Bylaws of the Wilkes Honors College

of Florida Atlantic University

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|  Preamble |
| Article I: | The College | Article III: | Committees |
| 1.1: | The Faculty | 3.1: | General Requirements |
| 1.2: | Administrative Officers | 3.2: | Membership |
| 1.3: | Chairs | 3.3: | Standing Committees |
| 1.4: | Affiliate Faculty | 3.4: | Ad Hoc Committees |
| 1.5: | Relatives and Conflicts of Interest | Article IV: | Relationship with Faculty Senate |
| Article II: | Faculty Assembly | Article V: | Parliamentary Authority |
| 2.1: | Functions | Article VI: | Ratification/Amendments |
| 2.2: | Membership |  |  |
| 2.3: | Officers/Election Procedures |  |  |
| 2.4: | Meetings and Agenda |  |  |
| 2.5: | Relatives and Conflicts of Interest |  |  |

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PREAMBLE

The faculty of the Wilkes Honors College adopts these Bylaws to define the role of faculty governance within our College. The goal of these Bylaws is to create a fair, collegial, and effective structure for faculty governance in the Wilkes Honors College. We recognize that these Bylaws are subject to federal and state law and the regulations and policies of the President and Provost of Florida Atlantic University. These bylaws were approved by the faculty of the Wilkes Honors College on March 8, 2021.

ARTICLE I: THE COLLEGE

SECTION 1. THE FACULTY

A. Membership

The Faculty of the Wilkes Honors College shall consist of members with professorial rank, instructors, lecturers, adjuncts, affiliate faculty, and visiting professors. Only those members of the Wilkes Honors College faculty with tenure or in tenure-earning positions or in long-term full-time instructor positions shall serve on the Faculty Assembly and so may vote, hold office, and serve on committees.

The Parliamentarian has a right to vote. Parliamentarian who abstains or fails to participate in the original vote for whatever reason, cannot cast the deciding vote. Only the Presiding Officer can cast the deciding vote. Only voting members of the Faculty Assembly can make and second motions.

B. Academic Freedom

In accordance with the principles of academic freedom and responsibility, faculty have the freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select instructional materials and determine grades in accordance with University and SUS policies. Faculty members are expected to exercise their academic freedom responsibly, treating students, staff, and colleagues with respect and evaluating students based upon merit.

SECTION 2. ADMINISTRATIVE OFFICERS

A. The Dean

The Dean shall be the chief administrative officer of The Wilkes Honors College. The primary concern of the Dean shall be to oversee the functioning of the Wilkes Honors College as a community. Within the college, the Dean provides academic, intellectual, and administrative leadership, and is responsible for improving and promoting the quality and effectiveness of the college's instructional and research programs. Outside the college, the Dean shall be the chief representative of the college to the broader communities within which it is nested. The Dean shall keep the faculty apprised of developments that affect the Wilkes Honors College. The Dean shall hold the rank of Professor in the Wilkes Honors College, and shall report directly to the University Provost.

B. The Associate Dean(s)

The responsibilities of Associate Deans are determined by the Dean and included in annual assignments. The Associate Dean(s) shall hold the rank of Associate Professor or Professor in the Wilkes Honors College.

C. Searches for Administrative Officers

Searches for Administrative Officers shall be conducted according to the processes and procedures established by the Provost.

D. Evaluation

Evaluations of the Dean and Associate Dean(s) shall be conducted according to the processes and procedures established by the Provost.

E. Reports to the Faculty

The Dean, or the Dean's designee, shall provide the Faculty Assembly with information on a timely basis, and at least once each semester. This information shall include the following:

A report on the budget, resources, and expenditures of the College.

An assessment of the status and progress of the College, with reference to teaching, research, and service.

Other matters of importance to the faculty, including but not limited to university policy initiatives, projections for faculty hires and student recruitment, enrollment, and attrition, as well as physical plant allocations of office, classroom, and laboratory space.

SECTION 3: CHAIRS

A. Selection of Chairs, Terms of Appointment and Annual Evaluation

Chairs are appointed by the Dean. Dean determines criteria for appointment and the term (duration) of appointment. Dean may solicit faculty input.

Each chair undergoes an annual evaluation by the Dean. As a part of the evaluation, faculty that report to each chair will be asked to provide feedback.

B. Duties

Duties of Chairs are established by the Provost, and specified by the Dean of the College. These duties include but are not limited to: faculty annual assignments and evaluations; activity reports; course planning and scheduling; supervision of faculty, adjuncts, and support staff.

C. Evaluation

Evaluations of Chairs shall be conducted according to the processes and procedures established by the Provost.

SECTION 4: AFFILIATE FACULTY

The Wilkes Honors College may extend an affiliate appointment to a person who meets the college’s professional qualifications, but whose primary assignment is outside the college.

A candidate for affiliate status must be sponsored by a member of the Faculty Assembly who is not a relative of the candidate. The Faculty Sponsor will complete the Affiliate Appointment Nomination Form. This form will include the reason why the nominee should receive Affiliate Status, the start and end date of the appointment, the proposed academic title, the proposed modifier (Courtesy, Affiliate, or Volunteer), and the privileges to be granted, including whether or not the nominee will supervise honors theses and whether or not the nominee will teach a course.

The maximum Wilkes Honors College affiliate appointment for a member of the faculty of other colleges at FAU will be five years, and the maximum appointment for other nominees will be three years.

The Faculty Sponsor will distribute the Affiliate Appointment Nomination Form at least one week before the Faculty Assembly meeting in which the candidate will be discussed. An electronic ballot will be distributed to members of the Faculty Assembly by the Presiding Officer no later than five business days after the faculty vote to close discussion on the nomination. The electronic ballot will be sent to faculty FAU email addresses using a program in which the vote is anonymous and each email address is only able to vote once. The deadline for vote submission shall be no sooner than five and no longer than ten business days after the distribution of electronic ballots. The Presiding Officer will announce the vote to the faculty no later than the next meeting of the faculty assembly.

If the vote is positive the Faculty will forward a request to appoint the candidate to the Dean for approval. The request should be accompanied by a curriculum vitae, and, if the appointee is to be the faculty of record for a course, an official transcript.

If the request is approved, the Dean will send a Letter of Appointment to the candidate following the guidelines outlined in the Provost’s Memorandum “Policy on affiliate faculty appointment revised” from March 17, 2015.

Section 5: Relatives and Conflicts of Interest

While we recognize the important contributions to the Wilkes Honors College made by domestic partners, to avoid the perception of favoritism, bias, or unfair treatment, and to avoid conflict of interest where financial incentives are involved, the Wilkes Honors College adopts the following policy involving FAU policy-defined relatives (*Office of the Provost Memorandum August 17, 2015)*, including current and former spouses and domestic partners:

1. Individuals may not serve in a direct supervisory position over a relative.
2. Individuals must recuse themselves from decisions regarding employment, promotions, awards, raises, summer teaching, study abroad, course releases, and other decisions regarding relatives. Individuals will not vote on such decisions involving relatives, and they will not be present during discussions involving their relatives.
3. Whenever possible, relatives should avoid serving on the same committee together. While this will not be possible on large committees, such as the promotion and tenure committee, it should be avoided on smaller committees, including ad-hoc committees (e.g., faculty searches).
4. Two relatives will not simultaneously serve in administrative positions, as defined in Article 1, Sections 2 and 3, within the Wilkes Honors College.

ARTICLE II: THE WILKES HONORS COLLEGE FACULTY ASSEMBLY

SECTION 1. FUNCTIONS

A. Purpose

The Faculty Assembly of The Wilkes Honors College (henceforth "Faculty Assembly") is established for the purposes of shared faculty governance and shall be concerned with matters of College educational policy, including curriculum, admissions, degree programs, and certificates.

The Faculty Assembly shall debate and make recommendations on college policy and recommend degree programs through appropriately established channels, advise the Dean in matters of planning and budgeting, provide advice for the requirements for admission of students to educational programs of the College, and approve the granting of degrees.

Within the College, the Faculty Assembly shall be the final arbiter on issues pertaining to curriculum and requirements for graduation and shall be consulted and provide input on issues concerning admissions and all other matters concerning the College community.

B. Matters of General Faculty Interest

The Faculty Assembly shall consider matters within the College of general faculty interest which shall include, but not be limited to, policies on tenure, hiring, and promotion, student affairs, and administrative matters, including College organization and the coordination of academic programs at multiple sites.

C. Review of Institutes, Certificate Programs, and Other Units

The establishment and continuation of all academic programs affiliated with the Wilkes Honors College, including but not limited to Institutes and Certificate Programs, shall be subject to review by the Faculty Assembly and the Dean.

D. Consideration of Additional Issues

The Faculty Assembly may consider any other issue that may affect it including budget, physical facilities, planning, and campus enrollment.

SECTION 2. MEMBERSHIP

The Faculty Assembly shall consist of all Wilkes Honors College faculty with tenure or tenure-earning positions or in permanent full-time instructor positions. The Dean and the Associate Dean(s) serve as non-voting members of the Assembly.

SECTION 3. OFFICERS AND ELECTION PROCEDURES FOR OFFICERS

Each Spring, the faculty will name its officers for the following academic year. These officers will include a Presiding Officer, a Parliamentarian, and a Secretary/Alternate.

A. Responsibilities

The responsibilities of the Presiding Officer include serving as moderator for meetings of the Faculty Assembly and developing and distributing agenda for these meetings according to the terms of Article II, Section 4 of these bylaws.

The Parliamentarian will advise the Presiding Officer and members of the faculty assembly on questions of procedure as per article V of these Bylaws.

The Secretary/Alternate shall be responsible for overseeing the preparation and distribution of minutes of all meetings of the Faculty Assembly and for maintaining attendance records and all other official records of Faculty Assembly business.

Additional responsibilities of the Presiding Officer, Parliamentarian, and Secretary/Alternate may be assigned elsewhere in these bylaws and in amendments to these bylaws.

B. Election

Candidates will be nominated or nominate themselves for consideration as officers. The presiding officer will notify the candidates and provide them with the opportunity to accept or decline the nomination.

Voting will be electronic. The electronic ballot will be sent to faculty FAU email addresses using a program in which the vote is anonymous and each email address is only able to vote once. The deadline for vote submission shall be no sooner than five, and no longer than ten, business days after the distribution of electronic ballots. For each office, the winner will be the candidate who received the most votes. If a tie vote occurs, a run-off election will occur including only the names of the candidates receiving the highest number of votes on the previous ballot.

The Presiding Officer will not be expected to serve on any faculty committees apart from the Promotion and Tenure Committee.

C. Term Limitation

No faculty member may serve as Presiding Officer for more than two consecutive terms.

D. Provision for removal from office

At any time, a faculty member may move to call a special election to replace an officer of the Faculty Assembly. If two-thirds of the voting members of the Faculty Assembly approve a motion to replace an officer, said officer shall immediately relinquish the position.

E. Provision for replacement of officers

In the absence of the Presiding Officer, the Secretary/Alternate shall act in this capacity. In the absence of the Secretary/Alternate, the Presiding Officer shall name a member of the Faculty Assembly to act in this capacity.

Similarly, if the Presiding Officer is removed from office under Article II, Section 3, Paragraph D, or if for any other reason the Presiding Officer is not able or willing to complete a term of office, the Secretary/Alternate shall serve in this capacity for the remainder of said term.

If the Secretary/Alternate is removed from office under Article II, Section 3, Paragraph D, or if for any reason the Secretary/Alternate is not able or willing to complete a term of office, the Presiding Officer shall name a member of the faculty to serve in this capacity for the remainder of the term.

If both offices should become vacant, the Parliamentarian shall oversee new elections to be held by the Faculty Assembly.

SECTION 4. MEETINGS AND AGENDA

A. Meetings

The Faculty Assembly shall meet at least once each fall and spring semester, with at least one meeting occurring no later than the end of the fourth week of classes. In addition, the Presiding Officer shall call meetings when needed, or when at least ten percent of the voting members of the Faculty Assembly petition to call a meeting.

B. The Agenda

1. Submission of Items. Members of the Faculty Assembly may submit agenda items to the Presiding Officer no later than two days prior to a meeting. The Presiding Officer shall distribute the agenda no later than 24 hours prior to a meeting.

2. Items by Petition. If at least two Voting Members submit an agenda item by petition, the Presiding Officer must include it on the agenda for the next meeting.

3. Items Added from the Floor. Items added to the agenda from the floor may, upon the discretion of the Presiding Officer, be postponed until the next meeting.

4. The Order of Business. The Presiding Officer shall determine the order of business for each meeting when preparing the agenda. Motions to revise the agenda may be entertained following approval of minutes. In addition to items requiring decision, the agenda for regular meetings shall include announcements and open discussion.

C. Quorum

A quorum for any meeting of the Faculty Assembly shall consist of 40% of its voting members.

If the lack of a quorum prevents action on a motion, the Presiding Officer or designee may present a motion to the members of the Faculty Assembly via electronic ballot. The voting will remain open until such a time as five working days have passed or 50% of the voting members of the Faculty Assembly have cast ballots, whichever is later. Motions considered in the absence of a meeting of the Faculty Assembly shall have a quorum of 60% of the assembly voting members.

D. Absentee Votes

Members who are unable to attend a meeting of the Faculty Assembly but wish to vote on a scheduled agenda item, may submit a vote in writing to be received by the Secretary of the Assembly at least one hour prior to the start of the meeting. If the wording of the motion remains substantially unchanged after deliberation, the absentee votes will be counted. If the wording of the motion is changed to the degree that it alters the original meaning or intention behind the motion, the votes will not be counted. In the event of uncertainty, the Secretary in consultation with the Presiding Officer will determine whether or not the votes may be counted.

ARTICLE III. COMMITTEES

SECTION 1. GENERAL REQUIREMENTS

A. Two types of committees function to accomplish the mission of the College. These are Committees of the Faculty Assembly and Administrative Committees. Committees of the Faculty Assembly report to the HC Faculty Assembly. Administrative committees report to the Dean of the College, or another administrator.

B. Meetings and Reports

Committees shall meet regularly, as necessary, but at least once each fall and spring semester. Each Committee shall provide reports to the Faculty Assembly at least once each semester and at other times upon request.

C. Keeping of Minutes

Where appropriate, each Committee shall keep minutes of meetings and forward these to the appropriate Associate Dean, who will keep them in a permanent file.

D. Terms and Dates for Election to Membership

The Wilkes Honors College shall elect committee representatives in April. Members shall generally serve two-year terms. Where possible, representatives shall be elected in staggered terms such that incumbents constitute approximately half of each committee.

E. Committee Chair

Each standing committee shall have a chair. The chair will serve a one-year term. The chair shall be named in the Spring, following elections to constitute committees. Where possible, the chair shall be chosen from incumbent members of the committee. Where advisable, the chair shall not serve successive terms.

The Faculty Assembly has a right to appoint the committee chair. If the Faculty Assembly does not appoint a committee chair, the first appointed committee member shall serve as an interim chair. If the position of the chair becomes vacant, the first listed member shall serve as an interim chair, unless the committee has made other provisions. The first appointed, or the first listed, member can decline the position of the interim chair. In such case, the next appointed or listed member, as applicable, will serve as an interim chair. An interim chair shall coordinate work of the committee and call the first meeting. At the first meeting, the interim chair shall hold election for the committee chair. The chair of an administrative committee should be acceptable to the Dean or the administrator the committee reports to. Since the first appointed and the first listed members may be confirmed by the committee as chairs it is important that they are qualified to serve in such role.

The chair shall have the responsibility of (1) presiding at committee meetings, (2) soliciting agenda items, and preparing and distributing the agenda; and (3) communicating committee reports to the Faculty Assembly.

F. Vacancies

In the event of one or more vacancies on a committee, the committee will notify the Presiding Officer, who will in turn ask for self-nominations from the faculty to fill the remainder of the term of the replaced committee member(s). In the case of a vacancy in the position of committee chair, the committee as a whole will elect a new chair to serve the remainder of the unexpired term subject to the provisions of Article III, Section 1, Paragraph E.

G. Review of Committee Recommendations and Decisions

A recommendation by a committee to the Faculty Assembly constitutes a motion. As such, committee recommendations do not need a separate motion and a second. If a committee sends an item to the assembly without a recommendation, such item needs a motion and a second to be considered by the assembly. If a committee makes a decision, it should be announced to the assembly in a timely manner. All committee decisions may be subject to review by the Faculty Assembly. A review should be requested in the form of a motion and requires a second.

The Faculty Assembly cannot review decisions made by the P&T Committee.

SECTION 2. MEMBERSHIP

A. Faculty Membership

Committee membership should, where possible, reflect the cultural and disciplinary diversity of the Wilkes Honors College faculty.

B. Administration Membership

As appropriate, the Faculty Assembly may invite the Dean, the Dean’s designee, or other concerned administrators to serve on committees in voting or non-voting capacities.

C. Student Membership

Committees may choose to include student members. Students may be restricted from participating in certain committee business, particularly in matters involving confidentiality. In all cases, decisions concerning the restriction of student participation shall be made by the committee chair.

D. Proxies

A member may designate a proxy to attend occasional missed meetings. In the event that a committee member can no longer continue serving, the procedures for filling vacancies shall be observed according to Article III, Section 1, F of these bylaws.

E. Other Ex-Officio Members

Ex-officio members may be added to a Committee as non-voting members at the discretion of that Committee and with the approval of the Faculty Assembly.

F. Quorum

A majority of the voting members of a Committee, unless otherwise stipulated, shall constitute a quorum.

SECTION 3. STANDING COMMITTEES

Committees of the Faculty Assembly shall be either standing committees or ad-hoc committees. Standing committees shall typically include three to five members of the Faculty Assembly. Additional standing committees may be established in addition to the ones listed below if agreed to by a two-thirds vote of the Faculty Assembly.

A. Promotion and Tenure Committee

The Promotion and Tenure (P & T) committee shall consist of all tenured members of the Faculty Assembly. Responsibilities shall include the evaluation of faculty for promotion and tenure, the development of criteria and procedures for the determination of promotion and tenure and continued review of these criteria and procedures.

B. Curriculum Committee

The Curriculum Committee shall consist of at least five members of the Faculty Assembly. Faculty membership shall include at least one representative of the Humanities, one representative of the Social Sciences, and one representative of the Natural Sciences and/or Mathematics. At least two members of the Committee should have WAC certification. The Committee shall review proposals of new courses, Core courses, course changes, changes to Core or other degree requirements, new concentrations (including individual concentrations), and changes to concentrations. The Committee shall also make available to members of the Faculty Assembly these proposals as well as Curriculum Committee recommendations. All recommendations of the Curriculum Committee are subject to approval by majority vote of the Faculty Assembly. When necessary, approved proposals shall be forwarded by the Curriculum Committee to the University Undergraduate Programs Committee.

C. Writing Committee

The Writing Committee shall consist of at least three members of the Faculty Assembly. Faculty membership shall include at least one specialist in Rhetoric and Composition, one representative of the Humanities, one representative of the Social Sciences, and one representative of the Sciences. Committee responsibilities shall include the development, assessment, and evaluation of the writing program, including writing requirements, writing placement exams, the writing curriculum, and writing portfolios. The committee shall ensure that these responsibilities are met in accordance with prevailing professional practice. The Writing Committee shall develop and promote programs and activities which foster effective communication skills across the disciplines. The Writing Committee shall strive to ensure that the writing program remains consonant with the stated mission of the Wilkes Honors College, that the writing program reflects faculty values concerning writing instruction, and that the writing program has sufficient resources to achieve these goals.

D. Admissions and Recruiting Committee

The Admissions and Recruiting (Admissions) committee shall consist of at least three members of the Faculty Assembly and the Director of Admissions. Responsibilities include acting as interface between faculty and the admissions office and bringing to the attention of the Faculty Assembly any issues concerning admissions.

E. Academic Affairs Committee

The Academic Affairs Committee shall consist of at least three members of the Faculty Assembly and the Director of Academic Support Services. Responsibilities include formulating and evaluating academic advising policy, student retention, articulation and enforcement of college thesis guidelines, administration of student awards, and serving as a liaison for graduate school and career planning and placement.

F. Bylaws Committee

The Bylaws Committee shall consist of at least three members of the Faculty Assembly. Responsibilities are to develop, evaluate, and propose revisions to these Bylaws to ensure that they promote a fair, collegial, and effective structure for faculty governance. The Bylaws Committee shall meet at least once each Spring semester to review the bylaws and the committee structure of the College.

G. The Symposium Committee

The Symposium Committee shall consist of at least three members of the Faculty Assembly and may include student members. The committee, in collaboration with the administration and HC staff, is responsible for organizing the annual Wilkes Honors College Symposium.

J. Other Committees

Other issues, including the formulation and execution of College and extra-College policies, matters of budgetary policy, personnel policy concerning allocation of merit and discretionary raises and other awards, shall be addressed by the Faculty Assembly or by ad hoc committees convened by the Faculty Assembly. All committee recommendations must be consistent with the Collective Bargaining Agreement.

SECTION 4. AD HOC COMMITTEES

A. Search Committees

**Faculty Search Committee.** Faculty search committees shall include at least three members of the Wilkes Honors College Faculty. A majority of the search committee will be members of the Faculty Assembly, and the chair of the committee will be a member of the Faculty Assembly. The chair should be acceptable to the Dean of the College (Article III, Section 1 E). Upon authorization by the Dean, the faculty chair will announce the position to the Faculty Assembly and solicit faculty volunteers. To the extent possible, committee membership will be decided on a self-selection process. Where possible, the chair of the search committee will be a scholar in the discipline for which the search is conducted. To the extent possible, the committee will reflect the cultural and disciplinary diversity of the college. At every stage of the search process, Wilkes Honors College faculty are encouraged to take advantage of the expertise across FAU.

**Faculty Search Procedure.** Faculty searches shall be carried out in accordance with the current version of Provost Policy on Faculty Search and Hiring Procedures.

B. Other Ad-hoc Committees

The Faculty Assembly shall establish additional ad hoc committees at its discretion on any topic not assigned to a standing committee. All such committees shall be reviewed annually and may be continued only by a majority vote of the Faculty Assembly.

ARTICLE IV:
ELECTION OF COLLEGE MEMBERS TO UNIVERSITY FACULTY SENATE

SECTION 1. ELIGIBILITY

All members of the Faculty Assembly are eligible for nomination and election to any of the positions allocated to the College on the University Faculty Senate. When vacancies are available, an election shall be conducted according to the procedures below.

SECTION 2. NOMINATION

The Presiding Officer shall request nominations at-large from the faculty.

SECTION 3. ELECTION

The Presiding Officer will prepare an electronic ballot containing the names of all nominees who have agreed to run. The Presiding Officer will distribute the ballots to the members of the Faculty Assembly. The winner(s) shall be determined on the basis of who has received the most votes. If a tie vote occurs, a run-off election will occur including only the names of the candidates receiving the highest number of votes on the previous ballot. The Presiding Officer will report the results to the University Faculty Senate, to the Provost, and to those elected.

### ARTICLE V: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the parliamentary procedure of the Wilkes Honors College in all cases to which they are applicable and in which they are not inconsistent with federal and state law and the regulations and policies of the President and Provost of Florida Atlantic University. The Parliamentarian will advise the Presiding Officer and members of the faculty assembly on the questions of procedure.

### ARTICLE VI: RATIFICATION OF BYLAWS AND AMENDMENTS

SECTION 1. PROPOSAL

Amendments to the Bylaws may be proposed by either of two methods.

##### A. Faculty Petition

Ten percent of the members of the Faculty Assembly may present a proposal for amendment by petition to the Presiding Officer.

##### B. Bylaws Committee

The Bylaws Committee may formulate proposals for amendment.

#### SECTION 2. ADOPTION

##### A. Notice

Proposed amendments to these Bylaws must be distributed by the Presiding Officer to the Faculty Assembly no more than 7 days after receipt of a valid proposal, and no fewer than 7 days prior to the meeting of the Assembly at which the amendments shall be on the agenda for discussion.

B. Ballots

##### Voting shall be electronic. The electronic ballot will be distributed to members of the Faculty Assembly by the Presiding Officer no later than five business days after a motion to end discussion and vote on the Bylaws or Amendments has been approved by the Faculty Assembly. The electronic ballot will be sent to faculty FAU email addresses using a program where the vote is anonymous and each email address is only able to vote once. The deadline for vote submission shall be no sooner than five and no longer than ten business days after the distribution of electronic ballots.

##### C. Vote Required

### The Bylaws as well as any Amendments to the Bylaws shall become effective immediately following approval by a two-thirds majority of the Faculty Assembly, subject to the approval of the Provost.