

Idaho State University

Research Council

Bylaws

ARTICLE 1: NAME AND REPORTING CHAIN

- A. The name of this body is the Research Council.
- B. The Research Council is a standing council of the Faculty Senate. The Research Council reports directly to the Faculty Senate; it advises and coordinates with the University administration through the Vice President for Research and Economic Development..
- C. These bylaws shall be reviewed as needed or every 5 years.

ARTICLE 2: PURPOSE

- A. The Research Council consists of representative membership across the ISU research community. While formally advisory in nature, the Research Council provides a forum for internal discussion, gathers and disseminates information to the faculty, and provides a faculty voice on matters pertaining to research, scholarship, and creative activity (henceforth referred to as research).
- B. The Research Council also advocates for institutional support of faculty research. It also initiates and advises on the formulation, review, and application of policies touching on research matters.
- C. The Research Council will act in an official advisory role to the Office of Research.
- D. The Research Council provides peer review of internal grant awards funded by the Office of Research.
- E. The Research Council selects up to five faculty to be Outstanding Researchers and from those recommends the award for Distinguished Researcher to the Vice President for Research and Economic Development.

ARTICLE 3: MEMBERSHIP, SELECTION, AND RECALL

Section 1. Voting Membership

- A. All voting members of the Research Council must be faculty members and must directly represent faculty constituents.
- B. Research Council members must be experienced in and committed to research.

- C. The Research Council will have the following voting representative members:
1. Nine college representatives as follows:
 - a. College of Arts and Letters (2 representatives)
 - i. Fine Arts and Humanities; School of Performing Arts (1)
 - ii. Social and Behavioral Sciences (1)
 - b. College of Business (1 representative)
 - c. College of Education (1 representative)
 - d. College of Science and Engineering (2 representatives)
 - i. Departments of Informatics and Computer Science, Mathematics, Physics, Civil and Environmental Engineering, Electrical Engineering, Mechanical Engineering, and Nuclear Engineering and Health Physics (1)
 - ii. Departments of Biological Sciences, Chemistry, and Geosciences (1)
 - e. Kasiska Division of Health Sciences (2 representatives)
 - i. College of Pharmacy; College of Nursing (1)
 - ii. College of Health Professions; College of Rehabilitation and Communication Sciences (1)
 - f. College of Technology (1 representative)
 2. One research centers and institutes representative (1)
 3. One library/museum representative (1)
 4. One previous recipient of the Distinguished Research award elected by the Research Council (1)
 5. One student member (doctoral student) within the Graduate School
- D. Each respective college or area elects all voting representatives to serve three-year terms. Terms of office are based on the academic calendar and are staggered, with a goal of one-third of the Council membership being replaced each year. Election of new members must take place by the end of the spring semester preceding their term in office. Voting members may succeed themselves for one additional term, after which they must take at least a one-year break from serving on Research Council. Research Council can solicit nominations to fill vacancies.
- E. If a representative member resigns from or otherwise ceases to serve on the Research Council, a replacement is chosen in the same fashion as the regularly selected representative. Replacements chosen to fill an unexpired term of a regularly selected member may be appointed to no more than two successive terms following the completion of the unexpired term. If a temporary vacancy occurs (e.g., sabbatical), a replacement is designated by the unit represented.

Section 2. Non-Voting Membership

- A. The Vice President for Research and Economic Development, or designee, will serve as an *ex officio* (non-voting) member of the Research Council. The Vice President for Research and Economic Development, or designee, will attend a Research Council meeting once a month.
- B. If there is not a Faculty Senator within the membership, Faculty Senate will appoint a representative for a one-year term to serve as a non-voting member of the Research Council.
- C. The immediate past chair of Research Council will serve as an *ex officio* member of Research Council for the year following their service.

Section 3. Duties of Members

- A. Members of the Research Council must participate fully and ethically in all of its activities. Specific duties of Research Council members include the following:
 - 1. Attend all Research Council meetings.
 - 2. Solicit information from and represent the views of their faculty constituencies.
 - 3. Inform constituencies of relevant actions taken or anticipated by the Research Council.
 - 4. Identify strengths and weaknesses in the research enterprise at Idaho State University and affiliated institutions.
 - 5. Develop proposals to foster ISU research.
 - 6. Review internal grants and nominations for Distinguished Researcher and outstanding researchers.
 - 7. Collegially engage constituents and university administration in the expansion and development of research opportunities.
- B. Missing a Research Council meeting:
 - 1. A member must notify the Chair or Secretary in advance, if possible, if they have to miss a meeting.
 - 2. Each faculty constituency group is strongly encouraged to appoint an alternate from within their own membership. It is the member's responsibility to fill in the alternate on the Research Council's current work and any relevant constituency issues to address. The Council allows voting by proxy in accordance with Article 5.C.4.
 - 3. If a member has to miss more than a single meeting, they should arrange to appoint a temporary replacement.
 - 4. Any Research Council member who misses more than two meetings in an academic year will be evaluated for further membership, unless prior arrangements have been made to cover sabbatical or other recognized academic activities

- C. If a member is determined to have committed research misconduct of any type, the council will immediately remove that member and replaced by the respective college or area.

The college or area may recall any Research Council member for dereliction of duty by two-thirds approval of those voting. The college or area must allow the member(s) in question an opportunity to explain their position.

ARTICLE 4: OFFICERS AND MEETINGS

Section 1. Chair, Vice Chair, and Secretary (ad hoc)

- A. The Research Council elects the Chair of the Council at the last meeting of the spring semester from the continuing voting membership of the Council. The Chair serves for one year and may be re-elected if eligible.
- B. The voting membership of the Council elects the Vice Chair at the first meeting of the academic year. The Vice Chair serves for one year and may be re-elected if eligible. The Vice Chair does not automatically serve as the Chair-elect for the following year, but may be nominated for Chair if eligible.
- C. An ad hoc Secretary may elected at the last meeting of the spring semester from the continuing voting membership of the Council. The Secretary serves for one year and may be re-elected if eligible. A secretary is only elected in the event that administrative support is not provided or available.
- D. The Chair, Vice Chair, and Secretary will be nominated by Council members; a simple majority of those voting is required for officer elections. Nominations and voting may be done during the same Council meeting.
- E. Once every academic semester, a member of the RC will present a summary of activities to the deans council.
- F. The Chair is responsible for setting the Council meeting agenda, informing members of meeting time and location, running meetings, and preparing Council reports and correspondence. The Vice Chair takes up these duties in the absence of the Chair and performs other duties as assigned by the Chair of the Council. The Secretary is responsible for taking minutes and distributing them in a timely manner, and other duties as assigned by the Chair. The Secretary assumes the Chair's responsibilities in the absence of both the Chair and the Vice Chair.
- G. If any Research Council office (Chair, Vice Chair, Secretary) becomes vacant, the Council may hold a special election to fill the position for the remainder of that year, or may hold regular elections in accordance with Article 4. Section 1. A, B, and C.
- H. Should the removal of any Council Officer become necessary, it will be done in accordance with the provisions governing amendments to the bylaws as outlined in Article 7.A.

Section 2. Council Meetings

- A. The Council meets upon the call of the Chair, who is responsible for informing Council members in advance of the meeting and of its time, place, and agenda.

- B. If three members of the Council request a meeting, the Chair will call it within two weeks of the request in accordance with the provisions in Article 4. Section 2. A.
- C. Research Council meetings are open to the University community. The Chair may invite people from outside the Council to present information on issues relevant to the Council's agenda.
- D. For purposes of discussion and deliberations, the Research Council may enter executive session, which are closed to persons other than voting members of the Council. On such occasions, other persons may be present by special invitation of the Council. No final action is taken while in executive session.
- E. When discussing or voting on sensitive topics, such as internal grant rankings or Outstanding/Distinguished Researcher nominations, the Research Council may excuse persons other than voting member of the Council.
- F. Each member of Research Council shall disclose any conflicts of interest related to internal grant or Outstanding/Distinguished Researcher discussion and selection.

ARTICLE 5: MINUTES, QUORUM, AND VOTING

- A. Documentation of meetings:
 - 1. Minutes are kept for each meeting and submitted to the Research Council in a timely manner for review and acceptance.
 - 2. The Research Council will send accepted minutes to Faculty Senate for approval.
 - 3. The Research Council will share approved minutes with the Vice President for Research and Economic Development for the purposes of information sharing and for making recommendations for administrative action.
 - 4. The Vice President for Research and Economic Development considers all Research Council's recommendations; the Vice President for Research and Economic Development must approve all recommendations from Research Council before becoming final.
- B. A quorum consists of fifty percent of the voting membership of the Research Council.
- C. A motion passes when it receives a majority of the votes.
 - 1. Abstentions do not count as votes.
 - 2. Tie votes fail.
 - 3. The Chair has the right to vote on all motions.
 - 4. Voting by proxy is allowed when notification of proxy assignment is made to the Chair or Secretary prior to the scheduled meeting. A proxy must be given to a faculty member within the member's area of representation who is not already serving on the Council.
 - 5. Votes may be submitted after the meeting on issues needing further consideration, by any means the Council deems appropriate. These votes will only be accepted from those members in attendance of the meeting within two (2) weeks of the meeting.

- D. Bylaw changes cannot be introduced and voted upon within the same meeting, in accordance with Article 7.A.
- E. *Robert's Rules of Order, Newly Revised* (<http://www.constitution.org/rror/rror--00.htm>) is the procedural authority in all matters not covered by these bylaws and/or approved operating procedures.

ARTICLE 6: SUBCOMMITTEES

- A. The Research Council may appoint ad hoc subcommittees as necessary. These subcommittees are not standing subcommittees and are disbanded upon completion of assigned task.

ARTICLE 7: BYLAWS AMENDMENT PROCESS

- A. These bylaws may be amended by a two-thirds majority of the Research Council voting membership. Amendments cannot be introduced and voted upon at the same meeting. However, bylaw changes may be presented by any means the Council deems appropriate and then voted on at a scheduled Research Council meeting as long as they are distributed at least two (2) weeks prior to the meeting.

ARTICLE 8: BUSINESS ITEMS

- A. Items or policy not completed in one academic year should be considered old or continuing business to be completed by the Research Council in the next academic year.
- B. New business may be initiated in the Research Council by any of the following means: items brought in by a member of Research Council, items referred by the Vice President for Research and Economic Development, or items referred by the University community.

Approved by Research Council: April 16, 2009

Approved by Faculty Senate: May 4, 2009

Minor changes and corrections approved by Research Council: September 24, 2009

Accepted by Faculty Senate: September 28, 2009

Revised and Approved by Research Council: September 24, 2010

Approved by Faculty Senate: September 27, 2010

Subcommittee section revised; approved by Research Council: February 11, 2011

Approved by Faculty Senate: February 14, 2011

Revised by Research Council September 13, 2011

Approved by Research Council: October 18, 2011

Revised by Research Council: October 3, 2014

Approved by Research Council: November 7, 2014

Revised by Research Council: November 15, 2019

Approved by Research Council: November 15, 2019

Approved by Faculty Senate: December 9, 2019