

ADMINISTRATORS COUNCIL BYLAWS
New Jersey Institute of Technology
(Adopted March 4, 2014)

I. INTRODUCTION

These Administrators Council Bylaws (hereinafter “bylaws”) are formulated in accordance with Section 5 of the Constitution of the Administrators Council of New Jersey Institute of Technology (hereinafter “university”).

II. MEMBERSHIP

A. Selection Of Members

1. Inaugural Members

Inaugural members of the Administrators Council (hereinafter “AC”) shall be appointed by the university’s executive levels and selected from various departments to ensure maximum university-wide participation. Inaugural members shall serve staggered terms: two of the inaugural members shall serve a one (1) year term (until August 31, 2015); two of the inaugural members shall serve a two (2) year term (until August 31, 2016); and the remaining two inaugural members shall serve a three (3) year term (until August 31, 2017).

2. Composition

The AC shall be comprised of one (1) member per vice president/executive level area (hereinafter “AC Members”) where the total number of administrators at or above the level of director and below the level of vice president (hereinafter “Members”) therein, is greater than ten (10). Where the total number of Members of such areas is ten (10) or less, representation may be grouped together with other vice president/executive level areas at the discretion of the AC.

3. Election Of Administrators Council Members

Elections for non-inaugural AC Members shall be held during the spring and sufficiently in advance of the start of new terms of office. A committee shall be established by the AC to begin the necessary preparation and publicity for the spring elections (hereinafter “Election Committee”). All Members for the vice president/executive level area having an opening for the AC shall be invited to make nominations, including self-nominations. All nominations shall be placed on a ballot (hard copy and/or electronic) and distributed to all of the eligible vice president/executive level area Members.

4. Nominees For Administrators Council

Vice president/executive level area Members shall select their choices for AC Members up to the number of AC Member positions being filled. Nominees will be elected to their positions through a uniform secret ballot process coordinated and tabulated by the Election Committee, with assistance from the university’s Human Resources Department.

5. Election To Administrators Council

Prior to balloting, the President of the Administrators Council shall confirm each nominee’s ability and willingness to serve. Ballots shall be distributed to the appropriate vice president/executive level areas for voting. The nominee receiving the most votes will become the elected AC Member. In the event of a tie vote, nominees with the greatest number of years of service at the university shall be selected.

B. Terms Of Office For Elected Members

1. Administrators Council Members' Term Of Office

The term of office for elected AC Members shall be three (3) years, beginning on September 1 and ending on August 31.

2. Staggered Terms

Terms of office will be staggered according to when inaugural AC Members' terms expire. No elected AC Member can serve more than two (2) consecutive full terms or four (4) lifetime terms. Temporary appointments due to special circumstances pursuant to Article II (C) below shall not constitute an elected term.

C. Special Circumstances

1. Temporary Cessation Of Term And Temporary Replacements

An AC Member who is temporarily unable to serve shall be replaced by another eligible Member as appointed by the Vice President of the affected vice president/executive level area, upon the recommendation of the AC Members. The replacement representative shall be appointed to serve until the original AC Member can return to finish the remainder of his or her term.

2. Premature Permanent Cessation And Replacements For Remaining Terms

If an AC Member no longer fits the criteria necessary to serve or permanently vacates his or her position as an AC Member before the end of his or her term, the Vice President of the affected vice president/executive level area shall appoint a temporary replacement until the next AC election occurs, upon the recommendation of the AC Members. This vacated AC Member position will be on the next election ballot to serve for the remainder of the unexpired term.

D. Notification Of Representatives

By April 30, the AC shall notify the University Senate President of the name(s) of the AC Member(s) filling any open seats in the University Senate.

E. Election Of Administrators Council Officers

1. Election Procedure

Pursuant to Section 4 of the Constitution of the Administrators Council, the voting AC Members shall at their first meeting and as required at subsequent meetings when new AC Members are installed, elect a President and Vice President. At these meetings, the elected President of the Administrators Council shall also select an Executive Secretary from among its remaining AC Members. No AC Member shall hold more than one (1) officer position within the AC at the same time.

2. Nominations

Nominations for officer positions, including self-nominations, shall be made during the AC's first meeting and as required at subsequent meetings when new AC Members are installed. Nominations shall require a second.

3. Voting For Officers

The President of the Administrators Council shall conduct a closed ballot election whenever there is more than one (1) candidate for an officer position. When there is only one (1) candidate for a position, the election shall be by acclamation.

4. Terms Of Office For Officers

Officers elected by the AC Members shall serve in their officer positions for one (1) year terms, from the time of their election until the next election of AC officers.

F. Duties Of Administrators Council Members

All AC Members shall be expected to perform the following four (4) duties: attend all meetings of the AC and participate fully and knowledgeably in its deliberations; keep the Members within their respective vice president/executive level area informed of AC business and decisions; solicit the opinions of other Members about AC, Faculty Senate and University Senate business; and represent the interests of the university as a whole, as well as the interests of all Members.

G. Duties Of The President, Vice President and Executive Secretary

In performing their duties, the President, Vice President and Executive Secretary of the Administrators Council shall at all times maintain open channels of communication with all Members and strive to represent the will of their respective vice president/executive level areas and all Members as a whole.

1. Duties Of The President

The duties of the President shall include:

- (a) Serves as the presiding officer of the AC;
- (b) Convenes and conducts meetings of the AC;
- (c) Oversees committees of the AC and interacts with the chairpersons of the same about their committee business;
- (d) Represents the AC in interactions with the University Senate as one of the AC's voting members to the University Senate, as well as the President of the university and other individuals and bodies inside or outside the university with which communication on behalf of the AC may be deemed appropriate by the AC; and
- (e) Oversees the reporting of AC decisions and recommendations to the University Senate, the President of the university and other individuals and bodies inside or outside the university with which communication on behalf of the AC may be deemed appropriate by the AC.

2. Duties Of The Vice President

The duties of the Vice President shall include:

- (a) Assists the President of the Administrators Council in performing his or her duties;
- (b) Performs the duties of the President of the Administrators Council in his or her absence; and
- (c) Represents the AC in interactions with the University Senate as the second AC voting member to the University Senate.

3. Duties Of The Executive Secretary

The duties of the Executive Secretary shall include:

- (a) Maintains and distributes action minutes of the meetings and notice of communications received;
- (b) Conducts correspondence at the direction of the President of the Administrators Council; and
- (c) Schedules required meetings and notifies AC Members and/or Members of the same.

III. MEETINGS OF THE ADMINISTRATORS COUNCIL

A. Regular Meetings

The AC shall meet regularly, but not less than two (2) times each semester during the Academic Year. Committees shall meet as frequently as necessary, subject to the direction of the AC.

B. Special Meetings

Special meetings shall be held in two (2) ways: by the decision of the President of the Administrators Council, or upon request by an AC Member.

C. Quorum

The quorum for transaction of business at any meeting of the AC shall be a majority of its entire membership. Meeting dates shall be scheduled so as to guarantee a quorum. If a quorum is not present, a lesser number of AC Members may discuss matters and may adjourn the meeting to a later date. The President of the Administrators Council shall have a vote within the AC and in the event of a tie, also have the casting vote.

D. Rules Of Order At Meetings

1. Robert's Rules

Unless otherwise specified in the Constitution of the Administrators Council or these Administrators Council Bylaws, meetings of the AC and its committees shall be conducted according to the rules of procedure in the most recent edition of Robert's Rules of Order Newly Revised.

2. Majority Vote

Decisions at AC meetings shall be determined by a majority of votes cast on motions. AC Members may vote for or against a motion, or they may register an abstention. However, abstentions are not considered "votes cast".

E. Open And Closed Meetings

1. Open Meetings

As stated in Section 6.2.1 of the Constitution of the Administrators Council: "unless otherwise specified, all meetings of the AC shall be open to the university".

2. Closed Meetings

As stated in Section 6.2.2 of the Constitution of the Administrators Council, a meeting of the AC or any portion thereof may be closed in "special circumstances". Special circumstances may include by way of example and not limitation, matters that concern specific personnel, individual privacy, student records, or any other matters deemed confidential by law. Procedures for closed meetings shall include:

- (a) A meeting may be declared to be closed in one of two (2) ways: by announcement of the President of the Administrators Council, or by majority of the votes cast by the AC Members;
- (b) Meetings or parts of meetings that are closed shall be restricted to AC Members only; and
- (c) Besides the information provided in the minutes, the AC Members shall be aware that business conducted in closed meetings of the AC is confidential and is to be treated as such.

F. Minutes

The AC shall publish action minutes of its deliberations. The minutes shall be kept by the Executive Secretary of the Administrators Council and shall record votes taken and decisions made. Minutes shall be distributed via the designated university website.

IV. COMMITTEES

A. Reporting

Committees established by the AC from time-to-time for work during an academic year will report back to the AC not less frequently than every other meeting, and shall keep the AC apprised of their progress monthly.

B. Chairpersons

The Chairperson of each committee shall be an AC Member or an appropriate Member.

C. Election Committee

At the last meeting of the AC in the fall semester, an Election Committee of not less than three (3) AC Members shall be nominated and elected by the AC to begin the necessary preparation and publicity for the spring elections.

V. ADOPTION AND AMENDMENTS

A. Adoption

These bylaws shall be adopted when a majority vote by all current AC Members is achieved.

B. Amendment

Amendment of these bylaws requires that these two (2) conditions first be met: a majority vote of the full membership of the AC and communication of the approved amendment to all Members.