

AGENDA

Board Meeting - Sauk Valley College

President Sabol's Office

March 11, 1968 — 7:30 p.m.

A. Call to order

B. Roll call

C. Recommended actions:

1. Approval of minutes as submitted
2. Approval of current bills for payment

D. Old business:

1. Student Motor Vehicle Regulations
2. Capital construction funds – Illinois Junior College Board
3. Other old business

E. President Sabol's report:

1. Applications for admission – fall semester
2. Progress on Phase I construction
3. In-Service faculty seminars
4. Spring meeting – IACJC, March 21-22
5. World Affairs Conference
6. AAJC, Boston
7. Highway Safety Conference
8. Meeting of School Superintendents
9. By-laws of the Faculty Council
10. Budget preparation for 1968-69

F. New business:

1. Proposal regarding athletic field and area north of campus road
2. Proposed procedure for controlling acquisition of movable equipment for Phase I
3. Other new business

G. Progress report on library and development of instructional materials and library services

H. Time of next meeting

I. Adjournment

**MINUTES OF REGULAR MEETING
SAUK VALLEY COLLEGE BOARD**

March 11, 1968

The first regular March meeting of the Sauk Valley College Board was called to order in Dr. Sabol's office by Chairman Walder on March 11, 1968, 7:30 p.m.

The secretary called the roll and found the following members present: **E. Orval DeWeerth, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, and Warren E. Walder.** Peter W. Dillon was absent.

Mr. Schuneman moved to approve minutes as submitted; Mr. Reuter seconded the motion. The motion carried.

There were no bills for payment.

The Board previously requested Dean Kuhn to compile appropriate regulations for student motor vehicles on campus. He presented the attached regulations for approval.

Following discussion of the regulations, Dr. DeWeerth moved to approve the regulations as attached. Mr. Stuff seconded the motion; the motion carried.

At Board request, Dr. Sabol presented the following information about the possibility of additional funds being available for capital construction in this biennium; under present policy of the Illinois Junior College Board, no such funds would be available to the first five colleges which received funds from the previous session of the Legislature for Phase IA and IB, Sauk Valley College being one of these. Strictly in the realm of conjecture is the possibility that some of the colleges that received allocations in the last biennium might not be sufficiently prepared to use the funds and they then might conceivably be allocated to any college that was ready with additional phases that had been approved.

The Board discussed consultation with the architects to anticipate the requirements for the next biennium and to consider division of Phase II into multiples that might better fit the amount of available capital funds that will need to be divided among many more colleges.

The Board discussed the need to execute a new contract with the architects for additional assignments as the original contract has since been assigned to the Illinois Building Authority for the work presently under construction.

Mr. Castendyck reported that the Illinois Building Authority had successfully sold the bonds for the State's share of our capital construction funds on March 5, 1968, at a rate of **4.8633%**.

At this point in the meeting, the Board retired to an executive session to consider the claims made through his attorney from Mr. Fink for a settlement. At this point in the meeting, the Board retired to an executive session to consider the claims made through his attorney from Mr. Pink for a settlement.

After lengthy discussion of the problem from all angles, the Board returned to regular session and Mr. Schuneman moved to authorize Attorney Castendyck to negotiate a settlement with Mr. Pink's attorney for his claim against the College. Mr. Stuff seconded the motion. The roll was called and the following voted "Aye": **E. Orval DeWeerth, Catherine R. Perkins, Kenneth L.**

Reuter, Clayton R. Schuneman, Gerald S. Stuff, and Warren E. Walder. None voted "Nay." The motion carried.

Dr. Sabol reported that to date 104 applications have been made for the Fall semester of which 98 would be full-time students.

The architect's representative reported to Dr. Sabol that work on Phase I is progressing on or ahead of schedule and that the staff, equipment, and general procedure of the contractor seem to be of the highest caliber. At the present, 40 men are working on the job, part of the topsoil has been stripped and stacked, and part of the footings and foundations have been poured. The attached list of subcontractors has been approved.

The program for the previously approved faculty in-service seminars in collaboration with three other junior colleges is attached.

The Board was reminded of the annual meeting of the Illinois Association of Community and Junior Colleges in Chicago, March 21, 22, and 23.

Programs were distributed for the World Affairs Conference being held jointly with the University of Illinois at Sauk Valley College on March 29 and 30.

Dr. Sabol reported that there was a large attendance at the meeting in Boston of the American Association of Junior Colleges and that part of his time had been used to interview prospective staff personnel.

Dr. Sabol reported that representatives of the staff, students, and highway department had held preliminary discussions, which will be continuing, about the traffic problems approaching and at the College entrance.

Dr. Sabol reported that the continuing sessions with administrators of nearby schools is proving fruitful and they anticipate many areas in which they may cooperate and assist each other for the ultimate benefit of the students.

Dr. Sabol distributed the attached by-laws of the Faculty Council for study or later discussion.

Dr. Sabol reported that final budget preparations await complete division reports and requests. The faculty committee on salary study is assembling data on schedules from other area colleges and public schools.

Dr. Sabol reported that the workshop for foremen of the Franz Manufacturing Company has twenty attending.

The Board discussed the standing water in the area of North campus where athletic fields will be located and the terrain of the proposed baseball field.

Also discussed were the procedures for control of acquisition of movable equipment for Phase I, some of which is on hand.

In addition, the Board discussed individual layout for each area in the permanent facilities which might be done by a supplier or by architects.

All of these items await meeting with the architects for recommendation.

Mr. Edison reported that he has had discussions with Dr. Ply of Kishwaukee College about the out-of-district chargeback for their students attending Sauk Valley College.

After explanation by Mr. Castendyck of the necessity to authorize, by voucher, current rental for College facilities, Mr. Schuneman moved to authorize the Chairman of the Board to execute a voucher for payment of rent to the Illinois Building Authority by the State Treasurer. Mr. Reuter seconded the motion. The roll was called and the following voted "Aye": **E. Orval DeWeerth, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, and Warren E. Walder.** None voted "Nay." The motion carried.

There being no further business, Mr. Reuter moved to adjourn; Dr. DeWeerth seconded the motion. The roll was called and the following voted "Aye": **E. Orval DeWeerth, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, and Warren E. Walder.** None voted "Nay." The motion carried, and the meeting adjourned to a demonstration and exhibit of library services and equipment currently available to staff and students at the College. Mr. Allen stated that he has been able to acquire the number of books and equipment in one and a half years that he expected would require three years. Chairman Walder expressed the appreciation of the Board for their interesting and informative discussion.

Catherine R. Perkins

Secretary

STUDENT MOTOR VEHICLE REGULATIONS

General Requirements

- 1) All student owned and student operated motor vehicles, including part-time and evening students, must be registered with the Office of Student Services. Each student shall receive a parking decal upon registration of the vehicle. All vehicles must be registered at the time of semester registration or no later than the first day of classes. Registration shall be valid from Sept. 1 to August 31 of the following year. Information on the license number and driver's license must be available at the time of registration.
- 2) A parking decal is required to park in all lettered parking areas owned and maintained by the college.
- 3) Lot A is for use by staff, visitors and service vehicles. Permission may be obtained from the Office of Student Services to park in Lot A for a limited time if circumstances permit.
- 4) A parking decal is required to park in the lots designated for all students during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.
- 5) The parking decal must be permanently attached to the rearview window, lower center, immediately upon purchase. Convertible and sports car owners will place the decal inside at the lower right corner of the windshield.
- 6) Students shall report any change of address or ownership on the registered automobile.

Registration and Parking Decals

- 1) Registration and the cost of a parking decal shall be 50¢ for the year. Summer session students will be requested to register their automobile if they have not been in attendance prior to the summer session.
- 2) Decals are not transferrable nor can refunds be given. Whenever there is a change of motor vehicle ownership, a new parking decal will be issued upon registration of that automobile.
- 3) No parking decals shall be issued to vehicles bearing dealers license plates.
- 4) Parking decals for Lot A may be issued to physically disabled or hardship cases, upon presentation of such evidence at the Office of Student Services.

Supplementary Provisions

- 1) For purpose of definition, a motor vehicle in addition to automobiles shall include conveyances as motor bikes, motor scooters, and motorcycles.
- 2) The responsibility of finding a legal parking space rests with the vehicle operator. Lack of immediate space is not considered a valid excuse for violations of regulations.
- 3) Parking is not permitted on the roadway, next to the curbing on the roadway, in or about the entrance to the parking area, or in other non-designated parking areas.
- 4) Parking is prohibited at all times on grass plots or tree plots or any other place where parking would mar the landscape of the campus, create a safety hazard or interfere with the use of College facilities.
- 5) Parking of student vehicles is prohibited at all times in areas designated as service areas or visitors areas.
- 6) Traffic and parking signs will be obeyed at all times. Speed limits such as posted on campus are designated 30 miles per hour and 20 miles per hour when approaching congested areas.
- 7) All vehicles will head-in park with front of car facing curb and where stalls are marked, vehicles shall park clearly within these stalls.

Penalties

- 1) Students must report to the Office of Student Services to settle their violations within 24 hours or be subject to disciplinary action.
- 2) The following fines are issued for all parking and traffic offenses:
 - a) Failure to display parking decal, \$1.00.
 - b) 1st parking offense \$1.00
2nd parking offense 2.00
3rd parking offense 5.00
4th parking offense 5.00 and disciplinary probation
5th parking offense 5.00 and disciplinary suspension

Penalties contd.

- 3) Whenever referral is made to the Office of Student Services for disciplinary action, this may result in a student being placed on probation, restriction in the use of his motor vehicle while on campus, in the removal of the vehicle from the campus, or other appropriate action.
- 4) Offenses shall be considered cumulative for any and all violations for the period of one semester.

Vehicle Accidents

All accidents involving a motor vehicle on campus. shall be reported immediately to the Office of Student Services.

EJK/ela

March 7, 1968

OFFICE OF STUDENT SERVICES
SAUK VALLEY COLLEGE
DIXON, ILLINOIS 61021

TO: Sauk Valley College Board Members
FROM: Edward J. Sabol, President
SUBJECT: Building Sub-contract Approvals

March 11, 1968

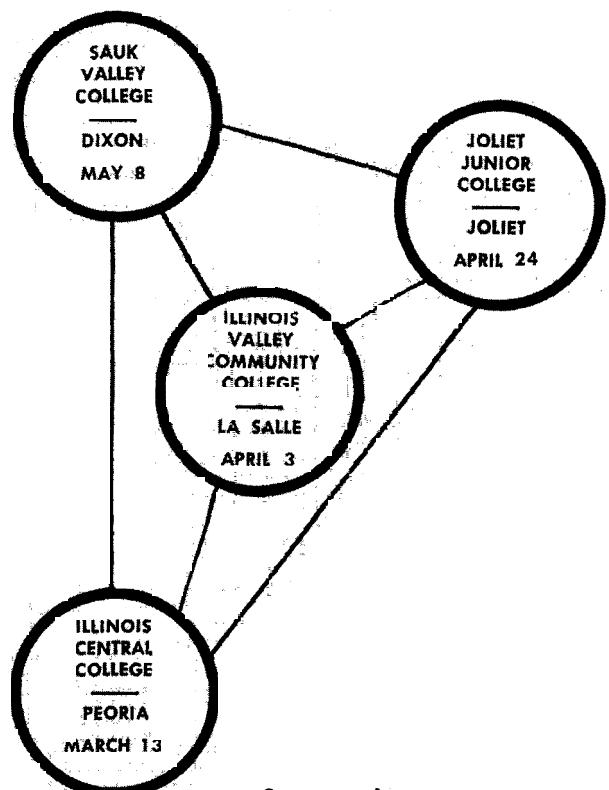
Our building contract requires that any sub-contractors involved in work costing more than \$10,000 must be approved by the contractor, the architect, the College, IBA, and HEW's Field Engineer.

For your information you will find listed below the sub-contracts included in this category, and the sub-contracts already approved or the progress in this area:

SUB-CONTRACTS OVER \$10,000

<u>Specification Number:</u>	<u>Type of Work</u>	<u>Selection Progress</u>
0210	Clearing of Site and Earth Work	Bob Propheter
0260	Bituminous Roads and Walks	Construction Company
0330	Concrete Material	Sterling, Illinois
1517	Sanitary and Storm Sewers	
0890	Window Wall System	Engineered Erection, Co. Inc. Des Plaines, Illinois
0420	Elevators	Montgomery Elevatory Company Moline, Illinois
1510	General Mechanical	Iowa Sheet Metal Company Des Moines, Iowa
0345	Concrete Finish	Beaird Bros. Paint and
0790	Caulking and Sealing	Sandblasting
0990	Painting	Monroe Center, Illinois
1516	Insulation	Not yet recommended
1517	Plumbing	Not yet recommended
1520	Well Drilling	In Process
1550	Fire Protection	Not yet recommended
1556	Heating and Piping	Not yet recommended
1580	Air Conditioning/Ventilating	Not yet recommended
1590	Refrigeration	Not yet recommended
1595	Temperature Control	In Process
Division 16 Complete	Electrical Work	Cahill Electric, Inc. Dixon, Illinois

IN-SERVICE FACULTY SEMINARS
IN
FOUR ILLINOIS JUNIOR COLLEGES



Sponsored
ILLINOIS STATE UNIVERSITY
AND THE
PARTICIPATING COLLEGES

via

Telephone Conference Call
7 to 9 p.m.

Spring, 1968

ordinators

Illinois State University: Dr. Eric Baber, Mr.
John C. Fiege, Dr. Elden A. Lichy

PURPOSE OF THE PROGRAM

The purpose of this pilot seminar series is to provide an opportunity for faculty members to increase their depth of understanding of the community college movement. Since the junior college is a rapidly expanding part of higher education, a major goal of this series is to define and clarify the unique functions of the community college as an educational institution. In addition, the series will provide a forum for the discussion of current problems and issues, with the ultimate aim of improving the total instructional program.

SCHEDULE

(Live Panel: Telephone conference hook-up with other locations.)

Wednesday, March 13, 1968

ILLINOIS CENTRAL COLLEGE

Junior College Philosophy—Purposes and Functions

Wednesday, April 3, 1968

ILLINOIS VALLEY COMMUNITY COLLEGE

Curriculum Development in Junior Colleges

Wednesday, April 24, 1968

JOLIET JUNIOR COLLEGE

Improvement of Instruction in Junior Colleges

Wednesday, May 8, 1968

SAUK VALLEY COLLEGE

Student Personnel Services in Junior Colleges

TOPICS AND DISCUSSION LEADERS

Philosophy

Dr. Ken Brunner, Professor and Chairman, Department of Higher Education, Southern Illinois University

Dr. Edward J. Sabol, President, Sauk Valley College

Mr. Gerald W. Smith, Executive Secretary, Illinois Junior College Board

Curriculum

Mr. L. Everett Belote, Associate Secretary Illinois Junior College Board

Dr. William Ogilvie, Coordinator of Junior Colleges, Northern Illinois University

Dr. Herbert Zeitlin, President, Triton College, Northlake

Instruction

Dr. Eric Baber, Professor of Education, Illinois State University

Dr. Clifford G. Erickson, President, Rock Valley College, Rockford

Dr. Jack A. Peterson, Professor of Education, Western Illinois University

Student Personnel Services

Dr. Palmer L. Ewing, Director of Department of Higher Education, State Office of Public Instruction

Dr. David L. Livers, Associate Professor of Education and Psychology, Illinois State University

Mr. Al Wisgoski, Director of Student Personnel Services, Illinois Valley Community College, LaSalle

Moderator

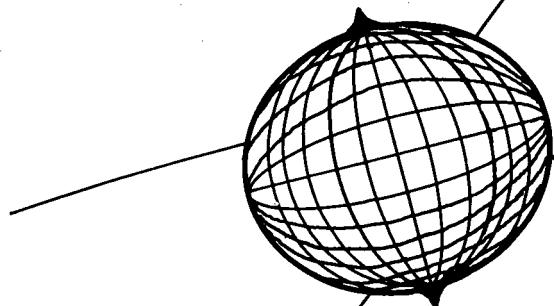
Dr. Elden A. Lichy, Professor of Education, Illinois State University

VERSITY OF ILLINOIS
EXTENSION IN INTERNATIONAL AFFAIRS

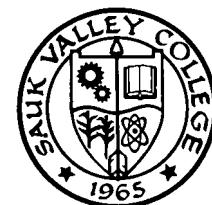
THE WORLD AFFAIRS COUNCIL
OF NORTH WESTERN ILLINOIS

AND

SAUK VALLEY COLLEGE



ANNOUNCE
"THE UNITED STATES: FOREIGN POLICY OF A
SUPERPOWER"



March 29 - 30, 1968

Emerald Hill Country Club, Sterling, Illinois
Sauk Valley College, Dixon, Illinois

ANNOUNCEMENT

The University of Illinois Extension in International Affairs, Sauk Valley College, and the World Affairs Council of North Western Illinois announce their 1968 World Affairs Conference, U. S. FOREIGN POLICY: RESPONSIBILITIES OF A SUPERPOWER IN INTERNATIONAL POLITICS. The Conference sessions will be held at Sauk Valley College in Dixon, Illinois and at the Emerald Hill Country Club in Sterling, Illinois (as indicated in the program below), on Friday and Saturday, **March 29 and 30, 1968**.

The purpose of the Conference is to inform the people who attend of the current issues of U. S. foreign policy and the exercise of national power and responsibility in international politics. Problems relating to the formulation and implementation of U. S. foreign policy goals will be of particular importance to the discussion of the Conference subject. Special emphasis will be given to the question of the overextension of the United States in its foreign policy commitments. In view of these objectives, the sponsoring groups have invited a distinguished United States Senator, prominent academicians, representatives of foreign countries, U. S. government officials, and journalists to participate in the Conference sessions. Contrasting opinions and divergent points of view on the nature and function of U. S. foreign policy will be represented by the Conference speakers and panelists.

Following each event a discussion session will be held, during which members of the audience can question the Conference participants.

PROGRAM

Friday, March 29

(All Friday sessions will be held at the Emerald Hill Country Club, Sterling, Illinois)

6:30-7:30 p.m. Social Hour

7:30-8:15 p.m. Banquet

8:15-8:25 p.m. Introduction of Head Table

8:25-8:30 p.m. Introduction of Keynote Speaker

8:30-9:30 p.m. Keynote Address: "Responsibilities of the United States in International Politics."

*The Honorable McGee,
United States Senator from Wyoming.*

9:30-10:00 p.m. Question-Answer Session

Saturday, March 30

8:30-9:00 a.m. Continental Breakfast (Sauk Valley College) (compliments of sponsoring groups)

9:00-10:00 a.m. Panel I (Sauk Valley College)
Topic: "U. S. Foreign Policy Commitments: The Question of Overextension."

Panel Members:

Haakon Lindjord, Colonel, U. S. Army; Director, Policy Planning Staff, Office of the Assistant Secretary of Defense (for International Security Affairs), Department of Defense, Washington, D. C.

Charles L. Dancey, Editor, Peoria Journal Star, Peoria, Illinois

Thomas A. Krueger, Assistant Professor of History, University of Illinois, Urbana

Representative of the U.S. Department of State, Washington, D.C. (to be announced later)

Moderator: *Fred L. Nesbit, Acting Chairman, Division of Social Science, Sauk Valley College, Dixon*

10:00-10:45 a.m. Question-Answer Session (Sauk Valley College)

11:15-11:45 a.m. Luncheon (Emerald Hill Country Club)

11:45-12:45 p.m. Luncheon Address (Emerald Hill Country Club): "Greatness as a Pathology of the National Image."

Kenneth E. Boulding, Professor of Economics and Program Director, Institute of Behavioral Science, University of Colorado,

Boulder; Preside ican
Economic Association

12:45-1:15 p.m. Question-Answer Session (Emerald Hill Country Club)

1:15-2:15 p.m. Panel II (Emerald Hill Country Club)

Topic: "Responsibilities of a Superpower in World Affairs: The Role of National Power in International Politics."

Panel Members:

Stephan G. Thomas, Director of the International Department of the Friedrich-Ebert-Stiftung (an organization which sponsors gifted students), Federal Republic of Germany

Joe R. Wilkinson, Associate Professor of Political Science, Center for Southeast Asian Studies, Northern Illinois University, DeKalb

William C. Rogers, Professor of Government; Director, Minnesota World Affairs Center, University of Minnesota, Minneapolis

Peter W. Unwin, Director, Economic and Political Affairs Division, British Information Services, New York, New York

Moderator: *J. Terry Iversen*, Academic Coordinator, Extension in International Affairs, University of Illinois, Urbana

2:15-2:45 p.m. Question-Answer Session (Emerald Hill Country Club)

2:45-3:15 p.m. Final Plenary Session (Emerald Hill Country Club)

OVERNIGHT ACCOMMODATIONS

Conferees desiring to stay overnight in Dixon are invited to make room reservations with the LINCOLN LODGE, 1249 North Galena Avenue, Dixon, Illinois 61021 (815-284-3351). Please make your overnight reservations directly with Lincoln Lodge as soon as possible.

REGISTRATION

This World Affairs Conference is open to all individuals who have an interest in international relations and want to become better informed about the conduct of American foreign policy. Since the accommodations for the Conference are limited, those who are interested in attending are urged to register by **March 22, 1968**. The sponsoring groups reserve the right to close registration when the limit is reached. Advance registrations will be processed in the order in which they are received. For your convenience, a registration card is enclosed. Please return this card and your check or money order to:

Division of University Extension
116 Illini Hall
Champaign, Illinois 61820

FEES

The fee for the entire Conference, including the Friday Banquet and Saturday Luncheon meals, is \$15.00*. Those unable to attend the entire Conference may register for only the Friday Keynote Address and Banquet (\$6.50*); all Saturday Sessions only, including the Luncheon (\$12.00*); and/or only the Saturday Luncheon and Luncheon Address (\$5.50*) It is understood that the registration fee is refundable if cancellation is received by **March 25, 1968**.

*includes tax (does not include lodging)

ADDITIONAL INFORMATION

It is approximately a ten minute drive from Sau Valley College to the Emerald Hill Country Club.

Additional information and registration card may be obtained by addressing your requests to:

Acting Chairman
Division of Social Science
Sauk Valley College
R. R. 1
Dixon, Illinois 61021

-or-

Extension in International Affairs
119 Illini Hall
University of Illinois
Champaign, Illinois 61820

FOR CONSIDERATION AT THE MEETING ON TUESDAY, FEBRUARY 27, 1968.

BY-LAWS
For the Governance of
THE FACULTY COUNCIL, FACULTY COMMITTEES AND BOARDS
Sauk Valley College

Article I - Name: The name of this organization shall be The Faculty Council of Sauk Valley College hereinafter referred to as The Faculty Council.

Article II - Organization: The Faculty Council shall be the administrative body of the Faculty Committees Organization at Sauk Valley College.

All committees, and their boards through their parent committees, shall report to The Faculty Council.

All reports to The Faculty Council shall be the result of majority action of the membership of such committees and boards. In the event that some committee members wish to submit a minority report, it shall be so identified and signed by the members making the report. Every reasonable effort shall be made by each committee to arrive at a consensus before submitting reports or recommendations.

All committees, and their boards shall submit their by-laws and policy proposals to The Faculty Council for approval. By-laws of all committees and boards shall follow the pattern of that of the Faculty Council.

Article III - Purpose: The purposes of The Faculty Council shall be:

1. To consider recommendations submitted by various faculty committees within their areas of responsibility.
2. To request faculty committees to submit recommendations to the Faculty Council on matters deemed important to the college, and to set on some.

3. To report and recommend to the Faculty Forum on its findings regarding these recommendations when deemed advisable by a majority vote of The Faculty Council's members.
4. To report and make recommendations to the President of Sauk Valley College on matters deemed important to the College.
5. To consider problems identified by the President of Sauk Valley College, at his request.
6. To request the opportunity to present The Faculty Council's point of view to the College Board when The Faculty Council's point of view differs from that of the President of the College.

Article IV - Membership: Membership of The Faculty Council shall include the President of Sauk Valley College as an ex-officio member, one additional administrative faculty member designated by the College President, at least one member elected from each instructional division, and one representative elected from the Student Services staff. Divisions with ten or more faculty members shall elect two representatives.

Article V - Term of Office: One-half of the initial members of The Faculty Council, or their replacements, shall be considered to have been elected for a two year term. This determination shall be made by lot. The remainder shall be considered to have been elected for a one year term. Such persons shall be re-elected or replaced at the beginning of the next fall semester for a two year term, by election of the divisions which they represent. Effective with the September 1968 semester, members of The Faculty Council shall be elected for two year terms.

Nothing in this Article shall be construed to mean that a representative may not succeed himself, if elected by his division,

except that at least one year must intervene, after a member has served two terms of either one or two years, before a division may again elect said representative.

Article VI - Elections: Elections of representatives to The Faculty Council shall occur during the first five class days of the fall semester of the years in which they are to be held, and shall be conducted by the Division Chairman or his designee. Election or selection of members to complete unexpired terms shall be conducted in the same manner within one month's time of the date on which The Faculty Council declares that a position is vacant.

Article VII- Officers: The officers of The Faculty Council shall be a chairman and a secretary. These officers shall be elected in the fall at the first meeting of the year which shall be called by the President of the College.

Section 1: Presiding Officer -

The chairman shall preside at all meetings, and in his absence, or when he relinquishes his chair, a presiding officer pro-tem shall be elected by the Council.

He shall appoint appropriate committees, as needed.

He shall designate an Agenda Committee to prepare an agenda for each meeting and distribute same to members prior to the day of the meeting.

He shall direct that, whenever possible, all items requiring Council action shall appear in written form.

Section 2: Secretary -

The Secretary shall keep complete records of the proceedings of all meetings and shall distribute the same to members of the Faculty Council and to all members of the Faculty. These minutes shall be distributed within one week of the meeting and shall be kept on file.

Article VIII - Meetings

Section 1. Regular Meetings.

There shall be two scheduled meetings per month to be held the first and third Tuesdays of each calendar month at 11:00 a.m., unless a different schedule is adopted by The Faculty Council at its first meeting in September and announced at the time. Additional meetings may be scheduled on other Tuesdays at the same hours, when announced not later than 12:00 noon on the previous Friday.

Section 2. Special Meetings.

Special meetings may be called at the discretion of the President of the College, the Chairman of The Faculty Council, or by petition of at least 15% of the administrative and instructional faculty.

Section 3. Quorum and Voting.

Presence of at least two-thirds of the voting membership shall constitute a quorum. All decisions shall be made by a majority vote of the administrative and instructional faculty present. A secret ballot may be requested by any member present.

Article IX - Committees:

1. The Faculty Council shall designate the membership of all college committees as listed in the Faculty Handbook with due regard to having their membership as representative as possible. This shall be the first order of business for the first meeting each fall. Ad hoc committees shall be appointed, as needed, by the Chairman of The Faculty Council with the approval of the Council members.

Article X - Parliamentary Procedure: Parliamentary proceedings shall be according to Roberts' Rules of Order Revised.

Article XI - Amendments: An amendment to any by-law shall be approved by a two-thirds vote of members present. An amendment may not be acted upon at the same meeting at which it is proposed. A proposed amendment must be presented in writing to each member of The Faculty Council within 4 days after it is proposed and at least 10 days prior to the meeting when it is considered for action.

Article XII - Adoption: These by laws shall become effective upon majority approval of the report of the By-laws Committee by the membership of the Faculty Forum, duly assembled for the purpose of adopting a set of by-laws.

Respectfully submitted:

Kathryn Lillyman
Robert L. Nash
Peter J. Stuckey
for the Faculty Council 2/27/68