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CWU Bylaws and Faculty Code Committee Minutes - 04/22/16

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**Bylaws & Faculty Code Committee
Minutes
April 22, 2016**

Present: Lila Harper, Sathy Rajendran, Bret Smith, Mary Radeke and Jason Dormady

Absent: None

Guest(s): None

Meeting was called to order at 4:11 p.m.

Bret moved to approve The April 15, 2016 minutes. Mary seconded and minutes were approved as presented.

Discussion of Charge 15-16.04. Jason suggested putting in an appeal process to the full Senate.

It is expected that committee members will adhere to guidelines of Roberts Rules of Order and the regular work of the committee.

2. Each committee shall follow its established procedures manual. Put in Roberts rules language here.

Bret moved to recommend to the Executive Committee to add Roberts Rules of Order language for all of the standing committees in their procedures manual. Mary seconded and motion was approved.

If a committee member fails to meet the expectations of the committee, the committee may take a secret ballot to decide if removal is necessary.

6. Any standing committee member who, in a single academic year, is absent for three (3) committee meetings, or for two (2) consecutive committee meetings, shall inform the committee chair of the reason for the absences. If the member does not provide such a reason, or if the chair deems the reason inadequate or if the member does not provide assurance that the absences will cease, the chair may ask the EC to investigate the potential of having the member in question removed from the committee. Before making this request of the EC, the committee chair shall first endeavor to inform the member, in writing, of the chair's intention to request the member in question removal. The member in question will be informed of the Executive Committee's decision to remove them from the committee and have an opportunity to respond. If there is no resolution of restoring member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member in questions department or program in writing of their removal.

7. If the committee work is blocked or impaired by a committee member, the committee may take a secret ballot vote to decide if removal is recommended. This recommendation would be submitted in writing, with a detailed justification, to the Executive Committee for approval. In cases where the member in question is the committee chair or for reasons that would preclude a committee vote, any committee member may request the EC to investigate the situation and oversee a committee vote, if necessary.

8. If the Executive Committee recommends removal of the member in question, that member may appeal that removal to the full Senate. Senate may override the decision of the Executive Committee and restore membership.

The committee will look at this language for the next meeting.

Meeting was adjourned at 5:14 p.m.