

University of Houston-Clear Lake Academic Council Bylaws

1. Membership

- A. Requirements: As stated in Article III of the Constitution.
- B. Elected Members: The elected members of the Academic Council are the Senate representatives and the Council of Professors representative. These representatives take office upon election on August 1.
- C. Resignations: Members may resign upon notification to the chair.
- D. Removal: If council members exceed two absences a year, they may be removed at the discretion of the chair.
- E. Vacancies: Vacancies will be filled according to the procedures established by the appropriate groups.
- F. Rights and Responsibilities:
 - To attend all meetings
 - To introduce items for consideration by the council
 - To vote on items presented for the council's consideration
 - To represent the views of the members' specific constituencies
 - To designate alternates to attend meetings as necessary
 - i. The President of the Faculty Senate will appoint alternate Senator
 - ii. Each administrative representative will designate an alternate as appropriate
 - For alternates: To attend meetings in the absence of regular council members

2. Parliamentary Authority

- A. Meetings will be conducted according to the latest edition of Robert's Rules of Order

3. Introduction of Items for Consideration

- A. The meeting agenda and any supporting documents must be distributed at least one week prior to the meeting date.
- B. Items concerning teaching and curriculum may be sent to the Provost, who acting as chair of the Academic Council, will forward them simultaneously to interested parties, including the Dean's Council and Faculty Senate. To expedite matters, members are advised to send items simultaneously to the Provost, Dean's Council, and Faculty Senate and to allow 60 days for the process. Items will be introduced for first readings at the next meeting of the Academic Council so that information and concerns may be shared. They will be considered for a second reading by Academic Council within 30 to 60 days. If the minimum time period allowed for consideration is not sufficient, members may ask the council for expedited consideration or an extension of the time needed. Any such request will be discussed with and approved by the council.

4. Voting Procedures

- A. All items presented must be approved by a 60 percent majority of council membership to be forwarded to the Provost.

5. Amendments to the bylaws

- A. Any member of Academic Council may propose amendments
- B. Proposed amendments must be on the agenda for at least two regularly scheduled meetings before they can be voted on.
- C. Amendments may be presented and voted on only in regularly scheduled meetings.
- D. All amendments must be approved by a two-thirds majority of council membership.