

CHAIRS ADVISORY COUNCIL CONSTITUTION

MISSION STATEMENT

The Chairs Advisory Council (CAC) is composed of all department chairs and directors at FIU. The CAC advises the leadership of Academic Affairs on issues related to departmental governance and management. It also provides a forum for the Provost's Office to communicate its agenda directly to the chairs. The CAC offers an opportunity for chairs to advocate as a group on matters affecting them. In so doing the CAC aims to define the role of the chair at FIU, and to ensure that chairs are able to perform effectively as leaders of their units. To that end, the CAC seeks out professional development opportunities, promotes institutional awareness, and builds respect for all its members. The CAC inculcates a sense of shared mission and purpose for all chairs, irrespective of department and college. It fosters solidarity through regular social occasions and events such as periodic Chairs Luncheons and Chairs Happy Hours. The CAC elects its own officers and meets as a whole at least once every fall and spring semester.

ARTICLE I. NAME

The organization shall be known as the Chairs Advisory Council of Florida International University.

ARTICLE II. MEMBERSHIP

- A. The voting membership of the Chairs Advisory Council is composed of (a) all academic department chairs; and (b) directors who head academic programs, are on faculty contracts, and report directly to academic deans.
- B. Voting members who cannot attend a meeting may appoint a substitute to attend in a non-voting capacity.

ARTICLE III. PURVIEW

The Chairs Advisory Council may address matters relating to university policies and procedures including but not limited to, those concerning:

- 1. Academic issues.
- 2. Fiscal issues.
- 3. Student affairs.
- 4. Physical facilities.

5. Human resources.
6. University management and leadership.

ARTICLE IV. OFFICERS

- A. Officer terms will begin at the start of each new academic year and will be for a two-year term. Elections will take place during the Spring semester of the academic year prior to the beginning of their term. Should the office of Chair become vacant unexpectedly, the Vice-Chair will immediately rise to the position of Chair, and a new election for the office of Vice-Chair will be arranged as soon as possible. The new Chair will serve out both the current term and the term to which she or he was elected.
- B. The Chair must be a member of the Chairs Advisory Council and shall serve for a term of two years. The functions of the Chair are:
 1. To be the Administrative Officer of the CAC and to preside at CAC meetings;
 2. To serve on the CAC Steering Committee;
 3. To represent the CAC on any matter within the Council's jurisdiction or as requested by the Provost;
 4. To appoint a Recording Secretary and a Parliamentarian;
 5. To serve as the liaison between the Council and the Provost; and
 6. To perform other duties as may be directed by the Council.
- C. The Vice Chair must be a member of the Council and shall be elected for a two-year term.. Should the office of Vice-Chair become vacant unexpectedly, a new election for the office of Vice-Chair will be arranged as soon as possible. The duties and functions of the Vice-Chair are:
 1. To act as Chair in the event the Chair is absent or unable to act;
 2. To serve on the CAC Steering Committee; and
 3. To perform other duties as may be directed by the Council or the Council's Chair.
- D. The Recording Secretary shall be appointed to the position by the Chair of the Council for a term of two years. The Recording Secretary may be a member of the CAC but does not have to be. The duties of the Recording Secretary are:
 1. To record the actions of the CAC and its Steering Committee and prepare the minutes of these meetings;
 2. To assure that the minutes of the Council and its Steering Committee are available to the members of the CAC by posting them to the CAC website in a timely manner;
 3. To ensure the archiving and accuracy of all materials on the CAC website;
 4. To perform other duties as may be directed by the Council or the Council's Chair.
- E. The Parliamentarian shall be a member of the CAC and is appointed to the position by the Chair of the Council for a term of two years. The duties of the Parliamentarian are:

1. To advise the Chair on parliamentary procedures and points of order when necessary;
2. To determine issues of quorum;
3. To count votes whenever a roll call is held or written ballots are submitted;
4. To perform other duties as may be directed by the Council or the Council's Chair.

ARTICLE V. COMMITTEES

A. The CAC shall have the following standing committees, whose members shall be voting members of the CAC. Additional committees may be formed by vote of the CAC.

1. Steering Committee

a. Membership

1. The Committee shall consist of the Chair of the CAC, the Vice Chair, the Immediate Past Chair, and any other member of the CAC whom the Chair of the CAC would like to appoint to ensure good counsel. Additionally, there should be at least one representative per college on the committee; an officer may be the representative from his or her college. The Chairs from each college should collectively determine their representative on the Steering Committee. The Chair of the CAC shall serve as Chair of the Steering Committee.

b. Duties and Responsibilities

1. To develop the agenda for each Fall and Spring general CAC meeting;
2. To aid and advise the CAC Chair in preparation for meetings with the Provost;
3. To request information from any member of the faculty or administration and invite any such person to meet with the committee for consultation concerning matters within its purview;
4. To establish special committees as necessary, (e.g., new chair orientation);
5. To discuss matters pertaining to the functioning of department chairs and directors and to bring these matters to the CAC;
6. To act for the CAC between regular meetings of the CAC;
7. To aid and advise the Chair of the CAC in development of programming; and
8. To perform other related duties as directed by the CAC or the Chair of the CAC.

B. The CAC may also establish ad hoc committees and task forces.

ARTICLE VI. BY-LAWS

At the direction of the CAC the Steering Committee shall review the CAC Constitution and By-Laws.

ARTICLE VII. AMENDMENTS AND REVISIONS

- A. The Constitution and By-Laws may be amended by a two-thirds vote of the membership of the CAC.

- B. Written notice of an intent to offer amendments and/or revisions to this Constitution and the text of any proposed amendment and/or revisions must be distributed to all members of the CAC at least one week prior to the initial consideration of any such motion by the full Council.



CHAIRS ADVISORY COUNCIL BY-LAWS

ARTICLE I. VOTING

- A. Each member of the CAC shall have one vote in the proceedings of the Council. Only members as defined as Article II (Membership), Section A of the Constitution shall be eligible to vote.
- B. A simple majority of the membership shall constitute a quorum.
- C. At the discretion of the Chair of the CAC any vote may be conducted electronically. Such votes shall be processed through the auspices of the Provost's Office.
- D. Passage of a motion shall require a simple majority of the membership that is present, provided a quorum is met. In the case of an electronic vote, passage shall require a simple majority of the full membership.

ARTICLE II. MEETINGS

- A. The CAC shall meet in regular session at least once each Fall and Spring semester.
- B. An agenda shall be distributed in advance of any regular meeting.
- C. Special meetings of the CAC may be called by the Steering Committee of the CAC with 24 hours' notice.
- D. Meetings shall be conducted according the current edition of Roberts Rules of Order.
- F. The Steering Committee will hold meetings as necessary, but at least once each Fall and Spring semester. The Chair may call special meetings of the Steering Committee with 24 hours' notice.

ARTICLE III. ELECTIONS

Officer elections will take place during the Spring semester of the academic year prior to the beginning of their term by the voting membership of the CAC by secret ballot.

CAC Constitution Revision History Rev. Fall 2013 - Rev. 3/23/2016 - Rev.- 9/14/18