Bylaws of the Faculty of
The College of Natural Resources

Adopted November 17, 2008

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ARTICLE I. FUNCTIONS, GOALS AND OBJECTIVES

Section 1. All programs of the College of Natural Resources (hereinafter, the college) strive to fulfill the goals of the University of Idaho and the college, as presented in strategic plans. All programs within the college, although clearly distinguishable by curricular format, embrace an integrated approach to management. This integrated management concept provides the basis for an optimum continuous flow of benefits to meet ever-changing societal requirements.

Section 2. The primary goal of the college is to achieve and maintain excellence and leadership in natural resources education, research, and service.

2.1 The educational goal at all degree levels is to provide students with a high-quality, broad-based education, balanced by the development of professional competence in the respective disciplines within the college.

2.2 The research goal is to provide new knowledge, clarity of understanding, and solutions to problems through innovative basic and applied research.

2.3 The service goal of the college is to provide a vehicle for communication of knowledge and research results to the constituencies of the college and the university by appropriate means including continuing education, publications, and consultations.

ARTICLE II. STRUCTURE AND ORGANIZATION

Section 1. Structure

1.1 Academic, research, and service programs will be sufficiently flexible to allow change in response to professional and/or constituency needs. All programs will foster an interdisciplinary understanding of natural resource management, and facilitate professional exchange among faculty members and students. Research programs, in particular, will strive for interdisciplinary cooperation and implementation. However, research within specializations of individual faculty members also is encouraged.

1.2 There will be close working relationships and coordination among the dean, associate deans and other executive staff, department heads, leaders of other administrative or auxiliary units, and respective departmental faculties.

1.3 The college will consist of five departments: Fish and Wildlife Resources, Forest Products, Forest Resources, Rangeland Ecology and Management, and Conservation Social Sciences. Departments may be established or eliminated

through consolidation upon recommendation of the Leadership Council and approval of two-thirds of the college faculty.

1.4 The Forest, Wildlife and Range Experiment Station (hereinafter the experiment station), established by the Idaho Legislature, comprises the administrative unit for the college's research program.

Section 2. Organization

2.1 Dean/Director. The dean serves as the chief administrator of the college, and director of the experiment station. When a vacancy occurs, the president will be provided a list of possible search committee members. The list will include the names of two faculty members from each department nominated by the respective faculty.

2.2 Executive Staff. The dean is assisted by an associate dean or deans and the director of administrative services. The associate dean(s) are appointed by the dean with the advice and concurrence of the faculty. The dean may appoint faculty or non-faculty members to assist in administrative duties on an ad hoc or part-time basis, as is deemed necessary.

2.3 Leadership Council. The Leadership Council serves as an advisory body to the dean on all administrative matters of the college to ensure coordination among departments, and other administrative and auxiliary units.

2.4 Department Head. Each department head is the leader of his/her respective departmental faculty, and also serves as the chief administrator of the department and designated auxiliary units.

ARTICLE III. DUTIES OF ADMINISTRATIVE OFFICERS

Section 1. Dean

1.1 The dean is the chief administrator of the college and the experiment station. As such, the dean has a responsibility to the people of Idaho, the greater university community, and to college faculty and students, and is responsible to the president of the university for administration of college instruction, research, and service/extension activities, and holds faculty rank in a department within the college.

1.2 As leader of the college faculty, the dean acts as a liaison between the faculty and the university administration, primarily representing the faculty to the administration, and secondarily representing the administration to the faculty. More specifically, the dean is the primary decision maker of the college in the administration of policies and execution of programs, and is responsible for:

1.2.1 fiscal policy, preparation of budgets, and allocation of funds;

1.2.2 appointment, evaluation, and dismissal procedures of faculty and staff;

1.2.3 advising the faculty and staff of impending decisions on policy, allocation of funds, personnel matters, and all other matters of concern to the faculty and staff;

1.2.4 submitting a written annual report to the faculty that addresses accomplishments, plans and any changes in the structure or function of the college for the coming fiscal year;

1.2.5 presiding at Leadership Council meetings;

1.2.6 working with departments and other administrative and auxiliary units to coordinate policies on teaching, research, and service;

1.2.7 long-range planning for development of all college programs, faculty development, and external fund-raising;

1.2.8 developing and maintaining positive relations with the college's many external publics, including alumni and the college-wide Dean's Advisory Board.

Section 2. Associate Dean(s)

2.1.1 The associate dean(s) may be the principal administrator(s) representing the dean in graduate and undergraduate academic and student affairs, research and international programs, and continuing education/outreach. He/she may exercise the functions of leadership in the coordination of these activities between departments and other administrative and auxiliary units, and with entities outside the college. He/she may serve as acting dean in the dean's absence or as circumstances require. The associate dean(s) will be responsible to the dean for the coordination of the college teaching, research and service programs, and other duties as assigned.

Section 3. Department Head

3.1 The department head is responsible for interpreting university and college objectives and policies for the faculty and, through leadership, ensuring faculty participation in formulating and carrying out departmental policies within the framework of the objectives and policies of the college and university.

3.2 The department head serves as the representative of the faculty on the leadership council and liaison between departmental faculty and college administration. As a member of the college leadership council, the department head provides advice to the dean.

3.3 Department heads may provide coordination for college-wide facilities and programs as assigned by the dean.

3.4 Duties of the department head normally include:

3.4.1 coordinating long-range planning for department activities;

3.4.2 developing annual budget requests;

3.4.3 managing departmental expenditures from budgets not assigned to specific faculty members;

3.4.4 promoting the interests, welfare, and development of the faculty and staff in teaching, research, and service;

3.4.5 providing for faculty participation in matters of academic policy and personnel, including the appointment, evaluation, promotion, nomination for tenure, review, dismissal, termination, layoff, and non-reappointment of personnel in the unit;

3.4.6 fostering academic excellence and giving attention to the needs of students served by the department;

3.4.7 promoting communication among faculty members and students;

3.4.8 assigning instructional duties to faculty members and coordination of curricular development within and among departments;

3.4.9 enforcing policies of the college and university, and the student code of conduct;

3.4.10 developing annual position descriptions in cooperation with individual faculty members that reflect departmental, college, university, and individual goals;

3.4.11 conducting annual evaluations of department faculty and staff members, and making salary recommendations to the dean;

3.4.12 facilitating tenure and promotion actions;

3.4.13 overseeing the appointment, supervision, promotion, or termination of department clerical and/or support personnel;

3.4.14 reviewing and approving travel and leave requests, and research proposals prepared by department faculty and staff members;

3.4.15 promoting publication of scientific findings by department faculty, including the dissemination of results to potential users;

3.4.16 promoting technology transfer through continuing education, outreach, extension, publications, and other service functions in the department discipline area;

3.4.17 encouraging faculty support and participation in department student clubs and organizations;

3.4.18 disseminating employment information to students and graduates in department discipline areas in cooperation with the college employment coordinator;

3.4.19 assisting the dean's office and alumni office in maintaining current records of departmental graduates;

3.4.20 overseeing the use, maintenance, and security of the space and property assigned to the department; and

3.4.21 organizing and promoting public relations programs for the department.

ARTICLE IV. FACULTY GOVERNANCE

Section 1. Faculty Membership

1.1 The faculty of the college will consist of those persons holding university faculty rank, as defined in Article II, Section 1, Constitution of the University Faculty (Section 1520 *Faculty-Staff Handbook*) and holding appointment in the college. These members will have the privilege and responsibility of voting during all meetings of the faculty.

1.2 Each college faculty member also will be appointed to full membership in at least one department upon acceptance by that departmental faculty, and may be elected as an adjunct member of one or more other departments by the respective faculty.

Section 2. Authority of Faculty

2.1 The faculty is the governing body of the college and the members have the right and the responsibility to establish goals and plans for academic, research and service activities of the college and experiment station.

2.2 The faculty also will, by majority vote, establish and discharge college objectives, admission standards, and curricula as authorized in the Constitution of the University Faculty (Section 1520, Article I, Section 4, Clause A of the *Faculty-Staff Handbook*).

2.3 The dean will be assisted and advised by the faculty in carrying out his/her duties. The faculty will have the right to veto a decision of the dean through a two-thirds majority vote of the faculty.

2.4 The faculty participates in the annual performance evaluation of administrators within the college (Section 3320.B, *Faculty-Staff Handbook*). Furthermore, every five years the faculty participates in a formal review of administrators in accordance with Section 1420.E of the *Faculty-Staff Handbook*. Confidentiality of participants must be assured.

2.4.1 The faculty of an administrative unit, by a two-thirds affirmative vote, on a written motion or petition may veto any individual decision of an appointed administrator (Article III, Section 2.3 of the College Bylaws).

2.4.2 The faculty may request the appointing authority to re-evaluate with faculty participation the performance of an administrator consistent with the *Faculty Staff Handbook*, Section 1420 E.

Section 3. Faculty Secretary

3.1 A faculty member will be elected to serve a two-year term, with an unlimited number of successive terms.

3.2 The secretary will maintain a list of current, qualified voting members (including absentees as provided in Article VII, Section 1.3.2); determine presence of a quorum at faculty meetings (see Article VI, Section 5.1), ensure preparation and transmittal of resolutions and other official actions, including curricular matters, to appropriate individuals or groups; provide suitable prior notice to faculty of all required faculty actions; conduct all college-level elections of faculty representatives, distribute and record absentee ballots and serve as the faculty parliamentarian.

3.3 The secretary will ensure that the minutes of all college faculty meetings are recorded and distributed to the faculty in a timely manner and archived in the Dean's Office.

Section 4. Tenure/Dismissal/Performance Review of Faculty

4.1 College Standing Committee on Tenure/Promotion

4.1.1 Responsibilities of the Committee

4.1.1.1 Tenure. The committee will evaluate each eligible faculty member requesting tenure and will review departmental tenure evaluation criteria for compliance with college/university criteria. The committee also will review all recommendations of departmental tenure committees. The committee, upon request will be provided all documentation pertaining to a recommendation for or against award of tenure to a faculty member. The committee will submit a written report of each tenure recommendation to the dean within the time period imposed by the university guidelines.

4.1.1.2 Promotion. The committee will review each faculty member eligible and requesting promotion and make its recommendations based on recommendations and information forwarded by the candidate's department and additional evidence submitted by the candidate, college faculty, and administration.

4.1.2 Membership Structure. The committee will be comprised of six faculty members selected by the college Committee on Committees (Article 7, Section 2.3): one representative with the rank of professor from each department of the college, and the college faculty member who in the previous year served on the university-level promotion committee. The chair will be elected by the members to serve a two-year term.

4.1.3 Qualifications. Members of the committee will be from the ranks of the tenured professors, exclusive of the department head, holding full membership in the respective department faculties. If there are no full

professors in the department, then an associate professor can serve on the committee.

4.1.4 Term of Office. Each member will serve a term of three academic years, commencing at the start of the fall semester following elections.

4.2 College Criteria for Evaluations

4.2.1 Tenure. The college will follow the criteria for award of tenure established by the faculty of the university as stated in Section 3520 of *the Faculty-Staff Handbook* and the departmental policy.

4.2.2 Promotions. The college will follow the criteria established by the faculty of the university as stated in Sections 3560 of the *Faculty-Staff Handbook* and the departmental policy and college guidelines.

4.2.3 Performance. The college criteria followed for review of faculty members will be consistent with established university criteria, as stated in Section 3320 of the *Faculty-Staff Handbook* and the departmental policy and college guidelines.

4.3 Scheduling. The dean, in consultation with the department heads and chair of the committee, will establish a schedule for the college promotion/tenure review process.

4.4 Mentoring Committee.

4.4.1 A mentoring committee will be established in each department for each untenured faculty member, with membership and responsibilities defined by the department bylaws.

Section 5. Faculty Recruitment

5.1 New faculty members may be requested by either the dean or the department faculties. The request will include a detailed position description. Approval of request(s) will be decided by the dean, with advice from the Leadership Council, based on college-wide needs, priorities, and funding. Affirmative Action procedures and guidelines as outlined in Section 3065.B of the *Faculty-Staff Handbook* and as may be detailed in other sections of the *Faculty-Staff Handbook* and other university and/or college directives will be followed and considered in all phases of the recruitment process. Consultation with the college Affirmative Action Coordinator and/or the University's Affirmative Action Officer is required to ensure that recruitment is in compliance with affirmative action requirements.

5.2 Upon approval of a new faculty position, the departmental administrator, in consultation with the faculty, will appoint a search committee consisting of at least two faculty members from the department, at least one from outside that department, one graduate student, one undergraduate student enrolled in the department, and one departmental staff member to serve with vote. Where practical, at least two-thirds of the members will be from the faculty of the affected department. The chair of the committee will be appointed by the department head in consultation with faculty of the affected departments.

5.3 The search committee will prepare position advertising materials and evaluation procedures to be mutually approved by the dean and departmental faculty. Upon mutual approval, the search committee will begin the search, evaluate all applicants, and, with the concurrence of the department faculty, recommend to the dean one or more candidates for further evaluation, including interviews. Following the interviews, the search committee will submit to the dean and department head a list of acceptable candidates with an explanation of the strengths and weaknesses of each. The dean will consult with the search committee and department head and make the final recommendation to the president.

5.4 Résumés of all applicants will be available to departmental faculty concurrently with the selection process.

5.5 Selection of Department Heads

5.5.1 Recruitment of a new department head will be considered a specialized case of faculty recruitment, whether the search includes both external and internal recruitment or whether the search is limited to internal recruitment. All procedures detailed in Article IV Section 5 of these bylaws will apply in the selection of a new department head except as modified in this sub-section of these bylaws or the *Faculty-Staff Handbook*.

5.5.2 The dean, in consultation with the faculty of the department, appoints the department head search committee and selects the chair of the committee. The committee will include one student and one staff member in the affected department, at least one faculty member from outside the department and, when practical, at least two-thirds of the committee members must be faculty members of the affected department. Candidates for the position of department head who are faculty members of the affected department are ineligible to serve on the search committee.

5.5.3 The search committee will prepare advertising materials and evaluation materials to be approved by the dean. The committee chair will ensure that the position description and all advertising and evaluation material and procedures are in compliance with affirmative action requirements.

5.5.4 The search committee will begin the search, evaluate all applicants and recommend to the dean one or more candidates for further evaluation, including interviews. Each faculty member will be given the opportunity to provide recommendations concerning all candidates, including a judgment of each candidate as acceptable or unacceptable for the position.

5.5.5 The search committee will submit to the dean a list of acceptable candidates with an explanation of the strengths and weaknesses of each. The dean is responsible for making a selection from the list of candidates certified by the search committee as acceptable and providing a recommendation to the president.

5.5.6 In the event that there is only one candidate and that person is from the affected department, then that candidate must be confirmed by a 2/3 affirmative vote of the department's faculty, staff and student representatives.

5.5.7 If the dean determines that a formal external search is not feasible, the following procedures are used:

5.5.7.1 The dean will convene the department faculty as a whole and propose to the faculty the administrative rationale and justification for restricting the search to internal candidates.

5.5.7.2 After discussion the dean will call for a written ballot of all departmental faculty members asking them to express acceptance of an internal search.

5.5.7.3 The person recommended by the faculty to the dean must receive a majority of the votes by the departmental faculty.

5.5.8 Acting Department Heads

5.5.8.1 When a vacancy in a department head position occurs or reassignment is deemed wise, it is the responsibility of the college dean to recommend, after consultation with the department faculty, to the president a member of the department's faculty to serve as its acting administrator.

5.5.8.2 In the case of short-term absences of the department head, the department head will appoint a faculty member of the department to serve as the acting department head.

Section 6. Department Faculty

6.1 The faculty of each department will have the right and responsibility to develop and administer the degree programs of that department, as well as the responsibility for curricular matters, service programs, determination of research direction, and general fiscal policies of the department. However, matters that may affect other departmental and other administrative unit programs will be brought before the Leadership Council for discussion and subsequent approval by the college faculty.

6.2 The faculty has the right to veto a decision of the department head through a two-thirds vote of all voting members of the department.

6.3 Department Faculty Membership

6.3.1 Full membership in a department is restricted to college faculty members, with appointment to one of the categories described in Section 1565 D-F of the *Faculty/Staff Handbook*.

6.3.2 Full members are entitled to a voice and vote on all matters brought before the department faculty.

6.3.3 Adjunct Faculty (Section 1565 I of the *Faculty-Staff Handbook*)

6.3.3.1 Membership in the adjunct faculty will be restricted to (a) members of faculty (or staff) of a university unit other than the affected unit; (b) members of the professional support staff in the affected department; or (c) employees of a government or private agency who are assigned by that agency to a University of Idaho unit, or to one of the agency's units (or programs) officially associated with the university.

6.3.3.2 Members of the adjunct faculty will hold non-tenure-track appointments in an appropriate academic rank, and will have the right of participation and vote at meetings of their associated faculties (without vote at university and college faculty meetings) on all matters other than those of tenure, promotion and competency/performance reviews.

6.3.3.3 A recommendation for appointment will originate in the appropriate department through majority vote of that faculty (and with approval of the candidate's supervisor). Appointment requires approval of the dean, president, and the regents.

6.3.4 Affiliate Faculty (Section 1565 J of the *Faculty-Staff Handbook*)

6.3.4.1 Membership in the affiliate faculty will not include University of Idaho employees or employees of a unit (or program) officially associated with the university.

6.3.4.2 Members of the affiliate faculty will hold non-tenure-track, indefinite-term appointments in an appropriate academic rank, and may participate without vote in meetings of the university and college faculty and constituent faculties.

6.3.4.3 A recommendation for appointment will originate in the appropriate department through majority vote of the faculty. Appointment requires approval of the dean, president, and the regents.

6.3.4.4 Appointed affiliate faculty members will be reviewed by the dean prior to publication of each issue of the General Catalog, and membership of those not fulfilling the obligations of appointment, or those whose tasks have ended, will be canceled.

6.3.4.5 Affiliate faculty members may serve with vote on college committees and/or departmental committees, at the discretion of the individual department.

ARTICLE V. ADMINISTRATIVE COUNCILS, COMMITTEES AND ADVISORY GROUPS

Section I. Leadership Council

1.1 Membership: Voting membership of the Leadership Council will consist of the dean, associate dean(s), the department heads, director of administrative services, and a representative elected annually from the college faculty. One undergraduate, one graduate student, one staff member, and the director of development will be participatory members, but without vote and uncounted for quorum determinations.

1.2 Chairman/Secretary. The dean or his/her designated representative will serve as chair of the council, but may relinquish part of that function to a designated facilitator. The minutes of all meetings will be distributed to the college faculty and staff within one week of each meeting.

1.3 Responsibilities. The Leadership Council will be responsible for advising the dean on issues affecting the college, interdepartmental and interdisciplinary matters.

Section 2. Committee on Committees

2.1 Membership and Selection. A three-member Committee on Committees, responsible to the college faculty, will be elected for three-year terms from a list of volunteer nominees at a spring election meeting of the faculty. Terms of members will be staggered such that at least one member has a previous year's experience.

2.2 Chairmanship. Chairmanship will be determined by seniority on the committee.

2.3 Responsibilities. The Committee on Committees selects the members of the College Standing Committee on Tenure/Promotion and other college committees requested by the dean or college faculty.

2.4 Graduate and/or undergraduate students and staff will be included on college committees, with or without vote, as deemed appropriate by the faculty.

Section 3. College Standing Committees

3.1 Curriculum Committee

3.1.1 Membership. The committee will be comprised of one faculty member appointed from each department and interdisciplinary degree-granting faculty. In addition, the associate dean serves as a non-voting member.

3.1.2 Qualifications and Chairmanship. Members of the committee will hold full membership in the respective departments and interdisciplinary degree-granting programs, and the chair will be selected by the committee.

3.1.3 Responsibilities. The committee reviews additions, deletions, and changes in courses and curricula submitted by the departments and interdisciplinary degree-granting programs. The committee communicates its decisions on such submissions to the college faculty. In the absence of five faculty

members' votes of dissent within five days of notice, the recommendations are forwarded to the UI Curriculum Committee. For adding, deleting, or changing college-wide curricula such as the CNR Integrated Core Curriculum, the committee will propose actions during college-wide faculty meetings, with a majority vote (per Article VI) needed before the recommendations are forwarded to the UI Curriculum Committee.

3.2 Petitions Committee

3.2.1 Membership. The committee will be comprised of one faculty member appointed by each department. In addition, the associate dean serves as a non-voting member.

3.2.2 Qualification and Chairmanship. Members of the committee will hold full membership in the respective departments, and the chair will be selected by the committee.

3.2.3 Responsibilities. The committee acts on petitions for exceptions to the Integrated Core Curriculum and for petitions for reinstatement after the second and third academic disqualification.

3.3 Awards Committee

3.3.1 Membership. The committee will be comprised of one faculty member appointed from each department. In addition, the associate dean serves as a non-voting member.

3.3.2 Qualification and Chairmanship. Members of the committee will hold full membership in the respective departments, and the chair will be selected by the committee.

3.3.3 Responsibilities. The committee reviews nominations and selects recipients for college outstanding faculty and student awards. The committee also reviews applications and selects recipients for assistantships, internships, and college awards such as the Foster Assistantship, the DeVlieg Taylor Ranch Research Internship, and the Berklund Undergraduate and Graduate Research Awards.

Section 4. Other Advisory Groups

4.1 Other advisory groups may be established by the dean or department as needed to provide assistance and advice on specific areas of emphasis.

ARTICLE VI. COLLEGE AND DEPARTMENTAL FACULTY MEETINGS

Section 1. Scheduled College Meetings

1.1 Annual Fall Meeting. At minimum, a meeting of the general faculty will be called by the dean no later than the third week of the fall semester. The purpose of such

meeting will be to provide the faculty with information relevant to college operations and to serve as a forum for faculty participation in administration.

1.2 Election Meetings. A meeting of the general faculty will be called as necessary between March 1 and April 15 each year to elect members of the Committee on Committees, Graduate Council, Faculty Council, faculty representative to the Leadership Council, Faculty Secretary, nominee to the Research Council, and/or any other entity or office. At this meeting, election(s) will be the first item on the agenda.

Section 2. Special College Meetings

2.1 Special meetings may be called by the dean, or by a written petition to the faculty secretary from five faculty members, at any time during the academic year.

Section 3. Notification of College Meetings

3.1 The faculty will be notified in writing of any meeting at least four working days prior to the proposed meeting date, except in cases where there is a demonstrable need for emergency action.

3.1 The notification to the faculty will include the agenda and date, time and place of the meeting.

Section 4. Departmental Meetings

4.1 At a minimum, a meeting of departmental faculty will be called by the department head at least once each fall and spring semester.

Section 5. Meeting Operations

5.1 Quorum. Unless otherwise stated herein, all college or departmental faculty meetings, general or committee, will require a quorum consisting of a majority of the voting members of the respective faculties, or of the voting membership of a committee.

5.2 Student and Staff Attendance or Participation

5.2.1 Normally, attendance at all general meetings of the college/departmental/faculty will be open to full-time undergraduate students, graduate students actively pursuing degrees in the college and staff. All meetings will be closed to students and staff during discussion or action on individual employees and students.

5.2.2 One undergraduate and one graduate student, selected by the Student Affairs Council, may represent the student body in general college and department faculty meetings, and on college/department committees, as deemed appropriate by the Committee on Committees or respective departmental faculties.

5.2.3 Student representatives serve without vote at faculty meetings, but with vote on committees of the faculty (Section 1520 of the *Faculty-Staff Handbook*).

5.3 Voting

5.3.1 Voting will be by voice or show of hands unless otherwise provided for. Secret ballots will be required upon request of one voting member, or as specified in Article VII.

5.3.2 Absentee ballots will be required at the request of one voting member present.

5.3.3 At the request of one voting member, faculty members to be absent less than one calendar year will be contacted within three working days requesting their votes.

5.3.4 Faculty members to be absent for periods exceeding one calendar year will forfeit voting privileges during their absence.

ARTICLE VII. ELECTION POLICY/PROCEDURES AND QUALIFICATIONS

Section 1. Faculty Council, Graduate Council, Research Council, CNR Committee on Committees, and Leadership Council Representative

1.1 Representatives to the above named councils, and an alternate for each, will be elected for a three-year term prior to April 15 of a year in which an incumbent's term is completed (Article VI, Section 1.2).

1.2 Nomination procedure. The faculty secretary will call for nominations from the faculty at least 10 working days prior to the election date. A faculty member initiating a nomination will obtain concurrence from the nominee. Nominations will be submitted in writing to the secretary within five working days preceding the election. The secretary will circulate the final slate of candidates to the faculty within two working days preceding the day of election.

1.3 Election Procedures

1.3.1 Voting for Faculty Council, Graduate Council, Research Council, and Leadership Council representatives and their alternates will be by secret ballot if there is more than one nominee, otherwise the vote will be by voice or show of hands.

1.3.2 Absentee Voting. In the event that a faculty member will be off campus during the day of the election an absentee ballot submitted in a sealed envelope to the faculty secretary will be permitted. Absentee ballots will apply only to the first ballot of the election for the representative and will not apply to run-off elections.

1.3.3 Role of Alternate. If the Faculty Council, Graduate Council, Research Council, or Leadership Council representative is absent for more than a month but less than four months, the alternate serves in his/her place with full

vote. Should the representative be absent from campus for more than four months, but less than one year, the college faculty secretary will notify the UI Faculty Council chairperson or other respective council chair that the alternate has been elected to fill the temporary vacancy. The alternate is replaced with the return of the originally elected representative. However, should the original member be absent for more than one year, or is unable to complete the term of office for any reason, a special election is held to fill the unexpired term.

ARTICLE VIII. AMENDMENTS

Section 1 These bylaws may be amended by a two-thirds affirmative vote of the entire faculty at a regular meeting of the faculty. Proposed amendments must be circulated with the agenda at least four working days before they are brought to a vote. If less than two-thirds of the entire faculty are present at the meeting, the faculty secretary will conduct an electronic vote of the entire faculty. No amendment may be adopted that would conflict with any provision of the Constitution of the University Faculty (see Section 1520, *Faculty-Staff Handbook*).