Saint Louis University

Bylaws of the Department of English

(Incorporates amendments of 9/18/2012)

Section I. Voting Members of the Department

Department members who are voting members of the University Faculty shall be voting members of the Department.

Voting members who are on leave may attend meetings and vote, or may vote by written proxy, or may delegate in writing another voting member to serve as proxy.

Section II. Meetings of the Department

Meetings of the Department shall be held when called by the Chair of the Department, or when requested in writing by 10% of the voting members.

The Chair of the Department or, in the Chair’s absence, a voting member designated by the Chair, shall preside at meetings of the Department.

The agenda for Department meetings shall be published at least three working days in advance. Unless it has previously been proposed in the agenda, new business may not be finally acted upon at the meeting in which it is first introduced.

A quorum at Department meetings shall consist of a simple majority of the voting members of the Department.

A member who must be absent from a Department meeting may leave a written proxy with the Chair or any other voting member. That proxy will count toward the quorum.

In the absence of a quorum at a Department meeting, a vote may be taken by mail ballot at the discretion of the Chair.

Hiring recommendations shall be discussed and voted on at a Department meeting called for that purpose. If the vote is favorable, but less than a majority of the eligible voting members of the Department, the Chair shall publish the vote of the meeting body and call for additional votes by written ballot from those eligible faculty absent from the meeting.

Section III. Officers

The Director of Graduate Studies, the Director of Undergraduate Studies, the Research Convener, and the Director of the Writing Program shall be appointed by the Chair for a term of two years. The term is renewable.
Section IV. Committees

The Department Chair shall appoint members of the following standing committees:

Graduate Studies, Undergraduate Studies, Research Committee.

Committee members shall normally serve two-year terms. If a faculty member is scheduled to be on leave, the Chair shall select a replacement to serve during the period of the leave.

The Chair shall not be eligible for membership of any standing committee.

The Chair shall appoint search committees and any other ad hoc committees.

Section V. Amendments and Additions to the Bylaws

Any voting member of the Department may propose amendments to the Bylaws.

Any proposed amendment must be published at least one week before the meeting at which it is to be voted on.

Amendments to the Bylaws shall be in force when approved by a majority of the voting members of the Department. A mail ballot is required if the vote at the Department meeting is positive, but less than a majority of the voting members of the Department.