

**B. Vice Chair:** The Vice Chair shall be elected from the membership of the Council for a one-year term. The Vice Chair shall preside at meetings in the Chair's absence.

**C. Recording Secretary:** The Secretary shall be appointed by the chair and affirmed by the membership of the Council for a one-year term. The Secretary shall review proposals made to the Council and shall ensure they are routed to the appropriate Committee of the Council or recommend to the Chair that they be placed on the agenda of the next meeting of the Council, keep Council meeting minutes, prepare the agenda for Council meetings, distribute the agenda, and the

2) The functions of the Undergraduate Studies Committee shall be:

- C. A quorum of the Council shall be more than 50% of voting members or their proxies.
- D. No voting, except elections, shall be by secret ballot.
- E. All actions of the Council shall be by the whole body, and its authority shall not be delegated except as specifically designated in the Bylaws.
- F. The graduate student member described in section 1.4.3.D of the University Governance System document shall be appointed in the following way: Deans/Director of the college/school will nominate a graduate student from their unit during the first full week of classes of each fall semester. These names will be submitted to the university's Graduate Coordinator who will select a graduate student to serve on the Graduate Studies Committee and the Academic Council.
- G. No member of the Academic Council shall be a voting member of more than one of the following standing committees: Undergraduate Studies Committee, Graduate Studies Committee, or the Academic Support Systems Committee, except by approval of the Academic Council.
- H. Recommendations by the Council in accordance with Section 3 of the University Governance System document which would involve changes in the Faculty Handbook shall be made through the Faculty Senate for its review in accordance with Section 2.3.
- I. The Academic Council shall act on proposals submitted by the Board of Regents, the President of the University, the Faculty Senate, the Student Government Association, a Dean or Director, the Executive Committee of the Council, the Chair of the Council, or any other member of the Council.
- J. Recommendations and/or actions of the Council on proposals not included on the written agenda shall require two readings.

**IV. Amendments to these Bylaws shall require:**

- A. presentation in writing at a meeting of the Council,
- B. approval at subsequent meeting by a two-thirds majority of the voting membership of the Council.