

## Bylaws

### The Agricultural Faculty Council of the Louisiana State University Agricultural Center and College of Agriculture

#### Role

The LSU Agricultural Faculty Council (hereinafter Council) provides a formalized structure for faculty input within the LSU Ag Center and College of Agriculture (hereinafter Agriculture) by serving as a communication liaison between the administration and the faculty.

#### Scope

The Council will represent the faculty as a whole including extension, research, teaching, departments, research stations, and disciplines.

The Council will serve as a formal advisory council to the Vice President of Agriculture (hereafter Vice President) and Dean of the College of Agriculture (hereafter Dean).

The Council will serve as a formalized means for faculty input on actions, procedures, and policies, and will serve as a conduit and generator of new ideas for the betterment of the faculty and the University.

The Council will also serve informally as a sounding board for policy modifications, new concepts, and administrative concerns of the Vice President and Dean.

#### Article I— Definitions

##### 1. Officers

- A. The Chair has the responsibility of providing leadership for the Council and will be the presiding officer at meetings of the Council. The Chair is the official representative from the Council to the Agriculture administration. The Chair is responsible for preparing the agenda for each meeting and is responsible for proper posting or circulation of notices of meetings, agenda, and minutes of previous meetings. The Chair shall vote only in the event of a tie.
- B. The Vice-Chair shall assume the duties and responsibilities of the Chair whenever the Chair is unable to serve and/or resigns. The Vice-Chair shall be prepared to advise the Council on points of order as defined in Protocol.
- C. The Recorder shall record, edit, summarize, and oversee preparation of the minutes for distribution and shall be responsible for publication of the minutes. The Recorder also shall assume primary responsibility for handling Council correspondence.

D. The Council representative to the Board of Supervisors, Association of Louisiana Faculty Senates, and the LSU System Council of Faculty Advisors will be determined by Council after the election of officers at the first meeting of the year. The representative will be the Chair or Vice-Chair, however, other Council members may represent the Council upon approval of the Executive Committee.

2. Calendar Year

A. The Calendar Year shall be defined as the time period from January 1 thru December 31.

3. Protocol

A. Points of order shall be conducted in accordance with Robert's Rules of Order, except where these Rules have been superseded by the Bylaws of this Council. The Vice-Chair shall serve as the advisor on these matters.

Article II—Meetings

1. Meetings of the Council are open to agriculture faculty, administrators, invited guests, and the public. At times and in accordance with the Public Meeting Laws of Louisiana, the Council may go into executive session, which will be limited to members of the Council or persons whom they deem necessary to fulfill their function. Executive session may be called when issues relating to specific personnel are discussed.
2. The meeting schedule and room reservations for the year's meetings will be arranged by the Chair and Recorder at the first meeting of the calendar year. Notice of the scheduled regular meetings will be sent to all members of the Council no later than two weeks prior to the meeting. Faculty Council meetings can be called at the discretion of the Chair or Vice President and Dean, but regular meetings will be held no less than four times per year.
3. Faculty will be notified of Council meetings by announcement on the Ag Center Intranet.
4. If a member of the Council fails to attend three (3) meetings in any year without giving prior notification with good cause to the Chair of the Council, the Council shall notify that member that such non-attendance constitutes grounds for removal from the Council. Following such notice, if the member fails by or at the next Council meeting to explain such absences, the Council shall declare the position vacant and the vacancy shall be filled as prescribed in Article VIII Section 4. However, for good cause shown, this provision may be waived by a majority vote of the Council.
5. A Council member who is unable to attend a meeting can identify another Council member or another faculty eligible for election from the same rank and classification as a voting proxy with prior written notification to the Council Chair. All voting proxy members will count toward the quorum required for each Council meeting.

### Article III—Agenda

1. The announcement of meetings of the Council shall include notice of the time and place of the meetings and agenda of business and be sent to all Council members one week in advance of regular meetings.

### Article IV—Quorum and Order of Business

1. The Chair and Recorder shall determine the attendance of Council members at the beginning of each meeting.
2. A quorum of thirteen (13) members will be necessary to take action on any Council business items.
  - A. Each member shall register attendance, and a quorum of thirteen (13) members shall be determined at this time.
  - B. This register shall be filed with the records of the meeting. Minutes will be taken by an elected Recorder.
3. The order of business for meetings will be the following unless changes are approved by the Council:
  - A. Remarks and items by the Vice President and Dean.
  - B. Approval or revision of minutes.
  - C. Guest presentations.
  - D. Chair's report.
  - E. Committee reports.
  - F. Other agenda items.
  - G. Introduction of new business.

### Article V—Minutes and Reports of Committees

1. The minutes of each meeting will be prepared by the Recorder and distributed to the Faculty Council for approval or correction before the next meeting.
2. The minutes will be approved or corrected at the meeting that follows their distribution. Corrections will appear in the final minutes of the meeting that are accepted by the Faculty Council and posted on the LSU Ag Center Intranet.

3. Each standing committee will present brief summaries and submit written reports at each regular meeting. Written reports of special assignments will be submitted by standing committees when the assignment is completed.
4. Special committees will submit written reports when the committee's assignment is finished.

#### Article VI—Election of Officers

1. The Chair, Vice-Chair, and Recorder, for any calendar year, will be elected to serve by majority vote at the first meeting of the year.
2. All current members are eligible to be nominated for officer positions. At the first meeting, nominations will be opened and the election held.
3. Elections shall be held by secret ballot. If no one receives a majority vote on the first ballot, then there will be a second balloting between the two persons receiving the largest number of votes.
4. In the event of a tie vote in the election of any officer, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting, then the tie vote shall be broken by casting of lots.

#### Article VII—Council Nomination Procedures

1. All Agriculture faculty members, except as excluded in Article VIII Section 3, are eligible to hold a position on the Council.
2. Nominations can be made by any faculty member within the rank and campus as specified in Article VIII.
3. The Vice President and Dean will announce the opening of nominations for a 10 to 14 day period no later than September 15. The correspondence will include the process for entering nominations.
4. After the close of nominations, each candidate will have 10 to 14 days to accept his/her nomination.

#### Article VIII—Election of and Representation of Members to the Council

1. Selection.
  - A. The Council will be an elected council. The elections will be conducted by the sitting Council following the procedures in the Agriculture Faculty Council Election Guidelines.

- B. Faculty within rank, as specified in the next section and location (on- or off-campus) will nominate and vote for membership only within their rank and location as specified in Section 2.
  - C. There will be a 3-year rotation and one-third of the Council will rotate off each year. Council members will serve for 3-year terms with one-third of the representatives retiring at the end of each calendar year.
2. Election of Council Members from the roster of nominees will occur no later than the end of October. Representation on the Faculty Council will be as follows:
- A. A total of 24 representatives will serve on the Faculty Council. Selection and subsequent voting will be executed within rank and within campus location (on- or off-campus).
  - B. One (1) representative (11 total) will be elected from each on-campus academic agricultural unit from the ranks of professor, specialist, associate professor, and associate specialist by the professors and associate professors that are in each on-campus academic agriculture unit. This classification will be referred to as on-campus full/associate rank. Individuals must have an equal or greater than 50% appointment in their academic agricultural unit to serve on Council.
  - C. One (1) on-campus representative will be elected from the ranks of assistant professor, assistant specialist, assistant county agent, assistant area agent, assistant extension agent. This classification will be referred to as on-campus assistant rank. Individuals must have an equal or greater than 50% appointment in their academic agricultural unit to serve on Council.
  - D. One (1) on-campus representative will be elected from the ranks of assistant professor, assistant specialist, assistant county agent, assistant area agent, assistant extension agent, and instructor. This classification will be referred to as on-campus assistant/instructor rank. Individuals must have an equal or greater than 50% appointment in their agricultural unit to serve on Council.
  - E. Five (5) off-campus representatives will be elected from the ranks of professor, specialist, area agent, and extension agent. This classification will be referred to as off-campus full rank.
  - F. Four (4) off-campus representatives will be elected from the ranks of associate professor, associate specialist, associate county agent, associate area agent, and associate extension agent. This classification will be referred to as off-campus associate rank.
  - G. One (1) off-campus representative will be elected from the ranks of assistant professor, assistant specialist, assistant county agent, assistant area agent, and assistant extension agent. This classification will be referred to as off-campus assistant rank.

H. One (1) off-campus representative will be elected from the ranks of assistant professor, assistant specialist, assistant county agent, assistant area agent, assistant extension agent, and instructor. This classification will be referred to as off-campus assistant or instructor rank.

3. Ineligible Personnel.

A. Those personnel in Administrative positions of Department Head, School or Regional Director, and higher are not eligible to serve on the Faculty Council or participate in the election process.

B. Those personnel holding faculty rank in any LSU Ag Center or College of Agriculture administrative service unit (Accounting Services, Communications, Facilities Planning, Human Resource Management, Information Technology, International Programs, Sponsored Programs, Intellectual Property) are not eligible to serve on the Faculty Council or participate in the election process.

C. Those Agriculture faculty members holding appointments in an agricultural unit as part-time, adjunct, or with ranks of Special Lecturer, Cooperating Teacher, Assistant Professor-Research, Associate Professor-Research, or Professor-Research or Assistant Professor-Extension, Associate Professor-Extension, Professor-Extension Assistant Communications Specialist, Associate Communications Specialist, or Communications Specialist or other ranks besides tenure, tenure-track, and full time (9 or 12 month) faculty appointments are not eligible to serve on the Faculty Council or participate in the election process.

4. Replacement of members.

A. In the event that a member cannot complete his/her term, the person that received the second largest number of votes for that rank and location will fill the remainder of the term. If that individual is not available or unwilling to serve, the individual that received the third largest number of votes for that rank and location will fill the remainder of the term. This process will proceed until there are no remaining election candidates for that rank and location. If there are no remaining election candidates to fill the vacancy, the Vice President and Dean will appoint a replacement of appropriate rank and location to serve the remainder of the term.

5. Term Limits of Members.

A. Off-campus Council Members can serve up to 5 terms on Council, but no more than one term as an Assistant rank representative, one term as an Associate rank representative, and up to three terms as a Full rank representative.

B. On-campus Council Members can serve up to 5 terms on Council, but no more than one term as an Assistant rank representative, one term as a Full/Associate rank representative after election as an Associate Professor, and up to three terms as a Full/Associate rank representative after election as a Full Professor.

- B. No more than two consecutive terms may be served without a minimum of one year interruption in Council service between terms.

#### Article IX—Committees

1. There will be standing and special committees as necessary.
  - A. If for any reason a permanent vacancy, as determined by the Council, occurs on a committee, the Chair shall seek volunteers or appoint new members as necessary.
2. Executive Committee
  - A. The Executive Committee will consist of the three officers, past chair, and two to four additional members, with representation from on- and off-campus Council members, elected at the first meeting of each year after election of the officers.
  - B. The Executive Committee will serve in an advisory and decision-making role between Council meetings or when the entire Council cannot be assembled to make decisions.
3. Standing Committees:
  - A. Terms of faculty members of standing committees will be one year. Members may be reappointed and serve on the same standing committee for up to three years.
  - B. The Chair, in consultation with the Vice-Chair and Recorder, shall seek volunteers or appoint members of standing committees as necessary. Appointments will be reported in the Council minutes.
  - C. The Council will delegate specified powers to its standing committees.
  - D. Standing committees will report their findings and recommendations to the Council.
4. Special Committees:
  - A. Terms of members of special committees will end when the committee's work is completed.
  - B. The Chair, in consultation with the Vice-Chair and Recorder shall seek volunteers or appoint new members of special committees as necessary. Appointments will be reported in the Council minutes.
  - C. Announcements of appointments to special committees shall be made to the Council at the first meeting following their selection.
  - D. Special committees will report their findings and recommendations to the Council.

- E. The number of committee members and the constituency of each special committee shall be decided by the Council.

Article X—Changes, Additions, Modifications and Repeal of Bylaws

- 1. These Bylaws may be changed, added to, modified or repealed with approval by two-thirds of the total membership of the Council, provided that the proposal for such change is introduced at least one month in advance of the vote.

Revised 04/20/2012.

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Revised 2/20/2015.