

FAQ: Faculty Handbook Amendments
Prepared by Patrick Wilson, February 2013

Who may propose an amendment?

President
Dean of Faculty
Board of Trustees

Faculty
Faculty Committee (any)
Voting Member of Faculty

How and when must previous notice be given?

In writing, at the previous month's regular faculty meeting (usually as new business), *or*
In writing, included with the call of (i.e., on the agenda for) a regular or special faculty meeting

What vote is required?

A two-thirds vote of the Faculty (i.e., at least two-thirds of the votes cast by members eligible to vote, ignoring abstentions, at a regular meeting or properly called special meeting where a quorum is present), *and*
Approval by the Board of Trustees

How is the faculty vote recorded?

Unless the vote is unanimous or nearly unanimous, it is counted and recorded in the minutes.

What if the Faculty and Board disagree?

A joint ad hoc committee resolves the differences, as stipulated in the Handbook.

When do Handbook amendments take effect?

On July 1, immediately following their approval by the Faculty and Board

Where do Handbook amendments appear on the agenda?

Under committee reports, if proposed by a faculty committee, *or*
Under general orders, if otherwise proposed or if postponed from a previous meeting

How are multiple conflicting amendments handled?

Multiple conflicting amendments for which notice has been given are taken up individually and in a logical sequence, as arranged by the chair, usually from least inclusive to most inclusive. (The sequence may be altered by majority vote without debate.)

How are amendments to amendments handled?

Primary and secondary amendments to a Handbook amendment may be offered during debate and require a majority vote for adoption (before a final, two-thirds vote is taken on the Handbook amendment itself); *but*

No primary or secondary amendment (to a Handbook amendment) that proposes a modification greater than that for which notice has been given is in order.

How should notice of an amendment be worded?

Notice must include the complete and accurate purport of the amendment and should be formally worded, as in the following example:

Notice of Handbook Amendment
(*Sample Only*)

Notice of a proposed amendment to the Faculty Handbook, to be considered by the faculty at its regular March meeting, is hereby given.

II. Organization of the College. B. Faculty Organization. 3. Clerk of the Faculty
Amend by striking out “a five-year renewable term” and inserting “life”.

CURRENT LANGUAGE	PROPOSED AMENDMENT	IF ADOPTED, WILL READ
Elected by the faculty from among its tenured members for a five-year renewable term.	AMEND BY STRIKING OUT AND INSERTING Elected by the faculty from among its tenured members for a five-year renewable term life .	Elected by the faculty from among its tenured members for life.

Proposed by: Faculty Affairs Committee

Rationale: To maximize continuity and to ensure allegiance to parliamentary principles rather than popular opinion.

(~~strikethrough~~ = strike out **bold** = insert or add)