

**MSU Denver
Council of Chairs and Directors (CoCD)
Constitution**

- I. Purposes of the Council of Chairs and Directors (CoCD):
 - a. To foster the individual and collective effectiveness of the Chairs, School and Institute Directors in the performance of their duties
 - b. To provide the Administration of the University, prompt and accurate information about the needs, problems and viewpoints of Chairs and Directors
 - c. To provide Chairs and Directors with the opportunity for professional growth and development and for increased knowledge of the issues relevant to their roles as Chairs and Directors
 - d. To promote and protect the welfare, safety, and satisfaction of the Chairs and Directors
- II. Membership:
 - a. CoCD members must be MSU Denver faculty members serving in a faculty or (F) line. Employees serving in other lines, such as an administrative or (A) line are not eligible for CoCD membership; this includes employees with a faculty retreat line.
 - b. The COCD includes the Chairs and Department Heads of each academic department in an MSU Denver College or School – whether freestanding or as part of a College: in addition, COCD includes department chairs of any College based School or director of any academic institute at MSU Denver.
- III. Executive Committee (EC):
 - a. The EC shall consist of the following representation:
A College or School shall elect (1) representative for every eight departments, institutes, or freestanding units it houses. All fractions will be rounded to the next higher whole number, for determining the maximum number of representatives to be elected per College or School.

Current Effect:

College/School	[# of Units] (EC Members)	
CLAS	[20]	(3)
CHHS	[8]	(1)
CACED	[5]	(1)
CB	[6]	(1)
SE	[3]	(1)
SH	[1]	(1)

- b. Representatives
 - i. Representatives shall be selected by any means that the College or School or Institute deems appropriate and satisfactory.
 - ii. Representatives shall serve two-year terms.

1. Half the representatives shall be elected in odd years and half in even years to ensure continuity of leadership.
- iii. There shall be no term limits imposed on the election of these positions.
- c. The EC shall guide the CoCD in the identification of its issues and help the body establish its priorities
 - i. The EC shall set the agenda for each CoCD meeting.
- d. The EC shall represent the CoCD in discussions and negotiations with the other administrative or representative bodies within the University.
 - i. The EC shall facilitate the appointment of CoCD members to committees and task forces established by the University where CoCD representation is requested or required.
- e. The EC shall elect one of its members to serve as President.
 - i. The President shall be elected during the Summer Session, when all colleges and schools have elected and put in place new members to the Executive Committee.
 - ii. The President shall serve a two-year term.
 - iii. The term for the role of President shall be through the Summer Session, when all colleges and schools have elected and put in place new members to the Executive Committee.
- f. The EC shall elect one of its members to serve as Vice President.
 - i. The Vice President shall be elected during the Summer Session, when all colleges and school department chairs have elected and put in place, new members to the Executive Committee.
 - ii. The Vice President shall serve a two-year term.
 - iii. The term for the role of the Vice President shall be through the Summer Session.
- g. The EC shall elect one of its members to serve as Secretary.
 - i. The Secretary shall take and distribute notes of all meetings of the CoCD.
 - ii. The Secretary shall serve a two-year term. The role shall ideally rotate among EC membership (exclusive the President).
 - iii. The Secretary shall be elected during the Summer Session, when all colleges and school department chairs have elected and put in place, new members to the Executive Committee.
 - iv. The term for the role of the Secretary shall be through the Summer Session.

IV. Meetings:

- a. Regularly scheduled meetings of the CoCD shall be held at least twice each semester.
- b. Special meetings of the CoCD may be called by the President or one third of the members of the CoCD

- V. Committees and Task Forces:
 - a. Committees and/or Task Forces may be established by the CoCD as needed.
 - b. Committees and/or Task Forces operate for a specified purpose for a specified time frame.
- VI. Parliamentary Authority:
 - a. The Parliamentary authority shall be Robert's Rules of Order. However, the goal of the CoCD is to operate through consensus when possible.
- VII. Voting:
 - a. A quorum shall consist of at least one third of the CoCD membership.
 - i. If quorum is not present, action items shall be submitted for an electronic ballot or postponed until the next meeting.
 - b. Statements of position and action items shall require approval of a majority of those voting at a duly constituted meeting or a simple majority of the CoCD membership in an electronic ballot.
- VIII. Purview:
 - a. The CoCD shall concern itself officially with only such matters as are of concern to Chairs and Directors and is institution-wide in nature.
 - b. The CoCD shall take special care to avoid using its influence to affect matters which are properly the concern of faculty as faculty or which relate to only part of the institution (e.g. one College, School or Department).
- IX. Amendments to the Constitution
 - a. This Constitution may be amended by a two-thirds majority of the CoCD membership via an electronic ballot.
- X. The constitution will be revisited every three years.