

1 **BYLAWS**  
2 **COLLEGE OF PUBLIC AFFAIRS AND ADMINISTRATION**

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4 **Article I – Organization**

5  
6 The organization shall be named the College of Public Affairs and Administration.

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8 The academic units, as determined by the IBHE approval and review process, located in the College are:

9  
10 Department of Criminal Justice  
11 Department of Environmental Studies  
12 Department of Legal Studies  
13 Department of Public Administration  
14 Department of Public Health  
15 Department of Political Science  
16

17 **Article II – Authority**

18  
19 All actions taken by the college shall be consistent with the University of Illinois Statutes; the UIS Campus Senate  
20 Constitution Bylaws and relevant policies; and UIS campus-wide personnel policies.  
21

22 **Article III – Membership**

23  
24 **Section 1. Voting Membership**

25  
26 All full-time faculty who have at least fifty percent of their appointment in the college and who devote fifty  
27 percent or more of their time to instruction, research, and/or public service shall be considered voting  
28 members of the college. This shall include faculty with such titles as director, chair, or convenor so long as  
29 fifty percent or more of the faculty member's workload is in the college, but shall not include  
30 administrative titles of Dean or above, or the equivalent.  
31

32 **Section 2. Voting**

33  
34 On college matters, when voting occurs at a meeting, no one may vote by proxy or by absentee ballot. At  
35 meetings, voting will be done by secret ballot upon request of one or more of the voting faculty. Voting can  
36 be conducted by mail or secure electronic ballot of all eligible voters. When voting is by mail or secure  
37 electronic ballot, a measure carries when it receives the approval of a majority of those voting.  
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39 **Article IV – College Meetings**

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41 **Section 1. Schedule**

42  
43 Meetings of the faculty of the college shall be held at least once during the academic year, and at such other  
44 times as may be designated by the Dean in consultation with the Executive Committee, or upon petition to  
45 the Dean by any group of college faculty numbering at least 20% of the total college faculty.  
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47 **Section 2. Quorum**

48  
49 A quorum shall consist of 50% plus one of those in the college who are eligible to vote.  
50  
51

52 **Article V – Committees**

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54 **Section 1. The Executive Committee**

55  
56 The Executive Committee shall be composed of one member of each department of the college elected  
57 annually by secret ballot by the voting faculty of that department. The Dean shall serve as an ex officio,  
58 non-voting chair of the Executive Committee. A Vice-Chair, to preside in the Dean’s absence, shall be  
59 elected by the Executive Committee. When the Executive Committee meets to prepare or give advice to the  
60 Provost, the Chancellor, and the President on the appointment or reappointment of the Dean or to review  
61 the Dean’s performance, the Dean shall not be present.

62  
63 The Executive Committee shall advise the Dean on the formulation and execution of college policies. The  
64 Executive Committee shall also do the following:

- 65
- 66 a. Serve as the Curriculum Committee of the College for the purposes of review of the curriculum
  - 67 in accordance with standards and criteria specified by the Campus Senate
  - 68
  - 69 b. Serve as the Program Review Committee of the College.
  - 70
  - 71 c. Review the Dean’s performance and advise the campus on the appointment of a new Dean.
  - 72
  - 73 d. Delegate its authority to the College Cabinet, comprised of the conveners, chairs or directors of
  - 74 each academic unit to provide advice to the Dean on issues involving administrative and
  - 75 operational policies and procedures and inter-unit activities in the college. The college cabinet
  - 76 may make recommendations to the Executive Committee and Dean on policy matters,
  - 77 administrative and organizational structures, and budget. The Dean shall serve as ex officio
  - 78 member and chair.
  - 79
  - 80 e. Create subcommittees and special committees as may be needed for particular purposes.

81  
82 **Section 2. The Personnel Committee**

83  
84 The College-Level Personnel Committee shall be elected in accordance with procedures specified below.  
85 The committee shall review the performance of colleagues in conformity with UIS campus-wide uniform  
86 personnel procedures and according to UIS campus-wide uniform standards and criteria and College merit  
87 pay policies and procedures.

88  
89 **a. Composition**

90  
91 The College-Level Personnel Committee shall consist of five (5) faculty members.  
92 Both tenured and untenured, tenure-track faculty members may serve on the College-Level  
93 Personnel Committee. There can be no more than two (2) untenured, tenure-track faculty members  
94 on the committee at one time. Untenured, tenure-track faculty members shall be elected for one (1)  
95 year terms. Tenured faculty members of the Committee shall be elected for three (3) year staggered  
96 terms. All members of the College-Level Personnel Committee shall be elected by the faculty  
97 members within the College with no more than one (1) member from a given Department serving  
98 on the Committee. Faculty who hold joint appointments in more than one Department shall be  
99 considered to represent all the Departments in which they hold appointments.

100  
101 **b. Election and Nomination Procedures**

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103 The Dean of the College has responsibility for overseeing the nomination process and conducting  
104 the election processes for the College-Level Personnel Committee. All elections shall be conducted  
105 in accordance with the Campus Academic Personnel Calendar and by the use of campus-mail or  
106 through a secure electronic medium. The election will be conducted in a means which assures that  
107 the vote can be authenticated and that the ballots shall remain anonymous.  
108

109 Faculty Members. Those faculty members who intend to apply for consideration for  
110 promotion in rank, tenure or reappointment are not eligible to serve on the College-Level  
111 Personnel Committee during the year in which they are being so considered. The Dean will  
112 inquire in writing of each faculty member, her/his willingness to serve on the College-Level  
113 Personnel Committee. Once the established deadline for submission of names is reached, the  
114 Dean shall screen the names of those willing to serve to ensure that all limitations for  
115 committee service are met. In addition, for faculty members whose names are submitted as  
116 nominations for possible service, the Dean shall check with each person nominated to ensure  
117 that she/he is willing to serve

118 Faculty who resign their positions on the committee for any reason or who become  
119 ineligible to serve will be replaced by election of a faculty member to serve the  
120 remainder of the term.  
121

122 The names of those willing to serve on the College-Level Personnel Committee will be  
123 positioned on the ballot in alphabetical order. The ballot will be distributed within the  
124 College by mail or through a secure electronic medium to ensure that the vote can be  
125 authenticated with the voter's name kept anonymous. This balloting will be conducted  
126 by the Dean's Office through a means approved by the College Executive Committee.  
127

128 If the election is by campus mail, the ballots will be opened and counted by the Dean  
129 with the designated faculty member present to observe the counting. If the election is  
130 by secure electronic medium, the results will be viewed by the Dean or designee and  
131 the designated faculty member. The vacancies shall be filled by those persons  
132 receiving the highest number of votes, while meeting the provision limitations of no  
133 more than one (1) person from a given Department, those elected to the College-Level  
134 Personnel Committee. All ties in voting will be resolved by chance where the winner is  
135 selected by a drawing and where the individuals tied in votes have been notified and  
136 may attend the drawing, if they so desire.  
137

138 Following the faculty elections the Dean shall forward a list of names to the VCAA of  
139 all members of the College-Level Personnel Committee.  
140

141 **c. Meetings with the Dean.**  
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143 After the committee has completed its deliberations, it may meet with the Dean.  
144

145 **Article VI – Adoption and Amendment of Bylaws**  
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147 **Section 1. Adoption**  
148

149 The proposed Bylaws of the College of Public Affairs and Administration shall be distributed in writing,  
150 together with a written ballot or through a secure electronic medium, to those faculty of the college who are  
151 defined in UI Statutes Article II. Section 3.a.1 at least one week prior to the voting deadline. The initial  
152 Bylaws of the College shall be adopted upon their acceptance by two-thirds of those faculty who are  
153 eligible to vote and who vote.  
154

## 155 **Section 2. Amendment**

### 156 **a. Initiation**

157  
158 Any three members of the College may propose an amendment to these Bylaws for discussion at  
159 the required annual meeting or a meeting called for that purpose so long as copies of the proposed  
160 amendment(s) can be distributed to each faculty member at least one week prior to the meeting.  
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### 163 **b. Passage**

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165 After discussion at a College meeting, the proposed Bylaws of the College shall be distributed in  
166 writing, together with a ballot distributed by mail or through a secure electronic medium, to those  
167 faculty eligible to vote at least two weeks prior to the voting deadline. An amendment shall be  
168 approved if it receives two-thirds of eligible voting faculty.  
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170 Upon consensus of the Executive Committee, Bylaw amendments may be voted upon by a mail  
171 ballot without a discussion at a College meeting.  
172

## 173 **Article VII. Rules of Order**

174  
175 Normally College committees and meetings shall proceed on an informal, consensual basis. When order cannot be  
176 maintained and/or a formal vote is required or requested by any voting faculty member, Roberts Rules of Order  
177 Revised shall be followed as to parliamentary procedure, including quorums, where not otherwise specified in these  
178 Bylaws.  
179

180 **Revised Spring 2018**