

**Bylaws of the  
Food and Resource Economics Department  
University of Florida**

**PREAMBLE**

The administrator and voting faculty of each academic unit have the shared responsibility “to adopt and publish bylaws” [University of Florida, Bylaws for Academic Governance 2.2.1]. The Bylaws of the Food and Resource Economics (FRE) Department outline organizational and operating procedures to implement shared governance between administration and faculty of the Department’s academic, service and social responsibilities. These Bylaws are intended to foster transparency, collaboration, mutual responsibility, and accountability in the Department’s administration.

These Bylaws are subordinate to the University of Florida Constitution, the Faculty Senate Bylaws, the Constitution of the Institute of Food and Agriculture Sciences, and the policies and directives of Florida’s Board of Trustees and the Florida Board of Governors. A statement in the FRE Bylaws found to be inconsistent with the above authority does not necessarily invalidate other parts of the FRE Bylaws.

**Bylaw 1    Governance of the Department**

The University of Florida is committed to implementing shared governance between administration and faculty at all levels of the university. Shared governance includes:

“...procedures to ensure faculty collaboration in: strategic planning; setting budget priorities; setting resource allocation priorities;...resolving differences between faculty and administration,....[and] procedures for periodic review and evaluation of shared governance in practice...” [IFAS Faculty Assembly, *Shared Governance*, [http://faculty.ifas.ufl.edu/assembly/shared\\_governance.html](http://faculty.ifas.ufl.edu/assembly/shared_governance.html)]

FRE Bylaws are intended to provide for the open and timely exchange of essential information between administration and faculty. The Bylaws establish an administrative structure that guarantees to Faculty the opportunity to transform information into policy proposals recommended to administration.

The FRE Administrative Organization Chart (Appendix 1) summarizes the orderly flow of information through the Department. The information flow is governed by a triangular structure consisting of the FRE Chair, the Faculty, and the Steering Committee. The FRE Chair and Faculty present initiatives to the Steering Committee. The Steering Committee channels initiatives through the committee structure, which transforms them into formal proposals. The

Steering Committee organizes proposals submitted by committees into a Faculty Meeting agenda for formal consideration by the Faculty. The Faculty recommends proposals to the FRE Chair.

There is two-way communication among the FRE Chair, the Faculty, and the Steering Committee. For example, the FRE Chair is expected to communicate important information directly to the Faculty; and, individual faculty may consult directly with the FRE Chair on personnel issues, career mentoring issues, administrative matters, and so on. Moreover, the FRE Chair serves on the Steering Committee, and thus is informed concerning the status of initiatives.

The Chair serves as the conduit of information between FRE and IFAS Administration as it relates to the management of the Department.

## **Bylaw 2 The Faculty**

### **(A) Composition**

(1) The University of Florida Constitution broadly defines faculty as:

“...those persons employed by the University of Florida during the regular academic year whose primary assignment is to carry out the academic mission of the University, namely, teaching, research and academic service. Titles of these persons shall be set forth in the Senate Bylaws” [Article III, Section 1].

(2) Senate Bylaws state that “the members of a Department are the budgeted line item members” [Senate Bylaw 5] with one of the following titles: (a) Eminent Scholar (b) Graduate Research Professor (c) Distinguished Service Professor, Distinguished Research Curator (d) Distinguished Professor (e) Professor, Associate Professor, or Assistant Professor (f) Curator, Associate Curator, or Assistant Curator (g) Research Scientist, Associate Research Scientist, or Assistant Research Scientist (h) Scholar, Associate Scholar, or Assistant Scholar (i) Engineer, Associate Engineer, or Assistant Engineer (j) Extension Scientist, Associate Extension Scientist, or Assistant Extension Scientist (k) University Librarian, Associate University Librarian, or Assistant University Librarian (l) Master Lecturer, Senior Lecturer, or Lecturer (m) PKY University Developmental Research School Professor, PKY Associate Professor, PKY Assistant Professor, or PKY Instructor (n) County Extension Agent IV, County Extension Agent III, County Extension Agent II, County Extension Agent I (o) Any of the above titles modified only by clinical, research, or extension. [Senate Bylaw 21]

### **(B) The Voting Faculty**

(1) The Voting Faculty is composed of members of the Department (as defined by Senate Bylaw 21), subject to restrictions imposed by university regulations regarding promotion and tenure [University of Florida Constitution, Article III, Sections 5,6; University of Florida Regulation 6C1-7.019(6)(b)(1) and 6C1-7.019(6)(c)(1)].

(2) Faculty tenured in FRE, but not budgeted in FRE, have the right to vote on tenure and promotion of FRE Faculty subject to university restrictions.

(3) FRE budgeted faculty determines the rights of non-budgeted faculty to vote on Department issues and to serve on FRE Committees. Invitations to vote and participate in faculty governance are issued on an individual basis, and subject to restrictions imposed by FRE Faculty.

**(C) Advisory Role**

The Faculty is the sole advisory body to the FRE Chair. No FRE Committee may act as a 'kitchen cabinet' that supplants the Faculty in this role.

**(D) Faculty Rights**

(1) Faculty have the right to know the expectations of their job assignment and how they will be evaluated.

(2) Faculty have the right to receive essential and timely information required to participate in shared governance as established in FRE Bylaws.

(3) Faculty have the right to assemble without limit to discuss issues of concern.

(4) Faculty have the right to open academic discourse without fear of retribution.

(5) Faculty have the right to know, and question, the FRE Chair's rationale for vetoing Faculty recommendations.

(6) Faculty have the right to review the performance of the FRE Chair annually.

**(E) Faculty Grievance Procedures**

The Department will follow the Grievance Procedures specified by the Regulations of the University of Florida 6C1-7.041, Methods for Review and Resolution of Faculty Grievances, and by Faculty Senate Bylaw 7, Procedures of the Faculty Senate Committee on Academic Freedom, Tenure, Professional Relations and Standards.

**(F) Retired Faculty**

Relationships between fully retired faculty members and FRE are negotiated with the FRE Chair on an individual basis subject to approval by the Faculty.

## **Bylaw 3     The FRE Chair**

### **(A)     Appointment**

The FRE Chair is appointed by the Senior Vice President in accordance with the University of Florida Constitution [Article IV, Section 3(C)].

### **(B)     Duties**

The FRE Chair serves as the chief executive and administrative officer of the Department. The FRE Chair is responsible to the Senior Vice President for administration of the Department; to the three Deans for programmatic issues; and to the faculty for execution of academic policy. The FRE Chair is expected to operate the Department in the spirit of shared governance by seeking faculty input, considering it, and providing feedback and rationale about final decisions. The FRE Chair is responsible for recommending adjustments in faculty salary. The FRE Chair may maintain a program of teaching, research and/or extension as time permits.

### **(C)     Administrative Coordinators**

The FRE Chair may appoint Administrative Coordinators from the Faculty to assist in the administration of academic programs in FRE. The term of appointment is negotiated between the FRE Chair and the Administrative Coordinator. The Graduate Coordinator, Undergraduate Coordinator, Research Coordinator, and Extension Coordinator select committee members from the Faculty in numbers required to assist them in their duties. Administrative Coordinators are not a policy-making 'kitchen cabinet' to the FRE Chair. The Administrative Coordinators are:

#### **(1)     Associate Chair**

The FRE Chair may appoint an Associate Chair from the Faculty to provide various types of assistance including performing as the acting-Chair during FRE Chair absences; representing the FRE Chair at University and national events; and administering special Department projects and initiatives.

#### **(2)     Coordinator of Administrative Services**

The Coordinator of Administrative Services is a staff member who is hired for the position after a formal external search. Relevant to FRE Bylaws, this person assigns staff to work on FRE committees.

#### **(3)     Graduate Program Coordinators**

##### **(a)     Agribusiness Graduate Program Coordinator**

The Agribusiness Graduate Program (AGP) Coordinator administers the Masters of Agribusiness and the MS-Agribusiness programs in FRE. The AGP

Coordinator is responsible for recruiting and admitting students into the programs; advising students in course selection; tracking students' progress through their programs, and ensuring that their graduation requirements are met; allocating and administering scholarships, fellowships and assistantships as they are available; reviewing the Department's AGP policies annually and recommending needed modifications; advising the FRE Chair on faculty staffing of AGP classes; arbitrating unresolved complaints by AGP students concerning instruction; maintaining a current record of AGP policies as voted by the faculty; reviewing the Department's AGP curriculum annually and recommending modifications to courses and degree requirements to the Academic Programs Committee; and working with the Department Webpage Maintenance Committee to update the page dedicated to the AGP program.

**(b) Graduate Coordinator**

The Graduate Coordinator administers the Doctoral and MS-Thesis programs in FRE. The Graduate Coordinator is responsible for recruiting and admitting students into the program; advising students in course selection; tracking students' progress through their programs, and ensuring that their graduation requirements are met; allocating and administering scholarships, fellowships and assistantships as they are available; working with the Undergraduate Coordinator and Research Coordinator to assign graduate students as teaching assistants and research assistants; reviewing the Department's graduate policies annually and recommending needed modifications; advising the FRE Chair on faculty staffing of graduate classes; arbitrating unresolved complaints by graduate students concerning instruction; recommending theses and dissertations to be nominated for IFAS, university, and national awards; maintaining a current record of graduate policies as voted by the faculty; reviewing the Department's graduate curriculum annually and recommending modifications to courses and degree requirements to the Academic Programs Committee; and working with the Department Webpage Maintenance Committee to update the page dedicated to graduate programs.

**(4) Undergraduate Coordinator**

The Undergraduate Coordinator administers the undergraduate programs in FRE. The Undergraduate Coordinator is responsible for recruiting and admitting undergraduate students; advising students in course selection; tracking students' progress through their programs, and ensuring that their graduation requirements are met; allocating and administering scholarships, fellowships and assistantships as they are available; reviewing the Department's undergraduate policies annually and recommending needed modifications; advising the FRE Chair on faculty staffing of undergraduate classes;

arbitrating unresolved complaints by undergraduate students concerning instruction; administering the Department's policy for waiving FRE undergraduate curricular requirements; maintaining a current record of undergraduate policies as voted by the faculty, reviewing the Department's undergraduate curriculum annually and recommending modifications to courses and degree requirements to the Academic Programs Committee; and working with the Department Webpage Maintenance Committee to update the page dedicated to undergraduate programs.

**(5) Research Coordinator**

The Research Coordinator administers the research programs in FRE. The Research Coordinator is responsible for assuring compliance with reporting requirements of the Dean for Research; coordinating the Department review of proposed state and Hatch research projects, and assisting faculty with the submission of Project Statement forms to the Dean for Research's office for Experiment Station Review; assisting the faculty with the submission of CRIS forms (AD416, 417, 421) that must be submitted after the Dean for Research has approved new research projects; maintaining a current listing of FRE research projects, and a file of all FRE research project statements; directing 'Requests for Proposals' to faculty with an interest in the area, and encouraging submission of proposals; coordinating research project needs with graduate assistantships and A&P personnel; reviewing the Department's policy for employing A&P personnel annually and recommending modifications to the Research Committee; and working with the Department Webpage Maintenance Committee to update the page dedicated to research programs.

**(6) Extension Coordinator**

The Extension Coordinator administers the extension program in FRE. The Extension Coordinator is responsible for developing an overall plan for communicating and promoting Extension programs internally within FRE and IFAS, and externally to clientele; providing general support in meeting reporting requirements; preparing necessary background statements regarding Department extension programs for special reports, such as a Department Comprehensive Review; reviewing the Department's extension policy annually and recommending modifications to the Extension Committee; and working with the Department Webpage Maintenance Committee to update the page dedicated to extension programs.

**(D) Administrative Committees**

The FRE Chair may establish Administrative Committees to assist in administrative tasks. The FRE Chair appoints Administrative Committee members and Committee chairs. The term of appointment is negotiated between the FRE Chair and the Administrative Committee member. The Administrative Committees are:

**(1) Annual Faculty Evaluation and Mentoring Committee**

**(a) Purpose**

The Annual Faculty Evaluation and Mentoring Committee organizes and conducts the annual merit reviews for faculty. In particular, the committee decides on the material to be submitted by faculty, and follows a review procedure similar to that followed by the tenure and promotion committees at the college and university levels. The Committee also mentors faculty preparing for promotion to associate or full professor. The Committee meets with mentees as often as the mentees request, but at least once per year, individually or as a group.

**(b) Membership**

The Annual Faculty Evaluation Committee is composed of the FRE Chair and 5 full professors representing research, teaching, and extension activities. The Committee Chair is the FRE Chair.

**(2) Budget Advisory Committee**

The Budget Advisory Committee advises the FRE Chair on budgetary matters; and devises budgetary strategies for consideration by the Faculty.

**(3) Development Programs Committee**

The duties of the Development Programs Committee include identifying opportunities to support targeted Department programs with outside donations; working with IFAS development specialists; working with Undergraduate and Graduate Program Coordinators to obtain lists of prospective alumni donors; creating programs and strategies to contact prospective donors; and working with the Department Webpage Maintenance Committee to update the page dedicated to development programs.

**(4) International Programs Committee**

The duties of the International Programs Committee include coordinating FRE's study abroad programs; and international scholarly visits to the FRE.

**Bylaw 4 Department Committees**

**(A) Purpose and Classification**

Service on Department committees is an essential way that Faculty participates in Department governance. There are three classes of Department committees: Operations Committees, Policy Committees, and Non-Policy Committees.

**(B) Membership Eligibility**

**(1) Faculty**

Any member of the FRE Voting Faculty may be elected by the faculty as a whole to serve on Department committees. No faculty member may be elected to more than two Operations or Policy Committees. In some cases, special expertise and qualifications are required for nomination to membership on certain committees, and such qualifications shall be set forth in the bylaws.

**(2) Staff**

**(a) Participation**

FRE Staff may serve on Non-Policy Committees and Administrative Committees excluding the Annual Faculty Evaluation and Mentoring Committee.

**(b) Voting Rights**

FRE Staff have the right to vote on all matters that fall within the committee's purview except for policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty; decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty members; academic programs; and matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university.

**(c) Selection**

FRE Staff are appointed by the FRE Coordinator of Administrative Services. The term of appointment is negotiated between the FRE Coordinator of Administrative Services and the staff member.

**(3) Graduate Students**

**(a) Participation**

Students regularly enrolled in an FRE graduate program may serve on Policy and Non-Policy Committees. Students serve for one year, starting on June 1. Students may be selected to serve an addition term.

**(b) Voting Rights**

Graduate Students have the right to vote on all matters that fall within the committee's purview except for policy concerning salary, leaves, insurance, retirement, and fringe benefits of faculty; decisions concerning the appointment, salary, reappointment, promotion, tenure or dismissal of individual faculty

members; and matters affecting the professional responsibility of the faculty to establish and maintain the intellectual authority of the university.

**(c) Selection**

The Graduate Students are responsible for selecting their committee representatives according to their own process.

**(C) Operations Committees**

Operations Committees provide for the orderly flow of information through the Department, and the orderly transaction of faculty business. The Operations Committees are:

**(1) Steering Committee**

**(a) Purpose**

The Steering Committee is the executive committee of the faculty, and the conduit of information between Faculty and Department committees. It coordinates, reviews, and refers actions and proposals to Department committees. It accepts reports and recommendations from Department committees for Faculty action. It determines the agenda for Faculty meetings. It coordinates an annual review by the Faculty of the FRE Chair's performance.

The Steering Committee also is responsible for conducting an annual review of all Faculty committees that evaluates the selection process for members, the purpose of committees, and attendance at committee meetings; recommending to the Faculty the addition, dissolution, reclassification, or change in assignment of committees; recommending any special expertise and qualifications required for nomination to a given committee; nominating faculty for membership on Department committees; and running the elections. The Steering Committee considers diverse representation from the entire Department and from all appropriate ranks. It reports to the Faculty at least twice per year.

**(b) Membership**

The Steering Committee has 7 members who are elected by the faculty at large, and serve for staggered 3 year terms with one or more persons elected annually. Two members will be drawn from the assistant professorial rank; 2 from the associate professorial rank; 2 from the full professorial rank; and 1 from the instructor/scientist rank. The FRE Chair is a non-voting Chair of the Steering Committee.

**(3) Bylaws Committee**

**(a) Purpose**

The Bylaws Committee is responsible for interpreting the University of Florida Constitution, the Faculty Senate Bylaws, the IFAS Constitution, and FRE Bylaws for the Faculty; reviewing FRE Bylaws and recommending revisions to the Faculty; analyzing revisions to FRE Bylaws proposed by the Faculty and making recommendations to the Faculty; and editing and preparing for publication revised editions of the FRE Bylaws.

**(b) Membership**

The Bylaws Committee is composed of 3 members elected by the Faculty from the faculty at large. The members serve staggered 3 year terms. The Chair is elected by the Committee.

**(D) Policy Committees**

Policy Committees are charged with making policy recommendations to the Faculty. Each Policy Committee has 5 voting members. Four members are elected by the faculty at large, and serve for staggered 3 year terms with one or more persons elected annually. There is a single student member who serves in compliance with Bylaw 4(B)(3). An Administrative Coordinator is a non-voting member of the Policy Committee having purview over the program s/he administers. Administrative Coordinators may be elected to Policy Committees in their own right. The Policy Committees are:

**(1) Academic Programs Committee**

The Academic Programs Committee formulates and coordinates policy for FRE's teaching programs. It receives the annual review recommendations of the Graduate Coordinators and the Undergraduate Coordinators, and forwards policy recommendations for consideration by the Faculty.

**(2) Research Committee**

The Research Committee formulates policy for FRE's research program. It receives the annual review recommendations of the Research Coordinator, and forwards policy recommendations for consideration by the Faculty.

**(3) Extension Committee**

The Extension Committee formulates policy for FRE's extension program. It receives the annual review recommendations of the Extension Coordinator, and forwards policy recommendations for consideration by the Faculty.

## **(E) Non-Policy Committees**

Non-Policy Committees administer ongoing or recurring Department tasks. Each Non-Policy Committee is composed of 5 to 6 members. There are 3 faculty members, elected by the faculty as a whole, who serve staggered 3 year terms. There are up to 2 staff members, appointed by the FRE Coordinator of Administrative Services, who serve in compliance with Bylaw 4(B)(2). There is a single student member who serves in compliance with Bylaw 4(B)(3). Committee Chairs are elected within the Committee. The Non-Policy Committees are:

### **(1) Awards Committee**

The Awards Committee is responsible for advising Department faculty and staff of award opportunities and deadlines; and submitting award packets prepared by the faculty and staff being nominated.

### **(2) Webpage Maintenance Committee**

The Webpage Maintenance Committee is responsible for managing the content of the FRE webpage. This involves working with faculty to update their personal pages, and with Department Committees to update their committee pages.

### **(3) Space Committee**

The Space Committee inventories available space; formulates allocation rules to coordinate available space with the demands of faculty, staff and students; and investigate proposals for using space submitted by the Faculty, Staff and Students.

### **(4) External Advisory Board Committee**

The External Advisory Board Committee recommends, and assists the FRE Chair in soliciting, members for the External Advisory Board; prepares the agenda for board meetings; works with staff to organize board meetings; and communicates needed information and updates to board members between meetings.

### **(5) Social Events Planning Committee**

The Social Events Planning Committee organizes and implements plans for Department social events to foster community among faculty, staff and students.

## **Bylaw 5 Peer Review of Teaching**

Faculty members requesting that their courses be evaluated form a committee of three members of the tenured faculty (from within or outside the Department, as appropriate), and select the Committee Chair. Peer Evaluation of Teaching Committees will meet with the faculty member whose course is being evaluated before the semester begins to discuss the course history and

course materials. Committees will observe at least two lectures with prior notice, and will meet with the faculty member for a final summary and feedback session. The Committee Chair provides a written evaluation to the FRE Chair who provides it to the faculty member.

## **Bylaw 6 Faculty Meetings**

### **(A) Faculty Agenda**

#### **(1) Preparation**

The Faculty Agenda is prepared by the Steering Committee.

#### **(2) Components**

The Faculty Agenda consists of three parts:

- (a) Reports of the FRE Chair;
- (b) An Information Agenda consisting of information items, such as reports of committees, and
- (c) An Action Agenda, consisting of action items to be decided at the current meeting.

#### **(3) Placing items on the Faculty Agenda**

##### **(a) Submission**

Items to be included on the Faculty Agenda are submitted to the Steering Committee.

- 1. Items to be included on the Faculty Agenda may be submitted by the FRE Chair, any faculty member of the Department, any Committee Chair, or an administrative officer of the University.
- 2. Items to be included on the Faculty Agenda must be submitted in writing consistent with process prescribed by the Steering Committee.
- 3. The Steering Committee posts the process for submitting items to the Faculty Agenda on its website.

##### **(b) Disposition of Proposed Items**

The Steering Committee determines the disposition of an item to be included on the Faculty Agenda. Items may be:

- 1. Referred to a Department committee;

2. Placed on the Information Agenda;
3. Placed on the Action Agenda;
4. Deferred; or
5. Declined.

**(c) Ordinary Procedure**

The Steering Committee ordinarily refers items brought to its attention to the appropriate Department committee for consideration and report. It ordinarily places an item on the Information Agenda prior to its placement on the Action Agenda. The Steering Committee may place an item immediately on the Information Agenda if it decides that no committee consideration or report is needed; or on the Action Agenda in special or emergency circumstances.

**(d) Notification**

The Steering Committee shall inform the person submitting an item to the Faculty Agenda as to its disposition within 48 hours.

**(4) The Information Agenda**

**(a) Publication**

Items on the Information Agenda will be publicized on the Steering Committee website.

**(b) Disposition of Items**

The presiding office shall inquire whether the faculty desires to discuss items on the Information Agenda. Upon an affirmative indication, the item shall be opened for discussion.

**(c) Addition of Items**

After discussion of the scheduled information items, any faculty member may ask the Faculty to add an item that was deferred or declined by the Steering Committee. Upon majority vote by the faculty members present, the item is added to the Information Agenda of the meeting.

**(5) The Action Agenda**

**(a) Disposition of Items**

Items appearing on the Action Agenda are debated and voted on at that meeting of the faculty.

**(b) Addition of Items**

Any faculty member may ask the Faculty to move any item from the Information Agenda to the Action Agenda of the meeting. Upon majority vote by the faculty members present, the item is added to the Action Agenda of the meeting.

**(c) Restriction**

The Faculty shall not vote or take other action on any item not on (or added to) the Action Agenda for the meeting.

**(B) Faculty Meeting Procedures**

**(1) Presiding Officer**

The FRE Chair presides over faculty meetings. When the FRE Chair is absent, the FRE Associate Chair presides.

**(2) Participants**

**(a) Faculty**

Meetings of personnel as defined in Bylaw 2(A) are designated as faculty meetings.

**(b) Public**

Faculty meetings are open to the public. Members of the public may speak only if granted the privilege by the voting faculty. The request to speak should be made known in writing to a member of the Steering Committee at least one work day in advance of the scheduled meeting.

**(3) Timing**

**(a) Minimum**

Faculty meetings are held at least once each quarter.

**(b) Calling a Meeting**

Faculty meetings may be called at any time by the FRE Chair, the Steering Committee, or by petition of any 7 faculty members.

**(4) Spring Meeting**

A faculty meeting to be held during the spring term of each year shall be designated the annual faculty meeting of the Department. At this meeting, the FRE Chair and Chairs of FRE Committees report on their activities for the year, and other Agenda items are considered.

**(4) Minutes**

The FRE Coordinator of Administrative Services appoints a staff member to take minutes at faculty meetings.

**(C) Quorum Requirements**

A third of the voting faculty members present at any meeting of the Faculty constitutes a quorum.

**D) Voting**

**(1) Voting Rights**

Voting rights of faculty members are established according to Bylaw 2(B). The FRE Chair has the right to vote.

**(2) Voting Procedure**

Except in elections, voting in Faculty Meetings is ordinarily by voice. At the discretion of the presiding officer, or upon the request of any member, a vote shall be taken by show of hands. At the request of 10 faculty members, a vote shall be taken by signed written ballot.

**(3) Committee Elections**

In the election of Department Committee members, voting shall be by ballots distributed to all voting members of the Department by the Steering Committee. Such elections may be accomplished through electronic means.

**(E) Parliamentary Procedure**

Conduct of motions at faculty meetings shall follow Robert's Rules of Order Revised, except as modified by vote of the faculty.

## **Bylaw 7     Representatives to College and University Committees**

Whenever the FRE is required to submit faculty nominations to, or to elect representatives for, college or university committees, the Steering Committee puts out an email request to all faculty for nominations, including self nominations. Election of the representative or nominee is conducted through a blind paper balloting process, with ballots counted by the Steering Committee.

## **Bylaw 8     Amendments to FRE Bylaws**

### **(A)     Procedure**

Amendments to FRE Bylaws may be initiated by the FRE Chair, by the Steering Committee, or by petition of 20% of the faculty members of the Department. Amendments to be considered must be written and circulated to the Faculty not less than 7 days prior to the faculty meeting at which they are to be voted upon.

### **(B)     Voting**

The FRE Bylaws may be amended by a two-thirds vote of the FRE voting faculty members present at a faculty meeting.

Appendix 1: Food and Resource Economics Department Administrative Organization

