

UNIVERSITY RESEARCH COUNCIL BYLAWS  
NORTHERN KENTUCKY UNIVERSITY

I. TITLE

This body will be designated the Northern Kentucky University Research Council.

II. MISSION

The University Research Council serves as the official University body that recommends practices and policies to appropriate colleges, committees or individuals to encourage and promote research and creative activity by NKU faculty, students and staff. Informs VP GERO about pressing research and creative concerns.

III. RESPONSIBILITIES

The Research Council makes recommendations as to policies and practices that will improve NKU's ability to undertake and broadly disseminate research conducted by faculty, students and staff. The URC will promote research through various activities throughout the academic year.

IV. OFFICERS

(1) The Chair of the Research Council handles all administrative matters pertinent to the operation of the Council. The Chair oversees the appointment of members to the Research Council as described below. The Chair may appoint committees, including ad hoc committees, and their chairpersons. The term of office is two years.

(2) The Vice-Chair of the Research Council is responsible for writing and disseminating the minutes of each meeting and serves as secretary and parliamentarian. The term of office is two years (elected off-year to the Chair).

V. COUNCIL MEETINGS

The Research Council will meet at least twice per fall and spring semester. Meetings are conducted according to the revised Roberts Rules of Order. Decisions shall be made by majority vote of Research Council members present.

At the discretion of the Chair of the Research Council, business may be conducted electronically in lieu of a meeting. Members will be notified at least five days in advance of the Research Council meeting that any electronic vote is requested in lieu of regular meeting. A quorum is defined as 2/3 of voting members.

## VI. AGENDA

Council members may propose agenda items that require a vote. The Chair will issue the agenda for each meeting one week prior to the meeting date. The Research Council, however, may accept proposals to add agenda items at the meeting through an extraordinary majority of two-thirds of the members present. The added items are for discussion only; no vote on the items may be taken during the meeting.

## VII. COMPOSITION OF RESEARCH COUNCIL & TIMING

All members of Research Council must have full-time Faculty status. At least three-fourths of the Research Council's member must be tenured or tenure-track.

The Research Council shall solicit from the Dean of each college *at least one* faculty member to serve on the Research Council. The Research Council should represent and/or solicit input from a broad cross-section of the University's colleges and undergraduate and graduate programs.

Additional ex-officio members of the University or external community may be appointed by the Vice Provost for Graduate Education, Research and Outreach.

All members will be selected prior to the first meeting of the Research Council each fall.

## VIII. TERMS OF OFFICE

Representation for all Research Council members shall be for a two-year term. Terms are renewable.

## IX. LINKAGE TO OTHER FACULTY BODIES

These Bylaws and any amendments hereto must comply with policies approved by the Board of Regents of the University.

## X. QUORUM

A quorum is defined as of 2/3 of the voting membership. Vacant seats on the Research Council are not counted when determining this majority.

## XI. ATTENDANCE AND VOTING

- (1) Research Council members are expected to attend all meetings. If circumstances do not permit a member to attend, that member should make arrangements for a stand-in representative, if possible. Such substitutions are expected to be rare. Stand-in representatives must be full-time faculty members.
- (2) If a Research Council member is absent from more than three Research Council meetings in an academic year, not necessarily consecutively, the Research Council member's dean will be notified. If there are meetings still remaining in the academic year at that point, the Research Council Chair may request a replacement. The new member will be determined by the regular selection process as described in Section VII.
- (3) All motions will be approved by a simple majority of members present assuming a quorum. Proxy votes, conveyed to the Chair of the Research Council prior to the vote on an agenda item, or through a stand-in representative, will be allowed.

## XII. MINUTES & REPORTING

Under the direction of the Chair, minutes are taken by the Vice-Chair following each meeting and are distributed by the Vice Provost for Graduate Education, Research and Outreach to appropriate University, and any NKU faculty member upon request. A brief annual report will be prepared between May 15 and June 30 by the Chair, submitted to the Vice Provost for Graduate Education and distributed to those who receive the minutes.

### XIII. AMENDMENT OF BYLAWS

The Research Council is empowered to amend these Bylaws. Amendments must be presented at two consecutive Council meetings and approved by an extraordinary majority of two-thirds.

Bylaws are subject to approval by the Provost and President.

Approved: February 2016  
Amended: September 2020