



School of Public Administration

BYLAWS OF THE SCHOOL OF PUBLIC ADMINISTRATION (SPA) IN THE COLLEGE OF COMMUNITY INNOVATION AND EDUCATION

a. Purpose

The purpose of School of Public Administration (SPA) Bylaws is to outline the guidelines and procedures for the governance of SPA so that faculty and staff may understand their responsibilities and diligently perform their duties to the best of their abilities in pursuant of SPA goals.

SPA faculty and staff adhere to the rules, regulations, policies, and procedures contained in other university, college, and school governance documents such as University P&T Guidelines, College of Community Innovation and Education P&T Guidelines, School of Public Administration P&T Guidelines, School of Public Administration Annual Evaluation Standards and Procedures, and School of Public Administration Policy and Procedure Manual

b. Frequency of Meetings

A meeting of SPA will be called normally once in a month and presided over by the SPA Director. Additional meetings may be called, if necessary, by either the SPA Director or by faculty as noted in the Faculty-Called Meeting Procedures, below.

c. Meeting Rules

SPA faculty meetings shall run according to the latest edition of Robert's Rules of Order. The monthly school meeting serves as the decision-making vehicle where proposals are presented by the School Director, the Program Director's Council Chair, the Director of the Center for Public and Nonprofit Management, a Special Faculty Task Force/Committee Chair, or faculty at-large. Proposals to be discussed at a meeting must be included on the meeting agenda, and must be provided to the faculty by SPA Director at least three business days before the meeting. Under extraordinary circumstances, proposals could be introduced from the floor. The merits of each proposal are reviewed and the alignment with university and college policies are made clear, and then a formal vote is taken to approve or not approve the proposal or to revise the proposal. Voting may be in person or by phone or video to accommodate faculty who may be unable to be present physically but call into the meeting. If secret ballots are required, we will use Mentimeter, an interactive presentation platform or other similar platforms. If the proposal is approved, the motion goes forward. If the motion fails, it may be revised and reintroduced. Under certain conditions and with the approval of more than 1/2 of SPA faculty members, electronic voting may be used. For example, if a proposal presented during a faculty meeting is not voted on because it needs to be revised, and there is an urgent need to vote on it before the next faculty meeting, voting shall take place via electronic means.

Approved by Faculty Excellence on August 3, 2020

d. Faculty-Called Meeting Procedures

SPA faculty shall be entitled to call a special meeting with a specific agenda upon presentation to the SPA Director of such a request of 1/3 of the SPA faculty. The special faculty meeting should occur within five business days of the presented request.

e. Membership and Voting

All full-time SPA faculty members are expected to attend and participate in unit meetings. Each faculty member is eligible to vote during meetings, unless advised otherwise by the university and college polices or collective bargaining agreement. A quorum would be reached if more than 1/2 of SPA faculty members are present at the meeting in person or via telecommunications. In the absence of a quorum, no decision would be made regarding the issue in question. Adjunct SPA faculty members are encouraged to attend SPA faculty meetings, but are ineligible to vote.

f. Meeting Records

Minutes must be circulated to SPA faculty and staff within ten business days following the meeting. Minutes must be offered for approval at the next meeting. Agendas and approved minutes must be posted in a manner accessible and easily navigable by all SPA faculty and staff.

g. Administrative Requirements for SPA Bylaws

Except for records deemed confidential under law or UCF policy, SPA Director must not keep unit records confidential from SPA faculty. As requested by SPA faculty, records will be available to all SPA faculty and staff, via One Drive, to include, SPA policies and bylaws; SPA budgets; formal plans; SPA meeting agendas, minutes, and exhibits; SPA task force/committee records (including membership, agendas, minutes, and exhibits). As determined by a majority of the SPA faculty, such records must be posted in a manner accessible and easily navigable by all SPA faculty.

SPA Bylaws must undergo a review and approval process every five years, and must be voted on by unit faculty. If a review and approval process is not completed, the bylaws remain in effect until a review and approval process is done. SPA Bylaws must also have the support of the SPA Director and the Dean of CCIE.

The decision regarding the final approval of SPA Bylaws will be made by the UCF Office of Faculty Excellence. After the final approval, SPA Bylaws would be marked approve and would include the date of approval.

h. Amendments to SPA Bylaws

Proposals to amend SPA Bylaws may be initiated by the Bylaws Committee, the SPA faculty at-large, or the SPA Director. A proposed amendment to the bylaws must be approved by a 2/3 majority vote of SPA faculty before it is forwarded to the SPA Director, the Dean of the College, and the Office of Faculty Excellence for final approval.

SPA Bylaws will be amended when deemed necessary to comply with the rules, regulations, policies, and procedures of SPA, CCIE, the University, the UCF Board of Trustees, the Board of Governors, and the State of Florida.

Date of approval: October 3, 2018