

Bylaws for the SNRS Faculty Meetings

School of Natural Resource Sciences Mission Statement:

"To serve North Dakota's agricultural and natural resource communities through exploration, interaction, and education."

Mission Statement of Faculty Meetings:

Faculty meetings are held to disseminate information about issues that impact School faculty, to provide SNRS committee updates, and to discuss and help make decisions that impact teaching, research, and Extension activities of the School.

Meeting Structure and Procedures (adapted from the NDSU Faculty senate)

- Approximately monthly during the academic year, or as needed.
- Quorum is not needed to hold meetings
- Informal parliamentary procedures are adopted for maintaining meeting order and decision making.
- An agenda of unfinished and new business will be set by the Director and disseminated electronically to faculty at least 2 business days in advance of the meeting.
- Any member of the School may request of the Director that an item be placed on the agenda.
- The order of business for Faculty Senate meetings shall be as follows:
 1. Announcements.
 2. Committee and other reports.
 3. Unfinished business.
 4. New business.
 5. Adjournment.

Minutes from each meeting will disseminated electronically within 10 business days after the meeting. It will be assumed that the minutes are approved if no comments are received on the minutes.

Representation:

- All voting faculty from the School of Natural Resource Sciences: Voting faculty consists of Extension specialists; tenure-track assistant, associate and full professors; assistant, associate, and full professors of practice; and Lecturers
- Director of the School; voting member in case of a tie.
- Administrative assistant to record minutes (appointed by Director), not a voting member
- Staff representative (nominated by staff and appointed by Director), not a voting member
- A formal graduate student representative (nominated by the SNRS Graduate Committee and appointed by Director) is invited to attend meetings, but would not be a voting member

Voting:

- If 50% of voting members are not present at the meeting; voting will take place electronically.
- Any voting member of the Faculty may request either before or during a meeting that electronic voting take place on an issue/motion.
- Simple majority is needed to pass a motion; in case of a tie, the Director may cast a deciding vote. In case of changes to bylaws a 2/3 majority is needed to pass a vote. Two readings of bylaws changes are needed for a vote; voting on bylaws changes will be done electronically.

Approved by SNRS Faculty, September 21, 2015