



A GUIDE TO THE FACULTY COUNCIL

July 2005

*The Faculty Council official web site may be viewed at
http://site.www.umb.edu/faculty_council/*

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UNIVERSITY OF MASSACHUSETTS BOSTON

A GUIDE TO THE FACULTY COUNCIL

INTRODUCTION

Welcome to the Faculty Council, the highest faculty governance body at the University of Massachusetts Boston. Your active participation in the Council's work is crucial to working collaboratively and successfully with the University's senior administration. Only through such a partnership can the University maintain and enhance its core urban mission--the successful application and enhancement of the diverse but complementary goals of access and academic excellence. Council members should plan to attend all meetings, to present their and their constituents' views on issues, and to carry back to their constituents information on the Council's discussions and decisions.

The Faculty Council operates within the framework provided by its *Constitution and Bylaws* (amended August 1, 2001). As a parliamentary body, the Council's formal monthly meetings are conducted according to the parliamentary procedures articulated in *Robert's Rules of Orders*.

Four purposes govern and drive the Faculty Council's work.

1. To ensure the representation of members of the faculty in the governance of the Boston campus and the University of Massachusetts as a whole.
2. To ensure the effective coordination of actions taken by the governance units of the individual colleges and school (Liberal Arts, Science and Mathematics, Management, Public and Community Service, Nursing and Health Sciences, Graduate College of Education, McCormack Graduate School for Policy Studies) as they affect the Boston campus and the University of Massachusetts as a whole.
3. To ensure the maintenance of academic and procedural standards.
4. To discuss and recommend policies and procedures affecting the Boston campus as a whole.

EXCERPTS FROM THE FACULTY COUNCIL CONSTITUTION AND BYLAWS

The Faculty Council Constitution defines the powers, obligations, and rights of the Council. The Council Bylaws ensure order and fairness in the Council's internal affairs, clarify methods for conducting business, and define aspects of its organizational structure such as its standing committees. Council members should become familiar with these materials and should refer to them when questions arise concerning the role, jurisdiction, or conduct of the Council.

AUTHORITY (CONSTITUTION, ARTICLE 3)

- A. The Faculty Council derives its authority from the actions of the Board of Trustees, as provided in section 3, Chapter 75 of the General Laws of the Commonwealth.
- B. The Faculty Council, in its responsibilities and relationships with other governing components of the Campus and of the University as a whole, shall be governed by the Board of Trustees' Statement of University Governance (Trustee Document T73-098, as amended), which grants to the faculty 'primary responsibility' in academic matters and faculty status, as defined in that document, and by relevant provisions of any collective bargaining agreement currently in force.
- C. This Constitution [The Faculty Council Constitution] supersedes any earlier system of Campus-wide faculty governance at the University of Massachusetts Boston.
- D. In case of conflict between this Constitution and the constitution of any college or other Campus governance body, this Constitution shall take precedence.

POWERS OF THE COUNCIL (CONSTITUTION, ARTICLE 4)

The Faculty Council shall have only those powers specified in this Constitution or in Statements of the Board of Trustees on University Governance or which are necessary for carrying those powers into execution. The colleges shall have jurisdiction over their own undergraduate programs. The Faculty Council shall have jurisdiction over matters of educational policy which have Campus-wide effect or which bring colleges into conflict.

The Faculty Council shall have the following powers.

- A. To recommend the list of candidates for degrees.
- B. To review actions of the governance bodies of colleges and to
 1. determine whether an action involves a University-wide issue or conflict among colleges, and
 2. if such an issue is found which arises out of a faculty-initiated measure in an area of faculty primary responsibility, a positive recommendation from the Faculty Council is required before that action of the college may be forwarded to the Chancellor for approval and implementation as a faculty-initiated measure.
- C. To review and make recommendations on all matters relating to admissions, instructional goals, and the Library.
- D. To review and make recommendations on all policies relating to budget and facilities.

- E. To review and make recommendations regarding the planning and development of the Campus, especially in the creation of new units and colleges and in substantial changes to existing units.
- F. To review and recommend graduate programs and courses.
- G. To consult with and make recommendations to the Board of Trustees concerning the search process for the President and for the Chancellor of the Boston Campus, and, as appropriate, to nominate faculty to serve as members of the search committees appointed by the Board.
- H. To consult with and make recommendations to the Chancellor and other appropriate governance and administrative bodies concerning the charge and composition of a search committee for Provost, Vice Chancellors, academic Deans, Directors of Institutes, and the Director of the University Library.
- I. To consult with and make recommendations to the President regarding the periodic evaluation of the Chancellor, as established by Trustee guidelines.
- J. To consult with and make recommendations to the Chancellor and other appropriate governance and administrative bodies concerning the charge and composition of committees to make periodic evaluations of the Provost, Vice Chancellors, academic Deans, Directors of Institutes, and the Director of the University Library.
- K. To call general meetings of the Faculty.

MEMBERSHIP (CONSTITUTION, ARTICLE 5)

- A. Faculty members eligible to serve as voting members of the Faculty Council are full-time faculty holding the rank of assistant professor, associate professor, or full professor who are (1) not in their first regular semester of service and (2) not serving in an administrative capacity above the level of department chair or the equivalent.
- B. The term of membership on the Faculty Council shall be three years.
- C. The Faculty Council shall have twenty-nine members of whom twenty eight shall be elected and one shall be the Faculty Representative to the Board of Trustees. Members shall be elected on the principle of one person one vote, as specified in the next sentence, but no college shall have more than fourteen representatives. Thus any college including a majority of the faculty would have fourteen representatives, but the appointment of seats from each college would, as closely as possible, reflect the proportion of faculty in that college; should no college have a majority of faculty, all representation would be apportioned in relation to the proportion of faculty in each college. Each college must have at least, one representative on the Faculty Council. For purposes of apportioning

representation, the Faculty Representative to the Board of Trustees shall be considered as representing the campus as a whole.

D. Apportionment of the Faculty-Council seats for the next year shall be established by the Faculty Council, on recommendation of the Executive Committee, no later than its February meeting, based on the current faculty distribution.

E. Ex-officio members of the Faculty Council shall be the Faculty Representative to the Board of Trustees, who shall be a voting member and shall be elected according to the procedures described in Article 6... and the Chancellor, the Provost, the President of the Faculty Staff Union, the Alternate Representative to the Board of Trustees, a representative chosen by the Undergraduate Student Senate, a representative chosen by the Graduate Student Assembly, and a representative chosen by the Professional Staff Union, all of whom shall be non-voting.

THE FACULTY COUNCIL EXECUTIVE COMMITTEE (CONSTITUTION, ARTICLE 8)

A. The Executive Committee shall have five members elected, in the order listed here, at the first meeting of the newly seated Faculty Council: (1) as Chair who shall be the presiding officer of the Faculty Council and the Executive Committee for two years; (2) an Associate Chair, for a term of two years, who shall act as Secretary of the Faculty Council and shall serve as Chair in the absence of the elected Chair (or, should the Chair resign, until a new Chair is elected); (3) and three other members elected from the Faculty Council for terms of two years. No more than three Executive Committee members may be elected from the same college.

B. In addition to the duties specified elsewhere in this document, the Executive Committee shall have the following functions.

1. It shall serve as the Committee on Committees, with the addition of the Provost, to nominate to the Faculty Council for ratification all members of all Council standing and ad-hoc committees, and to consult with the Chancellor regarding faculty membership on other committees. The Executive Committee may invite Council members from any college not represented on the Executive Committee to serve on the Committee on Committees.

2. It shall advise Faculty Council Committees regarding their business and shall serve as liaison between the committees and the Faculty Council and between collegiate governance bodies and the Faculty Council.

3. It shall act in an advisory capacity to the President or Chancellor during the summer months and in the cases of emergency as determined by the President or the Chancellor. The Executive Committee shall keep the Council informed of any actions taken.

4. It shall carry on the business of the Faculty Council during the periods when the faculty is not in session. A report of all actions taken shall be presented at the first regularly scheduled Faculty Council meeting thereafter.

FACULTY COUNCIL COMMITTEES

There are currently 7 standing committees of the Faculty Council: Academic Affairs; Academic Computer Oversight; Budget and Planning; Financial Aid, Admissions, and Records; Graduate Studies; Institutional Review Board for the Protection of Human Subjects; and Library. The Council has 5 jointly appointed committees: Athletics; Joint Discipline and Grievance; Joint Sexual Harassment Hearing Board; Quality of Life; and General Education. Further standing or joint committees may be added without amending the Council Constitution.

Article 8. Definitions (Bylaws)

A. "Standing Committees" shall be defined as subordinate units of the Faculty Council established for the following purposes:

1. To develop policy recommendations within their assigned responsibilities. These recommendations shall be presented in the form of reports, with motions for subsequent Faculty Council action;
2. To review and evaluate existing campus policies and programs within their assigned responsibilities, and to report thereto to the Faculty Council; and
3. To provide advice on operations and implementation of existing policy within their assigned responsibilities. If such advice is provided directly to the administration, detailed summaries of advice rendered shall be immediately reported to the Faculty Council.

Article 9. Duties (Bylaws)

A. Standing committees shall:

1. Meet at least once every semester;
2. Exercise their powers and duties as prescribed by the Constitution and by these bylaws;
3. Keep and distribute minutes of all meetings. Two copies of all minutes, together with relevant documents shall be placed on file with the Chair of the Faculty Council who shall make them available to inquiring faculty members. One copy of all minutes and relevant documents shall be sent to each of the following: The Chancellor, the Provost, and such others as the Faculty Council may designate;

4. Prepare and submit an annual report by June 1st of each year, and such other reports as may be ordered. Besides reporting on the completed action of the committee, the annual report shall also delineate areas of future concern for the committee;

5. Establish and appoint such subcommittees as are provided by bylaw or as may be deemed necessary provided that the chairperson shall be drawn from the membership of the committee.

A BRIEF GUIDE TO PARLIAMENTARY PROCEDURE

A synopsis of Robert's Rules of Order

This section includes, first, a synopsis of the sections of Robert's Rules of Order that govern the most frequent types of business conducted by the Faculty Council, and, second, a brief explanation of the motions the Council typically entertains. Council members should consult the full text of Robert's Rules of Order (copies available by contacting the Provost's Office at 617.287.5600) for further clarification of these procedures or for procedures not covered in this synopsis.

GENERAL BACKGROUND

Under Robert's Rules of Order, the formal business of the Faculty Council is conducted through the consideration of questions, i.e. Motions, which are debated and voted on in a prescribed fashion. In order to make a motion, a member must have the floor, i.e. be recognized officially by the Council Chair.

FACULTY COUNCIL LEADERSHIP

A. The Chair has the following responsibilities.

- presides over the meeting
- ensures the smooth administration and execution of the meeting
- calls for order when the meeting becomes disorderly
- votes only in the case of a tie
- decides who gets to speak (who "has the floor")

B. The Associate Chair/Secretary has the following responsibilities.

- fulfills the role of the chair in the chair's absence
- temporarily chairs the meeting should the presiding Chair choose to make a motion or become involved in a debate on the floor
- keeps minutes and attendance

PROTOCOL AT MEETINGS: RULES OF CONDUCT

A. Always speak to the Chair.

B. Refer to others respectfully.

- Do not use first names.
- Do not use the second person pronoun.
- Other members are called "my colleague."

C. Obtaining the Floor.

- The Chair determines who may speak (who "has the floor").
- One must ask the Chair for the Floor.
- Once a member has the floor, she may keep it indefinitely as long as she continues to speak.
- If another wants to speak, she must politely ask the Chair if the person who is speaking will yield. You will hear this: "Will the gentleman yield?" That means, "May I say something?"
- Yields can be temporary or permanent.
- Yielding for a question is temporary (the yielder gets the floor back after the question is asked).

THE DECISION MAKING PROCESS

Decision making involves a four-step process:

1. Motion
2. Second
3. Discussion
4. Vote

PROPER PROCEDURE

A. If you want to make a suggestion, a motion is made: "I make the motion that..."

B. A second is needed: "I second the motion.

- If there is no second, the motion is dead.
- No "third" is needed.
- A second does not necessarily mean the person seconding the motion is in favor of the motion, she is simply approving the consideration of it.

C. No other motion may be considered until the first one is voted upon.

D. The Chair asks if there is any discussion.

E. When discussion is complete, the Chair asks one final time, "Is there any final discussion?" If not, the Chair says, "Hearing none, I'll now call for the vote."

F. The Chair repeats the motion.

G. The Chair calls for the vote along these lines:

"All in favor of the motion say, 'Aye.'"

"All opposed to the motion say, 'Nay.'"

The Chair says, "The Ayes/Nays have it. The motion is Carried/Defeated."

H. If the Chair is unsure about the count, she may ask for a physical indication of their votes (show of hands, standing, etc.)

I. The Associate Chair/Secretary records the action in the meeting minutes.

MAIN MOTIONS

A. Only one "main" motion may be considered at a time.

B. You can't start on a new motion until any motion on the floor is either

1. voted upon, or
2. withdrawn by the mover.

SECONDARY MOTIONS

A. However, once a main motion is made a number of secondary motions may be made.

B. The most common secondary motions include:

1. Motion to amend: alters the wording of the motion
2. Motion to table: sets the motion aside temporarily
3. Motion to refer or commit: sends the motion to a smaller group for further analysis and/or action
4. Motion to limit discussion: ends useless discussions
5. Call for the question: asks for the Chair to take the vote
6. Motion for private ballots

C. All secondary motions must be handled before returning to the main motion.

D. Questions (or Points) of Order and Parliamentary Inquiry

1. You can always ask the Chair about the rules.

2. You can interrupt at any time for this purpose.
3. Interrupt by saying, "Point of order, Madame Chairman..."

UNANIMOUS CONSENT

Some matters may be decided by unanimous consent, i.e. without a motion.

A. These are usually non-controversial matters which require no debate.

B. The purpose is to keep things moving quickly.

C. Examples

1. That the reading of the previous Minutes be dispensed.
2. That a visitor have privilege of the Floor.

D. Procedure

1. A member says, "Madame Chairman, I ask unanimous consent that I be allowed to excuse myself at 2:00 PM for a doctor's appointment."
2. The Chair then asks, "Is there any objection?" or says "Without objection."
3. If no one objects, the Chair says "So ordered."
4. If someone objects the suggestion must become a motion a be put to a vote.

FREQUENTLY ASKED QUESTIONS

Is there a Faculty Council web site?

Yes. The Faculty Council Official Web Site can be viewed by visiting the Internet address http://site.www.umb.edu/faculty_council/. The web site can be viewed by anyone and contains the Council meeting schedule, membership, meeting agenda, Constitution and Bylaws, archive of meeting minutes, Internet links to other faculty governance bodies at UMass Boston and the Amherst, Dartmouth, and Lowell campuses, and Internet links to several web sites dealing with parliamentary procedure.

How often does the Faculty Council meet?

The Council meets the first non-holiday Monday of September, October, November, December, February, March, and April, and the second Monday in May. Meetings are held from 1:30 to 3:30 PM in the Chancellor's Conference Room (Administration Building, 3rd Floor).

Who can attend Faculty Council meetings?

Meetings are open to all members of the University community as well as the general public.

Can additional meetings be held?

Additional meetings may be called by the Chancellor, the Faculty Council Executive Committee, 25% of the Faculty Councilors petitioning the Faculty Council Executive Committee, or 10% of the full-time faculty petitioning the Faculty Council Executive Committee.

What is the typical order of business of a Faculty Council meeting?

I. Approval of the Agenda

II. Reports (in the following order, Chair of the Executive Committee, Faculty Representative to the Board of Trustees, Faculty Staff Union Representative to the Council, Professional Staff Union Representative to the Council, Undergraduate Student Senate Representative to the Council, Graduate Student Assembly Representative to the Council, Vice Chancellor for Administration and Finance, Vice Chancellor for Academic Affairs and Provost, Chancellor)

III. Approval of the minutes from the previous meeting

IV. Motions from the Council's standing and joint committees

V. New Business

How are items placed on the Council meeting agenda?

The Council's standing and joint committees present possible agenda items to the Executive Committee. Two weeks prior to the Council meeting, the Executive Committee meets to discuss and set the agenda. Following that meeting and on the same day, the Executive Committee meets with the Chancellor and the Provost to discuss the agenda and major issues presenters plan to address at the meeting.

When will I receive the material I need to review for consideration and discussion at the next Council meeting?

Material is delivered to your campus mailbox at least six days prior to the Council meeting.

What sorts of material will I review?

While this is not an exhaustive list, this sampling generally reflects the sorts of material you will be asked to review and be prepared to discuss: a meeting agenda; proposals and annual reports submitted by the Council's standing and joint committees; material submitted by the administration (i.e. Chancellor, Provost, Vice Chancellor for Administration and Finance, and other administrators); and the minutes of the previous meeting.

Who has speaking privileges at a Council meeting?

Under the Chair's direction, all Council members have speaking privileges. Speaking privileges may be extended to non-members of the Council in the following cases: (1) All members of a Council Committee which is presenting a report or other business to the Council; (2) Guests of the Council when recommended by the Council or by the Executive Committee; and (3) Officers of the Governing Bodies of the Colleges.

What constitutes a quorum?

In the case of the Faculty Council, the answer is twofold: (1) a quorum for business published on the meeting agenda of the Faculty Council consists of the voting members present at the meeting; and (2) a quorum concerning items not appearing on the published agenda consists of a majority of the voting members of the Faculty Council (i.e. with 29 voting members, 15 must be present).

What can I do to keep my department or program colleagues informed of the Faculty Council's work?

You can, of course, in your daily conversations with colleagues mention that you are serving on the Faculty Council and inform them of the Council's current work and projects. Another way is to constantly inform and remind colleagues that the Council has a web site (discussed in greater detail at the beginning of this section). Finally, once the meeting minutes are approved (for example, the September minutes are approved at the October meeting) they are sent via e-mail to all Council members. Council members are then asked to forward these minutes to their department or program colleagues.