

Curriculum Council Procedures (per _____, Chapter III 12-15)
(Approved by the General Faculty at 4/21/2014 Faculty Meeting)

. The Chair of the Curriculum Council shall be elected at the April changeover meeting when new members join the Curriculum Council. The vote shall be by secret ballot and take place after the departing members, with the exception of the outgoing Chair, leave the meeting. For the changeover meeting, a quorum consists of five faculty members. If one or two Curriculum Council members must be absent from the changeover meeting, the outgoing Chair will ask them for nominations in advance of the meeting and, if possible, arrange for them to vote remotely. For all other purposes, four faculty members constitute a CC quorum.

Each Curriculum Council may determine whether candidates are identified by open nomination or nominating ballot. In either case, a member who wishes not to serve must so indicate prior to the vote. A separate nomination and ballot shall be used for each position to be filled. The outgoing Chair presides over the election of the new Chair. Election of the other officers (for example a Vice Chair) is presided over by the new Chair.

. Regular meetings shall be scheduled at the beginning of each semester; additional meetings may be called by the Chair as needed.

. A member other than the Chair of the Curriculum Council, acting as