



Bylaws of the Columbus State University Chairs Assembly

These Bylaws of the Columbus State University Chairs Assembly are expressly subject to the Bylaws and Policies of the Board of Regents (BOR) and in the event of any conflict or variance between these documents, the Bylaws and Policies of the Board of Regents shall govern.

The Chairs Assembly

A. Nature and Function of the Assembly

1. The Chairs Assembly shall be the assembly of university department chairs through which the department chairs shall normally exercise their collective responsibilities.
2. The Chairs Assembly shall serve as a means of communication among the department chairs.
3. The Chair of the Assembly shall be the official medium of communication between the department chairs and the Provost.
4. The duties of the Chairs Assembly are
 1. To convene on a regular basis for the express purpose of consideration of issues of mutual concern to include faculty, curriculum, personnel, budget, salaries, course scheduling and staffing, faculty development and funding, BOR policies and other issues which impact the responsibilities and duties of department chairs.
 2. To initiate and/or review proposals to amend the university statutes.
 - a. The Assembly may propose amendments, or report its recommendations concerning proposals for amendments, at any regular meeting of the members or any special meeting called for the purpose of amending. The Assembly shall submit all such proposals and recommendations in writing to the members at least seven working days prior to the meeting.
 - b. Proposed amendments must be adopted by a two-thirds majority of members present, provided a majority of those eligible to vote shall be present at the time of the vote.

B. Membership

1. The membership of the Assembly shall consist of titled Departmental

Administrators/Chairs, including Acting and Interim Chairs and other officials who supervise faculty and report to a Dean.

2. The Executive Officer of the Faculty Senate shall be an ex officio member of the Chairs Assembly.

C. Organization of the Assembly

1. The Chair of the Assembly shall

- Be elected from the membership each spring semester by the Assembly.
- Preside at meetings of the Assembly.
- Prepare the agenda for Assembly meeting.
- Perform other duties as assigned by the Assembly.
- Report to the Provost.
- Represent the Assembly on the Academic Council and the President's Cabinet.
- Serve as ex-officio member of the Assembly on the Foundation Board of Trustees.

2. Secretary of the Assembly

- The secretary shall be elected by members of the Assembly each spring semester.
- It shall be the duty of the secretary to cause all deliberations and actions of the Assembly to be recorded in the official records of the Assembly; distribute copies of the record of each meeting to all members within two weeks following a meeting of the Assembly; annually update the Library's collection of Assembly minutes; distribute the agenda; note policy changes of the Assembly and update the Assembly policy document.

D. Meetings of the Chairs Assembly

1. The Chairs Assembly shall typically convene monthly during Fall and Spring semesters and at other times on call of the chair of the Assembly or the Provost, reasonable notice having being given to members of the Assembly. Reasonable notice is interpreted here to mean at least three (3) school days. When circumstances so warrant in the opinion of the chair, emergency meetings may be called without this advance notice.

2. Meetings of the Assembly shall be open, but persons other than Assembly members may participate in the deliberations of the Assembly only upon consent of the Assembly. Roberts' Rules of Order will govern all meetings.

3. A majority of the membership of the Assembly shall constitute a quorum.

4. The most recent edition of Robert's Rules of Order shall govern conduct of the meetings of the Assembly, except when the Assembly shall adopt rules otherwise, and

the presiding officer may appoint a parliamentarian to assist in questions of parliamentary procedure.

5. Voting on all matters by the Assembly, except election of officers shall be via voice, via email, by standing vote, by a show of hands, or roll call. A quorum must be present for elections of officers and changes to the bylaws.

6. Elections for the Chair and Secretary shall occur by paper ballot during the last regularly scheduled meeting of the Spring Semester. Officers are rotated effective the beginning of summer term.