ADCO MISSION STATEMENT

The mission of the Academic Department Chairs Organization (ADCO) is to maintain and strengthen the role of departments as key to advancing the mission of Central Washington University. ADCO exists to improve the work of department chairs by facilitating the exchange of information, supporting development opportunities, and addressing concerns among its membership. ADCO shall discuss, establish positions on issues, and advocate on matters of University concern with particular implications for academic departments and shall have formal input on any policy or procedure affecting chair responsibilities, authority and accountability as found in CWUP 5-60-040. These positions will be communicated with the administration, particularly the Deans, faculty and staff, and students of Central Washington University, other organized groups, and individuals as appropriate. ADCO is committed to facilitating teaching excellence, scholarship and creative activity, and service at the department level as tools for enriching the lives and future of faculty, staff, and students at Central Washington University.

The Academic Department Chairs Organization is established under the office of the Provost/Vice President for Academic and Student Life. The Provost will forward University policy changes that affect department chair duties to ADCO for consultation and formal input prior to their implementation.
BYLAWS

I. Voting membership in the Academic Department Chairs Organization (ADCO) shall include the active elected chair, or designated alternate, of each academic department of Central Washington University. The Provost/Vice President for Academic and Student Life, or designee, shall serve as an ex-officio, nonvoting member.

II. Officers

1. Chair

   The Chair shall be the presiding officer at all meetings of ADCO. The Chair shall serve as official representative and spokesperson of ADCO in communication and interaction with chairs and administration. The Chair shall serve, or appoint a qualified ADCO member to serve, on committees of interest and importance to the Academic Department Chairs Organization (see Sec. IV). The term of office for the Chair will be one calendar year. The Chair will assume duties at the end of the academic year in which they served as Chair-Elect.

   The ADCO Chair will receive nine (9) Workload Units for the calendar year served as Chair.

2. Chair-Elect

   The Chair-Elect shall serve in the place of the Chair in the latter’s absence. In the event of a vacancy in the Chair’s position after the beginning of the Chair’s term of office, the Chair-Elect shall become the Chair and serve as such for the remainder of the Chair’s term of office, and a new Chair-Elect shall be elected at the next general meeting. The Chair-Elect shall be elected at the final ADCO meeting each academic year for a two-year commitment of service (one calendar year as Chair-Elect and another calendar year as Chair).

   The ADCO Chair-Elect will receive three (3) Workload Units for the calendar year served as Chair-Elect.

3. Recording Secretary

   The Recording Secretary of ADCO shall reserve meeting space, record minutes and attendance during meetings, handle other appropriate tasks as requested by the ADCO Chair, upload minutes to the ADCO website, and assist with coordinating and organizing ADCO workshops.
III. Meeting and Conducting Business

The Academic Department Chairs Organization will meet monthly, on a schedule to be determined by its membership, as appropriate. Special meetings may be called at the request of the ADCO Chair or upon written request of any five (5) members filed with the ADCO Chair who is responsible for calling meetings. All academic department chairs are encouraged to attend all meetings to support the mission of ADCO and the university. Attendance is recorded at each meeting and meetings are recorded for dissemination to the ADCO membership.

In conducting business at its meetings, ADCO will be governed by Robert’s Rules of Order, with any exceptions, alterations, and additions agreed upon by members present.

A. A quorum will be a minimum of one-third of current academic chairs. With the exception of proposed amendments to the Bylaws, all motions shall be approved by a simple majority vote of ADCO members present and voting at the time of voting. Each department receives one vote. Any voting member may introduce a motion to have any vote become an electronic referendum of the entire membership. This motion must be seconded.

B. During discussion, members will speak only after recognition by the ADCO Chair. The ADCO Chair will seek to alternate arguments for and against an issue, and to give each chair an equal opportunity to be heard. Visitors will be recognized by the ADCO Chair if no academic chair wishes to speak, if a chair yields the floor, or if the visitor has made a preliminary request or been invited by the ADCO Chair to speak.

IV. Committees

The ADCO Chair, or designee, shall be a voting member, as appropriate, on university-wide committees as requested. The ADCO Chair will endeavor to meet monthly with the Senate Executive Committee to discuss policy affecting both groups. ADCO may request membership on additional committees, as appropriate.

The ADCO Chair and Chair-Elect will serve as standing members of the ADCO University Policy Effects Committee. The committee will have at least one additional chair member to be selected during the final meeting of each academic year. The University Policy Effects Committee shall bring forward any proposed policy likely to affect chair responsibilities as defined in CWUP 5-60-040. This committee shall also be responsible for developing, planning and coordinating chair development activities in concert with the Office of Faculty Relations, and such other activities as the membership directs. Other internal ad-hoc committees related to department chair responsibilities or issues may be formed at any time by the membership of ADCO.

V. Records
A. Agenda

1. An agenda shall be compiled and published for all regular and, when possible, for all special meetings of the organization. The ADCO Chair shall be responsible for preparation of the agenda. A copy of the agenda shall be sent to each chair at least three (3) days prior to the meeting date. Any academic department chair may propose items for the agenda to the ADCO Chair or the organization as a whole.

2. At each meeting of ADCO, after the meeting has been called to order, the agenda, with any changes, will be discussed and presented for approval. No formal vote is necessary, unless it is called for by any member present. Following such approval, changes to the agenda can be considered only by suspension of the rules by a simple majority vote of ADCO members present and voting at the time of voting.

3. The general sequence of the agenda to be followed in meetings shall normally be as follows:

   Call to order;
   Agenda changes and approval;
   Approval of minutes of previous meeting;
   Announcements and Reports;
   Discussion Items/Questions; the ADCO Chair will attempt to reserve some time for inter-chair discussions of issues and positions to be taken, including round-table discussions on matters affecting Department Chairs.
   Guests and Discussion;
   New Business/For the Good of the Order;
   Adjournment.

B. Minutes

1. Minutes and attendance will be recorded at each ADCO meeting.
2. Minutes will be posted on-line for members to review before the next ADCO meeting.
3. Minutes will be amended as needed and approved at the next ADCO meeting.
C. Ad-Hoc Committee Reports are entered into the minutes of the ADCO meeting in which they are presented.

VI. Amendment of Bylaws

Amendments to these Bylaws may be introduced by at least three (3) members of the Academic Department Chairs Organization in written petition to the ADCO Chair. The ADCO Chair must then present the proposed amendment(s), in any modified form mutually agreed upon by the ADCO Chair and the petitioners, at the next ADCO meeting, with formal adoption deferred until the subsequent meeting. Voting may take place either electronically or in person. Adoption of amendments will require a two-thirds majority of the current ADCO membership. Amendments will go into effect immediately upon approval, unless otherwise specified.