

**Texas Tech University Edward E. Whitacre Jr. College of Engineering**

**DEAN'S COUNCIL BYLAWS**

**PURPOSES:** I. Provide experienced advice to the dean of the Whitacre College of Engineering (WCOE) on any matters of interest to the dean. II. Help obtain resources in support of students, faculty, research, and special projects. III. Undertake special projects in support of the WCOE as agreed by the council and the dean. IV. Provide independent positions to the dean on issues of importance as perceived by the council.

**MEMBERSHIP:** For each engineering department in the WCOE there will be at least two individuals with degree(s) or recognized expertise in that department's discipline. Additional at-large members with disciplinary expertise related to the college's academic programs or with exceptional credentials may be added to the council with the approval of the dean and council. Membership can range from a minimum of 16 to a maximum membership of 30. At least 60 percent of the membership should have one or more degrees from Texas Tech.

Former members of the council, or emeritus members, are encouraged to remain active with the council. Active emeritus members (those who make an annual contribution) will be invited to participate with nonvoting status in council meetings, committees, and events. The immediate past-president is responsible for communicating with past members, seeking their input, and encouraging their participation as active emeritus members.

**TERM:** Regular terms of all members are three years and begin at the fall council meeting. Ideally the terms of members shall be staggered so that the terms of no more than one-third of council members expire at any one time. A member may serve two full consecutive terms. The term of members who have been elected officers can extend two years beyond the standard two consecutive terms as long as they remain in an elected officer position and within the maximum term of an officer.

Members may resign with notice to the council's secretary/treasurer or the dean. Members may be removed for nonparticipation if agreed by the members of the council's Executive Committee. Vacancies created by resignation, withdrawal of membership, or death should be filled at the next council meeting following the event.

**VOTING:** For all votes there will be one vote per member of the council or committees, and decisions will be by majority vote.

**ELECTION OF MEMBERS:** New members are nominated by the Nominating Committee with the concurrence of the dean. The slate of nominees is provided to the full membership prior to the council's spring meeting, and is voted upon at the spring meeting for a term beginning with that year's fall meeting. The council will strive for diversity in all respects in its membership.

**OFFICERS:** The council officers are: president, president-elect, secretary/treasurer, immediate past-president. The Nominating Committee will nominate a slate of officers for the following council year at each spring meeting. Generally, the president will move into the immediate past-president position, the president-elect to president and secretary/treasurer will move into the president-elect's position in sequence. Therefore, during most years, the additional nominee will be the new secretary/treasurer. Any elected officer who has served in an elected officer position for a minimum of two years will be eligible for election into a vacated position. Emeritus members may serve as an officer with approval from the dean and Dean's Council Executive committee. The minimum term for an elected officer will be one year, with a maximum of four years.

The council officers plus the dean will constitute the Executive Committee of the council. Members of the Executive Committee shall appoint a Nominating Committee of at least three members of the council. Nominating Committee member terms shall run from the end of a fall meeting until the end of the next fall meeting.

**ELECTION OF OFFICERS:** At the time of nomination, nominees can be in their second, third or fourth year of membership. Officers whose second terms are extended will remain as active members.

**MEETINGS:** Regular meetings of the council shall occur two times per year, once in the fall and once in the spring, as determined by members of the Executive Committee. Special meetings of the council or the Executive Committee may be called by members of the Executive Committee.

**CONTRIBUTIONS:** Members are encouraged to pay dues as approved by the Dean's Council. These dues are suggested to be paid on or before the fall meeting of each year. The dean will recommend the use of funds, pending Executive Committee review/approval, and will report to the Dean's Council at each biannual meeting.

Approved on Friday, May 8, 2020.