative to the University Committee on Curriculum who is elected to the UCC for a term of three years (see 9.1, below). They will also serve as the representative of their field on the CCC with vote.
 - 7.2.1.4. Four members of the teaching faculty, one from each of the four fields not represented by the UCC representative, selected by their respective Field Chair (see 8.5) for a one-year term (see 10.3), each with one vote. Selections shall be reported to the Dean by the end of spring semester preceding the commencement of the term of office.
 - 7.2.1.5. Five student members, one from each major and one representing first-year students, each with one vote, selected by the Student Senate for a term of one year.
 - 7.2.2. Functions

- 7.2.2.1. The CCC shall review and give advice to the Faculty Assembled on all curricular matters.
- 7.2.2.2. The CCC shall advise the Associate and Assistant Deans in conducting programmatic review and assessment.
- 7.2.3. Procedures: The CCC shall establish its own procedures except as specified:
 - 7.2.3.1. The CCC shall choose its own chair.
 - 7.2.3.2. The CCC shall meet no less than once per semester; if it fails to do so the Associate Dean for Faculty and Academic Affairs shall schedule the meeting. Other meetings may be called by the Associate Dean, the Chair of the CCC, the UCC representative, or one third of its voting members.
 - 7.2.3.3. The Associate Dean for Faculty and Academic Affairs, the CCC Chair or a CCC member may propose agenda items for discussion at CCC meetings.
 - 7.2.3.4. The agenda shall be distributed to the CCC members before scheduled meetings. A copy of the agenda shall also be distributed to the members of the Faculty Assembled.
 - 7.2.3.5. A quorum shall be a majority of the CCC's voting members.
 - 7.2.3.6. Finalized public minutes of the CCC shall be distributed to the members of the Faculty Assembled.
 - 7.2.3.7. All recommendations by the CCC to the Faculty Assembled for action must be submitted to the faculty and publicized in the College at least seven days prior to the faculty meeting at which they are to be considered.

7.3. *College Inclusion Committee (CIC)*

7.3.1. Composition

- 7.3.1.1. The Dean, ex officio, with voice but not vote, or their designee.
- 7.3.1.2. Assistant Dean for Diversity Equity and Inclusion, ex officio, with voice but not vote, or their designee.
- 7.3.1.3. Seven currently enrolled undergraduate students majoring in James Madison College.
 - 7.3.1.3.1. One selected by the James Madison College Student Senate
 - 7.3.1.3.2. Six selected by current members of the CIC by open nomination, of which no less than two shall be individual at-large members and no less than two shall be representatives of student organizations with a primary goal of fostering diversity, equity, and inclusion.
 - 7.3.1.3.3. The CIC shall adopt policies and procedures to determine relevant student organizations from which nominations shall be solicited.
- 7.3.1.4. Three members of the teaching faculty with a contractual service commitment, exclusive of the Dean or Associate Dean(s), elected for a term of two years. At least one of these members shall have tenure.

7.3.2. Functions

- 7.3.2.1. The CIC shall be a point of contact and liaison for the College for faculty, staff, administration, and students for issues regarding inclusion, diversity, equity, and justice.
- 7.3.2.2. The CIC shall advise the Dean, the Office of Justice, Equity, and Inclusion (OJEI) and the CAC of any concerns on issues and policies related to inclusion and diversity.

- 7.3.2.3. The CIC shall work with the OJEI to promote and foster an inclusive environment and equal opportunities for all JMC students, faculty, and staff.
- 7.3.3. The CIC shall establish its own procedures except as specified:
 - 7.3.3.1. The CIC shall choose its own chairperson.
 - 7.3.3.2. The CIC shall meet at least once a semester. If it fails to do so, the Assistant Dean for DEI shall schedule the meeting. Other meetings may be called by the Dean, the Assistant Dean, by the Chair of the CIC, or one third of the members of the CIC.
 - 7.3.3.3. A quorum shall consist of a majority of the voting members, with at least one faculty member and at least one student member.
 - 7.3.3.4. Finalized public minutes of the CIC shall be distributed to the members of the College Assembled.

7.4. *Reappointment, Promotion, and Tenure Committee (RPT)*

7.4.1. Composition:

- 7.4.1.1. Dean: ex officio, with voice but not vote.
- 7.4.1.2. Five tenured faculty: each with one vote.

7.4.2. Mode of Selection

- 7.4.2.1. All tenured full-time faculty with appointments of 50% or more in James Madison College, including those on the Faculty Affairs Committee, shall be eligible for and expected to stand for election.
- 7.4.2.2. All eligible candidates will be identified by academic rank. Indications will also be given as to whether the faculty on the ballot are currently serving on FAC and dates of any approved leaves from the College.
- 7.4.2.3. The faculty members receiving the five highest vote totals will comprise the Committee, except where the membership resulting from the election would violate or be inconsistent with University guidelines and when considering cases of promotion, for which considerations of rank shall prevail. In such instances, only those members of the Committee who have already attained the rank equal to or higher than that under consideration (Associate Professor and Professor when considering promotions to Associate Professor; Professors only when considering promotion to Professor) will serve on the Committee and the Committee will be augmented to the full complement of five faculty by adding -- for this purpose only -- the necessary number or numbers of appropriately ranked professors receiving the next highest votes in the election. If for any reason there are not five professors of the relevant rank available in the College, the Committee will be comprised of the maximum number possible.
- 7.4.2.4. All faculty with appointments of at least 50% in the College are eligible to vote in such elections.
- 7.4.2.5. Terms of office for this Committee shall be two years.
- 7.4.2.6. Vacancies: Should a vacancy occur, the faculty member with the next highest vote total in the initial election shall immediately take office.

7.4.3. Functions

- 7.4.3.1. The RPT shall be responsible for making recommendations to the Dean of James Madison College concerning all reappointment recommendations.
- 7.4.3.2. The RPT shall be responsible for making recommendations to the Dean of James Madison College concerning all tenure recommendations and recommendations for dismissal.
- 7.4.3.3. The RPT shall be responsible for making recommendations to the Dean of James Madison College relating to promotion to Associate Professor and Professor.
- 7.4.4. The RPT shall establish its own procedures except as specified below.
 - 7.4.4.1. The RPT shall be guided by policies and procedures adopted by the Faculty Assembled on reappointment, promotion and tenure (see 3.3.4).
 - 7.4.4.2. In cases of promotion of fixed-term faculty, the composition and procedures of the RPT shall be guided by policies and procedures adopted by the Faculty Assembled concerning the promotion of fixed-term faculty.
 - 7.4.4.3. A chairperson shall be elected annually from among its membership by the elected members of the RPT.
 - 7.4.4.4. The RPT shall meet as soon as information is available as to who shall be considered for reappointment, tenure, or promotion that year to establish a schedule of meetings. The meeting schedule shall take into account the established dates for materials to be submitted to the Committee for review and the Dean's established deadlines for submission of reappointment, tenure, and promotion materials to the Office of the Provost.
 - 7.4.4.5. All recommendations for promotion or tenure shall be subject to a formal vote by the RPT.
 - 7.4.4.6. All recommendations from the RPT will be submitted in written form to the Dean. Written reports will include the vote(s) of the Committee on its recommendations and will be maintained as confidential.

7.5. *Ad-hoc Committees*

- 7.5.1. To encourage articulation of opinions and advice among all components of the College, the CAC or FAC shall constitute ad hoc consultative committees to advise the Dean, the CAC, the FAC, and the faculty on specific or general matters of importance or concern to the College.
- 7.5.2. Such committees will be appointed from the faculty, the staff, the students, and from such other categories of university personnel as deemed appropriate. The actual size and composition of each committee will be determined by the Dean, the CAC, or the FAC, as appropriate, with reference to the task and the time available for the committee to make its report.
- 7.5.3. The term of any such committee shall not be more than one year, although a committee may be reappointed more than once.

- 7.5.4. Except for committees dealing with matters reserved for the faculty (see 5.1 and 6.4), students should be represented on these committees, the number of student representatives depending on the task of the committee.

8. Field Committees

8.1. Composition

- 8.1.1. For fields with declared majors: all the field faculty, each with one vote; an equal number of students, each with one vote, designated by election to the Student Senate or, in the absence of such, as the Dean shall direct.
- 8.1.2. For fields without declared majors: all the field faculty, each with one vote; an equal number of students, each with one vote, designated by election to the Student Senate or, in the absence of such, as the Dean shall direct.

- 8.2. Mode of Selection: The mode of selection for student members, including nomination, election, term of office and recall, shall be consistent with procedures set forth in Article 10.4 of this document, save when preempted by a provision of the Constitution of the James Madison College Student Senate.
- 8.3. Functions: The Field Committees shall review and make recommendations on all field curriculum matters, plan co-curriculars and assist with other matters brought by the chairpersons.
- 8.4. Procedures: Field Committees shall establish their own procedures and elect their chairperson.

9. Participation in College and University Governance

- 9.1. The FAC will be responsible for holding elections to vacancies on college committees, University academic governance bodies, University standing committees and University-level consultative committees. Regular elections shall be held in the spring preceding the fall in which the vacancy is to be filled. Included in these bodies shall be: the College Advisory Committee (CAC), the Faculty Affairs Committee (FAC), the College Curriculum Committee (CCC), the College Inclusion Committee (CIC), the Reappointment, Promotion, and Tenure Committee (RPT), University Council and Faculty Senate, University Committee on Academic Governance (UCAG), University Committee on Undergraduate Education (UCUE), University Committee on Curriculum (UCC), University Committee on Faculty Affairs (UCFA), and University Committee on Faculty Tenure (UCFT).

9.2. Nominations

- 9.2.1. Prior to the elections, the Dean shall draw up a list of eligible members of the voting faculty for external matters who would then be contacted and be provided an opportunity to indicate any preferences for various committee or council seats. Expressed preferences will be noted on election ballots. Faculty will not be nominated for more than two committees without their assent.
- 9.2.2. Eligibility for office and voting time of election and duration of terms shall conform to the requirements of each of the committees. [BAG 4.2.1.10.]
- 9.2.3. The FAC shall produce a ballot including all eligible faculty with the exception of those unable to serve due to leaves, sabbaticals, conflicts with teaching and existing service schedules etc..

9.3. Elections

- 9.3.1. In elections for one representative, the representative shall be chosen by plurality vote of the eligible faculty.
- 9.3.2. In elections for more than one representative, the representatives shall be chosen by ranked choice voting of the eligible faculty. The ballot shall list all nominated faculty members. Each eligible faculty member shall vote for two more candidates than the number of seats to be filled by ranking candidates in order of preference, giving the highest number to the preferred candidate. The candidates with the highest totals are elected. In case of a tie for the last seat(s) to be filled, a run-off election shall be held by the same rank ordering procedure except that each voter would cast the same number of votes as seats to be filled.
- 9.3.3. If a duly elected representative is unable to complete their term of office, the FAC shall select a replacement for the duration of the term.
- 9.3.4. If a representative to a university academic governance body must miss a meeting of that body, the representative or the FAC may designate a substitute representative holding the same rights and privileges, including voting rights as the temporarily replaced member. The designee must have the same eligibility and constituency as the replaced member. [BAG 1.4.3.]

9.4. Special Considerations

- 9.4.1. For the University Council and Faculty Senate, the Chairperson of the FAC shall serve as one of the College's two representatives (MSU BAG 3.3.1.2.1). If the Chairperson of the FAC chooses to delegate this responsibility, then elections for this standing delegate shall be the same as the College's at-large representative. Each election will be held as separate slates of nominations and plurality voting. [BAG 3.3.1.2.1.]
- 9.4.2. For the University Committee on Faculty tenure, only members of the tenure-stream faculty shall be nominated and serve as the voting constituency. [BAG 4.7.1]
- 9.4.3. The representative of the College to the University Committee on Curriculum shall serve ex officio on the College Curriculum Committee as a representative of their respective field.
- 9.4.4. Faculty will not be appointed to both the FAC and RPT without their assent.

10. Election and voting procedures

- 10.1. For any College Assembled or Faculty Assembled meeting, a quorum shall consist of a majority of the eligible voting members. In the absence of a quorum, informational items may be discussed.
- 10.2. Except for bylaws amendments (see 11.2), a majority of those voting at a College Assembled or Faculty Assembled with a quorum present shall be sufficient for passage of proposals.
- 10.3. An electronic ballot may be initiated by the CAC and the Dean as an alternative to College Assembled meetings, or the FAC and the Dean as an alternative to Faculty Assembled meetings, in the following situations:
 - 10.3.1. When an item appears on the circulated agenda of a College Assembled or Faculty Assembled meeting for which a quorum is present, the item discussed, but

- is not disposed of at that meeting, and when that item requires faculty action for disposition;
- 10.3.2. When there is no quorum at a College Assembled or Faculty Assembled meeting and an item on the agenda of the meeting has been discussed by those present, and when that item requires faculty action for disposition;
 - 10.3.3. Ballots submitted by a majority of the eligible voting members shall constitute a quorum for electronic ballots.
- 10.4. In any election for representatives with procedures that are not specified in these bylaws, representatives will be chosen following the procedures of 9.3.1 and 9.3.2.
 - 10.5. For any position to which one or more student representative is to be elected, a plurality system shall be used. On the ballot, voters may select as many candidates as desired, up to and including the number to be elected may be voted for. In tabulating the results, those candidates with the greatest number of votes shall be elected. If a tie exists, a run-off election between those candidates involved in the tie shall be held; each elector may cast as many votes as positions to be filled: a plurality determines the winners.
 - 10.6. Elections for College and University committees shall take place in the spring preceding their start in following fall semester.
 - 10.7. No faculty may serve more than two consecutive terms of office with the exceptions of those serving on the CCC and those serving ex officio.
 - 10.8. A recall election can be called for by a petition signed by 25 percent of a representative's constituency. A successful recall requires a majority vote of the total constituency.

11. Amendment and Interpretation

- 11.1. The College Assembled shall have the power interpret these bylaws, except for matters reserved to faculty/teaching faculty.
- 11.2. Amendment and revision of these bylaws shall be a shared responsibility of the College Assembled and of the Dean. Amendments to these bylaws have to be approved by both a 2/3 majority vote of College Assembled, and a 2/3 majority vote of the Faculty Assembled, except for matters reserved to the faculty which shall require a 2/3 majority vote of the Faculty Assembled. The voting of the College Assembled simultaneously with the voting of the Faculty Assembled shall not be precluded. Provisions on a mailed ballot of such a vote shall follow procedures outlined in article (10.3).
- 11.3. These bylaws shall be reviewed by the College Assembled at least every five years and within six months after the appointment of a new Dean.
- 11.4. Policies and procedures named in these bylaws shall be adopted by the College Assembled or Faculty Assembled, as specified, and shall be reviewed by that body at least every five years and within six months after the appointment of a new Dean.
- 11.5. These bylaws shall be reviewed by the University Committee on Academic Governance. Decisions of the Committee can be appealed to the University Council.
[BAG 2.2.2.2.]