

Chairs Council Constitution
California State University, Chico
April 2019

I. Members

- a. Department chairs, directors and unit program coordinators are the faculty elected leaders of faculty bodies including academic departments, schools and programs. Henceforth, all members previously described will be referred to as Chairs.

II. Purpose

- a. To facilitate and improve the work of Chairs, providing professional development opportunities including assisting Chairs in the performance of their duties and the on-boarding of new Chairs.
- b. Give voice to the concerns of Chairs.
- c. To collaborate with administration and other campus entities on issues of interest and relevance to Chairs.
- d. To provide recommendations to the Provost, Deans, Academic Senate, and other campus entities on matters of interest and relevance to Chairs.
- e. To support and promote the welfare of Chairs.

III. Chairs Executive Committee

- a. Each college (Agriculture; Behavioral and Social Sciences; Business; Communication and Education; Engineering, Computer Science and Construction Management; Humanities and Fine Arts, and Natural Sciences) shall select a Chair representative to serve on Chairs Executive Council. Each college will select their representative prior to the last meeting of Chairs Council at the end of the academic year.
- b. Chairs Executive Committee Members serve two-year terms beginning in August. Terms should be staggered to allow half of the members to change annually.
- c. Non-voting Members: Provost, VP for Academic Programs, VP for Academic Personnel.
- d. The Chairs Executive Committee may call special meetings of the Chairs Council and form subcommittees of the Chairs Council when deemed necessary.
- e. Executive Chair
 - i. The Executive Chair will serve as their college representative on the Chairs Executive Committee.
 - ii. The Executive Chair shall normally serve a two-year term beginning in August. Term limit shall not exceed two consecutive terms nor beyond their college or department terms.
 - iii. The Executive Chair shall be nominated and elected from the floor at the last monthly meeting of the academic year of Chairs Council. Voting will be by secret ballot and a simple majority of those present is required for election.
 - iv. Release time for the Executive Chair should be granted commensurate with the duties of the position. This release time is recommended to minimally be a 0.2 (equivalent to a one-course release) per semester.
 - v. Qualifications of the Executive Chair

1. At least one year of experience serving as Chair
 2. Must serve as a Chair throughout the term (see e-ii.).
- vi. Role of the Executive Chair
1. In consultation with the Chairs Executive Committee, create and distribute meeting agendas.
 2. Serve as the contact person between the Chairs Council and the campus community.
 3. Preside over all Chairs Council meetings.
 4. Represent the Council at all functions which require representation of the Council or appoint a current Council member in his or her place.
 5. Attend university meetings as invited and appropriate (e.g. Executive Committee, Academic Senate, Provost's Advisory Committee)
- f. Secretary
- i. The Secretary will be a staff person assigned by the VP of Academic Programs.
 - ii. The Secretary shall take and distribute minutes of each meeting of the Chairs Council to all members.
 - iii. In the case that an assigned staff person is unavailable, a chair volunteer will be identified to serve in the secretary role.
- g. If a vacancy occurs for the Executive Chair position, the runner-up in the previous election will be contacted to determine their willingness to serve. If willing, that faculty member shall be invited to complete the unexpired term. If that person does not wish to serve, a special election for the vacancy will be called. The replacement candidate must be confirmed by a majority vote.
- h. The Executive Chair may be recalled by a petition signed by one-third of the members of the Chairs Council. Removal shall follow upon two-thirds vote of the members of the Chairs Council present and voting, after he/she has been accorded a hearing before the Council.

IV. Rules of Order

- a. Regular meetings of Chairs Council shall normally be held the first Friday of the month during the academic year. The agenda and any supporting materials will be publicized in advance of the scheduled meeting.
- b. Members of the Executive Council will meet in advance of a scheduled meeting to set the agenda.
- c. All members of the campus community are encouraged to contact their College representative or other members of the Executive Council with items for the agenda.
- d. Voting
 - i. All Chairs Council members have equal vote excluding ex-officio members
 - ii. A quorum for purposes not otherwise specified shall be a simple majority of the members as defined above.
 - iii. The Executive Chair only votes to break a tie.

V. Amendments

- a. The Constitution may be amended by a two-thirds vote of the members of the Chairs Council. Absentee members may submit written votes to the Secretary of the Chairs Council via e-mail or in writing at least 24 hours before the Council meeting, if possible. Notice of proposed constitutional amendments shall be sent to all members no less than 15 days prior to the meeting. Amendments may be proposed by a sub-committee or by any three members of the Chairs Council who may request the Executive Chair to schedule a general meeting to consider proposed amendments.