

By-Laws School of Architecture, University of Florida

Article 1. Preamble

The Faculty of the School of Architecture, in order to advance scholarship, teaching, and research, have established these By-Laws in accordance with the Constitution of the College of Design, Construction and Planning and the rules and regulations of the University of Florida. The purpose of these by-laws is to establish the methods, procedures, and protocols for the operation of the School of Architecture (SoA) within the College of Design, Construction and Planning (DCP) at the University of Florida. The School recognizes that it is bound in its actions by University Regulations and that these By-Laws are supplementary to these Regulations. With these By-Laws, we, the faculty, confirm our commitment to the School through the principles of Shared Governance, with the intention of ensuring a fair and transparent process for:

- the promotion of the mission of the School
- the maintenance of an open and collegial environment
- the distribution and facilitation of faculty opportunities
- the assignment of faculty responsibilities
- the evaluation of faculty accomplishments

The governance of the School of Architecture is the shared responsibility of the faculty. All members of the SoA should strive to maintain open communication, mutual respect, and collegiality in order to fulfill the primary mission of the School: the production of knowledge through excellence in scholarship, teaching, and service.

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Article 2. The Faculty

- 2:1. The Voting Faculty of the School of Architecture consists of persons who are defined as Voting Faculty in the Constitution of the College of Design, Construction and Planning.
 - 2:1.1. The process of appointing of new Voting Faculty will be in accordance with the Collective Bargaining Agreement (CBA) between the University of Florida Board of Trustees (UFBOT) and the United Faculty of Florida FEA, NEA, AFT, AFL-CIO (UFF). After the screening and interview process has been completed, the voting members of the faculty with the exception of those faculty defined as administrators (out of unit), including the Director, Dean, and Assistant Dean shall vote by secret ballot to indicate whether they find a candidate acceptable or unacceptable. An acceptable candidate will be defined as any candidate who receives a simple majority (half plus one) of acceptable votes of the ballots cast.
 - 2:1.2. Persons holding faculty titles including but not limited to persons holding those titles modified by visiting, adjunct, affiliate, courtesy, or emeritus, are to be considered faculty members of the School, but they shall not be considered Voting Faculty and shall not have voting privileges.

2:1.3. Master Lecturer, Senior Lecturer, Lecturer and other titles as enumerated in Faculty Senate Bylaw 21 are reserved for faculty members hired through nationally competitive processes, who are retained and promoted using national, peer-reviewed criteria, and who are recommended for hire by a Faculty Search Committee. in accordance with the provisions of the current Collective Bargaining Agreement (CBA) between the University of Florida Board of Trustees (UFBOT) and the United Faculty of Florida FEA, NEA, AFT, AFL-CIO (UFF).

2.2. The Faculty is responsible for the direction, development and management of the SoA's curricula.

Article 3. Officers

3:1. Director

3:1.1. The Director is the chief academic and administrative officer of the SoA, and is responsible for establishing the strategic plan of the School in collaboration with the Faculty, representing the opinions and desires of the members of the SoA to the other departments within the College, the College and its administrative officers, and other administrative offices of the University. The Director also represents the SoA to other universities, affiliated professional organizations, and entities that have a shared mission with the SoA. The Director is responsible for communicating the opinions and policies of the Dean and higher administrative units to the Faculty.

3:1.2. The Director is responsible for the execution of day-to-day operations of the SoA and its programs, including administration of the SoA budget, allocation of space and other SoA resources, and personnel matters such as hiring, management, and evaluation of staff.

3:1.3. The Director is ultimately responsible for the administration of the graduate and undergraduate degree programs within the SoA, ensuring that these programs adequately support the mission of the SoA, College and University. The Director shall ensure that the Faculty are integral to the execution of the SoA mission, through an open and transparent dialogue regarding the determination of SoA policy, assignments, and facilitation of faculty initiatives and research. This will be primarily accomplished through committee structures that report to both the Director and Faculty.

3:1.4. The Director is responsible for ensuring that required reports and requests are appropriately compiled and disseminated in a timely manner, including but not limited to: preparation of budget requests; allocation of space and resources; allocation of graduate student assistantships; recommendations for promotion and tenure, recommendation of new faculty appointments; salary recommendations and merit raises, annual teaching and administrative assignments, evaluation of faculty; and implementation of the SoA Constitution, By-Laws, and Strategic Plan. These responsibilities are managed through (1) regular department meetings, (2) an active committee structure, (3) individual communications between faculty members and the Director, and communications with the Dean.

3:1.5. The Director is appointed by the Dean in accordance with the College Constitution.

3:1.6. The Director sets the agenda, administers and Chairs Faculty meetings.

3:2. Administrative Appointments

3:2.1. The Director may make administrative appointments. These appointments shall be related to the operation of the school such as graduate coordination, undergraduate coordination, and off-site programs.

3:2.1.1. The Director in consultation with the Faculty Advisory Committee (FAC) shall prepare a document clearly stating the specific duties and term of the appointment and any

administrative supplemental salary associated with the position, and shall solicit expressions of interest from faculty.

- 3:2.1.2. In the event that an administrative appointment cannot be filled from available faculty, the Director may initiate an external search.
 - 3:2.1.3. In some circumstances the Director in consultation with the FAC may determine that it is in the best interests of the SoA to conduct an external search only. If this occurs all internal candidates shall be considered equally with external candidates.
 - 3:2.1.4. The Director shall make all administrative appointments and shall prepare a letter of appointment describing the duties of the position and the initial term of the appointment. The letter shall also indicate that the appointee serves at the will of the Director and that the administrative assignment may be terminated at any time. At the expiration of an appointee's term the Director may choose to renew, not to renew, to remove, or to reassign the appointee.
 - 3:2.1.5. Administrative appointees report to the Director and shall be evaluated annually by the Director. The director shall prepare an annual evaluation of the appointee's performance, and shall report the results to the FAC.
- 3:2.2. Administrative appointees have general responsibilities to the Faculty in addition to the specific duties and responsibilities described in their letter of appointment.
- 3:2.2.1. In the event of the Director's absence or at the request of the Director, one of the appointees shall serve as interim Director for the maintenance of the day-to-day affairs of the School.
 - 3:2.2.2. All administrative appointees shall prepare and submit an annual program report specific to their appointment on or before July 15th, and shall include all relevant information regarding their administrative responsibilities. Copies of the report shall be submitted to the Director, the FAC and Policy and Planning Committee (PPC) and shall be posted in digital format for access by the Faculty. The information will be incorporated into the SoA Annual Report.
- 3:2.3. Administration of Graduate Programs is the responsibility of the Director, who may appoint an Assistant Director or Coordinator to assist with administrative duties. Administrative duties of the Graduate Programs will include:
- 3:2.3.1. Establish a clear and transparent dialogue between the students and Faculty of the School, the UF Graduate School, and the University, and ensure that the Graduate School of Architecture (GSoA) conforms to UF Graduate School regulations.
 - 3:2.3.2. Communicate these regulations to faculty and graduate students openly and efficiently, and verify consistency among all venues for communication of these regulations, including but not limited to: the Graduate Catalog, GSoA website, and informational and recruiting documents.
 - 3:2.3.3. Coordinate the graduate admissions process, ensuring the participation of the Graduate Admissions Committee in this process, including a fair and open review of applications, acceptance of new graduate students to the program, and recommendations to the Director regarding offers of assistantships, fellowships, or other financial incentives.
 - 3:2.3.4. Prepare and deliver a formal orientation for entering graduate students including but not limited to information about SoA, GSoA, UF Graduate School and University policies; student standing relative to admissions and required coursework for NAAB Student Performance Criteria, and initial advice about other required coursework, electives and terminal research.

- 3:2.3.5. Monitor graduate student progress and consult with students concerning academic difficulties or violations of SoA and/or Graduate School policies, including academic timetables and academic requirements for entry to the program through graduation.
 - 3:2.3.6. Maintain a database of all graduate students, including: date of enrollment, documentation of coursework that counts towards the NAAB accredited degree, entering standardized scores, supervisory committee, financial aid received, and progress.
 - 3:2.3.7. Prepare an Annual Report (see 3:2.2.2.) In addition to the general requirements the report shall include a summary of GSoA enrollment and tracking, curriculum advancements or changes, scholarship allocations including special endowments, facilities improvements or needs, assessment of resource allocation, evaluation of staff, and future resource assessment.
- 3:2.4. Administration of Undergraduate Programs is the responsibility of the Director, who may appoint an Assistant Director or Coordinator to assist with administrative duties. Administrative duties of the Undergraduate Programs will include:
- 3:2.4.1. Establish a clear and transparent dialogue between the students and Faculty of the School, and the University, and ensure that the undergraduate programs offered by the SoA conform to University regulations.
 - 3:2.4.2. Communicate these regulations to faculty and undergraduate students openly and efficiently, and verify consistency among all venues for communication of these regulations, including but not limited to: the Undergraduate Catalog, GSoA website, and informational and recruiting documents.
 - 3:2.4.3. Advise undergraduate students majoring in Architecture, and ensure that enrollment policies, SoA requirements and advising information are available to students.
 - 3:2.4.4. Coordinate and publicize to students the mid-curricular review procedures (Pin-Up) and ensure that faculty review of the mid-curricular review process is clear and consistent, and that acceptance to Upper Division is managed in a timely and equitable manner.
 - 3:2.4.5. Ensure that student tracking and records are checked for conformance as students approach graduation.
 - 3:2.4.6. Maintain student records relating to undergraduate students in research positions, and provide assistance to students looking for suitable research opportunities when available.
 - 3:2.4.7. Prepare an Annual Report (see 3:2.2.2.). In addition to the general requirements the report shall include a summary of enrollment and tracking, curriculum advancements or changes, facilities improvements or needs, assessment of resource allocation, evaluation of staff, and future resource assessment.
- 3:2.5. Administration of Off-Campus Programs is the responsibility of the Director, who may appoint an Assistant Director or Coordinator. Existing off-Campus Programs administrators are as follows:
- 3:2.5.1. Assistant Director Citylab-Orlando (ADCO)
 - 3:2.5.1.1. The ADCO is appointed by the Director. If no faculty member within the School of Architecture Faculty is interested in serving in this position, a national search will be held in accordance with University regulations, the Collective Bargaining Agreement, and the Constitution of the College of Design, Construction and Planning.

3:2.7.8. Support the undergraduate programs with coordinating the Design 7/8 studio sequence academic affairs of the program. The ADCO is a permanent member of the Curriculum Committee and Graduate Admissions Committee.

3:2.5.1.3. The ADCO oversees the program curriculum, coordinate scheduling in the off-campus facility, work with faculty to develop distance learning modes of course delivery, direct recruiting, manage the program budget in consultation with the Director, set long-range planning goals, and oversee fundraising through the Citylab-Orlando Professional Advisory Board and the University of Florida Foundation.

3:2.5.1.4. The ADCO shall prepare an Annual Report (see 3.2.2.2). In addition to the general requirements the report shall include a summary of enrollment and tracking, curriculum advancements or changes, facilities improvements or needs, assessment of resource allocation, evaluation of staff, Budget analysis, and future resource assessment.

3:2.6. Vicenza Institute of Architecture Program Director (VPD)

3:2.6.1. The VPD is appointed by the Director of the School of Architecture.

3:2.6.2. The VPD oversees and manages the VIA facilities, coordinates scheduling of courses at the VIA facilities, works with faculty to plan and coordinate travel, manages the program budget in consultation with the Director of the School of Architecture, and coordinates and implements long-ranged planning in consultation with the Director of the School of Architecture.

3:2.6.3. The VPD shall prepare an Annual Report (see 3.2.2.2). In addition to the general requirements the report shall include a summary of program enrollment, a summary of tours and travel for the previous year, a summary of facilities improvements and/or needs, an assessment of the budget, and a summary of initiatives for the next academic year.

3:2.7. Administration of International Programs is the responsibility of the Director, who may appoint an Assistant Director or Coordinator. .

Article 4. Programs of Study

4:1. The School of Architecture offers programs of study including non-professional accredited professional degrees.

4:2.

Article 5. Off Campus Programs: International Programs; Self-Funded programs; Online Programs

5:1. In order to achieve the highest level of teaching, research, and service the School supports the establishment of international and domestic off campus programs, and on-line "locations". International, Off-Campus and on-line offerings may consist of single "support" courses, studio courses, certificate programs and entire programs of study. Programs offered through the auspices of the School represent the School and University to outside constituencies and must be reviewed and approved by the Faculty and Director.

- 5:2. The School explicitly values international and domestic educational experiences away from campus. Faculty are encouraged to establish programs that advance teaching, research, and service that are consistent with the mission and strategic direction of the School. All programs must be approved by the Faculty and Director and meet all University requirements for the establishment and operation of off-campus and on-line programs. All off-campus programs must be self-sustaining.
- 5:4. Self-sustaining programs are self-funded through program generated funds, donations and endowments. All programs must manage their own operations and are subject to financial oversight by the Director. The Director shall appoint a program director responsible for all aspects of program operations, including recruiting, day to day operations, and fiscal oversight. All programs unable to meet projected costs with projected income shall be suspended.
- 5:5. Each program director is responsible for preparing an annual report for their program for review by the Director. These annual reports are to be submitted to the Director no later than July 15th for the fiscal year ending June 30th. The report will include a budget report, summary of enrollment, and other content determined by the Director.

5:6. Authority

- 5:6.1. In the situation where a program must declare financial exigency the Director has full authority to act independently on behalf of the SoA.

5:7

Article 6. Standing Department Committees

- 6:1. Standing departmental committees are organized and appointed as indicated in this section. Ad hoc committees may be appointed by the Director or by the standing committees outlined below to address specific issues, gather information, or draft policy documents for review by their respective committees or the Director prior to being presented to the faculty. Committees of the faculty are delegated to address particular issues. They do not make policy but recommend policy decisions to the Faculty and/or the Director. Some committees are “committees of the whole” such as the Technology Committee, which includes everyone who teaches technology-related courses,
 - 6:1.1. Standing Departmental Committee member terms will run from May 1st through April 30th.
 - 6:1.2. Meetings shall be run using *Robert’s Rules of Order*.
 - 6:1.3. Normally, standing committee meetings should be scheduled one year in advance, at the last committee meeting of the academic year, and forwarded to the SoA’s Administrative Assistant for inclusion in the SoA calendar.
 - 6:1.4. Efforts will be made through committee assignments and Chair appointments to distribute decision making among a broad cross section of the faculty,. The Director will make a sincere attempt to engage the entire faculty in this important aspect of shared governance.
 - 6:1.5. Meeting agendas shall be posted and sent out to faculty one week in advance, noting action items to be voted on.
 - 6:1.6. Minutes shall be recorded for every meeting stating, at a minimum, who attended and outcomes of actions taken. Minutes shall be approved at the next meeting and posted in a timely manner, not later than one week after the meeting in which they are approved.
 - 6:1.7. The Chair of each committee shall prepare a report summarizing the activities and accomplishments of the committee by May 15th of each academic year. The report shall include an outline agenda, the acting Chair and Committee members for the next academic year. This report will be transmitted to the Director, the current and future standing committee members, and will be located on the SoA server for access by the Faculty.
- 6:2. Faculty Advisory Committee. The Faculty Advisory Committee (FAC) is appointed by the Director to assist in vetting future initiatives, discuss issues related to the program and to take advice from representative faculty. Members shall serve for one year and may be reappointed. It is desirable for the FAC to represent the program areas within the School. The term of appointment for any member may be extended at the discretion of the Director.
- 6:3. Curriculum Committee. The Curriculum Committee is appointed by the Director to oversee the curriculum. The committee should be representative of key areas of both the undergraduate and graduate curricula, including but not limited to: undergraduate design and graduate design, history/theory, structures, environmental technology and materials and methods, digital technologies, etc. The committee should suggest changes in the content and structure in response to changes in the profession or institution, and to develop strategies to respond to the dynamic influences of enrollment, funding, faculty expertise, and research and development opportunities that may affect the curricular structure.
 - 6:3.1. The Chair of the Curriculum Committee shall be elected by the Curriculum Committee, and should be directly engaged in both the graduate and undergraduate curricula. The initial chair is appointed by the Director for the purpose of scheduling the first meeting, at which time the Chair shall be nominated and voted on by the committee.

- 6:3.2. The School of Architecture representative for the College of Design, Construction & Planning Curriculum Committee should also serve on the School of Architecture Curriculum Committee in order to foster a more effective relationship between the two committees.
- 6:4. Tenure and Promotion Committee. The Tenure and Promotion Committee consists of all tenured faculty in cases of tenure only, all tenured faculty in cases of tenure and promotion to Associate Professor, and only tenured Full Professors in the case of promotion to Full Professor. In the cases of promotion in rank for lecturers, only Full Professors will vote. .
 - 6:4.1. Chair of the Tenure and Promotion Committee. The Chair of the Tenure and Promotion Committee will be elected from the Full Professors by the Faculty and shall serve a three-year term. The election shall be initiated by the exiting chair and will be conducted by a secret ballot during the week of April 15th at the end of each three-year term. The term of service will begin on May 1st. Chairs may serve consecutive terms.
 - 6:4.2. The Chair of the Tenure and Promotion Committee will set meetings as required to review candidates for promotion and tenure during the academic year.
 - 6:4.3. The Chair will set an annual meeting of the tenured faculty to review the progress of tenure accruing faculty. The Chair may request individual assessments from the tenured faculty regarding the candidate's progress, or lack of it, toward tenure.
- 6:5. Merit Pay Committee A Merit Pay Committee (MPC) of five members will be elected from the members of the faculty by secret ballot. The MPC will review any stipulations associated with allocation of merit for consistency with the SoA Merit Pay Guidelines. The MPC will revise the Merit Pay Guidelines as needed and will transmit any changes or reaffirm the current guidelines to the Director. The Director will allocate merit pay in accordance with the Merit Pay Guidelines.
- 6:6. Faculty Search Committee. When circumstances require the hiring of new faculty, the Director will appoint a Search Committee and Search Committee Chair
- 6:7. Graduate Admissions Committee. The Graduate Admissions Committee consists of at least six (6) members of the faculty to include all tenured/tenure accruing ranks. This committee is appointed by the Director of the School of Architecture in consultation with the Assistant Directors. Members will be appointed or reappointed annually. This committee will review graduate candidate qualifications and acceptability for entry into the respective programs including applicants to main campus and Citylab-Orlando programs.
 - 6:7.1.
- 6:8. Design Studio Committee. The Design Studio Committee is charged with coordinating the studio curriculum and reporting to and liaising with the Curriculum Committee to address issues of studio culture, alignment with support courses, studio facilities and organizing the studio exhibit at the end of each semester. This committee is appointed by the Director to broadly represent the undergraduate and graduate studio sequences.

- 6:8.1. The committee will make proposals for curricular changes as necessary to the Curriculum Committee for review, discussion, and ratification.
- 6:9. Technology Committee. The Technology Committee is charged with coordinating the technology curriculum, approving courses qualifying as technology electives, and reporting to, and liaising with the Curriculum Committee to address issues of curricular alignment with studio courses. This committee is appointed by the Director to broadly represent faculty teaching technology courses – Environmental Technology, Materials and Methods of Construction, and Building Structures.
- 6:9.1. The committee will make proposals for curricular changes as necessary to the Curriculum Committee for review, discussion, and ratification.
- 6:10. History Theory Committee. The History Theory Committee is charged with coordinating the history and theory courses in the curriculum, approving courses qualifying as history/theory electives, and reporting to, and liaising with the Curriculum Committee to address issues of curricular alignment with studio courses. This committee is appointed by the Director to broadly represent faculty teaching history and theory courses.
- 6:10.1. The committee will make proposals for curricular changes as necessary to the Curriculum Committee for review, discussion, and ratification.
- 6:11. School of Architecture Awards Committee. The Awards Committee is charged with calling for nominations, nominating, and reviewing nominees for the various awards given annually by the SoA. The Committee will make a call for nominations in December for awards to be given in the following spring. Nominees will be vetted by the awards committee and presented to the faculty for ratification by vote during a regularly scheduled faculty meeting early in the spring semester. This committee is appointed by the Director to broadly represent the faculty.
- 6:11.1. The committee will plan and organize the SoA Awards Ceremony to be held during the month of April.
- 6:11.2. Committee members will assist in coordinating travel and hosting awardees as necessary to attend the awards event.
- 6:12. Library Committee. The Library Committee is charged with liaising with the Architecture and Fine Arts Library to recommend publications for purchase, coordinate student access to the Library, and represent the SoA on Library Committees as necessary. This committee is appointed by the Director of the School of Architecture to broadly represent the faculty. The Director may appoint a representative to serve as liaison with the Architecture Archives.
- 6:13. Policy and Planning Committee. The Policy and Planning Committee is a forum for the mutual exchange of ideas between faculty and administration and assists in the development of and makes policy recommendations to all matters of concern to the School. These include, but are not limited to: School By-Laws, administrative procedures, expenditures for equipment and facilities, teaching queues, and administrative scheduling. The committee will make recommendations to the Director for policy or scheduling changes to be brought before the Faculty for ratification as needed.
- 6:13.1. Membership shall consist of five elected faculty members, with the normal term for members being two years. The terms of the members of the Policy and Planning Committee shall be staggered so that approximately one-half of terms will expire each year. Individuals may be re-elected.
- 6:13.2. The Committee shall elect its own chair from among its members. The term of the chair shall be one academic year. The chair shall be eligible for reelection. The Chair shall serve on the Faculty Advisory Committee.
- 6:14. Supplemental (Summer) Employment Committee. A three person summer employment committee shall be elected at the beginning of each fall semester to review the guidelines and construct a new summer queue for the upcoming summer.

6:15.

6:16. Sustainable Architecture Committee and Governing Board. The Sustainable Architecture Committee and Governing Board is charged with reviewing the Concentration and Certificate in Sustainable Architecture for Graduate students. The Committee is appointed by the Director.

6:16.1. The Committee will act as the Governing Board of the Concentration and Certificate in Sustainable Architecture.

6:16.2. Committee members will approve the inclusion of courses in the available roll of Sustainable content courses.

6:16.3. The Committee will review and approve the completion of the requirements and recommend students for the Diploma of the Certificate.

6:17. Ph D Committee. The SoA PhD Committee shall be comprised of faculty with Doctoral Research Faculty status actively working with PhD students. The Chair will be appointed by the Director. The committee will address PhD admissions along with the respective committee, sub committee or specific instructor associated with the student's proposed research area; awarding of scholarships and fellowships; teaching of DCP and SoA PhD core classes; liaison with the College PhD Committee; and electing a representative to the College PhD Committee.

Article 7. Meetings

7:1. The Faculty will meet regularly in officially and specifically named "faculty meetings" to address issues of governance, share insights regarding the SoA programs engage in strategic planning to advance the SoA's mission, and provide advice and counsel to the director on the business of the SoA. The Director or his/her designated representative shall preside at all meetings. Attendance at Faculty meetings is required for all faculty.

7:1.1. The Director will schedule faculty meetings as needed to manage the business of the School, nominally monthly during the fall and spring semesters.

7:1.2. Additional faculty meetings may be scheduled or called by the Director or at the written request of any three members of the Faculty.

7:1.3. Except as noted in 7:1.2 above, Faculty meetings will be scheduled in advance of the beginning of each semester and will be indicated on the SoA calendar. A draft agenda, prepared by the Director, will be distributed to the Faculty at least one week prior to any Faculty meeting.

7:1.4. Any faculty may submit items for inclusion in the agenda, in writing, to the Director at least ten days prior to a scheduled meeting.

7:1.5. A quorum for any Faculty meeting shall consist of a simple majority (half +1) of the Voting Faculty and is required to transact any School business unless an item has been presented in advance at two successive meetings at which, either a quorum has not been present, or action has not been taken, then the Faculty present shall constitute a quorum for the purpose of acting on that particular item. A quorum of two-thirds of the Faculty is required to amend or change the Bylaws unless an amendment to the Bylaws has been presented in advance at two successive meetings at which either a quorum has not been present, or action has not been taken, then the Faculty present shall constitute a quorum for the purpose of acting on that amendment. All motions, except

those to amend the Bylaws, shall carry with a majority vote of the members present. If the vote results in a tie the director shall cast the deciding vote.

- 7:1.6. The Chair shall present matters impartially at faculty meetings; however, he/she may participate in all discussions and express his/her opinions as faculty.
- 7:1.7. The Director is responsible for preparing summary minutes of Faculty meetings, making them available electronically to the Faculty at least one week prior to the next scheduled faculty meeting. The Director shall make all revisions, and maintain an archive of all minutes that is accessible to the Faculty and in accordance with Florida law regarding public meetings.
- 7:1.8. Action Items on a meeting agenda that represent significant changes to policy, curriculum, or governance may not be introduced and voted on at the same meeting. Action Items that have been previously introduced and discussed may be presented to the Voting Faculty for ratification by vote at a future meeting if the item is included as a clearly stated motion in the agenda.
- 7:1.9. Motions that do not represent significant changes to policy, curriculum, or governance may be introduced and voted on at the same meeting. Generally voting on these issues should be limited to voicing advisory positions of the Faculty, managing the regular business of the school; and introducing issues that should be studied by the administration or committees and presented to the faculty at a later date.

7:2. Procedure

- 7:2.1. *Robert's Rules of Order* (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings of the Faculty.

7:3. Voting

- 7:3.1. Votes may be made by show of hands or voice, but will be made by secret ballot at the request of any Voting Faculty member by formal motion and ratification. Secret voting will be conducted using paper ballot either during the Faculty meeting or within two business days after the meeting and the results reported to the Faculty no later than the following day. Secret ballots may be electronically transmitted to office staff to register the votes of School Faculty located off-campus, traveling, or on-leave. Ayes, nays and abstentions will be recorded.
- 7:3.2. Personnel matters such as the hiring or promotion of faculty must be conducted by secret ballot.
- 7:3.3. Proxy votes will not be accepted for show of hands or voice votes conducted at meetings.

7:4.

Article 8. Faculty affairs

8:1.

Article 9. Bylaws Amendment Procedures

- 9:1. The Director or any voting faculty member may propose a revision or amendment to these Bylaws. A proposed revision or amendment shall be submitted to the chair of the Policy and Planning Committee (PPC). The PPC shall review the proposal and discuss the merits of the amendment. After deliberations the PPC chair shall prepare a report to the Faculty including a recommended action. In addition, the PPC chair shall submit a request to the Director that the proposed revision or amendment to the Bylaws be placed on the agenda of the next faculty meeting for discussion. The PPC chair shall present the committee report at the Faculty meeting and be prepared to answer questions as may arise, including revisions to the original proposed revision or amendment. The PPC chair shall prepare a motion to amend the Bylaws including the full text of the amendment and submit it to the Director for inclusion in the next agenda. The Director shall call for a vote if a quorum for the purpose of amending the by-laws is present. If a quorum is not present the action shall be tabled until the next meeting.
- 9:2. Revisions to the official copy of the Bylaws: The Director shall make all changes to the official copy of the Bylaws, including a notation of the date when the amendment was accepted, as soon as practical after a

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vote of the Faculty.

DRAFT: 30 April 2013

End of By-Laws