



# **College of Agricultural Sciences**

## **Faculty Bylaws Revision:**

**Why we are doing it,  
what we have done, and  
what is the process going forward?**

Fall 2019



# Current State

- Our current Bylaws are from 1994
- A revision exists from 2005
  - No record of vote for changes
  - Not forwarded to Faculty Senate for approval.
  - ***Consequently our working Bylaws are from 1994!***



# Anachronistic Document

- Departments that do not exist
- Guidelines which are not followed
  - Student membership & voting
  - Appointing/Utilizing a Parliamentarian
  - Meeting Schedule
  - Executive Committee
  - Faculty Senate Representatives Serving on College Committees Congruent with Senate Appointments



# Inconsistent with Faculty Senate Requirements and University Policies

- Faculty Senate requirements
  - Specific Verbiage (e.g. Authority, Amendments)
- University Policies
  - AC21 Definition of Academic Ranks
  - AC14 Academic Administrative Evaluation

# Committee Members

- Burt Staniar (chair)
- Paul Bartell
- Val Beasley
- Dave Beyer
- Erin Connolly
- Cathy Cutter
- Daniel Foster
- Ernest Hovingh
- Steve Loerch
- Marc McDill
- Tom Richards
- John Tooker

# Major Changes



- **Align Document with Parliamentary Authority (RONR) recommendations**
  - Develop one governing document (bylaws) as opposed to two (constitution and bylaws)
  - Standing Rules & Operational Guidelines (easier to change)
- **New additions to reflect modern governance**
  - Allow for electronic voting/engagement
- **Align with current practice/pragmatism**
  - Clarifies membership, facilitates communication
  - Committee memberships, charges mostly updated to reflect current practice
    - Role of Faculty Senators as standing committee codified
- **Advance Shared Messaging/Values**
  - Preamble

# Process



- **Phase 1 – Special Committee Work (Summer 2019)**
  - Representatives from all units invited to participate
  - Multiple Meetings
  - Over 40 faculty hours invested in process
  - All Committees contacted for comment
- **Phase 2- Open Comment on Draft**
  - Between now and September 12 College Faculty Meeting
    - Provide comments to committee
- **Phase 3 – Introduction/Notice to Faculty (September 12 College Faculty Meeting)**
  - Presentation of revised Bylaws
    - Reasons for updates
    - Major changes
    - Process for approval
  - Question and Answer Period (Note: No formal amendments will be considered at this time)
- **Phase 4 – Solicitation of Amendments (Between September 12 and November 7)**
  - Members may propose amendments in written form to the revised Bylaws to the Faculty Organization Parliamentarian for consideration during the November 12<sup>th</sup> meeting.
- **Phase 5 – Open Deliberation on Proposed Bylaws (November 7th Faculty Meeting)**
  - All sections of the proposed revision open to Amendment
  - Entire Bylaws Revision must be adopted by a two-thirds vote Vote on all proposed amendments
  - Meeting must have a Quorum (10%) to transact business.
- **Phase 6 – Submission to Faculty Senate**
  - Once Approved, the revised Bylaws goes to Faculty Senate

All amendments will be emailed to our parliamentarian ([foster@psu.edu](mailto:foster@psu.edu)) to prepare for the assembly's consideration on November 7<sup>th</sup>.



**PennState**  
College of  
Agricultural Sciences

Deadline for amendment submissions is **5pm, Monday, November 4<sup>th</sup>**.

Please email the following three things:

1. The page and line numbers where the edit will go in the proposed version.
2. The language you would like to delete and/or the language you would like to add.
3. A rationale for the amendment of 50 words or less.

*Note: Grammatical or formatting suggestions can be provided, but these will not be presented to the assembly for discussion and voting.*

Process for  
submitting an  
amendment  
to the  
proposed  
bylaws  
revision.





# Final Comments

- It is important to pass the revised bylaws
- The revised bylaws will make future amendments much easier to approve
  - Amendments to Bylaws would require previous notice, but would not require two meetings
  - Changes to the Standing Rules & Operational Guidelines can be made once a year at the Annual Meeting