

**BYLAWS OF THE FACULTY OF  
THE KRASNOW INSTITUTE FOR ADVANCED STUDY  
GEORGE MASON UNIVERSITY**

**Adopted September 11, 2007**

**Article I—Mission Statement**

The mission of the Krasnow Institute for Advanced Study is to provide a vibrant scholarly environment that transcends disciplines by bringing together scholars from a wide variety of specialties for the scientific investigation of complex systems, especially the mind, the brain, how these are related, and how these give rise to behavior and social interactions.

**Article II—Membership and Organization**

**Section 1. Definition of Faculty**

Hereafter, the Krasnow Institute for Advanced Study shall be referred to as the Institute.

The Faculty of the Institute (hereafter referred to as the Faculty) comprises all scholars who hold faculty positions, as defined by the Faculty Handbook of George Mason University, who:

1. Have primary affiliation in the Institute, or
2. Have been appointed by the Director of the Institute (hereafter referred to as Director).

The Director, with approval of the tenured members of the Faculty, may appoint to or remove from the Faculty scholars who hold faculty positions in other units of George Mason University.

The Director, in consultation with the Faculty, may appoint or remove Affiliate members.

**Section 2. Voting Rights**

Except on issues concerning promotion and tenure and the appointment of Faculty members, the right to vote at the Institute level shall be held by all members of the Faculty who:

1. Have a tenured (i.e., without term) or tenure-track (i.e., probationary) faculty appointment at George Mason University, or
2. Have held a faculty appointment in the Institute in excess of five years and have had their voting rights granted by the voting Faculty of the Institute.

The right to vote on issues concerning promotion and tenure shall be restricted to tenured faculty with the appropriate rank.

### Section 3. Officers of the Faculty

The Faculty shall elect a Chair of the Faculty, who may appoint a Chair Pro Tempore, Secretary, Parliamentarian, and Sergeant at Arms as needed. The Chair of the Faculty serves for a one-year term.

### Section 4. Certification of Voting Rights

Prior to the first meeting of the Faculty of each year, the Director and the Chair of the Faculty shall certify to the Faculty the names of all Institute Faculty and Affiliates, and whether they have voting rights. It shall be the duty of the Chair of the Faculty to maintain a current record of faculty with voting rights and to resolve challenges raised by a voting member regarding the voting eligibility of another person.

## **Article III—Meetings of the Faculty**

### Section 1. Presiding Officer

The presiding officer of all meetings of the Faculty shall be the Chair or the Chair Pro Tempore of the Faculty. In their absence, an acting chair shall be elected from among the voting members of the Faculty present if the requirements for a quorum is met.

The Chair of the Faculty shall have the authority to call meetings of the Faculty as needed.

### Section 2. Meeting Frequency and Conduct

Meetings of the Faculty will be convened at least once every academic year.

Meetings of the Faculty shall be conducted according to Robert's Rules of Order (newly revised) except as the rules and procedures described therein have been or shall be modified by adoption of these or of future Bylaws.

### Section 3. Quorum

The quorum for the meetings of the Faculty shall consist of not fewer than one third of the voting members of the Faculty as defined in Article II, Section 1.

### Section 4. Meeting Participants

Meetings shall be open to all members of the Faculty as defined in Article II, Section 1.

Any person invited by the Chair of the Faculty may participate in the discussion of any item of business.

All members of standing and ad hoc committees may be present at the meeting(s) of the Faculty during consideration of a report from their respective committee(s) and may participate in such consideration.

### Section 5. Closed Session

The Faculty may go into closed session by simple majority vote. Only members of the Faculty may be present during a closed session.

### Section 6. Agenda for Meetings

The Chair of the Faculty or his/her agent shall prepare the agenda and shall distribute it a week prior to the meeting to all members of the Faculty and the Director.

Any member of the Faculty may submit items of business for inclusion on the agenda.

### Section 7. Special Meetings

The Faculty Chair shall call a special meeting of the Faculty in response to a petition signed by at least one-fourth of the voting members of the Faculty and should normally call such a meeting within eight business days of receiving the petition.

The written call to the meeting shall include a statement of the purpose of the meeting and shall be distributed to all members of the Faculty between five and ten business days before the meeting.

Only business stipulated in the call to the meeting may be transacted at a special meeting.

### Section 8. Voting Procedures

Voting is usually conducted at a meeting of the Faculty by voice, ballot, or show of hands. A motion shall be decided by a simple majority of votes except as otherwise stipulated. At a meeting of the Faculty, any voting member may cause a secret ballot to be taken upon request.

At a meeting of the Faculty, voting on a particular motion by mail or email may be authorized upon the affirmative vote of a simple majority of the voting Faculty present. Such motions shall be decided by the vote of a simple majority of the Faculty of the Institute. If a mail or email vote is authorized, at least ten business days must be allowed for the receipt of votes. The Faculty may be notified of the results of the vote by electronic or campus mail.

Outside of a meeting of the Faculty, a motion may be submitted to the faculty by mail or email as long as the sponsoring and seconding Faculty members are clearly identified. Such motions are not debatable and shall be decided by a simple majority of the voting Faculty of the Institute, allowing at least ten business days for the receipt of votes. If requested before the close of the voting period, any Faculty member may cause the consideration of the motion to be postponed until a meeting of the Faculty is held, whereupon the motion may be debated.

## Section 9. Minutes of Meetings

The Chair of the Faculty shall ensure that minutes of all meetings of the Faculty are prepared in a style that conveys the essence of discussion on each item of business considered. The minutes shall be prepared and distributed to the Faculty for approval; approval of the minutes may be designated outside of a meeting of the Faculty by majority email vote of those voting Faculty members who were present at the meeting, as long as at least ten business days are allowed for email votes to be submitted. Approved minutes shall be distributed to the Faculty and the Director. At least one copy of the minutes of every meeting shall be preserved in a minute book as part of the permanent archives of the University; the minute book shall be kept in the Office of the Director and shall be open for inspection by any member of the academic community.

## **Article IV—Committees of the Faculty**

### Section 1. Categories

Standing committees shall be those permanent committees that are specified below.

Ad hoc committees shall be those established by the Faculty for consideration of special or transient issues. If no term is specified, the committee is deemed to serve until it issues a final report or until the committee is dissolved in the same manner in which it was appointed.

Director's Committees shall be those established by the Director.

### Section 2. Committee Reports

Committees are expected to periodically report their progress to the Faculty. Any Faculty committee may be required by majority vote of the Faculty to report to it at a specified later meeting any matter referred by action of the Faculty to that committee. Upon receipt of its report, the committee may be discharged of further responsibility for the matter by majority vote of the Faculty.

### Section 3. Standing Committee Composition and Charges

Standing Committees shall include the following:

Promotion and Tenure Committee — This Committee consists of at least three members of the tenured Faculty of the Institute. Members of this committee are elected by the Faculty of the Institute. The committee shall operate in accordance with the Faculty Handbook of George Mason University.

In reviewing faculty members with appointments in the Institute outside of programs or departments, this committee will conduct first-level review.

In reviewing faculty members with appointments in programs or departments of the Institute, this committee will receive the first-level review report from the program or department, and conduct second-level review. For these purposes, the committee shall be augmented by two members drawn from the tenured faculty of George Mason University outside of the Institute. These members shall be selected as follows: The Chair of the Faculty will nominate suitable candidates, and the Faculty shall elect the members. Any member of the Promotion and Tenure Committee who participated in the first-level review of a candidate may not participate in the second-level evaluation of that candidate, except as a witness; in this case the Faculty shall elect a temporary replacement from among the eligible Institute Faculty.

**Grievance Committee** — This Committee consists of at least three members of the tenured Faculty of the Institute. Members of this committee are elected by the Faculty, subject to the restriction that no more than one member shall be from a given department or program. The committee shall operate in accordance with the Faculty Handbook of George Mason University, and shall:

1. Convene and consider issues brought by a Faculty member, upon request by that Faculty member.
2. Forward grievances against the Director to the University Grievance Committee.
3. Initiate, as it deems necessary, discussions with appropriate administrators about any matters that fall within the committees' purview.
4. Make reports to the Faculty of a summary nature, and list all the cases it has considered.

The Faculty of the Krasnow Institute may create additional standing committees to those described above.

All standing committees are to make at least one yearly report to the Faculty on business transacted during the respective academic year.

The term of membership on all standing committees is at most three years. The Director is an ex-officio member of all standing committees of the Institute.

## **Article V. Advisory and Scientific Advisory Boards**

The Advisory Board advises the Director on strategies to secure resources to support the mission of the Institute.

The Science Advisory Board advises the Director on scientific aspects of the mission of the Institute.

Membership on these boards shall be stipulated by the Director, and may include anyone with appropriate credentials.

## **Article VI—Effective Date, Review, and Amendment**

### Section 1. Ratification

These Bylaws shall become effective when approved by a majority of those present at an organizational meeting called by the Director for this purpose.

### Section 2. Amendment

These bylaws shall be reviewed at least every three years by an appropriate committee of the Faculty.

All motions to amend these Bylaws shall be read and debated at two consecutive meetings of the Institute Faculty. The second meeting must occur at least one week after the first meeting. Following the debate at the second meeting, a vote on the motion to amend shall be taken. A two-thirds affirmative vote of the voting Faculty shall be required for passage of such an amendment.