

**Department of Mechatronics Engineering
Kennesaw State University
BYLAWS**

C. Others as needed such as Course Coordinators or Program Coordinators

ARTICLE II. Committees

Section 1. Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee member will be selected via an election held in the Fall (December meeting)

i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review.

ARTICLE IV. Voting

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follow:

Section 1. Eligibility

- a) All faculty who are not part-time or temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- b) Absent faculty/staff may vote by written proxy.

Section 2. Quorum

- a) A quorum shall consist of two-thirds of those eligible to vote.
- b) Proxies shall not count toward a quorum.

Section 3. Passage of a Motion

- a) A simple majority of those voting shall be required to pass a motion.
- b) A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 4. Ballots

- a) Secret ballots shall be used for votes if requested by one or more faculty member.

Section 5. Electronic Voting

- a) Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE V. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in requirements for the Bachelor of Science degree with a major in Mechatronics Engineering.

- a.) The department Chair or any tenured or tenure-track departmental faculty may propose such changes.
- b.) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- c) A completed copy of the appropriate form must be distributed to committee members at least one week prior to discussion and vote.

- e.) When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to either the DFC or the Department Chair and shall be approved by two-thirds majority vote at a faculty meeting
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