

**Program in Interdisciplinary Computing**  
**Florida State University**

**STEERING COMMITTEE BYLAWS**

*Approved by a two-thirds majority by secret ballot March 18, 2009*

*Amended by a two-thirds majority by secret ballot September 16, 2009*

**I. Organization**

- a) The Program in Interdisciplinary Computing (PIC) Steering Committee (PSC) consists of persons appointed by Deans of the Colleges participating in PIC in consultation with the PSC from a broad range of academic units at Florida State University. These appointments shall:
  1. Be drawn from Colleges with whom a Memorandum of Understanding has been filed indicating their Dean's commitment to working with PIC to advance the PIC mission and vision and to identify faculty who will work on PIC as part of their service assignment;
  2. Occur at the last meeting of the spring semester, with a member term limit of three years, in a manner that retains at least three members from year to year;
  3. Include candidates from multiple departments with computational needs;
  4. Include no more than one nominee per department and only from departments that are not represented by a continuing committee member; and
  5. Include the PIC Program Director as an *ex officio* member.
  
- b) One member of the PSC shall be elected to serve as Chair. The Program Director, in consultation with one or more members of the PSC, shall construct a slate of potential candidates from which to elect the PSC Chair. The election of the Chair shall:
  1. Occur at the last meeting of the spring semester;
  2. Include on the ballot any currently sitting member of the PSC willing to serve as Chair (excluding the Program Director);
  3. Allow for election by acclamation when only one candidate stands for election as Chair; and
  4. Require a secret ballot to elect only one candidate from a slate of candidates when more than one candidate stands for election as Chair:
    - i. In the event no candidate receives a simple majority of votes, the candidate with the greatest number of votes shall be the Chair; and
    - ii. In the event multiple candidates tie for the greatest number of votes, one candidate shall be randomly selected from among those receiving the greatest number of votes to serve as Chair. The selection shall be made by drawing numbers from a container with the highest number being elected. Someone other than the Program Director and someone who is also not a candidate shall oversee this process.
  
- c) The Chair of the PSC shall serve for a period of one academic year, beginning in the fall semester following his/her election and ending when the newly elected Chair assumes his/her responsibilities in the subsequent fall semester.

## **II. The Role of the PSC, the PSC Chair, and the PIC Program Director**

- a) The PSC shall support the goals of the Program by:
  1. Advising the PIC Program Director on criteria, policies, requirements, procedures, and other matters as appropriate for PIC operations;
  2. Evaluating the needs of the University in terms of deficiencies in computing and information technology course offerings;
  3. Proposing, defining, and approving courses and their content recommended for the PIC Program; and
  4. Executing *ad hoc* duties as necessary to maintain the PIC Program's operations.
- b) The PSC Chair shall:
  1. Call and conduct regular meetings of the PSC;
  2. Collaborate with the PIC Program Director on administrative duties and to set the meeting agendas;
  3. Appoint a secretary to record meeting minutes; and
  4. Form *ad hoc* committees as needed to achieve the goals of the PIC Program.
- c) The PIC Program Director shall:
  1. Meet regularly with the PSC;
  2. Collaborate with the PSC Chair on administrative duties and to set the meeting agendas; and
  3. Contribute expert input on computational issues to the PSC.

## **III. Quorum and Voting Rights**

- a) A quorum shall be defined as one-half the number of members of the PSC plus one. The Program Director shall not be counted in determining a quorum.
- b) A quorum is required to approve course offerings and their content for the Program in Interdisciplinary Computing.
- c) All members of the PSC shall have a vote on matters of concern to the PSC, including the PIC Program Director.
- d) Where a quorum exists, decisions shall be made by a majority vote at Committee meetings. Where more efficient, after presentation and discussion at a Committee meeting, a vote may be conducted via email.
- e) At the request of any voting member, Robert's Rules of Order shall be invoked in any meeting.

## **IV. Amendments**

- a) These Bylaws may be amended at any meeting of the PSC called by the Chair where a quorum exists.
- b) A two-thirds majority vote is necessary to enact an amendment to the Bylaws.

- c) Voting on amendments to these Bylaws shall be by secret ballot.
- d) Where possible, proposed amendments shall be provided to each member of the PSC at least two weeks prior to the meeting at which voting is to occur. This advance notice requirement may be waived by a two-thirds majority vote.