

Approved by Graduate Council
4-22-04

University of Tennessee, Knoxville
Graduate Council Bylaws
Office of Chair

Responsibilities of the Chair. The Chair will preside over the Graduate Council meetings where he or she will be bound by *Robert's Rules of Order (Tenth Edition, Newly Revised)*. In cooperation with the Dean of Graduate Studies, the Chair shall prepare an agenda for such meetings. In matters before Council that require a vote, the Chair shall cast the deciding vote in the event there is a tie. In consultation with the Dean of Graduate Studies, the Chair shall make assignments to all standing committees of Council. He or she may also solicit Council members to serve on ad-hoc committees as needed. The Chair shall serve as an ex-officio (non-voting) member of all standing committees of Council including curriculum committee, academic policy committee, credentials committee, appeals committee, graduate deans' group, and the nominating committee. As Graduate Council exists as a standing committee of the Faculty Senate, the Chair also has Faculty Senate responsibilities as outlined in the Faculty Senate Bylaws (see Article III, Section 3.I. Graduate Council).

Election of Chair. The Faculty Senate Bylaws (Article III, Section 3.I) specify that the Chair of Graduate Council shall be a faculty member from Graduate Council, elected to a two-year term by voting members of Council. In the year prior to the beginning of the two-year term, the election of Chair is to take place at the last meeting of the spring semester. Any current faculty member of Council is eligible to be a candidate for Chair. The nominating committee will be responsible for identifying and soliciting candidates and will report on its results at the next to the last meeting of the spring semester. Nominations may also be submitted from the floor at that time. A summary of the candidate's credentials will be provided to Graduate Council members to aid in their decision. Election of the Chair will take place by secret ballot. The Chair-Elect will take on the responsibilities of Chair on August 1, following his or her election. The Chair-Elect is automatically granted an extension of his or her appointment to Graduate Council for a period of up to three years so as to include membership on Council through one year past his or her term as Chair. Since the Chair serves the entire university and not one constituency, the Chair does not count as part of a school's or college's apportionment of representatives to Council.