

The Chair's Council of the
University of North Texas Constitution
(Amended December 2, 2025)

ARTICLE 1: NAME

The name of this organization shall be the Chairs Council, hereinafter referred to as “the Council.”

ARTICLE 2: PURPOSE

The Council shall exist to facilitate and improve the work of faculty department Chairs by: (a) advocating for issues important to department chairs with university administrators, (b) assisting Chairs in the performance of their duties, (c) providing development opportunities for Chairs, and (d) advancing the University's mission.

ARTICLE 3: AUTHORITY

The Council may consider issues and provide recommendations to the Provost and Deans on matters of interest to Chairs in accordance with ARTICLE 2. The Council may act at the request of the Provost or other appropriate UNT officials. The Council may issue reports and recommendations on such issues to all UNT Chairs, UNT administrators, and other UNT officials and organizations.

ARTICLE 4: MEMBERSHIP ON THE CHAIR'S COUNCIL

SECTION 1: Eligibility

Membership on the Council shall consist of one representative from each academic school and college.

SECTION 2: Duties

Members are expected to attend Council meetings. Members shall serve on committees of the Council and may be elected as an officer of those committees. Members shall be available to their constituents and inform them of the best way to contact them. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Council. Members are expected to inform their constituents about the Council's work and any matters that have been communicated to it.

SECTION 3: Terms of Office

Council members shall serve for two-year terms, with the opportunity for re-election(s) or reappointment(s). Each College and School shall determine its mechanisms for electing or appointing Chairs to the Council. If an individual is named to serve an unexpired term vacated by another member, that individual shall serve the unexpired term.

SECTION 4: Removal from Office

During an elected term, a member relinquishes Council membership upon leaving the employ of the University, moving to an ineligible position, or being removed from the Council.

Any elected member can be removed from office for failure to perform Council duties. The Council may initiate action to remove a member, or a request for removal showing cause may be brought in writing to the Council by any member. The Council shall investigate the matter on a case-by-case basis and shall recommend action if warranted. The Council shall respond to any member who requests removal, informing said member of the Council's decision in the matter. Removal shall be effective upon the vote of 2/3 of those present at a meeting of the Council at which a quorum is present. Possible causes of removal shall include, but not be limited to: failure to meet eligibility requirements or failure to perform Council duties adequately.

ARTICLE 5. RULES OF ORDER

SECTION 1. Meetings

1. Regular meetings of the Council shall be held at least once a semester or more as needed. Special meetings may be called, if needed. Meetings shall be publicized in advance of the scheduled meeting. If the Council Chair has no new agenda items or proposals, he or she reserves the right not to hold a meeting but must give ample notification to Council members.

2. Where there is an urgent need to meet more than the regular meeting schedule, special meetings of the Council may be called by the Chair or a majority of the members of the Council. The request for a special meeting shall be made in writing to the Chair. Ten working days' notice should be given of any special meeting, except in the case of an emergency situation.

SECTION 2: Agenda

Meetings of the Council shall have an agenda that includes the time and place of the meeting, the order of business, and copies of any substantive proposals.

SECTION 3: Voting Privileges

1. All matters brought before the Council that require a vote, except the election of officers, shall be decided by open vote, i.e., voice vote, show of hands, or roll call, as determined by the presiding officer.

2. A simple majority vote of those present shall be used for motions (not including changes in items requiring a 2/3 vote for passage) which require only a majority for their adoption.

3. The following motions require a 2/3 vote of all members of the Council for adoption:

- Amend (annul, repeal, or rescind) any part of the Constitution previously adopted. This motion requires previous notice.

- Amend or rescind a standing rule, a program or order of business, or a resolution, previously adopted, without notice being given at a previous meeting or in the call for the meeting.
- Suspend the rules.
- Dispose from office or remove from membership (these motions require previous notice and discussion between parties).

SECTION 4: Quorum

The Council shall not transact official business without a quorum, which shall exist when a simple majority of the voting members are present. When a member of the Council challenges the absence of a quorum, the Chair of the Council shall call the roll and announce the presence or absence of a quorum.

ARTICLE 6. PRESIDING OFFICER

SECTION 1: Designation

The Council Chair shall be the presiding officer.

SECTION 2: Duties

1. The Chair shall have the following duties: approve agendas and preside at all Council meetings; represent Council at all functions which require representation of the Council, or appoint a current Council member in his or her place; call special meetings when deemed necessary; prepare written reports; communicate actions of the Council to appropriate administrators of the University and be responsible for all official correspondence with the University.

SECTION 3: Elections

The Chair shall be nominated from the floor and elected at the final Council meeting of the spring semester every other year. A simple majority of those present and voting at a meeting of the Council at which a quorum is present is required for election.

SECTION 4: Terms of Office

The Chair shall be elected for two-year terms, with the term beginning at the August meeting.

SECTION 5: Vacancies

If the Chair is unable to complete the elected term of office, a new Chair shall be elected for the length of the unexpired term.

ARTICLE 7: AMENDMENTS

SECTION 1: Chairs at the University of North Texas may propose an amendment to this constitution by submitting a written proposal to any Council representative. The Council Chair shall distribute a copy of the proposed amendment to all Council members, who shall review it.

SECTION 2: If deemed relevant, the proposed amendment shall be presented to the Chair's Council for consideration. A 2/3 majority of all members of the Chairs Council must vote to propose an amendment for a presentation to all department Chairs.

SECTION 3: The proposed amendment shall be placed on the agenda of the next two meetings of all department Chairs. The Council Chair shall send the amended Constitution to all Chairs, requesting that they review it and come to the next meeting prepared to discuss. A vote will be taken in this meeting if all issues are addressed. Passage requires a two-thirds (2/3) positive vote of the present department Chairs.

ARTICLE 8: RATIFICATION

SECTION 1: The current Chairs Council is allowed to propose this Constitution to all UNT department Chairs by a 2/3 majority vote of all members of the Chairs Council.

SECTION 2: The proposed Constitution shall be distributed to all department Chairs for a comment period of no less than two weeks. The passage requires a two-thirds (2/3) positive vote of those departments.

SECTION 3: The Constitution shall be presented to the University of North Texas Vice President of Academic Affairs and Provost.