

**BYLAWS OF THE ASSEMBLY OF REPRESENTATIVES FOR
THE COLLEGE OF ENGINEERING, TECHNOLOGY, AND COMPUTER
SCIENCE**

- 1. Powers of the Assembly of Representatives.** These Bylaws are designed to implement the Constitution, and are subordinate to it.
 - 1.1. Membership of the Assembly.** The composition, enlargement, reapportionment, officers, voting privileges, tenure and eligibility aspects of Assembly membership are provided for in the Constitution. In the case of a representative who absents himself or herself unduly, the Assembly may petition the unit from which he or she is serving to recall the representative and elect another. To pass a recall petition, the affirmative vote by secret written ballot of the representatives present at a regular meeting shall be required.
 - 1.2. Meetings.** The Assembly of Representatives shall first meet on the last Monday of August to begin the formation process of the College Promotion and Tenure Committee, or any other appropriate purpose, and thereafter shall normally meet on the first Monday of each month, October through April. A notice with the agenda shall be distributed to the entire faculty of the College at least one week in advance of each meeting. The dates of the regular meeting shall be determined by the Assembly of each succeeding year in the last regular meeting of the current year.
 - 1.3. Quorum.** One-half of the Representatives shall constitute a quorum. The presence of a quorum shall be determined by the Chair or the Vice-Chair at the beginning of each meeting. Once a meeting begins, determination as to the presence of a quorum shall be made only if a request for this comes from a member of the Assembly.
 - 1.4. Attendance at Meetings.** Meetings of the Assembly will normally be open to all faculty members and students of Purdue University Fort Wayne. Other persons may attend upon an invitation from one of the members of the Assembly. The Chair may at his/her discretion extend the privilege of speaking to a visitor.
 - 1.5. Agenda.** The Chair shall be responsible for the preparation and distribution of the agenda. The agenda shall include documents submitted by faculty committees or faculty members. Documents should be submitted to the Chair one week in advance of the meeting to be included in the distributed agenda.
 - 1.6. Order of Business.** The order of business at each regular meeting of the Assembly shall be as follows:
 - 1.6.1. Call to order.
 - 1.6.2. Approval of the minutes of the previous meeting(s).
 - 1.6.3. Report of the presiding officer.

- 1.6.4. Acceptance of the agenda.
- 1.6.5. Old business.
- 1.6.6. Committee reports.
- 1.6.7. New business.
- 1.6.8. The general good and welfare of the College.
- 1.6.9. Adjournment.

- 1.7. Limitations on Actions.** New Business that does not appear in the distributed agenda shall require approval by a two-thirds majority of those present.
- 1.8. Voting.** Decisions of the Assembly shall be made by a majority voice vote with the following exceptions: any member may call for a show of hands or a secret paper ballot and any procedure or election specifically calling for a secret ballot and/or a two-thirds majority as specified in the Constitution or Bylaws.
- 1.9. Implementation of Assembly Actions.** The Chair shall be responsible for implementing actions called for by decisions of the Assembly.
- 1.10. Minutes.** The minutes of each Assembly meeting shall be distributed to the members of the Faculty of the College of Engineering, Technology, and Computer Science.
- 1.11. Amendments to the Bylaws.** The bylaws may be amended by a two-thirds vote of the Representatives at a regular meeting after the amendment has been distributed along with the meeting announcement.