

BYLAWS

Cleveland State University
Cleveland-Marshall College of Law

Bylaws of the Faculty of the College of Law

As amended April 2020

ARTICLE I — NAME

The name of this organization is The Faculty of the College of Law (“the Law Faculty”).

ARTICLE II — MEMBERSHIP

SECTION 1. MEMBERSHIP GENERALLY

The membership of the Law Faculty is as follows: the President of the University, ex officio; the Vice President for Academic Affairs, ex officio; the Dean and Associate Deans of the College of Law; all persons assigned to the College of Law with the faculty rank of Professor, Associate Professor Assistant Professor, Emeritus Professor, Clinical Professor, and Legal Writing Professor.

SECTION 2. VOTING RIGHTS

All members of the Law Faculty, except ex officio members and emeritus professors, are eligible to vote on all matters except as follows. Clinical Professors and Legal Writing Professors are not eligible to vote on matters related to hiring, tenure, or promotion of tenured or tenure-track faculty.

ARTICLE III — OFFICERS

SECTION 1. THE DEAN

The Dean of the College of Law is the chief executive officer of the College of Law and is the chairperson of the Law Faculty. The Dean or the Dean’s designated representative shall preside at faculty meetings of the College of Law.

SECTION 2. THE SECRETARY

The Dean of the College of Law will appoint a Secretary of the Law Faculty. The Secretary will notify each member of the Law Faculty of the time, place, and agenda of each faculty meeting and will keep accurate minutes of all such meetings.

ARTICLE IV — MEETINGS

SECTION 1. REGULAR MEETINGS

The Law Faculty will meet at least twice during each of the Fall and Spring semesters. The Dean (or, in the Dean's absence, his or her designated representative) will call meetings and may call additional meetings as the need arises.

SECTION 2. ADVANCE NOTICE OF ALL MEETINGS

All meetings must be called and the preliminary agenda announced by written or electronic notice to all members of the Law Faculty not less than 48 hours prior to the time set for the meeting.

SECTION 3. QUORUM FOR MEETINGS

Forty percent of the voting members of the Law Faculty who are not on professional or personal leave constitutes a quorum. Faculty excused from attending a specific meeting are not considered faculty "on professional or personal leave" when calculating the number of faculty to constitute a quorum.

SECTION 4. EXECUTIVE SESSION

A. The Law Faculty can convene an executive session for consideration of personnel matters and any other matter requiring confidentiality.

B. Forty percent of the members of the Law Faculty eligible to vote on the issue who are not on personal or professional leave constitutes a quorum for an executive session.

ARTICLE V — COMMITTEES

The members of the Law Faculty have an important responsibility to participate actively in the governance of the College of Law. One of the principal means through which the members of Law Faculty satisfy that responsibility is participation in committees in the College of Law.

SECTION 1. COMMITTEES

The following are the standing committees of the Law Faculty:

A. The Deans Faculty Advisory Committee. The elected Faculty Senators from the College of Law constitute this committee.

B. The Faculty Affairs Committee. The Faculty Affairs Committee must consist of at least six persons, including at least one full Professor, at least one Associate Professor, at least one Assistant Professor, and at least one member of the legal writing or clinical faculty. Each member of the Committee is elected for a two-year term. Law Faculty with an administrative

position in the Law College or University are ineligible to serve on the Faculty Affairs Committee.

C. The Personnel Action Committee (PAC). The PAC will consist of all tenured members of the Law Faculty. The members of the PAC will elect by majority vote a Chair and Vice Chair of the PAC. The Chair and Vice Chair must be full professors without an administrative position in the Law College of University at the time of election.

D. Other standing Committees. Appendix A lists all other currently constituted standing committees of the Law Faculty.

SECTION 2. CREATING AND DISBANDING COMMITTEES

A. Upon recommendation of the Faculty Affairs Committee or the Dean, the Law Faculty may, by majority vote at a regular faculty meeting, create additional standing committees. All other committees or subcommittees, hereinafter called *ad hoc* committees, may be created: (a) by the Dean or (b) by the Law Faculty, after consultation with the Dean, by majority vote at a faculty meeting.

B. *Ad hoc* committees should be formed to address tasks for which the creation of a new standing committee is not warranted. *Ad hoc* committees automatically dissolve after two years unless (1) earlier disbanded under D., below, or (2) the Faculty Affairs Committee grants a petition, described in C., below, to extend the life of the committee for one additional year.

C. A petition to the Faculty Affairs Committee to extend the life of an *ad hoc* committee for one year must include a description of (1) the amount and nature of the work completed by the committee thus far, (2) why additional time is needed to complete the committee's work, and (3) an action plan to complete that work, with a timeline.

D. All committees and subcommittees, except the PAC, may be disbanded by majority vote at a faculty meeting.

ARTICLE VI — ROBERT'S RULES OF ORDER

The rules contained in the most recent version of ROBERT'S RULES OF ORDER will govern the Law Faculty in all regular and special faculty meetings, to the extent that they are not inconsistent with these bylaws or with the special rules of this faculty or the bylaws of the Faculty Senate.

ARTICLE VII — VOTING BY SECRET BALLOT

Voting for election to the Faculty Senate, election to the Faculty Affairs Committee, election of the Chair and Vice Chair of the PAC, amendment of these bylaws, and all personnel action decisions will be by secret ballot. Any faculty member can request a secret-ballot vote on any other issue. Voting will be by secret ballot on that issue if any other faculty member seconds the request.

ARTICLE VIII — AMENDMENT

Any member of the Law Faculty may propose amendments to these bylaws. A proposed amendment to these bylaws must be submitted in writing at a faculty meeting and referred to the Faculty Affairs Committee. At a subsequent faculty meeting, not sooner than thirty days after the submission of the proposed amendment, the Faculty Affairs Committee will report its recommendation regarding the proposed amendment. The Law Faculty will determine by majority vote whether to submit the amendment to a secret ballot. A vote by two-thirds of those casting secret ballots is required to amend. These procedures will not be required for amendment of the “Other Policies and Procedures” referenced in Article IX.

ARTICLE IX — OTHER POLICIES AND PROCEDURES

These bylaws incorporate by reference all other policies and procedures adopted by the Law Faculty or established by the Dean, the Provost, President, or Board of Trustees of CSU, including, but not limited to, policies and procedures for hiring, promotion, tenure, and professional leaves.

Approved by faculty vote on May 14, 2009.
Amended by faculty vote on April 14, 2016.
Amended by faculty vote on April 30, 2020.

APPENDIX A — LIST OF CURRENTLY CONSTITUTED COMMITTEES

The following is a list of currently constituted committees of the Law Faculty other than those listed in Article V, Section 1:

Academic Standards Committee
Admissions Committee
Art Committee
Awards Selection Committee
Bar and Academic Support Committee
Budget Committee
Cleveland-Marshall Fund Committee
Curriculum Committee
Diversity Council Committee
Faculty Appointments Committee
Honor Council
LCOP/Character & Fitness/3+3 Programs Committee
Scholarship/Summer Research Grants Committee
Teaching/Summer Teaching Grants Committee
Women's Committee