

Department of Civil Engineering Faculty Meeting Rules of Order (Approved May 2019)

The Department of Civil Engineering will follow Robert's Rules of Order for general business items.

1. The attendance and voting rights, determination of quorum and handling of proxies during Department of Civil Engineering faculty meetings will depend upon the business being conducted during the meeting.
 - a. Meetings related to the Civil Engineering undergraduate program
 - i. Attendance - All Department of Civil Engineering faculty, regardless of title, appointment, or rank, are welcome to attend meetings and engage in discussion.
 - ii. Voting - All faculty, regular or term appointment greater than or equal to a 0.50 (half time) in the Department of Civil Engineering, are eligible to vote.
 - iii. Quorum - The quorum for the transaction of business at a Department of Civil Engineering faculty meeting is met when the number of those required to attend, eligible to vote, and present at the meeting is greater than one-half of the number of faculty as defined in item 2.a.ii above not on leave in a given semester. Assigned proxies are included in the count for a Quorum.
 - iv. Proxies - Eligible faculty as define in item 2.a.ii above may provide their proxy to their department head or other designated eligible faculty member. Assigned proxies are included in the count for the Quorum as identified above.
 - b. Meetings related to the Civil Engineering graduate program
 - i. Attendance - All Department of Civil Engineering faculty, regardless of title, appointment, or rank, are welcome to attend meetings and engage in discussion.
 - ii. Voting - All faculty, regular or term appointment greater than or equal to a 0.50 (half time) in the Department of Civil Engineering, are eligible to vote.
 - iii. Quorum - The quorum for the transaction of business at a Department of Civil Engineering faculty meeting is met when the number of those required to attend, eligible to vote, and present at the meeting is greater than one-half of the number of faculty as defined in item 2.b.ii above not on leave in a given semester. Assigned proxies are included in the count for a Quorum.
 - iv. Proxies - Eligible faculty as define in item 2.b.ii above may provide their proxy to their department head or other designated eligible faculty member. Assigned proxies are included in the count for the Quorum as identified above.
 - c. Meetings related to Civil Engineering tenured and tenure track faculty
 - i. Attendance - All Department of Civil Engineering tenured and tenure-track faculty, regardless of rank, are welcome to attend meetings and engage in discussion.
 - ii. Voting - All tenured or tenure-track faculty with appointment greater than or equal to a 0.50 (half time) in the Department of Civil Engineering, are eligible to vote.
 - iii. Quorum - The quorum for the transaction of business at a Department of Civil Engineering faculty meeting is met when the number of those required to attend, eligible to vote, and present at the

meeting is greater than one-half of the number of faculty as defined in item 2.c.ii above not on leave in a given semester. Assigned proxies are included in the count for a Quorum.

- iv. Proxies - Eligible faculty as define in item 2.c.ii above may provide their proxy to their department head or other designated eligible faculty member. Assigned proxies are included in the count for the Quorum as identified above.