

Shared Governance Council of the Krieger School of Arts and Sciences

By-Laws

Article I: Name

The “Shared Governance Council” shall be the official name of this committee.

Article II: Purpose

The Shared Governance Council (SGC) is an advisory body whose purpose is to bring faculty, administration, and students together for the development and review of policies and issues that affect the Krieger School of Arts and Sciences as a whole.

Article III: Membership

The Shared Governance Council shall consist of 18 voting members as well as up to 6 non-voting members. The members of the SGC shall be apportioned as follows:

Voting members:

- a. The Dean of KSAS (1) is an *ex officio* voting member and Chair of the SGC.
- b. Three (3) chairs of KSAS departments, one each from the Humanities, Social Sciences, and Natural Sciences, each designated by the Dean.
- c. Up to twelve (12) representatives from the Faculty Senate, four each from the Humanities, Social Sciences and Natural Sciences, of which at least two members from each division must be a tenured faculty member, one member from each division must be teaching or research faculty, and one of these teaching or research faculty members must be a faculty member in Advanced Academic Programs.
- d. Where the composition of the Senate does not make such apportioned representation possible, the Senate shall nominate for SGC membership no more than four members each from the divisions of the Humanities, Social Sciences and Natural Sciences, of which no more than three from each division shall be tenured faculty members; no more than one from each division shall be teaching or research faculty; and no more than one of these teaching and research faculty shall be a faculty member from Advanced Academic Programs; and a special election will then be held as specified in Article IV.

- e. One (1) full-time undergraduate student in KSAS as elected by the Johns Hopkins Student Government Association
- f. One (1) full-time doctoral student in KSAS as elected by the Graduate Representative Organization.

Non-voting members

The Vice Dean for Humanities and Social Sciences, the Vice Dean for Graduate Education and Centers and Programs, the Vice Dean for Natural Sciences, and the Vice Dean for Undergraduate Education will each be *ex officio*, non-voting members. In addition, the Dean of KSAS may appoint up to two additional members of the Dean's Office staff (whether faculty or academic-administrative personnel) to serve as *ex officio* non-voting members of the SGC. These non-voting members serve on an annual basis.

Term:

Members shall normally serve three-year terms. To ensure staggered terms, members of the SGC drawn from the Faculty Senate shall also be governed by the procedures for staggered terms and one-semester and one-year membership nominations as specified in the charter for the Faculty Senate for the School of Arts and Sciences, Appendix B.

The chairs of KSAS departments appointed by the Dean as well as the undergraduate and graduate student members of the SGC shall serve one-year terms.

No faculty or student member shall serve more than two consecutive terms.

Replacement of Members Mid-term:

When any elected member of the SGC representing a faculty constituency cannot for whatever reason complete their term of service, the Dean of KSAS shall appoint a representative from the same constituency to complete that member's term.

Article IV: Elections

Should the composition of the Senate be such that it cannot provide representatives from the constituencies specified in Article III.c an election shall be held as follows:

The Dean of KSAS will write all faculty in the school requesting nominations. The electorate will be sent a list of the current members of the Faculty Senate and a list of the number of additional tenured and teaching and research track faculty necessary for the composition of the Senate to have proportional representation as specified in Article III.c.

The slate of candidates, consisting of nominations or self-nominations from eligible faculty, will be presented to all faculty in KSAS with elections to be held no later than three weeks afterwards. Candidates may provide a short biography and link to their website along with their names. A website will be established which allows authenticated secure voting by the electorate via the internet. In the absence of such an electronic voting system, paper ballots may be provided to each eligible voter.

The maximum number of votes which a member of the electorate can cast is the number N of seats to be filled. Voters may vote for candidates regardless of the division or track in which they are appointed. A preferential balloting system is to be used. For a ballot to be valid, it must have a vote for a single candidate indicated as the first preference ("one" or "1"). A voter may also express preferences for up to N-1 additional candidate(s) by marking second preference(s) ("two" or "2") for any of these candidate(s).

The Dean, Vice Chair, and Secretary of the SGC will tally the votes to secure the necessary elected members. Each first-preference vote on a ballot is assigned one point, while each of the second preference votes, if expressed by the voter, is assigned one half point. All points for each candidate are counted and tallied.

In each division and for each faculty position the candidate receiving the largest number of points is elected. In the event of a tie in the number of points received by candidates in a given division, the candidate with the largest number of first- place votes ("one" or "1") will be elected. If the voting remains tied, the elected member will be decided by lot.

Article V: Meetings

The SGC will meet at least three times per semester at dates to be determined by the Council and may not be suspended. Additional meetings can be scheduled as needed.

Special meetings of the SGC may be held at any time if called by the Dean, Vice Chair, and Secretary or three (3) other members of the SGC. Written notice stating the place, date and time of any special meeting of the SGC shall be delivered personally, or electronically to each member of the SGC within 24 hours for discussion of item(s).

Members will be given 48-hours notice for meetings requiring action item(s).

A quorum for meetings of the SGC shall consist of 11 of the Council's voting members. There shall be no votes by proxy. A simple majority of all members present and voting shall be required to adopt all motions.

Article VI: Officers

The officers of this Council shall be the Dean of KSAS, who acts as Chair, the Chair of the Faculty Senate and the Vice-Chair of the Senate.

The Dean of KSAS will set the agenda for meetings in consultation with the Steering Committee consisting of one Vice Dean, as designated by the Dean, the Chair of the Faculty Senate and Vice Chair of the Faculty Senate. The Chair of the Faculty Senate will fill the role of the Chair of this Council when the Dean of KSAS is absent. The Academic Coordinator for the SGC shall be responsible for the preparation of fair and accurate minutes of each meeting. Minutes shall be subject to approval by the full SGC at the next meeting. Copies of the approved minutes shall be maintained in the Office of the Dean and posted electronically on the KSAS website.

Article VII: Committees

The Council may create standing committees to address ongoing matters and ad hoc committees to address unique issues as needed. The latter shall be limited in term and shall disband upon completion of their assigned task(s).

Article VIII: Amendment of the By-laws

The Bylaws may be amended by a two-thirds vote at a regular or special meeting. Proposed amendments must be circulated in writing at least one week in advance of such a meeting.