

**By-Laws**  
**Undergraduate Curriculum Forum**  
**Southern Connecticut State University**  
**(06/1/04)**

**I. Membership in Voting Units and Terms of Appointments**

- A. Nominations for Undergraduate Curriculum Forum (UCF) Chair will be taken during the last meeting held in the month of April. An opportunity will be provided for the nominees to speak and for general discussion. The election of the UCF Chair will occur at the same meeting, immediately following this discussion period. The election of the Chair shall be by written secret ballot with a majority of those voting required for election. If a majority vote is not received in the first ballot a run-off vote will be conducted between the top two vote-getters. The incoming UCF Chair will take office during the last meeting of the academic year.
  
- B. The incoming UCF chair shall appoint standing committee members during the last meeting of the academic year. Chairs of standing committees shall be elected by the newly appointed committee members during the last meeting of the academic year.

**II. Meeting Schedule**

- A. The UCF shall meet at least monthly during the academic year.
  
- B. Standing committees of the UCF shall also meet at least monthly during the academic year.

**III. Quorum**

- A. Not less than 50% of all voting UCF representatives plus one constitutes a quorum.
  
- B. The Secretary of the UCF shall determine whether a quorum is present before voting takes place.

**IV. Rules of Order**

- A. Robert's Rules of Order, latest edition, shall govern proceedings of the UCF in all cases in which Robert's Rules are not inconsistent with the UCF Constitution and By-Laws. Where the Constitution or By-Laws deviate from Robert's Rules, the Constitution and By-Laws shall govern.
  
- B. The UCF Chair shall appoint a Parliamentarian to interpret Robert's Rules when questions arise. The Parliamentarian shall annually distribute a short guide to Robert's Rules to the UCF membership.

## **V. Voting**

- A. Upon the request of any member, voting on any substantive motion shall be by secret ballot. The chair shall appoint tellers to conduct the ballots.
- B. No absentee ballots or proxies shall be permitted for UCF business.

## **VI. Order of Business**

- A. The order of business at regular meetings of the UCF shall be:
  - 1. Announcements
  - 2. Acceptance of UCF Minutes from the preceding meeting
  - 3. Committee reports
  - 4. Old Business
  - 5. New Business
- B. Any member of the University Community shall have the right to request consideration of additional items for the agenda, in writing, to the Secretary.

## **VII. Rules of Procedure**

The following rules shall govern the normal business of the UCF.

- A. The agenda, insofar as possible, shall be written, reproduced, and delivered to UCF members at least two days prior to the meeting at which they are to be presented.
- B. Any major policy statement or document developed by the UCF or any UCF committee shall be reproduced in its final form and archived on the UCF web site.
- C. Agendas and approved minutes will be made available to the entire university within two weeks.
- D. The UCF Chair shall ensure that the By-Laws be published in their entirety on the UCF web site. The chair shall also ensure that any corrections, revisions, or amendments to the By-Laws be posted on the web site within two weeks of their passage.
- E. In the event that the UCF proposes a resolution intended for the Board of Trustees, the chair shall bring said resolution to the Faculty Senate for their action. For archival purposes, the final form (see part VII., rule B) shall be that approved by the Faculty Senate.

## **VIII. Amending By-Laws**

- A. At any regularly scheduled UCF meeting for which there has been notice in writing at least one week in advance to all members that there will be a consideration of a By-Laws change or amendment, a two-thirds majority vote in

favor of the proposed change by the voting members present will be sufficient to change or amend the By-Laws, as long as a quorum is present.

B. The following documents are considered parts of the By-Laws and are subject to the rules for amendment set forth above:

1. Guiding Principles of the UCF
2. Flow of Proposals
3. Criteria for evaluating proposals
4. Policies and procedures of each standing committee

Any policies or procedures not specifically included herein are not a part of the By-Laws.