

BYLAWS OF THE COLLEGE EXECUTIVE COMMITTEE OF THE COLLEGE OF TECHNOLOGY

Article I

NAME

The name of this council shall be the College Executive Committee of the College of Technology, hereinafter referred to as the College Executive Committee.

Article II

OBJECTIVE

The College Executive Committee will be the policy recommending body of the faculty of the College of Technology of Idaho State University. Its primary responsibility is to consider proposed changes in the policies of the College that affect the general welfare of the faculty and to address other issues and concerns of the faculty. The College Executive Committee may recommend for consideration such changes on its own initiative to the Dean of the College.

Article III

COLLEGE EXECUTIVE COMMITTEE

Section 1: Membership

A. Eligibility

The membership shall consist of eligible members elected from each department. Those faculty members who have had at least one year of full-time teaching service at the College of Technology, Idaho State University, are currently full-time faculty, and who are not members of the administration of the College are eligible for election to the College Executive Committee.

B. Department Representation

Each department is entitled to elect one full-time faculty member to the College Executive Committee for every seven full time faculty. Departments with fewer than seven faculty members are entitled to elect one representative to the College Executive Committee. An annual assessment of apportionment will be done by the College Executive Committee prior to appointment of the election committee.

C. Eligibility for Membership

Any full time faculty member who has had one year of teaching service at the College of Technology at Idaho State University, and is not a member of the administration of the College may file a nomination with the College Executive Committee. The Vice-President of CEC will, in collaboration with the Dean's office administrative assistant, determine eligibility of the nominees as defined in these bylaws.

Section 2: Departments Authorized to Elect Members

ESTEC
Business and Support Services (BASS)
Health Occupations (HO)
Trade and Industrial (T&I)
Technical

Section 3 Responsibilities of the College Executive Committee (CEC)

The College Executive Committee derives its authority and responsibilities through the faculty governance structure of the University, as stated in the Idaho State University Faculty and Staff Handbook.

The College Executive Committee will conduct regular updates, check for accuracy, and suggest changes to the College Executive Committee Bylaws.

The College Executive Committee shall conduct elections for the University level committees as openings on these committees arise.

Article IV

Nomination and Election Procedures

Section 1: Nomination and Election of CEC Members

The College Executive Committee Vice President will obtain the current list of eligible faculty members for seats that are open in January of the Spring Semester. The Secretary of the College Executive Committee will notify the respective department chairs of the open seats in the CEC. The Department Chairs will encourage eligible faculty to be open for nominations.

Election Procedure

A. Department Chairs will seek nominees from their department for open seats, if any.

- B. Once nominees are identified, in March, the CEC Vice President will email the ITRC employee responsible for CoT elections to create a ballot in a course for CoT Elections on the current ELS system.
- C. Eligible faculty will be entered in the course as students and will be allowed to vote within the time that the course is open.
- D. Once voting is closed, the CEC President and Vice President will analyze the results.
- E. Eligible faculty will only vote for members that are in their department.
- F. The results will be ratified at the next CEC meeting.
- G. Elected faculty will be notified, along with their Department Chair, through email from the CoT Dean's office.

Section 2: Nomination and Election of CEC Officers

- A. In the Spring semester, the CEC Vice President will seek nominations from CEC members for open officer positions.
- B. Once nominations are identified, a secret ballot vote will take place.
- C. Elected officers will be notified at the same meeting.
- D. Newly elected officers take over their positions at the last meeting of the semester.

Section 3: Nomination and Election of Standing Sub-Committee Members (Faculty Outstanding Award and Rank and Promotion)

- A. In the Spring semester, the CEC Vice President will seek nominations from CEC members for open officer positions.
- B. Once nominees are identified, in March, the CEC Vice President will email the ITRC employee responsible for CoT elections to create a ballot in a course for CoT Elections on the current ELS system.
- C. Eligible faculty will be entered in the course as students and will be allowed to vote within the time that the course is open.
- D. Once voting is closed, the CEC President and Vice President will analyze the results.
- E. The results will be ratified at the next CEC meeting.
- F. Elected faculty will be notified, along with their Department Chair, through email from the CoT Dean's office

Section 4: Nomination and Election of Ad-Hoc Sub-Committee Members

- A. Apportionment of eligible seats and candidates
 - a. Sub-committee members will be asked to serve by the president of the CEC.
 - b. If the CEC member accepts the appointment, a secret ballot vote will be held to confirm the acceptance of the new committee member.
 - c. Sub-committee chair will be chosen within the sub-committee and confirmed through a secret ballot vote in the CEC meeting
 - d. Members will be notified of the election results in the meeting in which elections are held.

Section 5: Nomination and Election of University Committees

- A. The Vice President of CEC will determine open seats in University Committees in January for the upcoming Fall semester.
- B. Department Chairs will seek nominees from their department for open seats, if any.
- B. Once nominees are identified, in March, the CEC Vice President will email the ITRC employee responsible for CoT elections to create a ballot in a course for CoT Elections on the current ELS system.
- C. Eligible faculty will be entered in the course as students and will be allowed to vote within the time that the course is open.
- D. Once voting is closed, the CEC President and Vice President will analyze the results.
- E. The results will be ratified at the next CEC meeting.
- F. Elected faculty will be notified, along with their Department Chair, through email from the CoT Dean's office

Article V

Organization of the College Executive Committee

Section 1: Officers

- A. President
- B. Vice President
- C. *Vice President elect (2024)*
- D. Secretary

Section 2: Terms of Office

Terms of office for officers and members shall begin at the last meeting in May.

- A. President- 12 months and then moves to 12 months Ex-Officio
- B. Vice President-12 months and moves to President
- C. *Vice President elect- 12 month and moves to Vice President (incoming first year member) (2024)*
- D. Secretary-12 months with an option to continue for one successive 12-month term

Section 3: Standing Committees and Subcommittees under the jurisdiction of the CEC

- A. Rank and Promotion
- B. Faculty Outstanding Achievement Award

Section 4: Terms of Office for Committees

- A. Rank and Promotion Chair-12 months and then moves to 12 months Ex-Officio
- B. Rank and Promotion Vice Chair- 12 months and then moves to R&P Chair for 12 months

- C. Core Members of Rank and Promotion Committee-3-year terms
- D. Faculty Outstanding Achievement Award Chair and committee-12 months

Section 5: University Committees

The College Executive Committee works with the University to hold elections yearly to fill open seats. The election process will follow Section E under Nomination and Election Procedures.

- A. Faculty Senate
- B. Faculty Professional Policies Council
- C. University Curriculum Council
- D. Bachelor of Applied Science Committee
- E. Scholarship Committee
- F. Library Liaison
- G. Research Council
- H. Academic Integrity Committee
- I. Standing Appeals Committee

Section 6: Ad Hoc Committees

At any time that an Ad Hoc Committee is needed, committee members are appointed by the College Executive Committee President.

Article VI

Responsibilities and Duties of the College Executive Committee Officers and Members

Section 1: Duties of the President of the College Executive Committee

- A. The President of the College Executive Committee shall preside at all meetings of the College Executive Committee.
- B. The President shall call regular or special meetings of the College Executive Committee.
- C. The President shall, with the approval of the College Executive Committee, identify all ad hoc committees of the College Executive Committee
- D. The President shall perform such other duties as are specified in these Bylaws or as may evolve through actions of the College Executive Committee.
- E. The President shall, if necessary, appoint a parliamentarian to serve at all College Executive Committee meetings, if deemed necessary by the College Executive Committee.

Section 2: Duties of the Vice President

- A. The Vice President shall serve as assistant to the President in all duties of the

President. In the absence of the President, the Vice President shall preside at the meetings and at that time shall assume all responsibilities of the office.

- B. The Vice President shall preside over all elections governed by the College Executive Committee,
- C. The Vice President shall perform such other duties as may be assigned by the President.

Section 3: Duties of Vice President-Elect

- A. Shall learn the duties of the Vice President.
- B. In cases in which the President and the Vice President are not able to preside over the College Executive Meeting, shall perform the duties of the President.

Section 4: Duties of the Secretary

- A. The Secretary shall cause the minutes and agendas of all meetings of the College Executive Committee to be recorded, collected, duplicated, and preserved.
- B. The Secretary shall cause these minutes to be distributed to all members of the faculty via the faculty area on the college website.
- C. The Secretary shall be responsible for maintaining the valid list of membership of the College Executive Committee and duly authorized alternates at each meeting.
- D. The Secretary shall be responsible for notifying the College Executive Committee when any member has been absent and not represented by an alternate for three meetings during the year without prior arrangements to the president or coordination with their alternate.
- E. The Secretary shall be responsible for maintaining an accurate list of the faculty when needed.
- F. The Secretary shall perform such other duties as may be assigned by the President.

Section 5: Responsibilities of the College Executive Committee Members

- A. College Executive Committee members shall represent and promote the general interest and welfare of the faculty of the College of Technology. Members of the College Executive Committee are the uninstructed representatives of their constituents. It shall be the responsibility of the members to seek the opinions of their constituents. The members of the College Executive Committee shall feel free to make decisions and vote on matters according to their own judgment with consideration to constituents' input.

Section 6: Responsibilities of College Executive Committee Alternate Members

- A. College Executive Committee alternate members are to attend meeting at their pleasure however, they only have voting rights when attending in the absence of their duly elected CEC member.

Article VII

MEETINGS OF THE COLLEGE EXECUTIVE COMMITTEE

Section 1: Meetings:

Regular Meetings:

- A. During the school year, the College Executive Committee shall meet at least once each session unless the president calls a special meeting.
- B. Fifty percent of the College Executive Committee membership (does not include alternates unless they are representing an absent member) shall constitute a quorum for the transaction of business.
- C. All actions and recommendations of the College Executive Committee shall be by a majority of voting members present.
- D. Interested members of the faculty may attend meetings of the College Executive Committee.
- E. The Secretary of the College Executive Committee shall make such provisions as are necessary to ensure that voting be by members of the College Executive Committee only.

Special meetings of the College Executive Committee

- A. A special meeting shall be convened by the President of the College Executive Committee when:
 - a. A request stating the purpose of the meeting is submitted in writing signed by one third (1/3) of the College Executive Committee members or twenty (20) percent of the entire faculty.

OR

- aa. It is deemed necessary.

Meetings are conducted with respect to the business for which the meeting was called. New or additional business not germane to the stated purpose may not be introduced.

Article VIII

ORDER OF BUSINESS AND RULES OF PROCEDURE

Section 1:

At regular meetings of the College Executive Committee, business shall be conducted as per Robert's Rule of Order as follows:

- A. Call to order
- B. Call of the Roll
- C. Reading of the Minutes
- D. Report of the President
- E. Reports of the Sub Committees
- F. Reports of Special or Ad Hoc Committees
- G. Consideration of Old Business
- H. Consideration of New Business
- I. Adjournment

Section 2: At any special meeting of the College Executive Committee, business shall be conducted as follows:

- A. Call to Order
- B. Call of the Roll
- C. Consideration of Stated Business for which the meeting was called
- D. Adjournment

Section 3: Participation in discussion at College Executive Committee shall be of an informal, forum nature, except at those times when a specific motion is presented for action by the College Executive Committee, wherein rules of parliamentary procedure relative to motions and voting shall prevail.

Section 4: Voting on motions shall usually be by roll call but may be by secret vote and according to these Bylaws shall be duly certified and recorded in the minutes.

Section 5: The College Executive Committee may resolve itself into executive session upon a two-thirds vote for discussing personnel problems only. All votes on such matters as discussed in executive session shall be taken in open meetings.

Article IX

ATTENDANCE AND PARTICIPATION

Section 1: All meetings of the College Executive Committee, excluding executive sessions, shall be open to all members of the electorate. Visitors shall participate in discussion only on agenda items, when recognized by the President of the College Executive Committee.

Section 2: Regular attendance at meetings of the College Executive Committee is expected of every member or alternate. If any member misses three meetings during an academic year, the College Executive Committee may remove the member and replace the member with an elected alternate for the remainder of member's term unless the member has made prior arrangements or has coordinated with their alternate to attend in their place.

A. Alternates:

- (1) At the time each department elects its College Executive Committee member(s), it must also select an alternate or alternates (as per article IV).
- (2) The alternate shall have full voting privileges in the absence of the duly elected College Executive Committee member as per article IV.

B. Vacancies:

Any vacancy which may occur between regular elections among the elected members of the College Executive Committee shall be filled by an alternate for any remaining portion of the term. An alternate will be recommended as a member by the President and approved by the College Executive Committee. If an alternate is not available, a new election will be held in the appropriate department.

C. Resignations:

Any member of College Executive Committee resigning before the completion of his or her term shall submit a letter of resignation to the College Executive Committee.

Article X

COMMUNICATIONS

Section 1: College Executive Committee Agenda

Any member of the faculty may secure consideration by the College Executive Committee of any appropriate matter by submitting a written or email to their departments' representative and that representative will email the item to the College Executive Committee President.

Section 2: Minutes

Minutes of meetings shall be presented in sufficient detail to permit adequate understanding of College Executive Committee actions by interested faculty members who are not present. At the next CEC meeting, the minutes shall be approved and any corrections made. The secretary will then send the minutes to the Dean for signature. Once this is complete, the minutes shall be published as soon as possible following each meeting and be made available to all faculty members and the Dean of the College of Technology.

Section 3: Recommendations to the Dean

A recommendation or other formal communication of the College Executive Committee shall forthwith be put into writing with a record of the vote, signed by the President or Vice President of the College Executive Committee, and transmitted to the Dean for consideration.

Article XI

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the College Executive Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the College Executive Committee may adopt.

Article XII

AMENDMENT

Section 1: Proposal

A proposed amendment may be presented to the College Executive Committee by any one of its members in written form or by an initiative petition signed by twenty (20) percent of the entire College faculty and presented to the President of the College Executive Committee.

Section 2: Consideration of Amendment

Consideration of the proposed amendment shall be given at the next regular meeting of the College Executive Committee which follows the first reading of that proposal. Approval by two-thirds of the entire College Executive Committee on the issue is necessary. The proposed amendment may, on second reading, be amended on the floor of the College Executive Committee. The amended proposal will be tabled until the next regular meeting.