

BYLAWS
OF
THE COLORADO FACULTY ADVISORY COUNCIL
TO
THE COLORADO COMMISSION ON HIGHER EDUCATION, ET AL.

ARTICLE I. NAME:

The name of this organization shall be The Colorado Faculty Advisory Council, hereinafter referred to as the Council (CFAC).

ARTICLE II. PURPOSES:

The purposes of this organization shall be:

- A. To advise the Department of Higher Education, The Colorado Commission on Higher Education and other appropriate state agencies, on matters affecting higher education statewide.
- B. To facilitate communication and articulation between the faculties of higher education institutions, the Department of Higher Education, its Commissions and Councils, and other agencies of state government.

ARTICLE III. MEMBERSHIP:

The Colorado Faculty Advisory Council shall consist of one faculty member from each state-supported institution of higher education in the State of Colorado. Membership may include a representative from each of the state-supported area technical colleges, when appropriate. The institutional faculty representative will be selected, and serve a term or terms, by rules promulgated by the faculty or its representative body, of each participating institution. In order to further continuity of knowledge, purpose and progress within the Council, it is preferable that representatives be selected for terms of at least two years, and that selections take place prior to April 30. Membership will also include the Director of Academic Affairs as the CDHE liaison, and an additional CDHE staff member to assist in creating meeting agendas, scheduling, taking minutes, and organizing meeting spaces as well as audiovisual and telecommunications equipment.

ARTICLE IV. OFFICERS:

A. The Council shall elect a Chair, an Advisor to the CCHE, a Vice Chair, and two representatives to the General Education Council.

B. Any member of the Council is eligible for either Officer position, however it should be recognized that the knowledge required to carry out the positions well will likely require multiple terms as a Council member to accumulate. Nominations for the Chair, the Advisor to the CCHE, the Vice Chair, and GE Council Representatives, will be solicited such that over time new Council leadership is developed from members who have represented their institutions for multiple terms, or intend to do so. Nominations will also be solicited such that a diversity of perspectives, including types of higher education institutions are also represented among the officers and between elections.

C. It shall be the responsibility of the Chair to keep the Council members informed of its membership and activities, run CFAC meetings, review and amend the agendas, guide any projects that Council may be working on, and work with and communicate with DHE staff when appropriate.

D. It shall be the responsibility of the Advisor to the CCHE to attend CCHE meetings, consult with CCHE Councilors or staff, or DHE staff as requested, and to report on these meetings during CFAC meetings.

E. It shall be the responsibility of the Vice Chair to complete the Chair duties if the Chair is unavailable for a meeting. The Vice Chair may take over for the Chair at the end of a term, but is not required to do so to fulfil the duties of this position.

F. Responsibilities of the Representatives to the GE Council include attending and providing the faculty perspective at GE Council meetings, and reporting back on these meetings to CFAC. When possible, one GE Council Representative will be from a community college and the other from a 4-year institution. If the Council is unable to find two members to represent CFAC at GE Council, the Chair and the CCHE Advisor will fill these roles.

G. The length of a regular term of an Officer shall be for two years. Officers are eligible to succeed themselves providing efforts are also made to respect the Council's intent that new leadership and diverse perspectives are developed and recruited.

H. In the event of an Officer vacancy, the general membership shall select a temporary replacement to serve until the next general membership meeting, at which time a new Officer(s) shall be elected for either 1 or 2 years, until such time as the regular election cycle can be resumed.

Article V. ELECTIONS

A. Regular elections of the Officers shall normally be conducted at general membership meetings held during the spring academic term of each even-numbered year. Call for nominations will occur at the February CFAC meeting, a list of candidates will be identified and submitted to the committee via email prior to the end of March, and the elections will be held during the April meeting.

B. Voting in the April meeting elections may be done over phone conference in the event that some members cannot attend the April meeting in person. Elections should not normally be postponed to occur outside of the April meeting time.

C. In the event that leadership changes within the Department of Higher Education or Colorado Commission on Higher Education require additional officer positions, or elections 'out of cycle', additional elections may be held by agreement of the Council membership during any Council meeting, or between meetings if necessary.

D. In the event of elections having to be held 'out of cycle', Officers shall make every effort to restore the normal 'Spring semester of even-numbered years' election cycle.

Article VI. MEETINGS

A. Council meetings are normally held at the Department of Higher Education offices and with DHE staff support.

B. Meetings are normally held twice each Fall and Spring semester, on the second Friday in the months of September, November, February, and April.

C. Upon agreement of the members, an upcoming meeting may be scheduled at the institution of a volunteering member who will then take responsibility for organizing the meeting.

D. Whenever possible, a call-in option will be made available to members unable to attend a meeting in person.

E. Members are encouraged to recruit a substitute to attend in their place when they are unable to attend a scheduled meeting in person or over the phone.

F. Members who are unable to attend 2 successive meetings are encouraged to recruit a replacement, according to the selection procedures of her or his institution, and to communicate with both the replacement and the Chair prior to officially resigning.