



EMORY

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NELL HODGSON  
WOODRUFF  
SCHOOL OF  
NURSING

**CONSTITUTION & BYLAWS OF THE FACULTY ORGANIZATION**

November 2025

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# CONSTITUTION - THE FACULTY ORGANIZATION

## NELL HODGSON WOODRUFF SCHOOL OF NURSING

### PREAMBLE

- I. The Nell Hodgson Woodruff School of Nursing, hereinafter referred to as “the School” is one of the professional schools of the Robert W. Woodruff Health Sciences Center (WHSC) of Emory University. The School functions within the mission of the University and is consistent with the Bylaws of the University.
- II. The Constitution of the Faculty Organization defines and describes the organization and governance of the Faculty and the rights and responsibilities of faculty and staff. The Bylaws of the Faculty Organization describes the structure and functions of the Faculty and committees of the Faculty and School.

### ARTICLE I. THE FACULTY

#### *SECTION A. Faculty Definition*

- I. Faculty shall be defined as individuals with academic rank having responsibility in the School for teaching, research, practice, and/or administration. The faculty of the school shall include all such officers as have responsibility for instruction in the school. A member of the SON faculty may be a member of more than one school or college within the university. Appointments to membership on the Faculty, other than the Deans, shall be of two kinds—limited and continuous. A limited appointment is one which is terminated at the close of a period of time specified in writing to the appointee (Clinical track, Research track, Visiting Scholar, Tenure Track) as per the University “Gray Book”. A continuous appointment is one which will not be terminated by the University except as specified in the principles approved and published by the Board of Trustees, or by retirement in accordance with the provisions of the Emory University Retirement Plan (Tenure).

#### *SECTION B. Faculty Responsibilities*

- I. Appointment, responsibilities, and related duties are consistent with those described in the current [Emory University’s Statement of Principles Governing Faculty Relationships \(Graybook\)](#).
- II. The Faculty has the authority and responsibility to:
  - a. Make decisions and vote on general academic and educational matters pertaining to the School
  - b. Develop, implement and evaluate curricula
  - c. Set standards and participate in recruitment, admission, academic advisement, and guidance of students
  - d. Recruit and recommend promotion of faculty
  - e. Participate in peer evaluation of teaching effectiveness
  - f. Provide for and respond to student evaluation of teaching effectiveness
  - g. Participate in research and other scholarly activities to advance nursing knowledge and practice
  - h. Participate in academic activities of the total faculty of the University
  - i. Participate in professional and community activities for the purpose of integrating education, service, and research for the improvement of health care
  - j. Participate in the evaluation of school administrators
  - k. Delegate specific issues for discussion and/or action to standing committees
  - l. Participate in faculty governance.

## **ARTICLE II. STAFF**

### ***SECTION A. Staff Definition***

- I. In accordance with the definitions of employee categories provided by Human Resources, the School of Nursing may have Principal Appointments and General Staff employees. Unless otherwise specified, “staff” shall include both principals and general staff.

### ***SECTION B. Principals Definition (also known colloquially as Administrators)***

- I. Principals serving in administrative roles have substantial responsibility for the management of the school and have authority and responsibility for development and/or interpretation of policies on non-academic matters specific to their sphere of expertise. For example, in the School of Nursing, the Associate Dean for and Chief Operating Officer, and the Associate Dean, Finance & Strategic Analyst, Chief Business Officer have principal status.
- II. Voting Rights: Principals shall have voting rights on non-academic matters brought before the faculty. Principals shall attend faculty meetings.
- III. Responsibilities: Responsibilities of principals are designated by the dean.

### ***SECTION C. General Staff Definition***

- I. General Staff shall be defined as personnel employed in jobs which are classified through Human Resources and are not faculty or principal appointments. Such positions support scientific, office and clerical, data management, service, or maintenance functions.
  - a. In the School of Nursing, General Staff shall include those individuals not defined as Faculty, Article I, Section A; or Principals, Article II, Section A.
- II. Voting Rights: General Staff shall have voting rights on staff matters and on non-academic matters in school committees on which they serve, such as the School Life Committee.
- III. Responsibilities: Daily responsibilities of General Staff are designated by the appropriate supervisor in conjunction with the staff’s job description.
- IV. Policy and Procedures
  - a. Policy and Procedures for general staff are outlined in the Emory University Staff Handbook.

## **ARTICLE III. AMENDMENTS TO THE CONSTITUTION OF THE FACULTY ORGANIZATION**

### ***SECTION A. Amendment Proposals***

- I. The notice of proposed amendment action shall be distributed to the Faculty and Principals at least five (5) business days in advance of the meeting at which a vote is to be taken on the proposed amendment. The notice shall specify voting eligibility.
- II. Amendment proposals shall be acted upon at a regular or special faculty meeting no more than 45 days after their introduction. Absentee ballots may be accepted as outlined under the Voting Rights section (Bylaws Section D).

***SECTION B. Amendment Approval***

- I. On issues that affect faculty only, at least two-thirds of faculty eligible to vote, as outlined under Voting Rights Section, must vote favorably for an amendment to this Constitution to be approved.
- II. On issues that affect Faculty and Principals, at least two-thirds of the eligible voters at the time of the vote must vote favorably for an amendment to this Constitution to be approved.

# BYLAWS OF THE FACULTY ORGANIZATION

NELL HODGSON WOODRUFF SCHOOL OF NURSING

## AUTHORIZATION

The following Bylaws are adopted to govern the organization and procedures of the Faculty Organization of the Nell Hodgson Woodruff School of Nursing. These Bylaws are derived from and are a part of the Constitution adopted by the Faculty on June 4, 1980, revised May 1981, August 1982, October 1985, April 1987, January 1991, March 1993, March 1994, May 1995, April 1996, May 1997, May 1998, May 2010, September 2012, October 2013, June 2015, September 2016, December 2017, December 2018, November 2022, November 2025.

## ARTICLE I. THE FACULTY ORGANIZATION SECTION

### *SECTION A. Name*

- I. The name of the organization shall be the Faculty of the Nell Hodgson Woodruff School of Nursing of Emory University (NHWSN).

### *SECTION B. Authority*

- I. Responsibility for the instructional programs of the School shall be vested in the School Faculty under the direction of the President of the University. The Dean, as designated by the President and under the direction of the President is charged with this duty in consultation with the Provost and Executive Vice President for Academic Affairs, and the Executive Vice President for Health Affairs. This responsibility is derived from and is consistent with the [Bylaws of Emory University](#).

### *SECTION C. Membership*

- I. The faculty of the School shall include all such officers as have responsibility for instruction in the School as established in the Bylaws of Emory University.

### *SECTION D. Participation and Voting Rights*

- I. Voting rights shall be extended to ranked faculty at .60 FTE or greater, as stated in the letter of appointment.
- II. All items for consideration for faculty vote will be available at least five (5) business days prior to the vote. Action items for vote will be noted on the agenda for the All Faculty Meeting. If the faculty member who is unable to attend would like to contribute to the discussion on the item scheduled for vote, he/she may send his/her written comments prior to the meeting to the Faculty Convener to be read at the meeting.
- III. Voting process and options to ensure those who are eligible and want to vote can vote:
  - a. Faculty who are unable to attend an All Faculty meeting may vote up to three business days following the faculty meeting where a vote occurred via an absentee ballot. This time can be extended one week at the discretion of the Faculty Convener. The mechanism for their vote will be consistent with the mechanism at the meeting. If there was a vote by show of hands, faculty may email their vote to the Faculty Convener. If there was a confidential ballot, the online voting process below is followed.
  - b. If a vote needs to be taken between All Faculty meetings, online voting is appropriate. Faculty must have the opportunity for discussion or to have questions addressed by a designated point of contact prior to the vote. Online voting may require names attached to votes to

confirm quorum and voting status. Though in cases of confidential ballots, the Senior Director of Faculty Affairs will ensure anonymity.

#### ***SECTION E. Officers***

- I. The officers of this Faculty shall be the Dean, a Faculty Convener, and may include a Parliamentarian.
- II. The Faculty Convener shall preside at meetings of the Faculty.
  - a. The Faculty Convener is chairperson and shall collaborate with the Dean in scheduling and presiding at meetings of the Faculty; and setting the agenda for meetings of the Faculty. The faculty convener shall:
    - i. be elected by the Faculty;
    - ii. be a full-time faculty member; and
    - iii. serve a term of two (2) years
    - iv. serve on the Governance Committee.
- III. The Parliamentarian ensures rules of order are followed and quorum is present for voting
  - a. The Parliamentarian shall:
    - i. be appointed by the Convener;
    - ii. may preside at meetings of the Faculty in the absence of the Convener;
    - iii. be a full-time faculty member;
    - iv. serve a term as specified by the Faculty Convener; and
    - v. serve on the Governance Committee as an ex-officio member.

#### ***SECTION F. Duties and Responsibilities***

- I. The Faculty of the School shall have jurisdiction over the educational programs and the internal affairs of the School, instruction, schedules, and degree requirements as established in refer to the University Bylaws.

#### ***SECTION G. Meetings and Quorum***

- I. A quorum will consist of the simple majority of all faculty eligible to vote.
- II. Meetings of the Faculty organization and principals shall be held at least six times per year.
- III. Meetings of the faculty organization shall be scheduled by the Faculty Convener in collaboration with the Dean to conduct appropriate business of the School. The Dean and/or the Faculty Convener may call special meetings to address special issues.
- IV. Members of the faculty may request that the Dean and/or the Faculty Convener call a meeting to address special issues. The Dean and/or the Faculty Convener have the option to call a special meeting or defer the issues to the next regular meeting or not address the special issue in a faculty meeting.
- V. Meetings shall be conducted according to parliamentary procedure. The source of decisions made by the parliamentarian shall be Keesey's Modern Parliamentary Procedures.

#### ***SECTION H. Documentation***

- I. Minutes of the Faculty meetings shall be shared on [OneDrive](#) for all faculty members to access.

## **ARTICLE II. COMMITTEES OF THE FACULTY ORGANIZATION**

### ***SECTION A. Standing committees of the Faculty Organization, membership, purpose, meetings***

- II. The following committees exist to carry out the responsibilities of the faculty described above. All committees carry out both their ongoing functions (see below) and also fulfill their

annual goals as specified in the committee's annual report from the preceding academic year. Committee membership will be determined through a ballot of ranked faculty and/or assigned by the administrative leaders of NHWSN based on faculty roles, responsibilities, and faculty preferences. If a committee member retires, is on Leave of Absence, or is offboarded, an appointment, reappointment or election is made in conjunction with the Office of Academic Advancement (OAA). Committees will consist of both experienced and new members with staggered two-year terms.

- III. Committees where selection of the chair is not part of their standard process will have the committee chair appointed by Leadership Council. In situations where the chair should be selected by the committee and a committee chair cannot be identified; the Leadership Council may appoint a committee chair.
  - a. The Committee Chairs are responsible for: convening the meetings; setting the agendas; developing or mentoring others on the committee for succession into the chair role; encouraging faculty participation; conveying recommendations in a timely and appropriate fashion; reporting at All Faculty meetings; compiling an accurate record of meetings (including attendance, issues/discussion and recommendations) and communicating the meeting record through minutes which are placed on the shared drive. The Committee Chair is also responsible for submitting an annual report to the Administration of the School and the Faculty which summarizes committee activities for the year and specifies committee goals for the next academic year.
- IV. Voting Rights on Committees
  - a. All members of the faculty eligible to serve are eligible to vote on elected or appointed committees of the School, except as otherwise specified in these Bylaws.
  - b. Unless otherwise specified, ex-officio committee members do not have voting rights.
  - c. Staff, unless ex-officio, have voting rights on non-academic matters on committees on which they serve.

***SECTION B. Standing committees of the Faculty Organization are:***

- I. **Budget and Benefits Committee** provides advice to the Dean on prioritizing initiatives, expenditures, and responses to budgetary challenges, ensuring alignment with the school's academic values and strategic needs, and reports insights to the University Faculty Council, the Faculty, and the University Senate's Budgeting Priorities Committee. The committee shall consist of seven or eight members, four elected faculty (two clinical and two tenure track faculty), the HR Division Director, the faculty representative from the University Faculty Senate, and when available a SON representative from a university wide finance/budget committee(s). The Associate Dean for Finance and Strategic Analyst, and the Faculty Convener and Associate Dean for Clinical Practice Operations shall serve as ex-officio members. The committee shall meet three times per year and operate with transparency through regular communication with Faculty and collaboration with administrative leadership.
- II. **Committee on Clinical Faculty Promotion (CCFP)** is responsible for peer review and recommendations to the Dean relating to clinical faculty appointment and promotion; setting the appropriate standards and criteria by which clinical faculty are promoted. The CCFP co-chair shall be elected by the CCFP; the co-chair assumes the chair role in the year subsequent to serve as co-chair. In the case the co-chair cannot assume the role, a new chair and co-chair are elected. Processes used by the CCFP are delineated in the Faculty Handbook. The CCFP membership will be voted on solely by faculty on the clinical track. All ten voting members of CCFP will be elected. Elected members should include six full professors and four associate professors. The Senior Associate Deans for Academic Advancement and Innovation, and Enrollment, Student Affairs, and Organizational Engagement, and the Assistant Dean for Faculty Advancement or their designee(s) as determined by the Senior

Associate/Associate Dean serve as ex-officio members on the committee.

- III. **Curriculum Committee** is the primary deliberative body pertaining to curriculum and educational program planning. The Committee is responsible for assuring that the programs offered by the School are academically sound and meet requirements for professional licensure and/or certification. The mission of the Woodruff Health Sciences Center is also considered when developing the curricula; assuring that the School's mission, vision, and values are integrated in all programs; coordinating the development, implementation, and evaluation of the curricula of all School academic programs; making recommendations regarding approval, modifications, or discontinuance of courses and programs to the Faculty Organization. The committee consists of ten faculty members including the chair and co-chair: five elected and five appointed as well as two pre-licensure students and two post-licensure students. Ex-officio members include the Associate Dean for Education, the Senior Associate Dean for Enrollment, Student Affairs, and Organizational Engagement, the Registrar for the School of Nursing, the Assistant Dean for Academic Operations, and the Health Sciences Library Representative, or their designee(s) as determined by the Senior Associate/Associate Dean. Other members may be appointed as deemed necessary by the Dean. The faculty has defined the types of curriculum changes that may be simply reported to the committee, those that require committee approval, and those that require committee approval and approval from the Faculty Organization which are outlined in the Faculty Handbook.
- IV. **Executive Council (EC)** facilitates effective organizational communication and ensuring meaningful faculty engagement in the academic and operational functions of the School. In fulfillment of its purpose, the EC identifies, assess, and prioritize internal and external issues and trends pertinent to the School's mission, vision, and values for inclusion on All Faculty meeting agendas. Develop committee charges and facilitate communication among standing committees in collaboration with the Governance Committee, committee chairs, and School leadership. Promote faculty leadership and representation at School functions through direct participation and recruitment of faculty involvement. Evaluate the effectiveness of the School's organizational structure and, when appropriate, make recommendations to the Dean regarding academic and administrative affairs. Review existing and proposed policies and make recommendations for revisions or updates. Provide a forum for faculty consultation and engagement in School-wide decision-making processes. Collaborate with the Dean and the Leadership Council to advance faculty involvement in strategic planning and other initiatives critical to the School's mission. Council membership shall consist of six members in addition to the Faculty Convener and Convener-Elect, as applicable. Members are appointed by the Dean to represent areas of work aligned with the School's mission and shall include the current faculty representative to the University Senate.
- V. **Faculty Committee on Appointment, Promotion and Tenure (FCAPT)** is responsible for peer reviews and making recommendations to the Dean relating to faculty appointment and progression on the tenure and research tracks. All members of FCAPT will be elected by a vote of tenure track and tenured faculty. Elected members are seven tenured faculty: four full professors and three associate professors. The FCAPT Co-chair, who will assume the chair role in the subsequent year, shall be elected by the FCAPT. In the case the co-chair cannot assume the role, a new chair and co-chair are elected. The processes used by the FCAPT are found in the Faculty Handbook.
- VI. **Faculty Search Committee** is responsible for assisting the Dean in the recruitment of potential faculty by reviewing all inquiries and applications, issuing invitations for visits, establishing the itinerary of candidates who visit, coordinating and participating in applicant interviews, organizing and compiling evaluations of the candidate for its recommendation to

- the Dean, and making recommendations to the Dean for tenure, research, and clinical track positions based on the needs of the School. Committee membership consists of twelve members (including chair); four elected, and eight appointed, including the Senior Associate Dean for Academic Advancement and Innovation, Senior Associate Dean for Research, the Associate Dean for Education, the Senior Associate Dean for Enrollment, Student Affairs, and Organizational Engagement, or their designee(s) as determined by the Senior Associate/Associate Dean. The committee is chaired by a senior faculty member. The committee should have representation from FCAPT, CCFP, pre-licensure, post-licensure, and PhD graduate programs.
- VII. **Governance Committee** is responsible for updating the Faculty Organization Bylaws annually by incorporating and updating the documents with changes; and reviewing all changes to policies and procedures pertaining to Bylaws and any recommendations from the faculty and committees. Committee memberships consist of five members, the Chair and Co-chair, who are appointed, and three elected members. Ex-Officio members are the Faculty Convener, the Faculty Parliamentarian, the Assistant Dean for Academic Operations, and NHWSN's University Faculty Senate Representative.
- VIII. **Honor Council and Academic Hearing Pool** is responsible for determining the validity of any allegation of academic or professional misconduct, including introducing the Student Honor Code to the student body at the start of each academic year; validating that all new students have signed an Honor Code Pledge; recommending actions to the Dean as deemed appropriate; recommending actions to the faculty in the interest of promoting sound ethical behavior within the student body; revise the Student Honor Code in collaboration with the faculty and Associate Dean for Education; keeping strictly confidential any infraction, preliminary meeting, and/or hearing. Council membership consists of seven student members of the Honor Council and seven alternate student members, consisting of ten Pre-licensure students (two from the traditional BSN program, two from the DABSN program, two from the MN program, two from the MN Programs Spring Start, two from the MN Pathway program in their pre-licensure portion), and four graduate students (two from the graduate program and two from the DNP program); four faculty members and four alternate faculty members, consisting of one faculty member and alternate from each of the programs (pre-licensure BSN/MN, post-licensure MSN, post-licensure DNP).
- IX. **Progression Committee** is responsible for reporting data related to pre- and post-licensure student progression; monitoring patterns of student progression and recommending strategies for improvement or change to leadership; evaluating alignment with University goals on retention and graduation; and reviewing/revising/recommending relevant policies related to academic and professional conduct/misconduct, academic progression, i.e. dismissal, readmission, and special standing in collaboration with the Office of Education. Committee membership consists of six members: two committee members are elected and four committee members are appointed including the Chair and Co-Chair. Ex-officio members include the Senior Associate Dean for Enrollment, Student Affairs, and Organizational Engagement, Associate Dean for Education, or their designee(s) as determined by the Senior Associate/Associate Dean.
- X. **Research Advisory Council** is a research think tank responsible for advising the Dean and leadership team on internal and external factors important to advancing the research mission of the school. These include assessing metrics, trends, and outcomes and making recommendations related to current and new initiatives, examining the quality of our research/scholarship endeavors including research training for students at all levels, postdoctoral programs, and needs of the faculty including research and publication productivity, and research funding success; and reviewing the outcomes of

Research/Scholarship Centers and potential collaborative research and innovative partnerships. Members of this committee are appointed by the Dean.

***SECTION C. Faculty Representation at the University Level***

- I. **The NHWSN University Senate representative** is a faculty member elected by the Faculty to serve a three-year term on the University Faculty Senate and Faculty Council; and serves as ex-officio member on the Governance Committee. Successive terms are typically not permitted. The Faculty Convener will call for nominations prior to and conduct an election at the last faculty meeting of the Senate member's expiring term.

***SECTION D. School-wide committees with Faculty Involvement***

- I. **Awards Committee** is responsible for promptly communicating information about student, staff, and internal faculty awards to encourage their nomination of deserving individuals. The committee also maintains an annual record of internal award recipients in the Office of the Dean. Committee membership consists of five appointed members that will include the Senior Associate Dean for Enrollment, Student Affairs, and Organizational Engagement, Assistant Dean for Organizational Success and Engagement, and the Director of Communications and Marketing.
- II. **Dean's Educational Advisory Council** will inform each of the administrative units of the school and will assure that faculty input is provided on a regular basis. It is responsible for advising the Dean and administrative team on the development of new program initiatives, quality of our educational programs, and needs of the faculty including new and revised workload models, potential clinical partnerships and innovative educational models. Membership includes multiple members appointed at the Dean's discretion as well as three elected faculty members.
- III. **School Life Committee** is a school-wide body responsible for coordinating events and activities that serve the entire community of the School, such as service projects, celebration of holidays, faculty and staff award ceremonies, and other community-based events. Evaluation of each event in a de-briefing session will determine success, expenses, attendance, etc., to note areas for improvement with future events. Committee membership consists of ten members of the faculty and staff with a Chair and Co-Chair who rotate every two years. The members are appointed by OAA in consultation with Senior Assistant Dean for Operations and Registrar.
- IV. **Staff Governance Committee** is responsible for advancing the mission and goals of the School by examining matters related to all staff and advising the school's leadership in cultivating the staff experience; advocating on behalf of staff members and contributes to the betterment of our diverse community through engagement, transparency, and partnerships within the School and Emory University. Committee membership consists of School staff members who are elected by the staff of the School. The total committee membership should be between 20-25 voting members per year. Ex-Officio members of the committee include the Associate Dean for Finance and Strategic Analyst, the Assistant Dean for Organizational Success and Engagement, and the HR Division Director.
- V. **SON Community-Building Committee** will focus on advancing principles that support the mission and values relative to social responsibility and building a strong community within the SON, and with local and global partnerships. The committee will leverage the broad representation of people within the SON and the efforts to assist them as they prepare for immersive and experiential learning activities. Other initiatives may include but are not limited to, book reads, field experiences, social events, and other innovative strategies that fuel a sense of belonging and engagement.

- VI. **SON Education, Research, and Scholarship Committee** will serve as a resource to faculty, staff, and students to provide recommendations that advance inclusive pedagogy and promote ethical and best practice approaches to research and scholarship. Efforts may include reviewing educational materials for evolving language, knowledge, and practice to better address the needs of our ever-evolving communities. This committee may recommend programs and initiatives that broaden the understanding of responsible and appropriate research and scholarly work. The SON values AACN's Essentials, a myriad of national standards, and evidence-based resources as the framework for recommendations.

## **ARTICLE III. SUSPENSION OF THE BYLAWS**

### ***SECTION A. Suspension of Bylaws***

- I. Three-fourths of Faculty eligible to vote and present at any meeting in the presence of a quorum may suspend any Bylaw during the continuation of that meeting.

## **ARTICLE IV. AMENDMENTS AND REVISIONS TO THE BYLAWS**

### ***SECTION A. Amendment Proposals***

- I. The notice of proposed amendment action shall be distributed to the Faculty and Principals at least five (5) business days in advance of the meeting at which a vote is to be taken on the proposed amendment. The notice shall specify voting eligibility.
- II. Amendment proposals shall be acted upon at a regular or special faculty meeting no more than 45 days after their introduction. Absentee ballots may be accepted as outlined under the Voting Rights section (Bylaws, Article I, Section D, a).

### ***SECTION B. Amendment Approval***

- I. At least two-thirds of faculty eligible to vote, as outlined under Voting Rights Section, must vote favorably for an amendment to these Bylaws to be approved.

### ***SECTION C. Revisions to the Bylaws***

- I. The Governance Committee will submit the bylaws with any necessary revisions to the faculty at least annually for a vote of approval.