

## **Policies and Procedures of the Bartol Research Institute**

*Approved 9 November 2005*

- (1) Policies and Procedures of the Bartol Research Institute, adopted pursuant to the Bartol Charter, are intended to provide for the orderly conduct of business as a Center within the University of Delaware Department of Physics and Astronomy. The full voting membership consists of all tenured and tenure-track members of the Center, including the Director.
- (2) Policies and Procedures may be amended or replaced by means of a motion passed as described herein, except that the motion shall require two thirds of the eligible votes to pass.
- (3) In accordance with the Bartol Charter, the membership of the Center will recommend admission of new members to the Chair of the Department. This will be done by means of a regular motion, passed by a two-thirds majority of the members. To apply, a faculty member in the Department should submit a letter to the Director, accompanied by a CV and any other supporting information the candidate wishes to have considered. Applications will be acted upon by the Center within a month of receipt by the Director.
- (4) In accordance with the Bartol Charter, the membership of the Center will recommend the appointment of a Director by means of a regular motion, passed as otherwise provided in these Policies and Procedures. Appointment of a Director who is not a Permanent Member will include a new five-year renewal of membership. The Director has authority over the resources of the Center and responsibility for organizing its business.
- (5) In accordance with the Bartol Charter, the membership of the Center shall maintain an Advisory Committee to work with the Director on such issues as establishing the annual budget. The Advisory Committee consists of three members of the Center. Term of service is from September 1 to August 31. Members may serve for up to three consecutive terms. Each May a new slate of Committee Members is prepared by the outgoing committee and presented to the Members for approval by vote. If the proposed slate is not approved, an election is held, organized by the outgoing Committee.
- (6) Any member of the research staff or research faculty of the Department who is working directly with a member of the Center and likewise any scientific visitor to the Center is permitted to use "Bartol Research Institute" as an affiliation.
- (7) Meetings of the membership shall be conducted, and votes taken, according to Robert's Rules of Order, subject to modifications included in these Policies and Procedures, which shall be considered "Special Rules of Order".

- (8) The following special rules of order shall govern meetings of the membership of the Center, or legitimate subsets thereof :
- a) Meetings are called via e-mail by the Director, or the Advisory Committee, with a minimum of 48 hours advance notice.
  - b) Meetings shall be held during normal business hours. The Chair of the meeting shall be selected by whoever calls the meeting.
  - c) The e-mail call must state an agenda for the meeting. Final action may not be taken on an item not on the agenda.
  - d) E-mail (or other written) proxies are accepted, either generic or specific.
  - e) A quorum at any meeting is 60 percent of the eligible voters, physically present or represented by proxy.
  - f) All actions at a meeting, with the exception of final passage of a motion, are taken by majority vote of those physically present or represented by proxy.
  - g) Any motion requires a simple majority of the eligible voters for final passage, except where otherwise specified in this document.
  - h) If a final motion fails but the nay votes are not the majority of eligible voters, a full vote of eligible voters shall take place at the request of any member.
  - i) A full vote is announced by the meeting chair in an e-mail to eligible voters containing the full text of the motion and designating a teller. Members then have 72 hours to vote by e-mail to the teller. The vote is concluded when all votes are received or at the end of 72 hours, whichever comes first.
  - j) A motion for secret ballot falls under the rules of a subsidiary motion. For a secret ballot, members have 72 hours to cast ballots with a teller designated in the motion for secret ballot. A secret ballot may be cast by means of an e-mail proxy. In a secret ballot, all votes will be opened and counted at the end of the 72-hour period, or when all members have voted, whichever comes first.