

## Bylaws Amendment 5

**10. Duties and functions of the Co-Chairs: The duties and functions of the Co-Chairs, with support from the Faculty Council Office where appropriate, shall be as follows:**

~~A. To provide for comprehensive transcripts of the proceedings and actions of the Council. An audio or video (with audio) recording of each UFC meeting must be made and retained for 12 months by the Faculty Council Office for reference by any interested member of the faculty.~~

~~B. To prepare minutes of each meeting of the Council and a summary of the activities of the Council each year and to distribute it to the general faculty. It may delegate these tasks.~~

~~A. €.~~ **To serve as Co-Chairs of the Executive Committee.**

~~D. To report in the transcripts the names of those present at a Council meeting. In addition to absences, names of alternates present shall be reported.~~

~~E. To make available, in a timely fashion, to all Council members, members of the faculty and librarians who request them, the President and Vice Presidents of the University, the Chancellor of campuses not headed by a Vice President of the University, the main library on each campus, IU Communications (or any successor organization in charge of University press relations) and the Secretary of the Board of Trustees of Indiana University, all council documents and circulars including agendas announcing the time, place, and intended business of UFC meetings and transcripts of completed meetings. All University Faculty Council minutes, documents, and circulars shall be made electronically available to the University community in a timely manner for at least three years. The Co-Chairs shall also distribute to the above individuals and institutions information pertaining to any actions the UFC Executive Committee takes on behalf of the UFC as is allowed under Section 11.C of these bylaws.~~

~~F. To serve as administrators of the University Faculty Council.~~

~~B. €.~~ **To serve as Co-Chairs of the Indiana University Faculty (Section 3.1, Constitution of the Indiana University Faculty).**

~~C. H.~~ **To call meetings of the faculty (Section 3.3, Constitution of the Indiana University Faculty).**

~~D. I.~~ **To represent the Indiana University faculty in meetings with the Trustees, the President, other officers of Indiana University, and their administrative committees, including any academic and administrative cabinets or subgroupings.**

~~E. J.~~ **To convene, together with the appointing officer (normally the President), review committees for Indiana University administrators.**

**F. To appoint a member of the Council as Secretary who shall prepare minutes of each meeting of the Council and a summary of the activities of the Council each year and distribute it to the general faculty.**

**10.1. Duties and functions of the Faculty Council Office. The Faculty Council Office and its Director shall:**

- A. Serve as the administrative office of the University Faculty Council.**
- B. Arrange for comprehensive transcripts and an audio or video (with audio) recording of each UFC meeting, which must be retained for 12 months by the Faculty Council Office for reference by any interested member of the faculty.**
- C. Report in the transcripts the names of those present at a Council meeting. In addition to absences, names of alternates present shall be reported.**
- D. Make available, in a timely fashion, to all Council members, members of the faculty and librarians who request them, the President and Vice Presidents of the University, the Chancellor of campuses not headed by a Vice President of the University, the main library on each campus, IU Communications (or any successor organization in charge of University press relations) and the Secretary of the Board of Trustees of Indiana University, all council documents and circulars including agendas announcing the time, place, and intended business of UFC meetings and minutes and transcripts of completed meetings, including meetings of the Executive Committee acting on behalf of the UFC as is allowed under Section 11.C of these bylaws. All University Faculty Council minutes, documents, and circulars shall be made electronically available to the University community in a timely manner for at least three years.**

Reason: Moves administrative duties from section on co-chairs to a new section on the duties of the Faculty Council Office.