

Bylaws

Lou Frey Institute
University of Central Florida
Adopted May 17, 2019

I. Membership

For purposes of governance, the membership of the Lou Frey Institute shall include all personnel holding full-time Institute appointments as faculty.

A quorum of Lou Frey Institute faculty shall consist of a simple majority of all faculty, attending in-person or by remote connections.

II. Frequency of meetings

Lou Frey Institute faculty shall meet not less than three times per year; once in the fall semester, once in the spring semester and once in the summer term.

III. Faculty-called meetings

A meeting of the Lou Frey Institute faculty may be called at the request of any faculty member. All Lou Frey Institute faculty shall be notified, in writing, of the meeting request and asked to approve or disapprove the requested meeting. The meeting shall be held if a simple majority of all Lou Frey Institute faculty approve the meeting. Non faculty are welcome to attend and participate in all meetings.

IV. Meeting Rules of Order

Roberts Rules of Order shall govern all Lou Frey Institute faculty meetings.

V. Voting

The Institute seeks to make collective decisions on a consensual basis. If the Executive Director deems that consensus cannot be achieved, collective decisions shall be made on the basis of a simple majority of the quorum present and voting. Non faculty may participate in meeting discussion but do not have voting power.

VI. Meeting Records

Proposed meeting agendas shall be provided to all faculty not less than 24 hours prior to a faculty meeting.

Recording of meeting records shall be the responsibility of the office of the Executive Director. Meeting records, including minutes and all associated documents shall be distributed to Lou Frey Institute faculty within one week of a faculty or committee meeting and will be archived on the Institute's shared drive, to which all faculty have access.

VII. Committees

So long as the total number of Lou Frey Institute faculty does not exceed a total of 12, the Institute will conduct committee business as a committee-of-the-whole. Should the number exceed a total of 12, the Executive Director shall propose, for adoption, a committee structure.

- i. Governance procedures that apply to the entire faculty shall prevail when faculty are convened as a committee-of-the-whole.

VIII. Ratification and Amendment

Ratification of these bylaws shall require a majority of Institute faculty. Amendment of these bylaws may be proposed by any faculty member and shall require a majority of Institute faculty for adoption.

IX. Board of Directors

The Lou Frey Institute Board of Directors will serve in an advisory capacity to the Executive Director of the Lou Frey Institute.