

## **BY-LAWS OF THE ENGINEERING FACULTY**

### **ARTICLE I**

#### **Meetings of the College Executive Committee**

The College Executive Committee (CEC) of the Engineering Faculty, whose term begins on the first day of the Fall semester, shall normally meet twice a month except during the months of May, June, July and August. Special meetings may be called by the Dean of Engineering, by the President of the Engineering Faculty Organization (EFO), or by representatives or their alternates representing the departments and centers represented in this committee. Representatives or their alternates from two-thirds of the departments and centers represented in this committee shall constitute a quorum. The minutes of these meetings shall be published in a timely fashion on a web site that has access restricted to members of the Engineering Faculty (referred to hereafter as the EFO web site).

### **ARTICLE II**

#### **Meetings of the EFO Executive Subcommittee**

The EFO Executive Subcommittee shall meet if called by an order of the President of the EFO or upon petition of one or more members of this committee. Representatives or their alternates from two-thirds of the departments and centers represented in this committee shall constitute a quorum. Minutes of these meetings shall be published in a timely fashion on the EFO web site.

### **ARTICLE III**

#### **Faculty Meetings**

##### **Section 1. Engineering Faculty Meetings**

The Engineering Faculty shall meet at least once each academic year. Additional meetings may be called by the CEC or by the EFO Executive Subcommittee. The dates of these meetings shall be determined by the CEC or the EFO Executive Subcommittee, as appropriate. A tentative

agenda shall be included with all meeting notices. Notification of meetings may be made by e-mail.

## **Section 2. Academic Faculty Meetings**

The Academic Faculty of the Engineering Faculty shall meet only when called by the EFO Executive Subcommittee. The dates of these meetings shall be determined by the EFO Executive Subcommittee. A tentative agenda shall be included with all meeting notices. Notification of meetings may be made by e-mail.

## **ARTICLE IV**

### **Duties of the College Executive Committee**

The College Executive Committee shall have the following functions and duties:

1. To develop a broad program of activities for the Engineering Faculty and to charge committees and task forces with appropriate related tasks.
2. To serve as the Executive Committee of the Engineering Faculty, to which it shall be responsible, and to which it shall report regularly on the disposition of matters submitted to it, and, except on the establishment of policy, to act in behalf of the Engineering Faculty between Engineering Faculty meetings.
3. To coordinate the activities of all officers and standing committees of the Engineering Faculty in order that their duties may be discharged expeditiously.
4. To set the time and place and to prepare an agenda for regular meetings of the Engineering Faculty.
  - a. Items shall be placed on the agenda;
    - i. Upon request of the President of the Engineering Faculty Organization.
    - ii. Upon request of the Dean of Engineering.
    - iii. Upon request of the Engineering Faculty based on a motion by any member during a meeting of the Engineering Faculty.
  - b. Items may be placed on the agenda;
    - i. Upon request of any member of the CEC.

- ii. Upon request of any standing committee of the Engineering Faculty.
- 5. To call special meetings of the Engineering Faculty as provided for in Article III, Section I. The call for such a meeting shall state, specifically, the purpose for which the meeting is called, and business transacted at such meeting shall be limited to that identified in the call.
- 6. To appoint committees and task forces, to determine voting eligibility, and to discharge all other appropriate duties.
- 7. To establish the length of terms of departmental and center representatives to the CEC.

## **ARTICLE V**

### **Duties of the EFO Executive Subcommittee**

The EFO Executive Subcommittee shall have the following functions and duties:

- 1. To serve as the voice of the Engineering Faculty to the Dean of Engineering, a voice that is independent from the College of Engineering department heads.
- 2. To call, set the time and place, and prepare agenda for meetings of the Academic Faculty as provided for in Article III, Section 2.
  - (a) Items shall be placed on the agenda;
    - i. Upon request of the President of the EFO.
    - ii. Upon request of the Academic Faculty based on a motion by any member during a meeting of the Academic Faculty.
  - (b) Items may be placed on the agenda upon request of any member of the Academic Faculty.
- 3. To consult with Engineering Faculty concerning personnel and academic situations and to assist in resolving difficulties.

## **ARTICLE VI**

### **Elections**

#### **Section 1. Elections to the College Executive Committee**

1. Holding a fair and independent election of a department's representative and alternate to the College Executive Committee shall be the responsibility of that department's outgoing representative. He or she should hold this election no later than two weeks before the end of the outgoing representative's term.
2. The method by which candidates are nominated is at the discretion of the departments' representatives: (1) Either the outgoing representative shall seek nominations from the faculty in the department or center; or (2) all the EFO members in the department or center are nominated, and faculty have until one week prior to the election to withdraw themselves from the official list of nominees.
3. Between two and three weeks prior to the election, the outgoing representative is responsible to send advance notice to the EFO members in the department or center of an upcoming election for a new representative and alternate to the College Executive Committee. This correspondence must list the EFO membership categories and names of those entitled to vote.
4. The outgoing representative is responsible for appointing a non-EFO staff member within the department or center to serve as the official teller of the election. This teller is responsible for properly collecting and tallying the votes.
5. The voting shall be by secret ballot, either by electronic or paper means. Ballots submitted via e-mail to the teller are to be considered secret. Votes received after the voting deadline are invalid.
6. The nominee with the most votes will be the next representative. The nominee with the second most votes will be the next alternate.
7. In the case of a draw, after allowing the nominees to voluntarily withdraw, a runoff election between those still in the draw will be held within one week of the prior election. The secret runoff elections will be by secret ballot and will have a teller from the non-EFO staff of the department or center.

8. Department heads and center directors are requested to provide adequate resources to the outgoing representative to hold an election that is independent and fair.
9. All complaints against the manner in which elections were held should be directed to the President of the EFO, who will have the power to nullify the election if the election is deemed unfair.

## **Section 2. Other Elections**

1. At least six weeks prior to the Provost's deadline for nominations and appointments to University commissions and Committees, the EFO Executive Subcommittee shall appoint a Nominating Committee consisting of a minimum of three Engineering Faculty members who shall prepare a list of nominations to Commissions and Committees of the University, and to Faculty Senate. The list of nominations will be presented to the Engineering Faculty via email at least three weeks prior to the Provost's deadline. Additional nominations may be made at this time only with the nominee's prior consent.
2. The EFO Executive Subcommittee Secretary shall prepare a ballot of the nominees and shall send it to the Engineering Faculty within three days after the slate of nominees is finalized. An electronic ballot using a secure online voting system is preferred. Ballots received within ten days after the mailing date shall be counted by a Committee of Judges appointed by the President of the EFO. In case of a draw, the election of the member or members will be determined by lot, under the supervision of the Committee of Judges. Improperly marked ballots shall be discarded. The EFO Executive Subcommittee Secretary shall report the results of the election to the Engineering Faculty. Notices of meetings, and voting for positions, may be conducted by e-mail.
3. Election procedures for filling seats in the Faculty Senate shall be similar to those detailed in Article IV, Section 2, Paragraphs 1 and 2, with the following exceptions:

- (a) The list of nominees shall contain at least two more names than the number of seats to be filled.
- (b) In event of a vacancy in the Engineering Faculty representation to the Faculty Senate, or to a University Commission or Committee, the CEC may appoint a representative.

## **ARTICLE VII**

### **Standing Committees**

#### **Section 1. Authorizing a committee**

The CEC and the EFO Executive Subcommittee may, respectively, authorize standing and term-limited committees, as they deem appropriate. A simple majority vote is required to authorize a committee.

#### **Section 2. Committee charter**

Each committee must be given a charter that describes its purpose, term, membership, and reporting requirements. This charter must be entered into the minutes of the CEC or the EFO Executive Subcommittee meeting that authorized the committee.

#### **Section 3. Committee membership**

The committee membership must be defined in the committee charter. The charter must identify (A) who may serve on the committee, (B) who may chair the committee, (C) how the chair is identified, and (D) who may vote. The charter may include any of the following in the committee membership:

1. EFO members
2. Non-EFO members
3. Ex officio members
4. Members appointed by other organizations (e.g., Department representatives)

#### **Section 4. Committee reporting requirements**

The committee charter must describe the committee reporting requirements. At minimum, the committee must (A) convene annually, and (B) present a written report annually to either the CEC or the EFO Executive Subcommittee, as described in the charter. The charter must describe to what extent these reports are to be made public. The CEC or the EFO Executive Subcommittee may elect, by simple majority vote, to amend the public access to these reports. The receipt of a report that is not made public must be noted in the minutes of the CEC meeting or the EFO Executive Subcommittee meeting that received the report. Committees that fail to meet their reporting requirements must be reviewed at least annually for reauthorization. Committees that meet their reporting requirements do not need to be explicitly reauthorized unless their term has ended.

#### **Section 5. Committee termination**

The CEC or the EFO Executive Subcommittee that authorized a committee may terminate this committee at any time with a simple majority vote. The termination of a committee must be entered in the minutes of the CEC meeting or the EFO Executive Subcommittee meeting that authorized the termination.

### **ARTICLE VIII**

#### **Quorum**

A quorum shall consist of one-fifth of the voting members present in person for both the Engineering Faculty and the Academic Faculty.

### **ARTICLE IX**

#### **Amending By-Laws**

The By-Laws may be amended at any regular meeting of the Engineering Faculty or at any special meeting called for that purpose by an affirmative vote of two-thirds of the eligible members present at the meeting. If a quorum cannot be reached, the By-laws may be

amended using an electronic ballot. The By-laws shall be amended by an affirmative vote of two-thirds of the eligible respondents.

## **ARTICLE X**

### **Parliamentary Procedure**

Conduct of the meetings of the Engineering Faculty of the Virginia Polytechnic Institute and State University shall be governed by Sturgis' Standard Code of Parliamentary Procedure.

## **ARTICLE XI**

### **Non-Departmental Representation**

Articles IV, Section 2 of the Constitution of the Engineering Faculty Organization permits the representation to the CEC and the EFO Executive Subcommittee by entities other than College of Engineering departments and divisions. The following such entities are so recognized:

1. Engineering Faculty stationed in Northern Virginia
2. Center for Power Electronics Systems (CPES)
3. Virginia Tech Transportation Institute (VTI)

## **ARTICLE XII**

### **Membership**

The following three sections relate the employee titles used within the College of Engineering to Articles III and IV of the Constitution of the Engineering Faculty Organization, with respect to its membership, voting rights, and eligibility to serve on the CEC and the EFO Executive Subcommittee.

#### **Section 1. Members that can vote and serve**

The following employee titles within the College of Engineering give automatic membership to the EFO with the right to vote for and serve on the CEC and the EFO Executive Subcommittee, unless exempted in Article XI, Section 2:

1. Assistant Professor



2. Associate Professor
3. Professor
4. Research Assistant Professor
5. Research Associate Professor
6. Research Professor
7. Assistant Professor of Practice
8. Associate Professor of Practice
9. Professor of Practice
10. Alumni Distinguished Professor
11. University Distinguished Professor
12. Named professorships or chairs in any of the above categories

## **Section 2. Members that can vote but not serve**

The following employee titles within the College of Engineering give automatic membership to the EFO with the right to vote for but not serve on the CEC and the EFO Executive Subcommittee:

1. Instructor
2. Advanced Instructor
3. Senior Instructor
4. Lecturer
5. Department Head
6. Director of the Center for Power Electronics Systems (CPES)
7. Director of the Virginia Tech Transportation Institute (VTTI)
8. Visiting Professor at any level
9. Professor Emeritus at any level
10. Administrative faculty, including Dean, Provost, and President staffs

## **Section 3. Not members of the Engineering Faculty Organization**

The following employee titles within the College of Engineering do not give membership in the

EFO and preclude voting for or serving on the CEC and the EFO Executive Subcommittee:

1. Adjunct Professor at any level
2. Graduate Assistant
3. Graduate Research Assistant
4. Graduate Teaching Assistant
5. Senior Graduate Research Assistant
6. Senior Graduate Teaching Assistant
7. Research Associates
8. Senior Research Associates
9. Research Scientists
10. Senior Research Scientists
11. Postdoctoral Associates
12. Project Associates
13. Senior Project Associates
14. Project Directors