

Bylaws for the Mathematics Department

As modified by second departmental vote, 12/6/23

1. Once approved, these bylaws can be changed, or individual provisions temporarily waived, by two consecutive $2/3$ majority votes of those attending regularly scheduled department meetings. In case these bylaws conflict with SSE or College bylaws, the latter shall prevail.
2. Voting members of the department are as defined in the College Bylaws. The chair shall obtain a list of eligible voters in the department from the College Organization Committee at the start of each semester, and notify all eligible voters in advance of any department meeting.
3. Any department member may request that any vote be by secret written ballot, this request shall be honored.
4. Unless otherwise specified, all meetings and proceedings of the department and its committees shall be governed by Robert's Rules of Order. Main points and variant rules are:
The chair sets the order of items on the agenda.
The agenda shall be distributed before the meeting, although the chair may later vary the order in which items are considered.
The department may modify the order of the chair's agenda by a simple majority vote.
Consideration of topics not on the agenda requires a $2/3$ majority vote.
Motions shall be made, and require a second.
Once made, motions can be modified with the permission of the mover, or by formal amendment.
Discussion may be ended by the chair asking for a vote, in the absence of immediate objections.
Discussion may also be ended by "calling the question", which is an immediate and undebatable motion to close debate, requiring a simple majority to pass.
All major decisions shall be formalized with motions, and the text of all motions shall appear in the minutes.
The meeting may be declared adjourned by the chair, unless there are immediate objections.
5. The department and its committees may elect to conduct some business over email. In this case, voting by email is done as follows. The chair distributes the text of the motion in an email to all voting members of the body, with "Motion" in the subject line. Individual members vote on the motion by saying what their vote is in a reply to the entire group. The chair may declare voting closed once there are enough replies to settle the question. In any event, voting will close within 36 hours on weekdays, and within 14 days when classes are not in session.

Committees

6. The current version of the departmental RTP guidelines shall be posted on the department's website. Changes to the departmental RTP guidelines require $\frac{3}{4}$ of those voting at a regularly scheduled department meeting
7. The Subcommittee for Reappointment, Tenure and Promotion shall consist of 5 members of the department who are either tenured, or non-tenured faculty having served two academic years at the College. Representation of the two groups shall be approximately in proportion to their distribution in the Department. Election shall be by secret ballot, and tenured and non-tenured faculty shall elect their representatives separately.
8. The department may either elect to have DSA applications sent directly to the chair, or to have them evaluated by the RTP subcommittee. This decision will be made at the start of each Spring semester.
9. Search committees for tenure track and lecturer positions shall initially consist of 4 members elected from the department. These four will then elect a committee chair and recruit a fifth member from outside the department, forming a committee of 5.
10. Faculty may volunteer to be a candidate for the different departmental committees and positions. In the event of not having enough volunteers, the department chair will select some candidates.
11. All search committees shall present their recommendations to the department, together with a brief rationale for their recommendations. After this, the department as a whole shall decide on its recommendation by discussion followed by a vote. The department chair will then present the department's recommendation to the dean. Faculty who do not have sufficient basis to make distinctions between candidates are expected to abstain from voting. (Hiring recommendations often take the form of ranked lists of subsets of candidates who interviewed on campus.)