

**STATE ADVISORY COUNCIL OF FACULTY
TO
THE WEST VIRGINIA LEGISLATURE
THE HIGHER EDUCATION POLICY COMMISSION
THE COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION
WEST VIRGINIA INSTITUTIONS OF HIGHER EDUCATION BOARDS OF
GOVERNORS**

BY-LAWS

**ADOPTED: 06/28/2001
REVISED: 09/20/2001
REVISED: 07/09/2004
REVISED: 12/02/2005
REVISED: 09/21/2006**

I. PURPOSE

The State Advisory Council of Faculty (hereafter referred to as the ACF), through its chairperson and in appropriate manner, shall communicate with the Higher Education Policy Commission and with the Community and Technical College Council, concerning matters of higher education in which the faculty members may have an interest. Additionally, the ACF shall communicate with and advise the West Virginia Legislature and respective institutional governing boards. The Commission and Council shall meet annually between the months of October and December with the ACF to discuss matters of higher education in which the faculty members, the Commission, or the Council may have an interest.

II. MEMBERSHIP

A. Selection

During the month of April of each odd-numbered year, beginning in the year two-thousand one, each president or other administrative head of a state institution of higher education, at the direction of the ACF and in accordance with procedures established by the ACF, shall convene a meeting or otherwise institute a balloting process to select one faculty member to serve on the Advisory Council of Faculty. Each campus shall also designate an alternate ACF member to serve in the absence of the elected ACF member, and that alternate shall act as a voting proxy.

As prescribed by 18B-6-3, the faculty member who is elected to serve on the ACF "is an ex officio, voting member of the faculty senate and reports to the faculty senate [or assembly] and the board of governors."

Members of the ACF shall serve without compensation, but shall be entitled to reimbursement for actual and necessary expenses incurred in the performance of their official duties from funds allocated to the state institution of higher education served.

B. Terms

Terms of the members of the ACF shall be for two years and shall begin on the first day of July each odd-numbered year. Members of the ACF shall be eligible to succeed themselves.

C. Duties and Responsibilities

The responsibilities of the Advisory Council of Faculty representative include but are not limited to the following:

1. Attend all meetings or arrange for alternate to attend;
2. Pass on minutes, reports, and information to constituents;
3. Obtain feedback from constituents and represent their points of view to the Council;
4. Attend senate meetings and offer regular reports;
5. Check email regularly and participate in ACF web discussions.

III. OFFICERS AND COMMITTEES

A. Officers

1. Chairperson: The ACF shall, at its July meeting, elect a chairperson. The chairperson shall serve no more than two consecutive terms as chair. No member may vote by proxy, whether through a substitute or otherwise, at the election of the chairperson. An alternate member is not eligible to vote in the election of the chairperson, and is not eligible to hold an office on the ACF. In the event of a tie in the last vote taken for such election, a member authorized by the ACF shall select the chairperson by lot from the names of those persons tied.

2. Vice-chairperson: The ACF shall, at its July meeting, and immediately after electing a chairperson, also elect a vice-chairperson, in the manner prescribed by this section for the election of a chairperson.

The vice-chairperson shall preside over the meetings of the ACF in the chairperson's absence.

3. Secretary: the ACF shall, at its July meeting, also elect a secretary in the same manner prescribed by this section for the election of a chairperson.

4. Webmaster: The ACF website will be maintained by the webmaster, elected each July by the ACF membership. All resources, minutes, and links are posted regularly. The site will host *The Higher Education Faculty Resource Directory*, which will be updated at least every other year.

5. Legislative Advisory Coordinator: The ACF shall, at its July meeting, elect a Legislative Advisory Coordinator, who will work with the Chair and the Legislative Advisory Subcommittee to coordinate legislative actions and plan presentations.

Unexpired terms: Should the chairperson vacate the position, the ACF shall meet and elect a new chairperson to fill the unexpired term within thirty days following the vacancy.

B. Committees

The Legislative Advisory Subcommittee, a permanent subcommittee, will oversee regular advisory interaction with LOCEA and Higher Education Subcommittees in the Legislature. The Subcommittee will be selected by the Legislative Advisory Coordinator to help coordinate legislative actions and work with the coordinator and chair to plan regular presentations to the Legislature, the HEPC, and CTC Council.

The chairperson shall also appoint committees upon appropriate motion duly approved.

IV. MEETINGS

A. Regular Meetings

The ACF shall meet at least once every quarter and shall meet during the month of July.

B. Special Meetings

Special meetings shall be called by the chairperson or upon request of at least eight (8) members of the ACF.

C. Time and Location of Meetings

The time and location of all regular meetings shall be determined by the ACF. The time and location of all special meetings shall be determined by the chairperson.

D. Notice of Meetings

The chairperson shall notify each member of the ACF at least one week in advance of the date, time, and location of each regular meeting and at least three days in advance of the date, time, and location of each special meeting.

E. Quorum

A simple majority of ACF members, including any alternates, shall constitute a quorum, and a majority vote of the quorum shall be necessary to pass upon matters before the ACF.

F. Attendance

Attendance at meetings can also be electronic.

G. Open Meetings

All meetings of the ACF shall be open to the public. However, the ACF may, after convening a meeting open to the public, go into executive session upon a vote of a majority of the quorum. Such executive session shall be restricted to matters that warrant deliberation in private.

Persons who are not members of the ACF may, with the approval of the ACF, address the body on such topics and for such periods of time as may be authorized by the Council.

H. Agenda

The Chairperson is responsible for preparing and distributing the agenda in writing at least one week prior to each meeting. Any modifications in the distributed agenda shall be made at the beginning of each meeting subject to ACF approval.

I. Minutes

The secretary shall prepare a draft set of minutes and shall provide a copy thereof to each member of the ACF prior to the scheduled meeting. The draft minutes shall be on the agenda for action at the next meeting of the ACF. The minutes shall contain at least the following information:

- the date, time and place of the meeting;
- the name of each member of the ACF present and absent;
- the name of each alternate for a member of ACF and the name of any guest that addresses the ACF;
- all motions, proposals, and resolutions proposed, the name of the person proposing the same, and their disposition; and
- the results of all votes and, upon the request of a member, the vote of each member by name on roll-call votes.

The original of all approved minutes shall be maintained in the office of the Chancellor, and a copy of each approved set of minutes shall be sent to each member of ACF. Copies of all approved minutes shall also be made available, upon request, by the institutional ACF representative to any faculty member of a state institution of higher education represented on the ACF. The secretary will be responsible for distribution of minutes.

V. PARLIAMENTARY PROCEDURE

The chairperson shall conduct meetings of the ACF in accordance with these By-Laws and *ROBERT'S RULES OF ORDER* (revised edition) when the By-Laws are silent. The chairperson shall also make appropriate rulings on parliamentary procedure subject to the power of the ACF to rescind his/her rulings by majority vote.

VI. AMENDMENTS

The By-Laws may be amended in any manner not inconsistent with state statute by a majority vote of the quorum at any regular meeting provided that the subject matter of the proposed amendment has been presented to the members of the ACF, in writing, at least one week prior to the meeting.