

The Chairs Council of the
University of North Texas Constitution
(Amended as of June 8, 2020)

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) collaborating with the Provost, Deans, and other administrators on items that are of interest and/or relevant to Chairs and faculty, (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 CHAIRS COUNCIL

SECTION 1: Eligibility

Membership on the Council shall consist of one representative from each of the academic schools and colleges.

SECTION 2: Duties

Members are expected to attend all meetings of the Council. 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 let them know how they may be reached. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Council. Members must keep their constituents informed of the work of the Council and matters communicated to the Council.

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 own 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 nonperformance of 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 provide a response 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 adequately perform Council duties. Non-attendance at Council meetings, failure to consistently report activities of the Council to the constituents, or unavailability of the member to constituents are examples of failure to perform Council duties.

ARTICLE 5. RULES OF ORDER

SECTION 1. Meetings

1. Regular meetings of the Council shall be held every month. 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, with the exception of 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 the presence of a quorum. A quorum shall exist when a simple majority of the voting members is present. When the absence of a quorum is challenged by a member of the Council, the Chair of the Council shall call the roll and 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; have signature authority and approval of all expenditures; 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 be 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

In the event that 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 to any Council representative a written proposal. The Council Chair shall distribute a copy of the proposed amendment to all members of the Council where it shall be reviewed.

SECTION 2: If deemed relevant, the proposed amendment shall then be presented to the Chairs Council for consideration. A 2/3 majority of all members of the Chairs Council must vote to propose an amendment for 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 for reading during the first meeting and discussion and voting during the second meeting. Passage requires a two-thirds (2/3) positive vote of those 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 one month. Passage requires a two-thirds (2/3) positive vote of those department Chairs present at the first called meeting of all Chairs following the one-month comment period.

SECTION 3: Upon ratification by UNT department Chairs, the Constitution shall be presented to the President of the University of North Texas and to the UNT Board of Regents for approval and for inclusion in the UNT Policy Manual.