

BYLAWS FOR THE COUNCIL OF THE DEPARTMENT OF MATHEMATICS

--adopted October 30, 1969

--revision adopted December 8, 1992

--revision adopted January 27, 2004

--revision adopted December 7, 2007

I. NAMES AND DEFINITIONS

The organization regulated by these bylaws shall be called the Council of the Department of Mathematics, hereunder for brevity referred to as the Council. When the word Department occurs hereunder it shall mean the faculty of the Department of Mathematics, the Head shall be the Chair of the Department.

For the purposes of these Bylaws a member of the Department shall be any person at Illinois State University with an academic or AP appointment of half time or more in the Department.

II. PURPOSES

1. The purpose of the Council shall be to advise the Head, to assist in the formulation of Departmental policy, and to exercise legislative authority for the Department except as hereinafter restricted.
2. The Council shall advise the Head on issues concerned with the life of the Department, help define the objectives of the Department, and help shape the Department life toward the fulfilling of these objectives. For example, the Council shall advise the Head on issues concerning academic advisement, budget, Departmental committee structure, curriculum, staff assignments, student-faculty relations, testing programs and undergraduate and graduate programs.

III. MEMBERSHIP

1. The council shall consist of (a) faculty members, namely, the Head and six members of the Department other than the Head, at least one of which would be non-tenure track faculty and at least four of which would be tenure-track faculty and (b) two distinct student members, namely, an undergraduate and graduate student in the Mathematics Department. All Council members except the Head shall be elected in a manner described in IV.

2. A member of the Department shall be eligible for election to the Council unless being elected would mean serving more than three consecutive years on the Council, or he or she is on leave at the time of the election, or has been granted leave for part or the whole of the term of office if elected.
3. The regular term of office for elected faculty members shall begin upon election and be for two years. If such a member resigns from the Council prior to two months before the end of his or her term, a replacement shall be elected to complete the unexpired term.
4. The regular term of office of elected student members shall begin in the fall and be for one year or for nine months depending on the period of affiliation with the University of the person elected. If such a member resigns from the Council prior to April a replacement shall be elected to fill the unexpired term. An elected student member may serve at most one regular term following his or her first regular term.

IV. ELECTIONS

1. The elected faculty members of the Council shall be chosen as follows.
 - (a) The regular election shall occur annually in the spring by either secret ballot or secure electronic voting. In case of a vacancy there shall be an election to fill the unexpired term, if required by III 3. This election shall occur as soon as possible by either secret ballot or secure electronic voting to maintain the full voting membership of the Council.
 - (b) Approximately one week prior to any meeting at which a Council member is to be elected the Council shall distribute to each Department member a list of all persons eligible to be elected to the Council at this meeting, a statement telling the number of positions to be filled, and the terms of office of the positions to be filled.
 - (c) Each person on the above mentioned list not wishing to serve on the Council shall make this known to the Council four days prior to this meeting, whereupon the Council shall remove the name from the list. The names remaining on the list shall be nominated to the Council.

- (d) Each member of the Department shall be eligible to vote. Members expecting to be absent from an election meeting may vote by absentee ballot.
- (e) The election shall be supervised entirely by an Ad Hoc Election Committee appointed by the Head. All ballots shall be secret. Separate balloting shall be required for terms of unequal length.
- (f) Council members will be elected by the Borda Count method. (Reference: Chaotic Elections! A Mathematician looks at voting, Donald G. Saari, American Mathematical Society, 2001).

In a situation with s open seats and $n > s$ candidates, each voter will rank any subset of the candidates on a ballot that lists the n candidates in alphabetical order. For each ballot cast, a candidate receives n points for a first place vote, $(n-1)$ points for a second place vote, and so on down to 1 point for a last place vote; a candidate that is not ranked receives 0 points. The Borda count of a candidate is the sum (over all ballots cast) of the points received by the candidate. The s candidates with the largest Borda count will be elected unless such an event would result in Council membership that does not meet the requirements stipulated in III.1. If this situation occurs, then the person(s) with the highest number of points in each category will be elected. Ties will be broken randomly.

- 2. (a) The election of each student member of the Council shall be conducted by an election official selected by the Head from the members of the Department. The regular elections shall be as early as possible in the fall. The elections to fill unexpired terms shall occur as soon as possible after knowledge of the vacancy. Prior to the election each election official shall decide the mode of election except as provided herein. Moreover, all such decisions shall be announced prior to the election. Each person elected begins serving immediately.
- (b) Upon call of the election official the graduate mathematics students shall meet, nominate from their midst, and vote by secret ballot.
- (c) In consultation with the officers of any active student mathematics organizations, the election official conducting the election of an undergraduate member shall determine the method of choosing an undergraduate representative of the Council. The election official will then notify the mathematics majors of the chosen method of election, conduct an appropriate election, then

inform the mathematics majors of the chosen undergraduate representative.

3. Elected members of the Council shall be chosen upon adoption of bylaws for the Council in a manner as close as possible to the method of electing described in this article.

V. OFFICERS

1. At the first regular meeting after the regular annual election of new members, the Council shall choose from its elected voting members a Chair who shall assume his or her duties immediately upon election and continue to serve until a new Chair has been elected.
2. The Chair shall chair the meetings of the Council and prepare the agenda for each Council meeting.
3. The Council may elect or appoint whatever other officers it deems necessary.
4. The Head shall chair meetings of the Council in the absence of the Chair unless the Council already has an officer present with this function.

VI. MEETINGS

1. During the fall and spring semesters the Council shall ordinarily meet at a regular time every other week, this time to be decided upon at the first meeting of each semester. The Council shall meet during the summer as needed to advise the Head. The times of these meetings will be determined by the Chair of the Council in consultation with the Head and for reasons stated to the Department.
2. Special formal meetings may be called by the Chair of the Council, and must be called upon request to the Chair of the Council by the Head or at least two members of the Council. For any Council action at a special formal meeting to be binding on the Department past the time of the next regular Council meeting it must be ratified at this regular meeting.
3. Five members of the Council shall constitute a quorum.

4. An agenda of each meeting of the Council shall be published and distributed to each member of the Department and of the Council; the agenda of a regular meeting of the Council shall be distributed at least two school days preceding the regular meeting; whenever possible the agenda of a special meeting of the Council shall be distributed prior to the meeting in sufficient time to allow its perusal by the members of the Department.
5. The Council may take final action on major business only if it is on an agenda that has been distributed prior to the meeting.
6. The distributed agenda of the Council shall include under new business any proposal presented in writing to the Council by any member of the Department; such proposals shall be listed on the agenda of the regular meeting of the Council next distributed after receipt of the proposals and shall be listed in the order received.
7. The formal meetings of the Council shall be conducted according to Robert's Rules of Order, Revised, except as otherwise provided in these Bylaws.
8. Minutes and other meaningful reports of each Council meeting shall be distributed to all members of the Department and of the Council within seven school days following Council approval of these minutes and, whenever possible, prior to the time at which any action taken by the Council at the meeting takes effect.
9. Any member of the Department may attend any meeting of the Council except possibly for such meetings as may be provided by the procedures authorized by VII 6, and although regarded as a visitor shall ordinarily be allowed to speak on business before the Council.
10. All items on the agenda of the Council proposing an enactment shall be disposed of by a vote on a motion to adopt the proposal (or an amended form thereof) or an affirmative vote of the majority of the Council on a motion to reject, refer to the entire Department or a specified committee, or postpone to a certain time the discussion of such a proposal. If the Council refers a proposal to the Department, the Council shall decide which Department members can vote on the proposal, subject to other Department, College, and University rules.

VII. POWERS AND DUTIES

1. The Council is empowered to act for the Department in advising the Head on all matters he or she may bring to it and to act for the Department in formulating resolutions and new policies, plans and programs and modifying existing policies, plans and programs of the Department except as hereinafter restricted.
2. (a) Any proposal approved by the Council directly related to any of the following should be placed on the agenda of the next formal Departmental meeting and does not become Department policy unless approved by the Department.
 - (i) Requirements for any major or minor offered by the Department;
 - (ii) Requirements for graduate degrees granted by the Department;
 - (iii) The DFSC;
 - (iv) Amendment of these Bylaws.

In the case of items (i), (ii), and (iii) above, voting will be restricted to tenure-track faculty.

 - (b) The Council may refer any matter to the entire Department for action.
3. The Council may request the Head to call special meetings of the Department; such meetings should be held at the earliest convenient time within two weeks after the request.
4. The Council may create and charge such committees and boards as it deems necessary or useful to the exercise of its powers and duties.
5. If the Head vetoes or fails to execute or supports a failure to execute any resolution, policy, plan or program approved by the Council or the Department or executes or supports someone else's execution of any policy, plan, or program contrary to a decision of the Council or the Department, the Council may call a formal meeting of the Department at the earliest time convenient to the Department and the Head; this meeting shall be chaired by an individual selected by the Council, and its agenda shall consist only of business germane to the

matter which led to the calling of the meeting. A motion to formally oppose the action of the Head passes if approved by at least 3/5 of the members of the Department and fails otherwise. If the motion passes, the Council shall take appropriate action to attempt to effect the will of the Department.

6. The Council shall establish procedures by which an individual member of the Department may obtain a place to bring allegations regarding grievances suffered at the hands of other members of the Department, a judgment regarding the allegations, and all possible redress or rectification implied by the judgment.
7. The Council shall if requested provide to any Department member access to information regarding Department matters to which the Council has access, as long as this is compatible with a proper respect for privacy.
8. The Council shall report to the Department on any matter the Department may refer to it and, in so far as possible, at the time and in the manner requested by the Department.

VIII. REFERENDA

1. Any decision or action of the Council may be referred to a vote of the Department in accordance with the procedures established in this article.
2. A referendum on any Council decision or action may be requested by submitting to the Head a petition signed by at least 15% of the members of the Department; such petition shall be presented within ten school days after the minutes reporting the decision or action have been distributed.
3. A properly submitted request for a referendum shall cause the matter in question to be put on the agenda of the next formal meeting of the Department and shall take precedence over any new business.
4. The Head may, consistent with the urgency of the request for a referendum, call a special meeting of the Department to consider the appeal. If the Department does not have a Departmental meeting scheduled at the time of submission of the request, a special meeting shall be called to consider the request. In this case, the special meeting

shall be called within one month of the day of submission of the request.

5. The Head may request a referendum on any Council decision or action and may call a special meeting of the Department to do so.
6. A decision or action of the Council shall be countermanded by a vote of the majority of the members of the Department to do so. Each member of the Department shall be eligible to vote. If there is not such a majority vote to countermand, the decision or action of the Council shall stand.

IX. AMENDMENT

1. Any proposed amendment to these Bylaws shall be submitted to the Council and put on the agenda of the Council meeting as described in VI 6.
2. If a proposed amendment is approved by the Council, the proposed amendment shall be promptly submitted to a vote of the Department. This vote may be taken by either secret ballot or secure electronic voting.
3. If 3/5 majority of the members of the Department approves a proposed amendment, it shall be adopted.