**Bylaws of the Faculty Senate of University of Colorado**

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**Introduction**

These bylaws are organized to correspond to Articles of the [University of Colorado Faculty Senate Constitution](https://www.cu.edu/faculty-council/constitution-faculty-council) (Constitution). Where there are bylaws for an article of the Constitution, their numbering corresponds to the similarly numbered article of the Constitution. Some articles of the Constitution do not have corresponding bylaws at this time.

Section 1: Definitions and Principles

I.A Definitions         [[Click here to see corresponding section of the Constitution]](https://www.cu.edu/faculty-council/article-i-definitions-and-principles)

I.A.1 General Faculty

I.A.2 Faculty Government

I.A.2.a Faculty Senate

I.A.2.b Faculty Council

I.A.2.c Campus Faculty Senates

I.A.2.d Campus Faculty Assemblies

I.A.2.e Faculties of the Colleges and Schools

I.A.3 Senate Year

I.B Principles of Participation         [[Click here to see corresponding section of the Constitution]](https://www.cu.edu/faculty-council/article-i-definitions-and-principles)

I.B.1

I.B.2

I.B.3

I.B.4

I.B.5

I.B.6

I.B.7

I.B.8

I.B.9

I.B.10

I.C Faculty Governance Service.

1. The phrase "appropriate compensation" shall be taken to include stipends, off-loads, release time, or other appropriate means. Funds are typically sent to the college or academic department of the Faculty Council member and disbursed as specified by Faculty Council. Awards for Faculty Council service shall be decided by the Faculty Council Chair according to merit and budgetary constraints.

I.D Procedures

1. A motion shall be defined as a formal proposal by a member, in a meeting, that the relevant group take certain action.
2. A main motion shall be defined as a motion that brings substantive new business before the Faculty Senate, Faculty Council, or any of their committees.
3. A secondary motion shall be defined as a motion that assists the Faculty Senate, Faculty Council, or any of their committees in the disposition of main motions, or a motion that has to do with special matters of immediate and overriding importance, or a motion that deals with questions of procedure.
4. A resolution shall be defined as a main motion that is sufficiently long or complex as to require advanced written preparation.

Section II: The Faculty Senate

[[Click here to see corresponding section of the Constitution]](https://www.cu.edu/faculty-council/constitution/article-ii-faculty-senate)

II.A Membership and Organization

1. The President of the University (hereinafter "President") shall serve as the President of the Faculty Senate.
2. The Faculty Council Chair shall be the vice-president of the Faculty Senate.
3. The vice chair of the Faculty Council (hereinafter "Faculty Council Vice Chair shall be the parliamentarian of the Faculty Senate.
4. All faculty listed in the Constitution.

II.B Meetings and Quorum

1. The Faculty Senate shall meet once in the fall semester and once in the spring semester and under such other conditions as are specified in the Constitution.
2. Meeting dates and times for the fall semester and spring semester meetings shall be set by the Faculty Council Chair in consultation with Faculty Council members and the President.
3. The vice-president of the Faculty Senate shall preside at meetings of the Faculty Senate.
4. At all regular meetings of the Faculty Senate, the following items of business shall be on the agenda:
   1. announcement of approval of the minutes of the preceding Faculty Senate meeting. (Minutes are available from the Faculty Council Office);
   2. unfinished business;
   3. President's report;
   4. reports of special committees;
   5. report of the Faculty Council;
   6. reports of Faculty Senate committee(s) and Faculty Council committees;
   7. report of joint Faculty Council Executive Committee and Staff Council Executive Committee meeting;
   8. report of joint Faculty Council Executive Committee and United Campus Student Government Executive Committee meeting;
   9. new business;
   10. awards;
   11. question period. All members of the Faculty Senate are entitled to ask questions.
5. The quorum for the Faculty Senate is established in the Constitution.

II.C Functions

II.C.1 Functions of Faculty Senate Meetings

II.C.2 Procedures

1. On substantive matters of new business brought to the Faculty Senate, written notice of motion or resolution shall be delivered to the Faculty Council Chair and the Faculty Council Office such that it shall be published through official University communication media or otherwise distributed to the Faculty Senate at least 72 hours in advance of a Faculty Senate meeting.
2. Changes in Privilege and Tenure Committee grievance procedures shall follow the procedures for amendments to Faculty Senate bylaws. These procedures are described in Section VIII.B.1.
3. Reports forwarded from the Faculty Senate to the President, other administrative officials, or the Board of Regents must first be approved by the Faculty Senate. Faculty Senate members shall be notified 72 hours in advance of discussion and copies of the report shall be made available.

II.C.3 Mail Ballots

II.C.4 Initiative

II.C.5 Referendum

II.D Faculty Senate Standing Committee(s)

**II.D.1. Privilege and Tenure Committee (P & T Committee)** – **P&T Bylaws will be revised separately**

**Section III: Faculty Council**

[[Click here to see corresponding section of the Constitution]](https://www.cu.edu/faculty-council/article-iii-faculty-council)

III.A Membership and Organization

III.A.1 Composition

III.A.1.a Member Selection

1. Members of the Faculty Council shall be selected from the voting members of the Faculty Senate. During the period from the election of new members of the Faculty Council until the start of the new senate year, the newly elected members of the Faculty Council shall be invited to attend all Faculty Council meetings and to participate in debate. They shall not be voting members of the Faculty Council until the start of the new senate year, except that they may vote in the election of officers at the annual organizational meeting of the Faculty Council.
2. Members of Faculty Council include:
   * Faculty Council Chair
   * Faculty Council Vice Chair
   * Faculty Council Secretary
   * Faculty Council Chair
   * Faculty Council Vice Chair
   * Faculty Council Secretary
   * Anschutz Medical Campus Faculty Assembly Chair
   * Boulder Faculty Assembly Chair
   * Colorado Springs Faculty Assembly President
   * Denver Faculty Assembly Chair
   * Budget and Finance Committee Chair or Co-Chairs
   * Communications Committee Chair or Co-Chairs
   * Committee for Racial and Ethnic Equity Chair or Co-Chairs
   * Educational Policy and University Standards Committee Chair or Co-Chairs
   * (Dis)ability and Access Committee Chair or Co-Chairs
   * Lesbian, Gay, Bisexual, Transgender, Queer + Committee Chair or Co-Chairs
   * Personnel and Benefits Committee Chair or Co-Chairs
   * Women’s Committee Chair or Co-Chairs
   * Three Anschutz Medical Campus Representatives at Large
   * Three Boulder Representatives at Large
   * Three Colorado Springs Representatives at Large
   * Three Denver Representatives at Large

III.A.1.b Replacement Members

1. Replacement members shall serve the remainder of the original member's term per processes outlined below in III.B.4.a.

III.A.2 Officers

III.A.2.a Chair

1. The Faculty Council Chair shall:
   1. preside over all meetings of the Faculty Senate, the Faculty Council, and the Executive Committee;
   2. report Faculty Council actions to the Faculty Senate at regular and special meetings of the Faculty Senate;
   3. prepare the agenda for Faculty Council meetings in consultation with other members of the Faculty Council;
   4. serve as the primary spokesperson for the Faculty Senate, the Faculty Council and Faculty Council Executive Committee;
   5. serve in an advisory role as past-Chair at the discretion of the Chair, typically for only one year.

III.A.2.b Vice Chair

1. The Faculty Council Vice Chair shall:
   1. perform the duties of the Chair when the Chair is unable to do so;
   2. serve as parliamentarian of the Faculty Council.

III.A.2.c Secretary

1. The Faculty Council Secretary shall:
   1. chair the Faculty Council's Elections Committee;
   2. preside over the election of officers;
   3. keep an accurate list of current voting members;
   4. assume the duties of the recording secretary in the event that the recording secretary is unable to fulfill the duties as described below at III.A.2.d

III.A.2.e Recording Secretary

1. There shall be a recording secretary (not necessarily a member of the Faculty Council) who is selected at the discretion of the Faculty Council Chair. The recording secretary shall:
   1. keep, distribute, and preserve accurate minutes of meetings of the Faculty Senate and Faculty Council;
   2. distribute agendas, proposed motions, resolutions, and actions of the Faculty Council;
   3. keep an up-to-date record of the status of all resolutions and actions taken by the Faculty Senate, the Faculty Council, or the Executive Committee;
   4. maintain the official files of the Faculty Senate, the Faculty Council, and the Executive Committee.

III.A.2.e Concurrent Terms of Office

1. Persons who are officers of Faculty Council or Faculty Council committees (i.e., Chair, Vice Chair, Secretary) shall hold only one Faculty Council office at any one time.
2. Persons currently holding an office in a campus assembly may be candidates for election to an office of the Faculty Council, but should consider resigning the faculty assembly office before serving as an officer of the Faculty Council.
3. Faculty Assembly Chairs/Presidents shall not also hold a position as a Faculty Council Officer as both of these positions hold voting rights on the Faculty Council Executive Committee.

III.A.3 Executive Committee

III.A.3.a Membership

1. The Faculty Council Chair shall serve as the chair of the Executive Committee. List the rest of the members here—be sure to add all those currently members and “ad hoc” members as agreed upon by members above as that’s what we are doing for the upcoming year

III.A.3.b Meetings. Quorum, Attendance

III.A.3.c Functions

The Executive Committee of the Faculty Council shall:

1. coordinate activities of the Faculty Council and its committees;
2. ensure that Faculty Council is informed of the activities of the Faculty Council committees and the Faculty Senate committee;
3. request reports as it deems necessary from the committees of the Faculty Council and the committee of the Faculty Senate;
4. initiate and assign items of new business to the Faculty Council and to the Faculty Council committees and the Faculty Senate committee;
5. receive proposals for items suggested for Faculty Council consideration;
6. request the circulation to the Faculty Council or to the Faculty Senate of documents offered for consideration by the Faculty Council or Faculty Senate;
7. serve as the Faculty Council's Committee on Elections;
8. notify the relevant campus assemblies of the need to fill vacancies on the Faculty Council;
9. appoint a Special Event chair to preside at a special event, as needed;
10. speak on behalf of the Faculty Senate when the FS is not in session, including the summer;
11. recommend removal of disruptive members of Faculty Council and Faculty Council Committees to the Chair of the appropriate shared governance body for that appointed member (see Constitution III.A.2 on removal of officers);
12. review and recommend changes in these bylaws.

III.B Meetings, Quorum and Attendance

III.B.1. Meetings and Quorum

III.B.1.a Regular Meetings

1. The regular meetings of the Faculty Council shall be held eight times a year in accordance with the September through December and February through May Regents meetings. Generally, Faculty Council meetings are held the week before Regents meetings, but should there be no Regents meeting in a particular month, a date will be chosen for that month's Faculty Council meeting by the Executive Committee. Meetings in January and between May 15 and August 15 shall be held only if specially recommended by the Executive Committee or if called by a majority vote of the Faculty Council.
2. Any bylaw may be temporarily suspended by an affirmative vote of two-thirds of those voting in a regular or special meeting of Faculty Council.
3. Members of the Faculty Council who travel in connection with Faculty Council service shall be provided mileage and parking allowances at university rates.

III.B.1.b Annual Organizational Meeting

1. An organizational meeting of the Faculty Council shall be held annually by the last week of April prior to the earliest of the spring commencement exercises, typically to coincide with the Faculty Senate meeting. This meeting shall consist of current voting members and newly elected members. The Faculty Council at this time shall elect officers for the next senate year, in accordance with procedures in section III.C below. The Faculty Council shall also establish its schedule of meeting times for the next senate year.

III.B.1.c Non-Faculty Council Attendees

1. Meetings of the Faculty Council are open to members of the Faculty Senate. Such members may express their views to the Faculty Council at the discretion of the chair or by a majority vote of the Faculty Council.
2. Meetings of the Faculty Council are open to representatives of theUniversity communications teams and other media. The names and affiliations of each reporter present shall be announced by the chair at the beginning of each meeting.
3. Meetings of the Faculty Council are open to the chair or designee of the Intercampus Student Forum and the chair or designee of officially recognized graduate student governance organizations to speak on matters of interest to the student organizations.
4. Meetings of the Faculty Council are open to the chair or designee of University of Colorado Staff Council to speak on matters of interest to the staff.

III.B.1.d Quorum

1. If a quorum (insert reference to constitution) is present at the beginning of the meeting, a quorum shall be assumed to be present throughout the meeting, unless a point of order concerning the quorum is made.

III.B.1.e Voting

1. An official list of voting members shall be maintained and reviewed by the Faculty Council Chair, Faculty Council Secretary and Faculty Council Recording Secretary.
2. In the event that a Faculty Council committee or campus assembly shall have co-chairs, only one vote will be allowed from that campus assembly or Faculty Council committee.
3. Tele- and video-conferencing votes shall be permitted. In urgent circumstances, when a decision is required before the next scheduled meeting, the Faculty Council may conduct electronic voting if all other bylaws concerning notice of motion have been satisfied.
4. Absentee voting for elections only shall be permitted. Eligible voters wishing an absentee ballot shall request a ballot at least one week prior to the scheduled vote.
5. A roll call ballot on any issue before the Faculty Council shall be held if a motion for a roll call ballot receives the affirmative votes of six or more members.
6. A secret ballot on any issue before the Faculty Council shall be held if a motion for a secret ballot receives the affirmative votes of two or more members.

III.B.1.f Agenda

1. In all regular meetings of the Faculty Council, the following items of business shall be included on the agenda, as appropriate:
   1. call to order;
   2. approval of the minutes of the preceding Faculty Council and/or Senate meetings;
   3. Faculty Council Chair's report;
   4. report(s) from administration;
   5. call for texts of new motions;
   6. reports of Faculty Senate committee and Faculty Council committees;
   7. reports from the campuses: Boulder, Colorado Springs, Denver, Anschutz Health Sciences Center;
   8. report from the Retired Faculty Association;
   9. report from the University Benefits Advisory Board;
   10. reports of special committees;
   11. unfinished business;
   12. new business;
   13. adjournment.

III.B.1.g Miscellaneous

1. The Faculty Council Chair may exercise discretion in the frequency and length for which one person is recognized to speak.
2. All approved Faculty Council resolutions, motions, and recommendations shall be made available to the Office of the President for appropriate distribution to the system administration.

III.B.2. Notice of Motion

III.B.2.a Requirements for Motions

1. Any voting member of Faculty Council may make a motion or resolution, subject to the provisions of these Bylaws.
2. All substantive formal recommendations to the Faculty Council shall be made in the form of a motion or resolution.

III.B.2.b Notice of Motion Procedures

1. On substantive matters of new business, written notice of motion or resolution shall be delivered to the Faculty Council Chair and the Faculty Council Office such that it can be distributed to the Faculty Council at least 72 hours in advance of a Faculty Council meeting. Notices of motion or resolution may also be distributed to the Faculty Council by the maker at least 72 hours in advance of a meeting which shall call for a vote on that motion.
2. Motions or resolutions on substantive matters of new business for which previous notice has not been given shall be introduced at discretion the of the Faculty Council Chair. These motions shall then be read and may be debated without action. Final action on such motions shall be deferred until the following meeting. In special circumstances, this rule may be suspended by a majority vote of the Faculty Council, and a vote may be taken on the new motion/resolution.

III.B.3. Committee Reports

III.B.3.a Routine Committee Reports

1. Routine Faculty Council Committee reports shall be limited to five minutes.

III.B.3.b Forwarded Committee Reports

1. Faculty Council Committee reports forwarded to the President or other administrative officials must first be approved by Faculty Council. Such reports shall be distributed to Faculty Council members 72 hours in advance of discussion. Discussion and debate may take place and notices of motion to amend the report shall be received at the first Faculty Council meeting for which the report is scheduled. Final action on such reports and on any amendments to them may be taken at the next meeting of the Faculty Council.

III.B.4. Attendance

III.B.4.a Ineligibility

1. Members of the Faculty Council may become ineligible to serve if they have three unexcused absences from meetings of the Faculty Council within one academic year. The Faculty Council Chair shall be responsible for determining whether a member has become ineligible. After each Faculty Council meeting, the recording secretary will note attendance and will inform the Faculty Council Chair and Secretary of attendance rates to date. If any member has two unexcused absences the Faculty Council Chair will inform both the member and the head of that shared governance organization that a third unexcused absence will result in the member becoming ineligible and the need for a replacement member.

III.C Elections

1. Vacancies on the Faculty Council and the Faculty Council Committees shall be filled by selection procedures administered by the faculty assembly on the campus where the vacancy occurs. These procedures shall be stipulated by the relevant campus faculty senate/assembly constitution or bylaws.
2. Campus assembly elections and selection of new members to the Faculty Council and the Faculty Council committees for the next senate year shall take place no later than April 15 of each year.
3. The election of officers of the Faculty Council committees for the next senate year shall take place at an organizational meeting of each of the Faculty Council Committees prior to April 15 to ensure elections occur prior to the election of Faculty Council officers.
4. The election of officers of the Faculty Council for the next senate year shall take place as soon as practicable at an organizational meeting of the Faculty Council. The elections shall be held after the election of officers of the Faculty Council Committees and the faculty assemblies, but prior to the earliest of the spring commencement exercises.
5. Eligible voters at the annual organizational meeting shall include current voting members. Eligible voters shall vote only once for each officer.
6. In the event that a committee or campus assembly shall have co-chairs, only one vote shall be allowed from that assembly or committee.
7. The Faculty Council Elections Committee Chair (i.e., Secretary of Faculty Council) shall call for nominations for officers at least one month prior to the annual organizational meeting. Nominations may be made by any Faculty Senate member. Nominations shall close one week before the annual organizational meeting. All candidates shall submit a one-page candidate statement and short bio at least one week prior to the election that shall be distributed to all eligible voting members.
8. The sequence of Faculty Council officer elections at the annual organizational meetings shall be as follows: Faculty Council Chair, Faculty Council Vice Chair, Faculty Council Secretary. Anyone elected to a Faculty Council office shall withdraw from candidacy for any other Faculty Council office.
9. The Faculty Council Elections Chair (i.e., Secretary of Faculty Council) shall prepare a written ballot 48 hours in advance of the organizational meeting.
10. Written secret ballots shall be used in all elections of officers of the Faculty Council. Solo candidates may be elected by acclamation if there is a majority vote to do so.
11. In order to be elected as an officer of the Faculty Council or committee, a nominee must receive the affirmative votes of a majority of those attending a meeting at which a quorum is present. . Solo candidates may be elected by acclamation if there is a majority vote to do so. If no nominee receives this number of votes, the name of the nominee with the lowest number of votes will be dropped from the ballot and the balloting shall be repeated until one nominee receives a majority of the votes cast.

III.D Functions

The Faculty Council shall:

1. discuss, formulate and distribute new policies or modifications of old policies that lie within the jurisdiction of the Faculty Senate;
2. prepare notices of motion for submission to the Faculty Senate for action in accordance with the procedure specified herein and in the Constitution;
3. hear, receive, refer to the appropriate committee, or act on reports, recommendations, or motions from Faculty Council members, Faculty Senate and Faculty Council Committees, special committees, and joint boards;
4. forward reports and resolutions to the President, other administrators, or the Board of Regents approved according to the procedures specified above at III.B.3.b.1;
5. consider issues affecting faculty referred to it from university administration or other parties external to faculty governance;
6. approve the members of the Privilege and Tenure Committee;
7. distribute minutes to all Faculty Council members as soon as possible after each meeting of the Faculty Council;
8. conduct surveys of the Faculty Senate on any major issue it deems appropriate;
9. create its own special committees as needed;
10. administer the faculty awards under its jurisdiction.

III.E Jurisdiction        [[Click here to see corresponding section of the Constitution]](https://www.cu.edu/faculty-council/article-iii-faculty-council)

III.F Joint Responsibility with System Administration         [Click here to see corresponding section of the Constitution]

III.G Faculty Council Committees         [Click here to see corresponding section of the Constitution]

III.G.1. Membership and Organization

III.G.1.a Membership.

1. Members of the Faculty Council standing committees (hereinafter "Faculty Council Committees") are not required to be members of the Faculty Council. However, they must (but are required to be voting members of the Faculty Senate. ! language later!)Each Faculty Council Committee shall be composed of eight to twelve members of the Faculty Senate and at least one should be tenured or tenure -track and one should be IRC, elected or appointed by each of the four campus faculty assemblies, according to the provisions of the relevant campus faculty assembly constitution or bylaws. Faculty Council Committees shall have the option of having the following representatives as voting or non- (up to committee to decide, whether voting members:or not…) student representatives appointed by the Intercampus Student Forum and/or a designated graduate student governance organization; representatives appointed by a designated governance organization of instructors and lecturers;, staff representatives appointed by the University of Colorado Staff Council; and representatives from retired faculty appointed by the CU Retired Faculty Association. The Faculty Council shall, where appropriate, invite system administration to provide an administrative liaison for each Faculty Council Committee. Exceptions to this membership are listed below:
   1. The Budget and Finance Committee, in addition to its campus representatives as specified above in III.G.a.1, shall include the Vice President for Academic Affairs and Research or a designee from that office, the Vice President for Budget and Finance and the Director of the Budget as non-voting members. The Budget and Finance Committee shall also have staff and student representatives appointed as described above.
   2. The Educational Policy and University Standards (EPUS) Committee shall be composed of three representatives from each campus. In addition, EPUS shall include a graduate and an undergraduate student representative appointed as described above.
   3. The Personnel and Benefits Committee, in addition to its campus representatives as specified above in III.G.1.a, shall include a representative from retired faculty as described above
2. In order to be eligible to serve as a student member of a Faculty Council Committee, the student must be a full-time undergraduate or graduate student in good standing throughout the time of service on said committee. The Faculty Council may make exceptions to this requirement for specific positions, or may waive application of such requirements in particular cases, as it deems appropriate.
3. Each Faculty Council Committee may appoint temporary members for terms not to exceed one year. Terms are renewable upon majority vote by the committee not to exceed two years. These members shall serve in an advisory capacity without vote, and all such appointments shall be reported to and approved by the Faculty Council Executive Committee. Examples of such members include Faculty Senate members with particular knowledge or expertise related to the work of a committee.
4. Members of Faculty Council Committees may become ineligible to serve if they have three unexcused absences from meetings of the committee within one academic year. The committee chair shall be responsible for determining whether a member has become ineligible, for notifying the member after the second unexcused absence of impending ineligibility, and, following a third unexcused absence, if the member is determined to be ineligible, for notifying the Faculty Council Chair and head of the shared governance organization from which the member comes of the necessity for a replacement.
5. Any member of Faculty Council or a Faculty Council Committee whose service is deemed incompetent or disruptive may be removed upon recommendation from the Executive Committee to that member’s appointing shared governance body. When a Faculty Council member of Faculty Council Committee member is recommended for removal, the faculty member shall be given an opportunity to discuss the matter with the faculty assembly or its executive committee. If necessary, a replacement shall be selected by the faculty assembly.
6. In the event that a committee member is unable to serve out her/his term, a replacement member shall be selected by the relevant faculty assembly.
7. A replacement member shall serve the remainder of the original member's term.
8. Faculty Council committee members are discouraged from serving on more than one committee with the exception of subcommittees or adhoc committees.

III.G.1.b Officers

1. Each Faculty Council Committee shall elect a chair (hereinafter "Faculty Council Committee Chair"), a vice chair (hereinafter "Faculty Council Committee Vice Chair"), and a secretary (hereinafter "Faculty Council Committee Secretary"). See Bylaw III.C. above for election procedures.
2. Faculty Council Committee officers shall be voting members of the Faculty Senate as defined in the Constitution.
3. Faculty Council Committee Chairs shall:
   1. call and preside over meetings of the Faculty Council Committee;
   2. report to each of the monthly meetings of the Faculty Council or designate a representative without vote to Faculty Council meetings to make the report for that committee in the event that the chair or vice chair cannot attend;
   3. call an organizational meeting of the newly constituted Faculty Council Committee prior to Faculty Council elections to elect officers for the next senate year;
   4. notify relevant campus assemblies of the need to fill vacancies on the Faculty Council Committee;
   5. submit an annual written report in electronic format and suitable for publication, on the work of the Faculty Council Committee to the Faculty Council Office prior to the May Faculty Council meeting. A verbal summary of this report shall be presented at the May Faculty Council meeting.
4. Faculty Council Committee Vice Chairs shall:
   1. perform the duties of the Faculty Council Committee Chair when the Faculty Council Committee Chair is unable to do so;
   2. serve as the parliamentarian of the Faculty Council Committee.
5. Faculty Council Committee Secretaries shall:
   1. record and preserve appropriate minutes of discussions and actions taken by the Faculty Council Committee;
   2. administer the elections of Faculty Council Committee officers;
   3. transmit Faculty Council Committee minutes to the person next succeeding in that office and to the Faculty Council office;
   4. keep an accurate list of current voting members of the committee.

III.G.1.c Organization

1. Each Faculty Council Committee Chair is authorized to create appropriate subcommittees subject to the approval of the Faculty Council Executive Committee. Charges, membership and timeline of the subcommittee are subject to approval by the Faculty Council Executive Committee.
2. Each Faculty Council Committee shall compose internal administrative rules to facilitate its proper functioning.

III.G.2. Meetings and Quorum

III.G.2.a Meetings

1. Faculty Council Committees are expected to meet at least monthly during the academic year except in January. The Faculty Council Committee chair may call special meetings at other times.
2. Location of the monthly meetings of Faculty Council Committees shall be determined by the Faculty Council Committee Chair in consultation with Faculty Council Committee members.
3. Absentee voting shall not be permitted. Tele- and videoconferencing votes shall be permitted. In urgent circumstances, when a decision is required before the next scheduled meeting, the committee may conduct electronic voting if all other bylaws concerning notice of motion have been satisfied.
4. At an annual organizational meeting of each Faculty Council Committee, current members and newly elected members shall:
   1. elect Faculty Council Committee officers for the next senate year;
   2. designate members to serve on each of its subcommittees, where appropriate;
   3. set the dates of Faculty Council Committee meetings for the next academic year.

The Faculty Council Secretary and the Faculty Council Office shall receive written notification of such actions.

1. Members of Faculty Council committees who travel in connection with committee service shall be provided mileage allowances and parking at university rates.
2. When a Faculty Council committee must work through the summer at the request of the Faculty Council Chair, appropriate compensation will be provided.

III.G.2.b Quorum

1. The quorum for a meeting of a Faculty Council Committee shall consist of a simple majority of the voting members of said committee.

III.G.3. Functions

The primary purview of each Faculty Council Committee is stated in the [Constitution](https://www.cu.edu/FacultyCouncil/bylaws.html#cpurviews). Specific functions/the charge of Faculty Council Committees are included as appendices.

III.G.4. Reporting and Coordination

III.G.4.a Reporting

1. Each Faculty Council Committee shall report directly to Faculty Council, keep the Executive Committee informed of its activities, subjects of discussion, recommendations and actions, and make an annual summary report in writing to Faculty Council.

III.G.4.b Coordination

1. Members of each Faculty Council Committee shall consider the prerogatives, interests, needs, and concerns of the constituencies they represent. They shall also keep their constituencies informed of the activities of the Faculty Council Committee and shall keep current on the relevant policies and regulations of each campus.
2. Requests from Faculty Council Committees for funding shall be made to the Faculty Council Office in writing and in advance.

III.G.5. Relationships with Administrative Officers

In the event that a university administrator wishes to call any problem to the attention of a Faculty Council Committee, or requests a Faculty Council Committee to undertake any inquiry, the administrator shall make the notification or request to the Faculty Council Chair.