

# **Academic Council Bylaws**

[Adopted: October 15, 2009]

## **Article I: General Guidelines for Academic Council**

The following guidelines are provided by the Board of Directors as a system for the operation and governance of the Academic Council.

### **Section #1: Title of Body**

This body shall be entitled the Academic Council of Akamai University and as a short form, simply the Academic Council or The Council..

### **Section #2: Purpose of Council**

The Academic Council has advisory responsibilities for the academic activities of the University including components of curriculum and instruction, research, and learning support. The primary purpose and role of the Academic Council shall be the advisement of the University President and Board of Directors regarding academic policies and procedures, quality standards and guidelines, which impact the institution. The Academic Council, through the Faculty Forum, and the operation of Council Committees, shall provide for exchange of information among the faculty.

- 2.1 The Academic Council advises regarding the quality of conduct of ongoing academic programs; it recommends to the University President the establishment of new programs and alteration, and termination of existing programs. It advises the President on useful administrative initiatives relative to matters of curriculum and quality of research.
- 2.2 The Council receives recommendations and petitions from Committees and the Faculty Forum and takes actions as needed to build recommendations on issues presented.
- 2.3 The Council discusses and recommends new and revised academic policies, procedures, rules and guidelines, and submits recommendations in the form of reports regarding academic matters to the University resident.
- 2.4 The University President may discuss with the Academic Council any matter impacting academic policy
- 2.5 The Academic Council is concerned with:
  - 2.5.1 New and revised programs and curriculum
  - 2.5.2 Enhancement and improvement of instructional delivery
  - 2.5.3 Effectiveness of outreach, promotion and development of students and faculty
  - 2.5.4 Maintenance of research policies and procedures
  - 2.5.5 Effectiveness of student academic support
  - 2.5.6 University academic service to the global community
  - 2.5.7 Relationships with other educational institutions and organizations

- 2.6 The Academic Council is encouraged to make policy recommendations to the University administration on matters impacting the academic functions of the University
- 2.7 The Academic Council shall advise on all such matters as the University President shall place before it.
- 2.8 The Academic Council shall keep the faculty fully informed of its recommendations and maintain an ongoing informative faculty dialogue.
- 2.9 The University President shall coordinate with all aspects of the operation of the Academic Council and its Committees.
- 2.10 The Academic Council shall be considered a continuing body and shall have the authority to create new standing committees and make continuing studies of significant issues maintaining its priorities in accordance with matters placed before it by the President.
- 2.11 The University President shall make recommendations to the Academic Council and take necessary actions as directed by the Board of Directors to assure the effective operation of the Academic Council and its Committees, as is necessary for the appropriate development and operation of the University.

### **Section #3: Council Code of Conduct**

Council members, voting and nonvoting, as well as all faculty and guests participating at any meetings or communications of or about the Council and its operations are bound by the University's Code of ethics and professional behavior which discusses the intent that all elements of the University shall work cooperatively, work in the best interest of the students and institution, conduct civil dialogue, and provide constructive input.

## **Article II: Organization of the Academic Council**

### **Section 1: Voting Members**

The voting members of the Academic Council shall be composed of elected representatives from all faculty members in good standing. Faculty members, each having one vote, shall nominate and elect members of the Faculty to sit on a seven member Academic Council for one year terms. The immediate past Chair is also a voting member of the Council for the year following incumbency. Program Directors are permitted to serve on the Academic Council.

### **Section 2: Nonvoting Members**

The nonvoting membership of the Academic Council shall include all senior officers of the University, including the President, Vice President, University Registrar, and other senior academic staff and administrators.

### **Section #3: Selection of Student Representatives**

A student representative shall be selected through an open forum of the student body. During November of each year, each student shall be invited by the University

administration to nominate a student to serve. Once student names are placed in nomination, all students would have one vote in electing their representative. The Student Representative would be able to attend meetings and contribute on matters when asked, but shall not have a vote on the Council.

#### **Section #4: Terms of Office**

Standard terms of office for voting members and student representatives shall be one year. If duly elected, members shall have continuing terms, so long as the individual remains in good standing, according to the faculty agreement signed with the University.

### **Article III: Nominations and Elections**

#### **Section 1: Nominations of Council Members**

The University President or his (her) assigned representative, together with the immediate Past Chairperson, shall coordinate the nomination process for electing seven new voting members for the Academic Council, by written call for nominations during the fourth quarter each year. Each member of the faculty shall be asked to submit in writing one name into nomination.

#### **Section 2: Selection of Voting Members of the Council**

The nominations shall be listed online, together with their submitted biographical sketches. Each member of the faculty shall vote for three members so nominated. The President and immediate past Chairperson of the Council are responsible for gathering, counting, and reporting the election results to the Board of Directors and the faculty. Tie votes shall be resolved by run-off votes.

#### **Section 3: Election of Officers**

The University President and immediate Past Chairperson shall be responsible for coordinating the election process for incoming officers for the newly elected Academic Council, and for reporting the election results to the faculty and Board of Directors. Tie votes shall be resolved by run-off votes.

#### **Section 4: Filing Vacancies**

Elections to fill vacancies will be carried out by majority vote of the full Academic Council. The Council Chairperson or Vice Chairperson shall be responsible for coordinating the election process, and for reporting the election results to the University President, and the faculty. In cases of numerous vacancies on the Council, the University President may initiate the process of filling vacancies.

### **Article IV: Composition of Executive Committee & Duties of Council Officers**

#### **Section 1: Council Officers and Executive Committee**

The officers of the Academic Council include the immediate Past Chairperson, the current Chairperson, Vice Chair and Secretary. These four officers comprise the Executive Committee of the Academic Council.

## **Section 2: Duties of the Chair**

**2.1 Calling Annual Organizational Meetings.** Calling the annual organizational meeting of the Academic Council. The immediate past Chair shall not be eligible for an elected office during the year following incumbency.

**2.2 Presiding Over Council Meetings.** To preside over meetings of the Academic Council and over meetings of the Executive Committee;

**2.3 Notify and Recruit Faculty.** To notify faculty members of their election to membership in the Academic Council and to invite them to accept (or decline membership if other commitments would interfere with their attendance at the scheduled meetings of the Council);

**2.4 Distribution of Meeting Notices.** With the concurrence of the Executive Committee, to prepare and distribute notices of meetings of the Academic Council with agendas. Such notices shall be distributed at least seven days prior to all regular meetings. The University President and administrative staff shall serve the purpose of distributing meeting notices, when needed.

**2.5 Notification of University President.** To send a memorandum to the University President and the Board of Directors, not more than a week after each meeting; calling attention to any resolutions passed by the Council and other matters of importance that arose. Copies of the notification may also be sent to the member of the Board of Directors and the Faculty Forum.

**2.6 Oversee Work of Standing Committees.** To oversee the effectiveness of the work of the Academic Council's various Standing Committees;

**2.7 Other Functions.** To perform all other functions normally expected of the Chair of a council.

## **Section 3: Duties of the Vice Chair of the Academic Council**

**3.1 Preside in Chairs Absence.** To preside over meetings and activities of the Academic Council in the absence of the Chair;

**3.2 Monitor Meeting Attendance.** To monitor attendance at scheduled meetings and activities of the Academic Council, to encourage future attendance of those members absent from consecutive meetings, and to recommend resignations from those who encounter scheduling conflicts and become unable to participate effectively and attend regularly.

**3.3 Other Duties.** To coordinate activities, as requested by the Chair, especially as it may relate to the ongoing activities of the standing Committees

## **Section 4: Duties of Secretary of the Academic Council**

**4.1 Recording Attendance.** To keep a record of attendance at meetings and activities, notate whether advance notice was given, record all absences, all of which shall be included in the minutes;

**4.2 Preparation of the Council Minutes.** To prepare the minutes of Academic Council meetings for distribution to the Chair within two weeks of the meeting. Distribution of the minutes for consideration at least a week before the subsequent meeting.

### **Section 5: Duties of the Immediate Past Chair**

**5.1 Initiation of New Council Actions** The immediate Past Chair shall help the University President coordinate nomination of the next Academic Council membership and election of officers.

**5.2 Serve on Executive Committee** The immediate Past Chair shall serve as a member of the Executive Committee of the Council during the year immediately following service as Chair.

**5.3 May Not Serve as Council Officer** The immediate past chair shall not be eligible for election as an officer during the year following incumbency.

### **Article V: Meetings of the Academic Council**

#### **Section 1: Annual Organizational Meetings of Academic Council**

An annual organizational meeting of the Academic Council shall be called by the immediate Past Chair (or the University President) not later than the third week of January, at which meeting the Academic Council shall elect officers for the new Council.

**1.1 Mode of Conduct of Annual Meeting.** This organizational meeting may be held by teleconference, electronic forum, rapid exchange of email, or by conference gathering.

**1.2 Methods for Election of Officers.** Election of the Chair, Vice Chair, and Secretary shall be by ballot of the entire Council membership.

**1.3 Past Chair Excluded for Vote for New Officers.** The immediate Past Chair shall not have a vote in the election of new officers of the Council.

#### **Section 2: Regular Meetings of the Academic Council**

Regular meetings of the Academic Council shall be held on a monthly basis or otherwise as often as required to successfully conduct the affairs of the bodies.

**2.1 Issuance of Notice of Regular Meetings.** The Chair of the Academic Council must issue, within seven days, a notice of the meeting including the time and duration.

**2.2 Scheduling Regular Meetings.** By the final day of January the Executive Committee shall establish a calendar of regular meetings for the next twelve months, setting alternative meetings, dates and times for those months in which members may have heavy schedules and scheduled vacations. Dates of regularly scheduled meetings shall be posted online for reference by all member sof the faculty, staff and administration.

**2.3 Calling of Extraordinary Meetings.** Extraordinary meetings, requested by the President or Board of Directors, which may be called with less than seven days notice shall not be called during scheduled holiday periods.

**2.4 Stating Purpose of Meetings.** The purpose of all meetings must be stated by email notice issued by the Chair with sufficient materials and information distributed to Council members to enable sufficiency in preparation.

**2.5 Visitors to Meetings and Non-voting Guests.** Regular meetings of the Academic Council are open to visitors upon prior written request to the Chair at least 14 days prior to the next regularly scheduled meeting. A visitor may only address the Academic Council if invited to do so by the Chairperson. Visitors are not permitted in attendance at Executive Committee meetings unless requested to serve in advisement beforehand by request of the Chairperson.

### **Section 3: Governance by Consensus**

Council meetings and meetings of Council Committees should be conducted in an egalitarian manner most favorable for maximum cooperation and contribution from all members of the Academic Council and the faculty at large. A consensus model of decision-making would be best, somewhat similar to consensus rules established by numerous bodies worldwide.

### **Section 4: Facilitating Purpose and Functions**

To facilitate the purpose and functions of the Academic Council, the University President addresses the Council annually for the purpose of reviewing the disposition of the Council's recommendations of the past year. The President shall be empowered, when necessary, and under the advisement of the Board of Directors, shall convene meetings of the Academic Council for the purpose of re-activating meetings or for the purpose of calling a special meeting to address the Council.

## **Article VI. The Agenda**

### **Section #1: Call to Order**

**1.1 Proper Meeting Notice.** The Council Chair must verify that all members of the Council have received proper notice of the meeting and confirm that all are in attendance, in conjunction with the Council Secretary.

**1.2 Quorum Required.** The Chair may call the meeting to order only if a quorum of the Council is present in person. If a quorum does not exist, the meeting is not qualified to conduct business.

**1.3 Meetings Open to All Members.** The meeting must be open to all members of the Council, unless Executive meeting is called, and the Council members must receive notice of the meeting.

## **Section #2: Review of Agenda**

- 2.1 Draft Agenda Prepared b Chair.** The first draft of the agenda is prepared by the Chairperson or one of the officers prior to the meeting.
- 2.2 Council May Modify Agenda.** The agenda “belongs” to the Council and the Council may modify the agenda as it pleases by a majority vote. This power should be used only when necessary as proper functioning of the Council requires advance planning.
- 2.3 Adding of Deleting Items.** During review of the agenda, the Council members may add or delete items from the agenda and may change the order of presentation by majority vote.
- 2.4 Agenda Changes by Acquiescence.** When possible, changes to the agenda should be done by acquiescence of all Council members. Formal voting on the agenda is only necessary where it appears to the Chair that there is a disagreement.

## **Section #3: Approval of Previous Minutes**

- 3.1 Minutes Installed Online.** The minutes should be installed online at the University’s website on pages set aside for use by the Academic Council. The minutes of previous meetings are not the official minutes of the Council unless and until the Council votes to accept them and subsequent meetings.
- 3.2 Minutes Prepared by Secretary.** The minutes are prepared by either the Secretary or some other person appointed by the Council to act in lieu of the Secretary for a time. Any Council member may suggest changes to the minutes before the Council adopts them. The suggested change should be set forth in the minutes for the record, and then the Council should adopt or reject such changes.
- 3.3 Minutes Clear and Straightforward.** Minutes should state precisely each motion considered by the Council, and identify the Council members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the Council desires to make a specific record. Whenever the Council makes a decision that the Council feels may subject it to potential difficulties, it shall be appropriate for the Council to enact a resolution that states all of the facts and circumstances, the professional advice, and the rationale or other considerations upon which the Council's decision was based. Otherwise, it is not necessary, appropriate or recommended for the Council to set forth the comments or discussion related to a specific motion. However, dissents by a Council member should be fully stated in the minutes.
- 3.4 Minutes Approved by Acquiescence.** When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all Council members. Formal voting on the minutes is only necessary where it appears to the Chair that there is a disagreement.

#### **Section #4: Officer or Committee Reports**

- 4.1 Timeframe of the Agenda.** There shall be a timeframe in the agenda when any officer or Committees of the Council may report their findings or recommendations to the Council.
- 4.2 Order of Presentations.** The full report should be presented and then each Council member, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
- 4.3 Time for Presentations by Invited Experts.** This time should be used for any presentations to be made by invited experts before the Council.

#### **Section #5: Procedures for Open Forum**

- 5.1 Custom of Open Forum.** Although the Council is not required to provide an open forum for non-voting members of the faculty to speak about their concerns, it shall be the custom and practice of this Council, when time permits.
- 5.2** During meetings, strict time limitations should be imposed by the Council and these limitations must be enforced. Each Council member should address the Chair and must speak courteously and to the point.
- 5.3** Council members may question the visiting faculty member about the problem or concern. Other faculty members are not entitled to be recognized or to comment or question during this process, except with the permission of the Council.
- 5.4** Once the open forum is closed, the non-voting members of the faculty are not allowed to participate further or seek to be recognized unless the Council specifically requests input or information from a particular non-voting member of the faculty.
- 5.5** These restrictions must be strictly enforced because the purpose of the Council meeting is for the Council members to conduct business and this cannot be done if there is undue interference from non-voting members. All disruptions must be addressed by the Chair and repeated violators must be barred from the meeting.

#### **Section #6: Old and New Business**

- 6.1** All items that were tabled during previous meetings shall be revisited during the business portion of the ensuing meeting, unless otherwise voted by the Council.
- 6.2** The Council may vote to postpone consideration of any old business or it may remove any item from consideration.
- 6.3** Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the Council, either by adopting or rejecting a motion or by postponing or removing the item from consideration.
- 6.4** All business must be conducted in the form of motions or resolutions adopted by a vote of the Council
- 6.5** Any emergency items decided by the Executive Committee of the Council between Council meetings should be discussed and ratified at the next Council meeting.

## **Section #7: Executive or Closed Session**

- 7.1 When executive session is desired, the Council should move into closed session only after the regular business is conducted but before formal adjournment.
- 7.2 All non-voting members must be asked to leave except for those having a reason to participate and who have been asked to remain by the Council Chair.
- 7.3 Only the statutory exceptions are good cause for moving into executive session. The Council should announce to the faculty the purpose of the executive session (such as “to discuss rule violation matters”)
- 7.4 Except as permitted, no decisions, resolutions, or motions may be adopted in executive session. All business must be conducted in an open portion of the meeting.
- 7.5 The Council should not take minutes of executive sessions.

## **Section #8: Adjournment**

- 8.1 Upon motion carried by the Council, or, upon the conclusion of the agenda, the Chair shall announce the meeting is adjourned
- 8.2 The minutes shall reflect the time of adjournment.

## **Article VII. Motions and Deliberations**

### **Section #1: Discussion**

- 1.1 **Chair Facilitates Deliberations.** The Chair’s role is to facilitate deliberations and to assist the Council in conducting its business in a fair and efficient manner. By a majority vote of the Council, the incumbent Chair, may be removed from the Chair and any other Council member may be assigned to Chair the meeting.
- 1.2 **Announcing Items for Discussion.** When an item of business is to be discussed, the Chair announces the item to be discussed and opens the floor to discussion.
- 1.3 **Chair May Voice Own Opinion.** The Chair, as a member of the Council, is entitled to voice his or her opinion, and cast votes on matters that come before the Council. However, the Chair has the responsibility for providing each member of the Council an equal and fair opportunity to be heard.
- 1.4 **Announce Item Ready for Vote.** When it appears to the Chair that all Council members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

### **Section 2: Voting**

- 2.1 **Basic Motions.** There are three basic motions for each item of business
  - 2.1.1 A motion to adopt a specific action by the Council.
  - 2.1.2 A motion to table the item to another meeting (including fact-finding assignments to a person or committee)

**2.1.3** A motion to remove an item from consideration

**2.2 One Item of Business at a Time.** The Council is limited to one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business. Motions need not be seconded.

**2.3 Call Motions Presented to a Vote.** After each Council member has had the opportunity to discuss each motion presented for consideration, the Chair will call each motion presented to a vote. Those motions adopted affirmatively by a majority of Council members present are carried, provided a quorum is present.

**2.4 Later Reconsideration of Motions.** The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the Council.

**2.5 Addressing Contrary Actions by the Council.** In the event that a Council member believes that an action by the Council is contrary to the power and authority of the Council or not in the best interests of the University, that Council member may make written dissent explaining the reasons why he or she believes that a dissent is necessary. The oral or written dissent shall become part of the minutes.

### **Section #3: Procedural Motions**

#### **3.1 Procedural Motions During Discussion**

**3.1.1 Modify or Withdraw a Motion** Only the original member making the motion may modify or withdraw his or her motion. Other Council members may modify a motion by presenting it in the form of their own motion.

**3.1.2 Motion to End Discussion and Vote on Motion** This is not a true motion, but is in the nature of a request to the Chair that the motions under discussion be brought to a vote. If the Chair refuses the request, the member may appeal the decision of the Chair and win the appeal by majority vote of the Council

#### **3.2 Procedural Motions Made Anytime**

**3.2.1 Appeal Decision of the Chair** Any member may appeal the decision of the Chair. The matter then shall be brought to a vote before the Council.

**3.2.2 Suspend the Rules** Any member may make a motion to suspend the rules including the reasons why the Council should modify the rules or procedures in an individual case.

#### **3.3 Method of Handling Procedural Motions**

**3.3.1 Carry Motion by General Acquiescence.** If there is general acquiescence of all Council members to the motion, then the motion may carry without a formal vote.

**3.3.2 Handling Disagreements About Procedural Motions.** If there is disagreement about the procedural motion, the matter shall be taken to a vote of the Council. Once the Council has ruled upon a procedural motion, there is no right to reconsider or to repeat the motion

**3.3.3 No Questions of Privilege or Points of Order.** All procedural questions are merged into the Appeal Decision of the Chair.

**3.3.4 Motions by Council Members.** Council members, including nonvoting Council members, may make any motion, including Procedural Motions.

#### **Section #4: Discipline and Order**

**4.1 Violations of the Rules.** In the event a Council member violates any of these rules, the University's code of ethics and professional behavior, or the decisions of the Chair, then the Chair may declare the member out of order. With respect to a member who is out of order, the following discipline may be imposed at the discretion of the Chair:

**4.1.1** The member may be warned without sanction

**4.1.2** The member may be excluded from discussion on the item of business at hand.

**4.1.3** The member may be excluded from discussion of all items of business

**4.1.4** For gross interference with the meeting, the member may be removed from any further participation at that meeting.

**4.2 Member Declared Out of Order.** A member who is declared out of order has the right to appeal the decision of the Chair both as to the question of whether the member was out of order and as to the question of discipline. The Council shall approve or deny the appeal by a majority vote, except that the extreme sanction of removal from a meeting shall be upheld only by the vote of at least 2/3 of the members of the Council present and voting.

**4.3 Right to Dissent for the Record.** If the Council upholds the declaration and/or discipline, the member has the right to dissent for the record before the imposition of sanctions.

**4.4 Legitimacy of Sanctions.** The legitimacy of these sanctions depends upon the facts and circumstances in which they are imposed. These sanctions should be used sparingly and only to the extent necessary to keep order.

#### **Article VIII: Standing Committees**

##### **Section #1: Purpose of Standing Committees**

The initial Standing Committees may be put in action by the Chair of the Academic Council. Initial Committees are intended to support investigation of issues and preparation of recommendations, which shall be presented for consideration to support the primary purpose of the Academic Council.

##### **Section #2: Initial Standing Committees**

The initial Standing Committees may include the following, as determined appropriate by the Council Chair. New Committees may be established by majority resolution of the Academic Council.

- 2.1 Committee Quality Assurance in Curriculum and Instruction
- 2.2 Committee on Libraries and Learning Resources
- 2.3 Committee for Academic Development

### **Section #3: Appointments to Standing Committees**

Appointments to Chair Committees shall be made from among the Academic Council by the residing Chairperson. The appointed Committee Chair shall recruit members for Committee participation from among the Academic Council and faculty in good standing.

### **Section #4: Conducting the Affairs of the Standing Committees**

**1.1 Selecting Committee Membership.** At the onset of each new calendar year, the Council Chair shall select a Chairperson for each Standing Committee. Appointments of Committee Chairs and written offers to faculty to participate on Standing Committees and acceptances of these offers shall be made in writing and recorded with the Office of the President.

**1.2 Regular Meetings of the Committees.** Regular meetings of the Committees shall be held on a monthly basis or otherwise as often as required to successfully conduct the affairs of the Committees. The Chair of the Committees should issue, within seven days, a notice of the meeting including the time and duration. Extraordinary meetings which may be called with less than seven days notice shall not be called during normal holiday or vacation periods. The purpose of all meetings must be stated by email notice issued by the Chair with sufficient materials and information distributed to Committee members to enable sufficiency in preparation.

**1.3 Scheduling Regular Monthly Meetings.** The scheduling of the regular monthly meetings shall be determined each year during the initial sessions after the new Committee Chairs have been put in place. By the first day of February, each Committee shall establish a calendar of regular monthly meetings for the next twelve months, setting alternate meeting dates and times for those months in which members may have heavy schedules and scheduled vacations.

**1.4 Conduct of Meetings.** A quorum shall be defined as a simple majority of the total committee membership. Each member of the Committee shall have one vote in all proceedings. Participants are considered “in attendance” if there is written record of their contribution to the proceedings. When face-to-face meetings are scheduled, attendance may take the form of exchange of emails, discussion forum, online chat, or Internet telephony, allowing for participation in the discussions, debates and voting.

**1.5 Agenda Procedures.** The Chair of the Committee shall prepare and distribute by email at least seven days in advance of a meeting, a notice of the specific items or subjects to be on the agenda of that meeting. Resolutions concerning items not included in the agenda may be presented and seconded, but shall be placed on the agenda of the next meeting and not voted upon until that time. This rule may be suspended by at least three-fourths vote of all members. A new motion or resolution for the consideration of the Committee must be submitted in writing. By presenting the written motion or resolution during progress of a

meeting of the Committee for placement on the agenda of the next regular monthly meeting or by giving the written motion or resolution to the Committee Chair not less than three weeks prior to the next meeting.

**1.6 Motions from the Floor.** Motions concerning matters on the agenda may be made from the floor but must be reduced to writing and provided to the Committee Chair before the vote will be taken on them.

## **Article IX: Faculty Forum**

### **Section #1: Membership**

The Faculty Forum is the representative body of the entire faculty of Akamai University with members representing all graduate and undergraduate elements. Any approved member of the faculty is eligible for participation.

### **Section #2: Faculty Issues**

The Faculty Forum normally meets in a continuous manner through the media of electronic forum, exploring issues in an open forum, as presented by the University President or the Academic Council or introduced by any eligible member of the faculty. Issues before the Faculty Forum are expected to be of importance to the University faculty and students relative to quality of faculty, curriculum, instruction, research, academic support, and outreach and recruitment. Meetings may consist of ongoing discussions of issues and may incorporate presentations by invited guests. The Academic Council and the University President carefully monitor issues explored by the Faculty Forum.

### **Section #3: Excluded Issues at Faculty Forum**

It is disallowed to make use of the Faculty Forum to present personal issues and grievances or to use the forum as a platform to build a case for or against any issues that would more appropriately be handled in a formal manner before the Academic Council or a University Grievance Committee.

## **Article X: Amendments**

The Academic Council should be governed this set of Bylaws established and approved by the University's Board of Directors. It is the right of the Board of Directors to abolish or change the Bylaws of the Academic Council as it deems appropriate to the furtherance of the institution. Amendments to be presented for consideration by the Board may be submitted by the Academic Council Chair as an item on the Board agenda. Amendments may be approved by a majority vote of the Board members present and voting. Draft amendments may be recommended to the Board by any member of the Board, or by vote of the full Academic Council or written petition of any ten members of the faculty in good standing, if presented by email at least thirty days in advance of a Board meeting at which issues are to be considered. When the Council is inactive for a period exceeding 90 days, the President shall call the Council to order and may take any necessary actions to bring the Council to order.

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