

ASC Process for Constitution and By-laws changes

1. Group or person wishing a change presents the idea at an ASC meeting
 - a. Formal proposal of language change is not necessary at this step, this is to get a general sense of what the **intent** of the change would be
2. ASC creates an ad-hoc committee to prepare a formal change proposal
 - a. Research and supporting documentation
 - b. Specific proposed changes to the constitution and/or by-laws language (this could become a formal 'resolved' statement)
 - c. "voter-guide" style explanation of rationale behind change (this could become a formal 'whereas' statement)
3. Formal proposal for specific changes presented and voted upon at ASC meeting
 - a. Presentation and discussion at one meeting and a final read and voting at a second meeting allows for full opportunity for input and consideration
4. ASC office prepares a referendum for the full faculty
 - a. Mechanism for each faculty member to cast a vote of approve or disapprove for the proposed change and to tally the results
 - b. Explanatory 'voter guide' materials to inform faculty of reasons for change (from step 2c)
 - c. Reference materials and minutes of ASC recommendation placed in ASC office file records for by-laws changes
5. Full faculty vote
 - a. ASC office manages the voting mechanics
 - b. ASC President informs full faculty and promotes participation
 - c. ASC Senators promote participation among faculty
6. Results of vote reported at ASC meeting
 - a. By-laws and/or constitution changes made and updated document(s) published on ASC website
 - b. Documents archived in ASC office folder system

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