FLORIDA INTERNATIONAL UNIVERSITY

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 Assembly of Chairs of Florida International University.

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

ARTICLE II. MEMBERSHIP

A. The voting membership of the Assembly of Chairs is composed of (a) all academic department chairs; (b) directors who head academic programs, are on faculty contracts, and report directly to academic deans; and (c) the Director of the Library.

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. JURISDICTION PURVIEW

The Assembly of Chairs shall address matters relating to university policies and procedures including, but not limited to, those concerning:

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.

The Assembly will formulate opinions and positions on matters within its jurisdiction and convey them to the Provost who will consider them and act upon them in a timely manner.

ARTICLE IV. OFFICERS

A. The Assembly of Chairs shall initially elect from among its members at its first meeting of the academic year a Chair, a Chair-elect, and an Ombudsman. The Chair of the Assembly will appoint a Recording Secretary and a Parliamentarian. At the first meeting of subsequent academic years, the Chair-elect will rise to the position of Chair and a new Chair-elect will be elected by the Assembly. At that time there will also be an election for the position of Ombudsman. Persons serving in the position of Ombudsman may be reelected.

A. At the first meeting of every other academic year the Chair-elect will rise to the position of Chair and a new Chair-elect will be elected by the Council.

B. Chair. The chair must be a member of the Assembly of Chairs and shall serve for a term of one year. The functions of the Chair are:
1. to be the Administrative Officer of the Assembly of Chairs and to preside at Assembly of Chairs meetings;
2. to serve on the Assembly of Chairs Steering Committee;
3. to represent the Assembly of Chairs on any matter within the Assembly’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 Assembly and the Provost;
6. and to perform other duties as may be directed by the Assembly.

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 Chair-elect must be a member of the Assembly and shall be elected for a one year term at the first Assembly of Chairs meeting of each academic year. At the end of one year of service, the Chair-elect shall assume the position of Chair for a one-year term. The duties and functions of the Chair-elect are:
   1. to act as Chair in the event the Chair is absent or unable to act;
   2. to serve on the Assembly’s Steering Committee;

   and to perform other duties as may be directed by the Assembly or the Assembly’s Chair.

C. The Chair-elect must be a member of the Council and shall be elected for a two year term at the first CAC meeting of every other academic year. The duties and functions of the Chair-elect are:
   1. To act as Chair in the event the Chair is absent or unable to act;
   2. To serve of the CAC Steering Committee; and
   3. To perform other duties as may be directed by the Council or the Council’s Chair.

D. The Ombudsman must be a member of the Assembly of Chairs and shall be elected by the voting members of the Assembly for a term of one year. The duties of the Ombudsman are:
   1. to serve as the representative of the Assembly and an advocate for chairs when disputes arise between chairs and their deans that cannot be resolved within the unit.
   2. to serve on the Assembly’s Steering Committee;
   3. and to perform other duties as may be directed by the Assembly or the Assembly’s Chair.
D. The Recording Secretary 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 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 serve on the CAC Steering Committee, and
5. To perform other duties as may be directed by the Council or the Council’s Chair.

E. The Recording Secretary shall be a member of the Assembly of Chairs and is appointed to the position by the Chair of the Assembly for a term of one year. The duties of the Recording Secretary are:
1. To record the actions of the Assembly of Chairs and its Steering Committee and prepare the minutes of these meetings;
2. To assure that the minutes of the Assembly of Chairs and its Steering Committee are available to the members of the Assembly within one week of the next meeting of these bodies;
3. To maintain the Assembly’s archives to include the minutes of Assembly and Steering Committee meetings and the actions of any Assembly standing or ad hoc committees;
4. To serve on the Assembly’s Steering Committee;
5. And to perform other duties as may be directed by the Assembly or the Assembly’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; and
5. To serve of the CAC Steering Committee.

F. The Parliamentarian shall be a member of the Assembly of Chairs and is appointed to the position by the Chair of the Assembly for a term of one year. 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. and to perform other duties as may be directed by the Assembly or the Assembly’s Chair.

ARTICLE V. COMMITTEES

1. The Assembly of Chairs shall have the following standing committees, whose members shall be voting members of the Assembly. Additional standing committees may be formed by vote of the Assembly.

Steering Committee
a. Membership
   1. The committee shall consist of the Chair of the Assembly of Chairs, the Chair-elect, the Ombudsman, the Recording Secretary, and one representative from each of the university’s colleges and freestanding schools. The Chair of the Assembly shall serve as Chair of the Steering Committee.
   2. Chairs from each of the colleges and freestanding schools shall elect a Steering Committee member at a caucus following the first Assembly meeting of each academic year.

b. Duties and Responsibilities
   1. to develop agendas for the Assembly of Chairs meetings;
   2. to consult regularly with the Provost on any matter which either the Committee or the Provost wishes to address;
   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 jurisdiction;
   4. to establish special committees as necessary;
   5. to discuss matters pertaining to the functioning of department chairs and directors and to bring these matters to the Assembly of Chairs;
   6. to act for the Assembly of Chairs between regular meetings of the Assembly;
   7. and to perform other related duties as directed by the Assembly or the Assembly Chair.

B. The Assembly may further define the tasks of its committees and charge each with additional responsibilities, as it deems necessary.

C. The term of membership for all standing committees shall be one year.

D. Each standing committee shall keep a written record of its meetings on file with the Recording Secretary.
E. All policies recommended by the standing committees shall be submitted to the Assembly of Chairs for approval.

F. Each standing committee, with the exception of the Steering Committee, shall elect a Chair.

G. The Assembly of Chairs and the Assembly's Steering Committee may establish ad hoc committees and task forces.

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 Chair-elect, the Recording Secretary and the Parliamentarian. 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

The Assembly of Chairs shall develop 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 Assembly of Chairs at two consecutive meetings.

B. Written notice of an intent to offer amendments and/or revisions to this Constitution and the text of any proposed amendments and/or revisions must be distributed to all members of the Assembly of Chairs at least two weeks prior to the initial consideration of any such motion by the full assemble.

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.
ARTICLE I. VOTING

A. Each member of the Assembly of Chairs CAC shall have one vote in the proceedings of the Assembly 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 Assembly of Chairs shall meet in regular session no later than the last day of October in the fall semester and no later than the end of February during the spring semester.

B. An agenda shall be distributed at least one week before any regular meeting.

C. Special meetings of the Assembly of Chairs may be called by the Steering Committee of the Assembly of Chairs with 24 hours notice.

D. Meetings shall be conducted according to the current edition of Roberts Rules of Order.

E. The Steering Committee will hold regular meetings monthly during the fall and spring semesters on the first Tuesday of each month. The Chair may call special meetings of the Steering Committee with 24 hours notice.
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 within 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

The Chair-elect and the Ombudsman will be elected by the voting membership of the Assembly of chairs by secret ballot at the regular fall semester meeting. New officers will assume their duties immediately after the adjournment of the meeting at which they were elected.

The Chair-elect will be elected by the voting membership of the CAC by secret ballot at the Spring semester meeting in alternate years.