

THE POLICY COUNCIL  
An Organization of the Faculty and Staff of the College of Education  
CSU, Monterey Bay

Procedural Guidelines (Bylaws)

**1. Purpose**

- 1.1. The purpose of the Policy Council of the College of Education is to initiate, recommend and oversee policies within its delegated powers from the faculty, staff, administration, and Academic Senate of California State University Monterey Bay.

**2. Function**

- 2.1. The Policy Council shall represent the Faculty and Staff of the College of Education in the consultative process.
  - 2.1.1. The Policy Council is responsible for College academic policy oversight and shall recommend academic policy for the College to the Dean.
  - 2.1.2. The Policy Council may recommend academic policy for consideration by the Academic Senate.
  - 2.1.3. The Policy Council shall adopt, maintain, and review policies on the functioning and effectiveness of the College of Education, and decision-making bodies within the COE.
  - 2.1.4. The Policy Council shall function as an advisory body from the Faculty and Staff to the Dean of the College.
- 2.2. The Policy Council shall develop the committee structure for the College in collaboration with each department.
- 2.3. The Policy Council shall be a body, in addition to the administration and/or relevant committees, to which any faculty member may make suggestions as to the functioning of the College.

**3. Meetings**

- 3.1. The Policy Council shall meet in regular session at least once each month from September through May and may be called into special session by the Chair, by the Dean, or by petition of three or more Council members. Meetings may be cancelled by the Chair of Policy Council if there are no agenda items, provided at least one meeting is held each semester.
- 3.2. Meetings shall be scheduled by the Policy Council on a day and time convenient to the majority of the members.

- 3.3. Quorum is defined as fifty percent plus one of the members of the Policy Council shall constitute a quorum. A quorum is required for any action items.
- 3.4. Proxy is defined as a member who is unable to attend, he/she may appoint a substitute from those not currently serving on the Policy Council, with power to vote, and so notify the Secretary at least 24 hours prior to the meeting, at the discretion of the Chair.
- 3.5. The seat of an elected member of the Policy Council becomes vacant when that member (a) resigns, (b) attains a status which voids eligibility, (c) is absent, although represented by a substitute or a proxy for more than five consecutive regular meetings, (d) is absent and unrepresented for three consecutive regular meetings, or (e) is on leave for more than one semester, regardless of the reason. In the event of a mid-term vacancy a special election will be held by the relevant entity (see section 10)
- 3.6. Two-thirds of the Policy Council members present may suspend rules pertaining to the operation of the meeting and may modify the agenda.
- 3.7. Unless otherwise specified in the Constitution or the Bylaws, Robert's Rules of Order shall govern the conduct of these meetings.

#### **4. Policy Development**

- 4.1. Policy ideas may be proposed by an individual faculty member or staff member, a Department, a member of the Policy Council, or suggested by the Dean.
- 4.2. The Policy Council shall annually review policy ideas submitted and make determinations on which to take up for development.
- 4.3. Policies adopted by the Policy Council shall be disseminated for review and input by faculty and staff prior to approval by the Dean.
- 4.4. Prior to the Dean's approval, dissenting recommendations to policies approved by the Policy Council may be initiated according to section 5.1.3 below by any faculty or staff in the college and sent to the Chair of the Policy Council and the Dean.
- 4.5. Policies and amendments must pass by a simple majority of the Policy Council.
- 4.6. Policies and amendments shall become effective upon approval of the Dean.
- 4.7. Appeals may be initiated in accordance with section 5.2 below.

## **5. Report of Action and Appeals**

### **5.1. Report of Action**

- 5.1.1. Actions of the Policy Council shall be reported to all faculty and staff of the College as soon as possible, but no later than within a week of the action(s) taken. Action reports shall be distributed to faculty and staff via email, and archived publicly.
- 5.1.2. Notification of plan to submit a dissenting recommendation by faculty and staff must be submitted to the Chair of the Policy Council and the Dean and must be made within 5 academic days of notification from the Policy Council.
- 5.1.3. Dissenting recommendations may be submitted by faculty and staff to the Chair of the Policy Council and the Dean and must be submitted no later than 10 academic days following notification from the Policy Council.
- 5.1.4. Within 60 calendar days of notification of a new/revised policy recommended by the Policy Council, the Dean shall indicate to the Policy Council approval of the policy or any exceptions taken to the Policy Council's action; the Dean may request to the Chair of the Policy Council an extension if additional time is required to consider the policy recommended by the Policy Council.
  - 5.1.4.1. In order to avoid undue delay, it shall be the responsibility of the Chair of the Policy Council to ensure that the Dean of the College is informed promptly, by any means suitable, of Policy Council action taken which would require administrative action in fewer than 60 calendar days of notification.
- 5.1.5. As soon as the Policy Council action involving written policies is official, the Secretary of the Council shall prepare an official copy within the Policy Council kept by the Chairperson of the Policy Council.
- 5.1.6. Electronic documents of all Council Policy Minutes, Bylaws, and Policies shall be maintained by the office of the College Dean. Official, approved College Policies will be maintained and made public by the Dean's Office.

### **5.2. Appeals**

- 5.2.1. In the event that the College Dean does not approve a policy put forward by the Council, the Policy Council may vote to appeal the decision to the appropriate body with oversight of the indicated policy issue
  - 5.2.1.1. For issues involving alignment with University Policy, a vote for appeal would result in submission for review by the Academic Senate.

- 5.2.1.2. For issues involving process and/or content of the policy, a vote for appeal would result in submission for review by the Provost.

## **6. Agenda**

- 6.1. The Executive Committee shall prepare and distribute to the members of the Policy Council an agenda no fewer than three working days prior to the meeting of the Policy Council.
- 6.2. Items submitted by members of the faculty or administration for the Policy Council's consideration shall be submitted in writing and in sufficient detail to communicate the proposal or concern clearly. Any item submitted shall be considered by the Policy Council.
- 6.3. The agenda of each Policy Council meeting shall be made available to the faculty and staff no fewer than three working days prior to the meeting of the Policy Council.

## **7. Amendments**

- 7.1. Bylaws may be amended at any regular meeting (with quorum) of the Policy Council by a two-thirds vote of those present provided (1) the amendment had been presented at the previous meeting and (2) provided the amendment had been distributed to the members of the College at least two weeks before the meeting at which it is voted upon.
- 7.2. Amendments to existing policy may be adopted in the manner described in section 4 above.

## **8. Membership**

- 8.1. The members of the Policy Council shall be:
  - 8.1.1. Dean: The Dean will serve as an ex officio member.
  - 8.1.2. Department Chairs: The Chair of each Department of the COE.
  - 8.1.3. Faculty Representatives: Faculty representatives will be elected by each department and comprise of one member per every five tenure/tenure track faculty within the department (FERP faculty count as .5 proportional representation).
  - 8.1.4. Academic Senator: One academic senator from among the College senators to be elected by COE faculty.
  - 8.1.5. Lecturer representative: One Lecturer Representative will be elected by the COE. The Lecturer Representative must be at least .4 FTE annually to be elected by COE.
  - 8.1.6. Staff representative: One Staff representative will be elected by the COE. The Staff representative must be full

time permanent employee to be elected by state-side and grant funded staff who are employed at least half time.

- 8.1.7. The AS College Senator will be invited to serve as an ex officio member of the Policy Council.
- 8.2. The annual nomination and election of new members to the Council shall be initiated and conducted under the direction of the Policy Council so as to be completed by May 15 of each year. The Policy Council shall inform each department by March 15 of the number of vacancies existing on the Council; the departments shall then conduct the election, informing the Policy Council of the results. Vacancies on the Council shall be filled according to the above procedures as they occur. Should a college-wide election be required, for example, to fill a lecturer position, the COE Dean's Office will be notified.
- 8.3. Elected members shall serve for a term of three years. The Policy Council shall alternate terms so that approximately one-third of the Council is elected each year. For the initial establishment of the Policy Council and to ensure continuity, half of its initial members will serve a term of 3 years and half will serve 4 years.

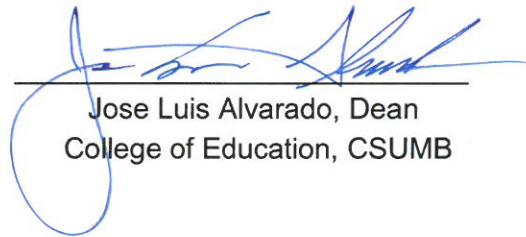
## **9. Officers**

- 9.1. The Council shall elect a Chairperson from the elected members of the Council in May of the serving Chairperson's final year.
- 9.2. The newly elected Chairperson shall conduct an election within the Council to select a Secretary.
- 9.3. The Chair and Secretary shall serve for a period of two academic years and may be re-elected for one additional consecutive term.
- 9.4. The Policy Council Executive Committee shall be composed of the Chairperson, Secretary, and Dean.
- 9.5. The new Policy Council Executive Committee shall, before the end of the spring semester, review and approve a calendar of elections for the following academic year.

## **10. Election Guidelines**

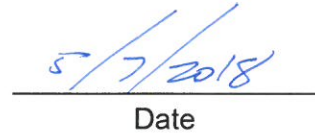
- 10.1. Faculty Department Representative
  - 10.1.1. Staff, faculty (Full Time [FT] or Faculty in Early Retirement Program [FERP]) nomination or self-nominated
  - 10.1.2. Confirmation of nominees' willingness to serve
  - 10.1.3. Department FT and FERP faculty vote
- 10.2. Senate Representative (COE-wide)
  - 10.2.1. Staff, faculty (FT or FERP) nomination or self-nominated
  - 10.2.2. Confirmation of nominees' willingness to serve
  - 10.2.3. FT and FERP faculty vote

- 10.3. Staff (full time permanent status) Representative
  - 10.3.1. Staff, faculty (FT or FERP) nomination or self-nominated
  - 10.3.2. Confirmation of nominees' willingness to serve
  - 10.3.3. Permanent and grant-funded staff (employed at least 50%)  
vote
- 10.4. Lecturer (0.4 FTE per AY) Representative
  - 10.4.1. Staff, faculty (FT or FERP) nomination or self-nominated
  - 10.4.2. Confirmation of nominees' willingness to serve
  - 10.4.3. All lecturers eligible to vote



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Jose Luis Alvarado, Dean  
College of Education, CSUMB



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Date