

# **COUNCIL ON TEACHER EDUCATION BY-LAWS AND RULES OF ORDER**

## 1. Preamble

The Council on Teacher Education of Northwest Missouri State University in order to provide for the effective conduct of its duties and responsibilities does establish and subscribe to these By-laws and Rules of Order.

## 2. Rules of Order

The actions of the Council on Teacher Education and its committees will be governed by those rules contained in Robert's Rules of Order Newly Revised in all cases to which they are applicable and when they are not inconsistent with the Faculty Constitution, the Faculty Senate By-laws and Rules of Order and these By-laws and Rules of Order.

## 3. Definitions

- 3.10 The terms Faculty Constitution and Faculty Senate By-laws and Rules of Order mean the documents so named and their amendments.
- 3.20 Except where the Faculty Constitution, the Faculty Senate By-laws and Rules of Order and these By-laws and Rules of Order provide otherwise, all questions of majorities will be in terms of those voting.
- 3.30 The phrase "school days" as used in these By-laws and Rules of Order will mean days, except Saturday and Sundays, when the University is holding classes, or when there are required faculty meetings, registration or final examinations.
- 3.40 Adjournment is a privileged motion allowing no debate. However, if the agenda has not been fully dealt with, the Chairperson must rule this motion out of order, unless a date and time for the next meeting has been set.
- 3.50 The term "administrative unit" shall apply to the college, division, or school as defined by the University organizational plan.
- 3.60 The teacher education faculty shall include the faculty of the Department of Professional Education within the College of Education, faculty teaching elementary or secondary special methods courses and other faculty teaching professional courses in teacher education programs as named by the Chief Academic Officer. Those teacher education faculty members who have been approved as "graduate faculty" by the Graduate Council shall constitute the "graduate teacher education faculty." Teacher education faculty shall be identified by name by the Provost. An updated list of current teacher education faculty shall be provided to the Director of Teacher Education by April 1 each year.
- 3.70 A quorum will consist of a majority of the voting membership of the Council, committee, or sub-committee. Any member of the group in session may request a quorum call at any time, and if there is no quorum, the group can take no action except to adjourn.

#### 4. Duties and Responsibilities of the Council

The duties and responsibilities of the Council on Teacher Education will be those described in the Faculty Constitution and the Faculty Senate By-laws and Rules of Order.

- 4.10 All proposals that are appropriate for the consideration of the Council on Teacher Education shall be forwarded to the Executive Secretary of the Council by the Faculty Senate or its Officers serving as its agents or submitted directly to the Council on Teacher Education by proposal instigators.
- 4.15 Proposals submitted for consideration will be reviewed by the Executive Secretary and Chairperson of the Council on Teacher Education for completeness and appropriateness for action. Proposals requiring action will be forwarded to the Council on Teacher Education.
- 4.20 After consideration, all proposals acted upon by the Council on Teacher Education will be submitted to the appropriate review organization. Issues relative to undergraduate programs will be submitted to the Curriculum and Degree Requirements Committee before going to the Faculty Senate issues relative to graduate programs will be submitted to the Graduate Council. The appropriate review organization may support the proposal or raise questions relative to the proposal and return the proposal to the Council on Teacher Education for clarification or recommended modification. After appropriate reconsideration by Council on Teacher Education, the action of the Council shall be communicated to the appropriate review organization. The review organization must then reconsider the action. By majority vote of the review committee, the action of the Council on Teacher Education may then be challenged. All actions not challenged, shall stand approved. Should Teacher Education action be challenged, the issue shall be resolved by majority vote of the appropriate Teacher Education Faculty. Challenged issues and proposals relevant to undergraduate programs shall be brought before the total Teacher Education Faculty; issues relevant to graduate programs shall be brought before the total Graduate Teacher Education Faculty. Voting to override the challenge may require a meeting or may be done by mail or email at the discretion of the Director of Teacher Education.
- 4.25 Whenever the Council on Teacher Education passes a proposal for the review or consideration of the Board of Regents, such proposal shall be forwarded to the Chief Academic Officer for comment and/or disposition. Comments from the Chief Academic Officer shall be returned to the Council on Teacher Education by the next Council meeting or in a time frame jointly agreed to by the Council and the Chief Academic Officer. The Council may then withdraw, reconsider, or amend the proposal and forward it to the Chief Academic Officer for further consideration. If the Chief Academic Officer does not respond to the original or any amended proposal or if the Council disagrees with the comment of the Chief Academic Officer, the Chief Academic Officer will forward the original or amended proposal to the President of the University for Board of Regents consideration.
- 4.30 Decisions made by the Council on Teacher Education or issues which are tabled or otherwise delayed by the Council on Teacher Education for longer than forty (40) school days may be challenged by the teacher education faculty and brought to vote of the entire teacher education faculty by the presentation of a petition signed by ten

(10) registered members of the teacher education faculty to the Executive Secretary of the Council on Teacher Education. This vote by all teacher education faculty may be taken by a show of hands or secret ballot at a meeting called for that purpose or by mailed or emailed ballot. A majority of the members of the teacher education faculty constitute a quorum for a valid vote.

#### 5. Composition of the Council on Teacher Education

Agriculture Education and Business Education shall jointly elect one representative from its designated teacher education faculty to serve on the Council on Teacher Education; the College of Arts and Sciences (excluding Business Education) shall elect four representatives from its designated teacher education faculty; and the College of Education and Human Services shall elect five representatives--three at large from its designated teacher education faculty and two from the Department of Professional Education. One graduate and one undergraduate education student shall serve as members of the Council. Three P-12 educators, having earned a Master's degree, comprised of two teachers from different levels and a school administrator shall serve two-year staggered terms as voting members with voting privileges on all motions not involving curriculum proposals designated by a Faculty Senate number. The Director of Teacher Education or his/her appointee shall serve as the Executive Secretary of the Council. When the Director is not serving as the Executive Secretary, she/he will serve as a non-voting member of the Council. The Chief Academic Officer or his/her designee, the Graduate Dean, a representative from Career Education, the Library Director, the Teacher Education Student Services (TESS) Coordinator, and the Assistant Director of Teacher Education will serve as non-voting members of the Council.

#### 6. Election of Members of the Council on Teacher Education

The election of members of the Council on Teacher Education will take place during the month of April for the following academic year. Two representatives from the College of Arts and Sciences and three representatives from the College of Education and Human Services (one from the Department of Professional Education and two at large) shall be elected during even numbered years for two-year terms. Two representatives from the College of Arts and Sciences, one representative from Agriculture Education and Business Education, and two representatives from the College of Education and Human Services (one from the Department of Professional Education and one at large) shall be elected during odd numbered years for two-year terms. Student representatives will be elected yearly. During the first week of April, the Director of Teacher Education will provide each appropriate administrative unit with the names of faculty members eligible to serve on the Council. Each appropriate administrative unit will elect a representative to the Council on Teacher Education by secret ballot with all members of the administrative unit holding academic appointments being given the opportunity to vote. The results of the elections will be reported by the administrative head of each unit to the Provost, the Director of Teacher Education, and the Secretary of the Faculty Senate by May 1 following the election. The Director of Teacher Education will be responsible for the election of student representatives to the Council with one student majoring in Elementary Education, one majoring in Secondary Education and one seeking a graduate degree in Education.

## 7. Vacancies and Absences from Meetings

7.10 In the event that a member of the Council on Teacher Education is unable to serve, the responsible administrative unit will immediately elect a replacement to serve the remainder of the term. The results of such election will be sent immediately to the Provost, the Director of Teacher Education, and the Secretary of the Faculty Senate.

7.20 In the event that a member of the Council on Teacher Education is unable to attend a meeting of the Council but does expect to be able to attend future meetings, he/she will select an eligible faculty member to represent the administrative unit. This delegate will have all of the rights and duties of the elected member.

## 8. Recall of Council on Teacher Education Members

Written notice signed by the majority of the members of an administrative unit filed with the Chairperson of the Council on Teacher Education and with the Secretary of the Faculty Senate and the Provost is sufficient for immediate recall of the respective representative on the Council.

## 9. Meetings of the Council on Teacher Education

9.10 Regular meetings of the Council on Teacher Education are to be called by the Executive Secretary at least once per month during the academic year, September through April. Special meetings and executive sessions are to be called when deemed necessary by the chairperson of the Council, Executive Secretary, or by the chairperson of the Faculty Senate.

9.11 A special meeting of the Council on Teacher Education will be called by the Executive Secretary prior to the end of the first week in September for the purpose of election of officers and conduct a review of COTE authorized teams.

9.12 A regular monthly meeting of the Council may be cancelled if there is no business submitted to the Executive Secretary prior to the scheduled distribution of the agenda as specified in the by-laws, that is, at least three school days prior to the meeting. The approval of the minutes does not constitute business for this by-law only.

9.20 All meetings of the Council on Teacher Education and their committees, except executive sessions, will be open. Attendance at executive sessions will be restricted to the members of the Council meeting except that upon the approval of the majority of those present, other persons may be permitted to attend without voting rights.

9.30 The agenda for each regular meeting for the Council on Teacher Education will be prepared by the Executive Secretary of the Council and distributed in writing to each member of the Council at least three school days prior to the meeting. Addenda to the agenda may be made at the regular meeting by majority vote of those attending. A copy of each agenda will be sent to the chairperson of the Faculty Senate for informational purposes.

9.31 The agenda for each regular meeting will include all proposals that have been received by the chairperson at the time of its preparation.

9.32 The agendas for special meetings and executive sessions will be distributed in writing as part of the call for the meetings.

9.33 All proposals including reports from committees will be distributed in writing as part of the agenda for each meeting.

- 9.40 The minutes of each meeting of the Council on Teacher Education will be prepared by the Executive Secretary and distributed in writing to all members of the Council within ten school days following the meeting. A copy will be sent to the president of the Faculty Senate for informational purposes. The minutes of each meeting of the Council will include the names of the members present, members absent, delegates present and any administrative unit not represented.
- 9.50 The first item of business of each Council meeting will be the approval of the minutes of the previous meeting. Since minutes are distributed, the reading of such minutes will be dispensed with except when a correction is to be made. A majority vote of the members present is required for the approval of the minutes of the previous meeting and corrections.
- 9.51 The second item of business of each meeting of the Council will be the approval of the agenda by a majority of the members present.
- 9.60 Voting in the meetings of the Council will be by voice except as otherwise specified in these By-laws and Rules of Order; when the chairperson or any member present requests a show of hands; when two or more members present request a vote by ballot.

#### 10. Officers of the Council on Teacher Education

- 10.10 The Council on Teacher Education will elect from its membership a chairperson and vice chairperson to serve a term of one year.
- 10.20 Each officer of the Council will be elected by majority vote of the members present. Nominations will be from the floor preceding each election. The election of each officer will be conducted by the Executive Secretary.
- 10.30 The vice-chairperson of the Council will perform all duties of the chairperson in her/his absence and will succeed her/him if the chairpersonship becomes vacant.
- 10.31 In the event of a vacancy in the office of vice chairperson of the Council, the Council will at the next regular meeting elect a new vice chairperson to serve the remainder of the term of office. This election must be included in the agenda for the meeting.
- 10.32 A written petition for the recall of any officers of the Council when signed by at least one-fourth of the voting membership of the Council concerned must be included in the agenda of the next meeting. If this agenda already has been distributed, the petition will be added to the agenda without special approval. Officers of the Council will be recalled upon the approval of the action requested in the petition by at least two-thirds of the voting membership of the Council. The voting on a recall petition is to be by ballot.

#### 11. Questions of Procedure and Order

The chairperson of the Council will rule on all questions of procedure and order. He/She may appoint a parliamentarian, from the membership of the Council, to advise her/him.

#### 12. Committees of the Council on Teacher Education

- 12.10 The Council on Teacher Education annually may designate such committees as are needed for an efficient conduct of its duties and responsibilities.
- 12.11 Members of each committee will be appointed by the chairperson of the Council. Unless otherwise stated, the first named person will serve as chairperson of the

committee. The purpose of the committee and the duration of its appointment will be announced at the time of the appointment. The appointment, purpose, and duration must be ratified by a majority of the voting membership of the Council. Members of the committee may be drawn from members of the Council, the faculty, the student body, members of the administration and the support staff of the University and P-12 educators.

- 12.12 Reports and proposals to be presented by a committee to the Council for consideration will require a majority approval of the committee. Minority reports and proposals may be presented by any member or members of a committee provided that the number of persons supporting this is indicated in the report or proposal.
- 12.13 If a minority report or proposal is presented to the chairperson of the Council, it must be considered along with the majority report or proposal.
- 12.14 Meetings of the committees of the Council are to be called by the chairpersons of the respective committees. A chairperson must call a meeting when requested by at least one-third of the members of the committee or the chairperson of the Council.

### 13. Amendments to These By-laws and Rules of Order

- 13.10 Amendments may be proposed in writing at any time by a member of the Council on Teacher Education to the chairperson of the Council. For consideration by the Council, such proposed amendments must be included in the published agenda of the meeting of that Council. If approved by at least two-thirds of the voting membership of the Council at the subsequent regular meeting, the proposed amendment will be immediately adopted.

### 14. Compliance with the Faculty Constitution and the Faculty Senate By-laws and Rules of Order

If any article, section or subsection of these By-laws and Rules of Order is determined by the Faculty Senate or Board of Regents of the University to be not in compliance with the Faculty Constitution or the Faculty Senate By-laws and Rules of Order, the remaining articles, sections and subsections will remain in full force and effect.

### 15. Compliance with Missouri Statutes

If any article, section or subsection of these By-laws and Rules of Order is authoritatively determined to be not in compliance with the statutes of the State of Missouri, the remaining articles, sections and subsections will remain in full force and effect.

### 16. Ratification of These By-laws and Rules of Order

These By-laws and Rules of Order contained herein will become effective immediately upon the approval of at least two-thirds of the voting membership of the Council on Teacher Education.