

# **BYLAWS OF THE ADMINISTRATIVE CABINET OF THE COLLEGE EDUCATION**

## **ARTICLE I**

### **THE ADMINISTRATIVE CABINET**

#### **Section I. Composition**

The Dean and the Associate Deans will convene an Administrative Cabinet to seek their advice and counsel on college-wide issues. Voting members of the Administrative Cabinet of the College of Education shall consist of the nine department heads; and the President of the COE Faculty Senate. Ex Officio members of the Administrative Cabinet of the College of Education will include the heads of Administrative units including the Office of Information Technology (OIT), Business Services, and Student Services; and other faculty or staff representing significant groups in the college including the chairs of the Diversity Council, the Staff Representative Group (SRG), and a representative from the COE Research and Development Center Directors' Advisory Committee will attend to share information relative to their units. Others may be invited on an ad hoc basis as appropriate.

#### **Section II. Charge**

The Statutes of the University of Georgia recognize the Dean as the ultimate authority in the College of Education. Given that context, the Administrative Cabinet, chaired by the Dean, will work in consultation with the Faculty Senate to make administrative decisions for the College. This approach to governance reflects our belief that our College is best served by democratic decision-making in which the voices of all faculty and staff are heard and respected. In this capacity, the Administrative Cabinet shall act as the agent of the Departments and the College as a whole and shall exercise the following duties and functions:

- (a) To advise and assist the Dean on matters of policy and administration of the College,
- (b) To advise and assist the Dean on matters that may concern more than one Department and matters of college-wide concern,
- (c) To advise and assist the Dean of the College in the performance of official duties,
- (d) To make such rules and regulations for the conduct of its business as it may deem advisable, and
- (e). In the event of a disagreement between the Dean and the Administrative Cabinet, the disagreement shall be reflected in the minutes of the Administrative Cabinet.

#### **Section III. Meetings**

The Administrative Cabinet of the College of Education meets monthly. Any member of the Administrative Cabinet may request special meetings. All members will be notified via official College of Education email at least one week in advance when a special meeting is called. Minutes of all meetings will be sent to all College faculty and staff via College email.

#### **Section IV. Agenda Setting**

The Dean shall set the initial agenda for the Administrative Cabinet 24 to 48 hours prior to the meeting. Any voting or ex officio member of the Administrative Cabinet may suggest additional items for the agenda, or may request that items be postponed or eliminated. Faculty or staff members may request attendance at a meeting to present agenda items of interest to the college by contacting the Dean

#### **Section V. Absences and Proxies**

All members of the Administrative Cabinet are expected to send a proxy in the event that they are unable to attend a meeting and should inform the Dean of their pending absence and the name of their proxy at least 24 hours before the meeting, when possible. The proxy shall have the same privileges of the floor as their designee would including the right to vote in place of the absent voting member.

## **Section VI. Quorum**

Six of the ten voting members of the Administrative Cabinet (i.e., the nine Department Heads and the President of the Faculty Senate) shall constitute a quorum. The vote of a simple majority of the members at a meeting at which there is a quorum is required for the approval of any official recommendation of the Administrative Cabinet.

## **Section VII. Relationship Between the Administrative Cabinet and the Faculty Senate**

Although there will be occasions of overlapping responsibility, the Administrative Cabinet is charged with the development of *administrative* policies, whereas the Faculty Senate is charged with the development of *academic* policies, *and matters pertaining to the quality of life of the College community*.

As a member of the Administrative Cabinet, the President of the Faculty Senate may bring items being deliberated by the Faculty Senate to the Administrative Cabinet. The President of the Faculty Senate also may bring any item being deliberated by the Administrative Cabinet to the Faculty Senate for their input.

In the event of a disagreement between the Faculty Senate and the Administrative Cabinet, a committee consisting of three members of the Administrative Cabinet and three members of the Faculty Senate shall meet to recommend a resolution. In matters of overriding importance to the College of Education community (e.g., the development of a Strategic Plan), a committee consisting of representatives of the Administrative Cabinet and the Faculty Senate shall be formed to develop processes and strategies that will lead to the development of policies. The results of the committee's deliberations then will be sent to the Administrative Cabinet, and the Faculty Senate, for full consideration.

*Approved by College of Education Administrative Cabinet June 27, 2007*