Article 1 – Objectives

Section 1. The objectives of the Faculty Assembly shall be to promote the interests of the John Cook School of Business. To achieve these objectives, the Assembly shall have the right to discuss and to recommend action to the proper University authority with regard to matters concerning the welfare of the School as a whole, and its faculty and students.

Article 2 – Membership

Section 1. Voting members: All tenured and tenure-track faculty, and tenured faculty on phased retirement with primary appointments in the School are members of the Faculty Assembly.

Section 2. Nonvoting members: All faculty of the School who do not meet the definition in Section 1 of this Article are nonvoting members and may participate in meetings of the Faculty Assembly as nonvoting members unless the Faculty Assembly goes into closed session.

Section 3. Other individuals may be invited to attend with the approval of the Executive Committee.

Section 4. The Chairperson of the Faculty Assembly may call for a closed session of the Faculty Assembly at his or her discretion. Otherwise, a voting member of the faculty may request such a session, the convening of which requires a majority vote of the voting membership present at the meeting of the aforesaid Assembly.

Section 5. The membership and voting provisions of this Article shall also apply to the various department and the sub-units of the John Cook School of Business. Exceptions to these voting and membership provisions may, however, be made for a specific term of service by a majority of the voting membership of the appropriate electing unit (sub-unit, department, or Faculty Assembly) if it so chooses.

Article 3 – Chairperson

Section 1. The Dean of the John Cook School of Business is the Chairperson of the Faculty Assembly. The Dean shall appoint a faculty member, as defined in Article 2, Section 1, to chair the meeting if he or she is unable to attend.

Article 4 – Executive Committee

Section 1. The Faculty Assembly shall designate the Chairpersons of the Departments of the John Cook School of Business and four members elected from the Faculty as the Executive Committee of the Assembly. (If the position of Department Chairperson is vacant, then a departmental representative will serve until the position is filled). The Dean of the John Cook School of Business is designated as Chairperson of the Executive Committee.

Section 2. Faculty personnel elected as members of the Executive Committee shall be elected for staggered terms of three years. There shall be no limit on the number of consecutive terms for a faculty member who may be elected to the Executive Committee.
Section 3. The Executive Committee shall elect one of its members as Secretary. It shall be the duty of the Secretary to keep and distribute minutes of the meetings of the Executive Committee.

Section 4. The Executive Committee shall prepare an agenda for each meeting of the Faculty Assembly. Any member may suggest to the Executive Committee items for the agenda. Agenda items requested by written petition of at least five Members must be included on the agenda.

Section 5. The Executive Committee shall monitor and report on the implementation of actions decided on by the Faculty Assembly.

Section 6. The Executive Committee shall have the authority to establish committees, which report to the Executive Committee.

Section 7. The Executive Committee may, at its discretion, send invitations and notices for meetings to any Associate Members or other interested individuals whose attendance it considers desirable.

Article 5 – Meetings

Section 1. The Faculty Assembly shall meet at least once each semester. Additional meetings may be held at the discretion of the Executive Committee or on petition of at least one-third of the voting members of the Faculty Assembly. Written notice must be given to all members at least two weeks in advance of a meeting. The time and place of the meetings shall be determined by the Executive Committee.

Section 2. The Chairperson of the Faculty Assembly or his/her designee shall preside at all meetings. A parliamentarian and secretary shall be appointed by the Chairperson. The Secretary shall keep official minutes and distribute them to all members of the Assembly and appropriate University officials.

Section 3. One-half of the voting members shall constitute a Quorum. A Quorum is required to conduct affairs of the Assembly. Proxy votes are not permitted. Voting shall be by voice, show of hands, or secret ballot. Any member may require a secret ballot. A majority of those eligible and voting shall be required to adopt or amend a motion.

Section 4. The Faculty Assembly has the authority to establish committees, which report to the Faculty Assembly.

Section 5. The Order of Business at each meeting shall be:

a) The determination of the presence of a Quorum by the Chairperson.
b) Approval of the minutes of the previous meeting.
c) Report on the progress and status of, or action taken, on pending previous proposals of the Assembly.
d) Approval, or revision, of the agenda of the meeting.
e) Consideration of items on the agenda.
f) Adjournment.

Article 6 – By-Laws

Section 1. By-Laws for the Assembly shall be adopted or amended by a majority of those members present and voting at a meeting. Those changes become effective only when approved by the appropriate University authorities.