

BYLAWS FOR THE CNAS–AAC

We, the Faculty of the University of Guam’s College of Natural and Applied Sciences (hereinafter referred to as CNAS), in order to fulfill our shared responsibility in University academic governance, formally establish these Bylaws by which the CNAS Academic Affairs Committee shall operate.

ARTICLE I—NAME

In accordance with the University of Guam Board of Regents-Faculty Union Agreement, this representative body shall be called the College of Natural and Applied Sciences Academic Affairs Committee (hereinafter referred to as the CNAS–AAC).

ARTICLE II—OBJECTIVES/PURPOSE/MISSION

The objectives of the CNAS–AAC shall be: (1) to provide a platform for dialogue between the Faculty and the Administration; (2) to involve Faculty in the academic decision making at the college level; (3) to involve Faculty in strategic planning for the college; (4) to involve Faculty in developing the college budget; (5) to review and recommend approval or disapproval of changes or additions to the college curriculum, sabbatical leave applications, and of other academic issues at the college level; and (6) to develop a learning organization and learning team at the college level.

ARTICLE III—MEMBERSHIP

In accordance with the University of Guam Board of Regents-Faculty Union Agreement, the voting membership of the CNAS–AAC shall be composed of at least the Dean or the Associate Dean, the Division Chair(s), the Chair or Vice-Chair for each Graduate Program in CNAS, a Representative for each Undergraduate Degree Program in CNAS, and a Representative for the CNAS Assessment Committee.

If a voting member has multiple membership roles, he or she only has a single vote. If the Chair of the CNAS–AAC is an administrator (Dean or Associate Dean), then he or she becomes a non-voting member.

AAC members may authorize additional voting members by majority vote.

Non-voting members may include CNAS members of the Faculty Senate, UCRC, GCRC, GERC, and one student representative from each program. A student representative can be, but is not limited to, an officer of each undergraduate student club registered with the Student Life Office and the Student Government Association. If committee representatives cannot attend the AAC meetings, written reports of their committee activities will be expected and appreciated.

ARTICLE IV—AAC OFFICERS, THEIR ELECTION & THEIR DUTIES

A. NUMBER OF OFFICERS (FORMING THE EXECUTIVE BOARD)

The CNAS–AAC shall have a Chair, Vice-chair and a (revolving) recorder.

B. ELECTION OF THE OFFICERS

Members of the CNAS–AAC shall elect the Chair and the Vice-chair in the second week of May of each academic year. Only voting members of the AAC may serve as officers, and the

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vote shall be by secret ballot. Each term shall be for one year, and their terms shall start at the beginning of each Fall semester.

The list of nominees for Chair will automatically include the Associate Dean (or equivalent position). In the event no faculty member is nominated for Chair, the position will be filled by the Associate Dean by default, and the Associate Dean becomes a non-voting member for the tenure of their term.

C. DUTIES OF THE OFFICERS OF THE EXECUTIVE BOARD

The duties of the officers of the Executive Board shall be as follows:

1. The Chair shall:
 - a. preside over all special and regular CNAS–AAC meetings;
 - b. develop the agenda for all special and regular CNAS–AAC meetings and distribute the agenda to CNAS–AAC members no later than two business days before the scheduled meeting;
 - c. make available in the CNAS Dean's office a copy of the approved minutes of all regular and special CNAS–AAC meetings; and
 - d. encourage participative and group leadership within the CNAS–AAC.
2. The Vice-chair shall preside over all regular and special CNAS-AAC meetings in the absence of the Chair;
3. The (Revolving) Recorders shall keep the minutes of the proceedings of all regular and special CNAS-AAC meetings.

ARTICLE V—MEETINGS

A. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order* shall govern all CNAS–AAC meetings to which they apply and in which they are not inconsistent with the Bylaws and not inconsistent with any special rules of order adopted by the CNAS-AAC membership.

B. QUORUMS, VOTING, & PROHIBITION ON PROXY VOTING

1. A quorum for conducting business shall be fifty percent plus 1 (50% + 1) of the voting CNAS–AAC members.
2. Between regular meetings, items for business and voting may be done electronically (e.g. email/Moodle) as might be required by circumstances. Documents for voting must be submitted, then five (5) days allowed for online discussion, and then electronic vote requires approval by 2/3 of the CNAS–AAC voting membership, as defined in Article III.
3. Voting by proxy is prohibited in all CNAS–AAC meetings, except when authorization has been given in writing for another faculty member to represent an absent voting member.

C. SCHEDULE FOR MEETINGS

The regular CNAS–AAC meetings shall be held at least once a month in each semester, and the CNAS–AAC members shall determine the specific dates. Minutes of each regular and special

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CNAS–AAC meetings shall be kept, regardless of whether or not a quorum was present. The minutes shall show, as a minimum, each member in attendance.

D. AGENDAS FOR CNAS–AAC REGULAR MEETINGS

The order of business on agendas for all CNAS–AAC regular meetings shall be:

1. Call to order by the presiding officer,
2. Reading and approval of the minutes of the previous meeting,
3. Announcements,
4. Unfinished business,
5. New business,
6. Open Forum, and
7. Adjournment.

ARTICLE VI—AMENDMENT PROCESS

Amendments to the Bylaws may be made at any regular meeting of the CNAS–AAC by a vote of two-thirds of the CNAS–AAC members, provided that the amendments have been submitted in writing or electronically (e.g. email) at the CNAS–AAC’s previous regular meeting, and the CNAS–AAC members have had an opportunity to discuss the amendments with their respective programs or divisions. Unless otherwise noted in the amendment, an amendment shall become effective immediately after the CNAS–AAC approves of the amendment and Faculty Senate review and endorsement is completed.

ARTICLE VII—RATIFICATION

These articles were ratified and approved unanimously by the eligible voters who voted by ballot in an election conducted by CNAS held on the 17th day of March 2005.

Bylaws Amended—**14th day of December 2018.**