

IOWA STATE UNIVERSITY
GRADUATE COUNCIL
BY-LAWS

ARTICLE I. PROCEDURES

- The Council will generally conduct its affairs in an open discussion format, and Council members are expected to behave with decorum and in a courteous manner. When more formal procedures are deemed necessary or votes taken, the Council will follow Robert's Rules of Order.
- A quorum shall consist of ten members of the Council, constituting a simple majority of the elected membership.
- If a majority of the members of the Council concurs, any issue may be referred for a decision to the full membership of the Graduate Faculty by a mail ballot.
- By-laws of the Graduate Council may be added to, amended or deleted by a majority vote of the members of the Council.
- The Faculty Handbook states that the faculty "is responsible for educational policies and procedures of the university, including admission requirements, graduation requirements, curriculum and course revisions, new degree programs, and grading procedures. It also recommends candidates for diplomas, degrees, and certificates to be conferred by the president." Consequently, only the faculty members of the Graduate Council may vote on such issues or policy changes regarding them that come before the Council.

ARTICLE II. VACANCIES

- The chair of the Council will notify any member of the Council who misses two consecutive meetings of the Council or two consecutive meetings of a subcommittee that another absence will cause that member's seat to be declared vacant.
- If, for any reason, a seat on the Council becomes vacant, a replacement member from the proper division will be elected to serve the unexpired term at the time of the annual election of new members during Spring Semester.
- Candidates in any election will be declared elected so long as they receive a plurality of the votes cast.

ARTICLE III. COMMITTEES

- Chairs for the Council's standing committees will be appointed by the Dean in consultation with members of the Council from among the Graduate Faculty. Chairs of these standing committees will also serve as ex officio nonvoting members, if not already elected to the Council.
- Typically, the Graduate Council will endorse all actions of its standing committees and forward them to the appropriate next level of authority. However, if any Council member wishes to question an action a standing committee has taken, that issue will be discussed by the full Graduate Council. Similarly, a committee chair may bring to the Graduate Council for discussion and advice any issue that has arisen within that committee.

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ARTICLE IV. CONSTITUENT REPORTS

- Minutes of Graduate Council meetings will be made available to all Graduate Faculty members.
- Upon the invitation of the Graduate Dean, the chair of the Graduate Council may report on Council activities to the DOGEs (Departmental Officers for Graduate Education.)