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# Bylaws of the University Council, November 13, 1951

Academic Senate  
*Illinois State University*

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BYLAWS OF THE UNIVERSITY COUNCIL

OF

ILLINOIS STATE NORMAL UNIVERSITY

Adopted by the Faculty November 13, 1951

ARTICLE I

NAME

This organization shall be called the University Council of Illinois State Normal University.

ARTICLE II

PURPOSE

The purpose of this organization shall be to serve as the agency through which the faculty and administrative officers may co-operate in improving the education of teachers.

ARTICLE III

MEMBERSHIP

1. The University Council shall consist of fifteen members: the President of the University, the Dean of the University, the Administrative Assistant to the President, and twelve members elected from the faculty at large.

2. Regular faculty members who have the rank of instructor or higher shall be eligible for election to the University Council.

3. One third of the elected members of the Council shall be chosen by the faculty each year for three-year terms. No councilor may serve more than two consecutive terms. However, a person who has served two consecutive terms may again be eligible for election after one year.

4. The annual elections shall also provide for the election of councilors to fill unexpired terms in accordance with Article IV, Section 9.

ARTICLE IV

ELECTIONS

1. Nominations and elections of council members shall be supervised by a faculty committee designated by the University Council.

2. Regular faculty members who have the rank of instructor or higher are eligible to vote for council members.

3. A nominating ballot listing the names of all faculty members eligible for election to the Council shall be given to each faculty member at the February meeting. Each voter may vote for twice as many persons as are to be elected and shall cast his ballot within forty-eight hours at the place designated by the committee in charge of the election.

4. Within three days after the balloting the committee shall declare nominated those persons receiving the most votes, and shall so notify the faculty. The number nominated by this ballot shall be twice the number to be elected.

5. Persons nominated shall notify the committee within one week if they are unable to serve. If any nominee withdraws, his place shall be filled by the person receiving the next highest number of votes on the nominating ballot.

6. In addition to the foregoing, candidates may be nominated by petitions signed by at least twenty faculty members. Such petitions shall be presented to

the committee within ten days after the other nominations have been announced.

7. The election ballots shall be distributed at the March faculty meeting. Each voter may vote for no more than the number of persons to be elected. He shall cast his ballot within forty-eight hours in a place to be designated by the committee. Within three days after the polls are closed, the committee shall announce to the faculty the complete results of the election, and declare the candidates receiving the highest numbers of votes elected except as the provisions of Section 8 following may alter the result. In any election which includes candidates for terms of differing lengths, both regular and partial terms shall be assigned according to the numbers of votes received, the councilors with the higher numbers of votes serving the longer terms. In case of a tie, the decision shall be made by lot.

8. At no time shall more than four elected members of the Council come from any one department or more than five from a single academic rank, except that any councilor shall be permitted to serve his full term regardless of his promotion from one academic rank to another. The Illinois Soldiers' and Sailors' Children's School Faculty is to be considered as one department for this purpose, as is the Library Staff. In all elections the committee shall effect the above provisions by eliminating ineligible candidates according to the number of votes received. In case of a tie, the decision shall be made by lot.

9. Any vacancy occurring between elections shall be filled by the first eligible person of those who at the last election received the highest number of votes after those elected. If the list of eligible persons should be exhausted, the Council shall choose an eligible member from the faculty. A councilor named to fill a vacancy shall serve until the next regular election, at which time the faculty shall elect a member to serve the unexpired term. A partial term of eighteen months or less shall not be considered one of the two consecutive terms referred to in Article III, Section 3.

10. Newly elected members shall begin their term of office with the first regular meeting of the Council following their election.

#### ARTICLE V

#### OFFICERS

At the first regular meeting after the election of new members, the Council shall choose by ballot from among its members a chairman, a vice-chairman, and a secretary for one-year terms, and these officers shall assume their duties immediately upon election.

#### ARTICLE VI

#### MEETINGS

1. The Council shall hold regular monthly meetings during the academic year and during the summer session.

2. Special meetings may be called by the chairman, or in his absence by the vice-chairman, and must be called upon the written request of at least five members of the Council.

3. Two thirds of the membership of the Council shall constitute a quorum.

4. Minutes of all council meetings shall be furnished to all faculty members, and at least one permanent file shall be kept in Milner Library.

5. Faculty members may attend all meetings of the Council except executive sessions, but may participate in the discussion only with the consent of the Council.

6. At least once each semester, time shall be provided during a regular faculty meeting for the Council to report to the faculty and to present matters for faculty consideration. Called meetings of the faculty may be requested by the Council when necessary. The quorum for the transaction of business at a called meeting of the faculty shall be fifty per cent of the number of faculty members eligible to vote in council elections.

## ARTICLE VII

## POWERS AND DUTIES

1. The Council shall exercise such powers and perform such duties as the State Teachers College Board may prescribe or as the Faculty may determine.

2. Among the specific duties of the Council shall be the following:

- a. To select or to supervise the selection of faculty committees;
- b. To supervise the election of the Committee on Appointment, Promotion, and Tenure as directed in Article IX; (to be revised if Alternative A in Article IX is chosen)
- c. To advise the President and the Board on the appointment of administrative officers;
- d. To participate in determining basic policies with respect to the planning, construction, and utilization of buildings and grounds;
- e. To participate in preparing and administering the biennial budget;
- f. To share in developing all other basic policies for the University not otherwise enumerated in this or the following section;

Provided that the action of the Council in the foregoing matters shall be submitted to the Faculty for a referendum vote under any one of the following conditions:

- (1). The Faculty may request a referendum vote on any council decision by submitting to the Executive Committee a petition signed by at least ten percent of the faculty members. Such petition shall be presented within ten days after the minutes reporting the decision have been distributed, and the vote shall be taken at the first regular faculty meeting after the petition is presented to the Executive Committee.
- (2). The President may request a referendum vote at any regular faculty meeting if he disagrees with a decision of the Council. If the Faculty, voting by ballot, supports the President, the Council decision shall be declared invalid. If the Faculty supports the Council, and the President still does not concur, he may present the matter to the Board for decision according to Article VI, Section 7, page 15 of the Governing Policies, 1950.
- (3). The Council itself may request a referendum vote on any decision, to be taken at any regular or called faculty meeting, provided that at a called meeting a two-thirds vote shall be required to override a decision of the Council.

3. In addition to the duties set forth in 2 above, the Council shall have the responsibility of making recommendations to the Faculty, either directly or through the appropriate committees, concerning

- a. Standards for admission to the University, for remaining in good standing, and for scholastic performance of students generally;

- b. The university curriculum and requirements for graduation;
- c. Policies governing student welfare, activities, and discipline;
- d. General regulations governing the textbook system, the use of the library, and any other means of instruction affecting more than one department.
- e. The university calendar and unscheduled holidays.

When recommendations covering matters enumerated in this section are presented to the Faculty, the action shall be one of the following: (1) approval; (2) rejection (3) referral to the Council for suggested revision; (4) proposal to amend. Final action on proposals to amend shall be deferred at least one week until another regular or called faculty meeting, unless two thirds of the faculty vote to suspend this provision.

4. There shall be no limits to the subjects open to discussion by the Council. Faculty members desiring to bring specific matters to the attention of the Council shall communicate them to the secretary of the Council. Such requests shall be presented to the Council for its consideration.

#### ARTICLE VIII

#### COMMITTEES OF THE COUNCIL

The Council may create such committees as it may find necessary for carrying out its responsibilities and may include faculty members outside the Council.

#### ARTICLE IX COMMITTEE ON APPOINTMENT, PROMOTION, AND TENURE

1. The Committee on Appointment, Promotion, and Tenure provided for in Article V of the Governing Policies of the Teachers College Board, 1950, shall be named by the Council.

Its ex-officio members shall be the President, the Dean, and the head of the department concerned.

2. The duties of the Committee shall be to carry out the provisions of Article V, Sections 5-7, and Article VI, Sections 1-3, of the Governing Policies of the Board.

3. The Council and the Committee shall determine by mutual agreement what recommendations are to be referred to the former for consideration.

#### ARTICLE X

#### PARLIAMENTARY AUTHORITY

In case of disagreement as to procedure, the parliamentary authority for use in Council meeting shall be Robert's Rules of Order, Revised.

#### ARTICLE XI

#### AMENDMENTS

These bylaws may be amended at a regular faculty meeting by a two-thirds vote, provided the amendment has been submitted to the Council in writing at a regular Council meeting, submitted to the Faculty through the Council minutes, and discussed at either a regular or called meeting prior to the meeting at which the vote is taken.