

Temple University

Bylaws of the Collegial Assembly of the
College of Science and Technology

I

The College of Science and Technology is composed of the following Departments:

Biology
Chemistry
Computer and Information Sciences
Geology
Mathematics
Physics

II

The assembly of the faculty members of the College of Science and Technology (CST) shall be known as the "Collegial Assembly".

III

All full time faculty members within CST shall be Voting Members of the Collegial Assembly.

IV

A. Initial Adoption

A copy of these Bylaws shall be posted on the College Of Science and Technology website and mailed to all Voting Members. A ballot requesting adoption of the document shall be mailed to all voting Members. Ballots are to be returned within two weeks of the mailing date. These Bylaws shall become effective upon approval by a majority of those faculty voting, providing at least 30% of the Voting Members cast a vote.

B. Future Amendments

The first paragraph of Article V , including footnotes, cannot be amended
Subsequent to initial approval of these Bylaws, proposed amendments other than to the first paragraph of Article V and its footnotes may be proposed by any of the following:

- 1) The Collegial Assembly;
- 2) The Executive Committee (see Article XI);
- 3) The Dean of the College.

Proposed amendments shall be distributed by the College Executive Committee to each member of the faculty at least two weeks prior to a Collegial Assembly meeting at which the proposed amendments are to be discussed.. Within one week following this meeting, the proposed amendments (as modified at the meeting) shall be sent to each Voting Member together with a ballot. Ballots are to be returned within two weeks of the mailing date and will be counted by members of the Executive Committee. In order for the mail ballot to be considered valid at least 30% of the faculty eligible to vote must return their ballots. Adoption of the proposed amendments will require a favorable two-thirds majority of the votes cast. An adopted amendment shall become effective only if approved by the Dean and by the President or his/her designee after review by University Counsel to assure conformity to University policies. The President or his/her designee shall set the date upon which the amendments will become effective.

V

These Bylaws, as well as any actions, resolutions or policies resulting from the regulations and procedures set forth in these Bylaws are limited and shall continue to be limited to those not in conflict with any present or future actions, resolutions or policies¹ of the Temple University Board of Trustees, or any present or future action or policy of the President of Temple University taken within his/her authority as defined by the Board, or any present or future action or policy of the Dean² of the College of Science and Technology taken within his/her authority as defined by the Board.

In the event of any conflict or contradiction between any portion of the bylaws or any action taken under the authority of these bylaws and any University Policy now in effect or adopted in the future, such bylaw or action shall be superceded by the pertinent University Policy.

The members of the Collegial Assembly shall be directed in their actions by the rules and

¹ including contracts and supplementary agreed upon letters and amendments resulting from the collective bargaining process that have been approved by the Board or by the President when delegated to do so by the Board

² The Dean's appointment, responsibilities, aegis and authority are defined by the Board, or by the President taken within his/her authority as defined by the Board, and is not addressed in these Bylaws.

procedures set forth in the Temple University Faculty Handbook and by the Faculty Bylaws of the College. Meetings of the Collegial Assembly shall be governed by Roberts' Rules of Order³.

VI

Meetings of the Collegial Assembly shall be presided over by the chairperson of the college Executive Committee (see Article XI). In the event that the Executive Committee chairperson is unable to attend part or all of a scheduled meeting of the Collegial Assembly, the members of the Executive Committee shall designate a temporary replacement.

VII

A. Collegial Assembly Regular Meetings

The Collegial Assembly of the college of Science and Technology shall hold at least one meeting during the Fall semester and at least one meeting during the Spring semester each year for the purpose of recommending the conferring of degrees and carrying out other necessary business of the college. The Executive Committee (see Article XI) may call additional meetings as it sees fit. At the request of the Executive Committee, the Office of the Dean shall provide written notice of each meeting of the Collegial Assembly to all members of the faculty at least two weeks prior to the date set for the meeting. The agenda for the meeting, provided by the Executive Committee, shall be delivered to the faculty at least one week prior to the meeting date. Motions on substantive issues which are made during the course of a meeting but which were not announced on the agenda of the meeting may not be considered for final vote at the meeting. Instead, they must be placed on the agenda of a subsequent meeting to be voted on at that time.

B. Collegial Assembly Special Meetings

The chairperson of the college Executive Committee shall call for a special meeting of the Collegial Assembly upon receipt of either:

- 1) A request by the Dean of the College
- 2) A request by at least half of the voting members of the Executive Committee
- 3) A petition signed by twenty-five percent or more of the Voting Faculty of the Collegial Assembly.

At the request of the Executive Committee, the Office of the Dean shall provide notice of and the

³ Specifically, Robert's Rules of Order: Simplified and Applied, Robert McConnell Productions, (1999) Macmillan; ISBN: 0-02-862749-0

agenda for a special meeting which shall be delivered to the faculty at least one week prior to the date set for the meeting. In addition, the Dean's Office shall be requested by the Executive Committee to notify each department chair of the meeting by telephone at least one week prior to the meeting date.

Special meetings shall be restricted to consideration of matters for which the meeting was specifically called.

C. Minutes of Collegial Assembly meetings

The Executive Committee shall designate someone to take minutes of each meeting of the Collegial Assembly. These minutes shall be subject to approval by the Voting Members at the subsequent Collegial Assembly meeting.

D. Collegial Assembly Quorum

A quorum for all meetings of the Collegial Assembly shall consist of one-third of the Voting Members, as defined in Article III.

VIII

A. The Collegial Assembly shall form Mandatory Committees, Standing Committees and ad-hoc committees to assist in the conduct of its business. Similarly, ad-hoc subcommittees may be formed by each Standing Committee, as needed, and disbanded by the same Standing Committee when no longer needed.

B. Each Standing Committee shall formulate its own procedures and forward them, in writing, to the Executive Committee for approval or modification.

C. Before May 1 of each academic year, each Standing Committee shall submit a written report to the Executive Committee, summarizing the Standing Committee's work for the past year and its plans or recommendations for the next year.

D. The following shall be the Standing Committees of the Collegial Assembly:

- (1) Executive Committee
- (2) Budget and Planning Committee
- (3) Graduate Committee
- (4) Undergraduate Committee
- (5) Tenure Committee
- (6) Promotions Committee
- (7) Research and Study Leaves and Awards Committee
- (8) Merit Committee.

IX

A. The Executive Committee shall be composed of nine Voting Members augmented by Ex-Officio Members. The voting members shall include:

Six "Regular Members", exactly one from each Department of CST which shall be elected by that Department, with each Department supervising its election of a Regular Member;

Three "At-Large Members" shall be elected by the Voting Members of the Collegial Assembly in a mail ballot supervised by the Executive Committee (Article X, B.)

B. No two At-Large members of the Executive Committee can be from the same Department. An Ex-Officio Member (Article XI, B) may also be a Regular Member or an At-Large Member, but a Regular Member cannot be an At-Large Member of the Executive Committee.

C. The Tenure Committee shall be composed of six Voting Members with tenure, one from each Department, and shall be appointed by the Dean after consultation with the Executive Committee.

D. The Promotions Committee shall be composed of six Voting Members who are Full Professors with tenure, one from each Department, and shall be appointed by the Dean after consultation with the Executive Committee.

E. Each of the other Standing Committees of the Collegial Assembly shall be composed of six Voting Members, one from each Department, augmented in some cases, as indicated below, by Ex-Officio Members. The six Voting Members shall be elected by each of the six Departments of the College, with each Department supervising its election of one Voting Member.

F. Ex-Officio committee members may not vote.

X

A. All Departmentally elected Standing Committee Members shall be elected by the full-time members of the Department from among the full-time Faculty in that Department in an election supervised by that Department.

B. The Executive Committee shall prepare a slate of nominees for any At-Large Member vacancy on the Executive Committee. The slate shall include at least two candidates for each slot to be filled. After the slate is prepared, it shall be circulated to the faculty. Additional

candidates may then be added to the list by a petition containing the signatures of at least five Voting Members of CST in addition to the signature of the proposed candidate, indicating a willingness to serve. To be considered valid, such petitions must be returned to the Executive Committee within two weeks of the date of circulation of the original slate. After this two week period, the Executive Committee shall prepare and send a mail ballot to all Voting Members of the College. To be considered valid, mail ballots are to be returned to the Executive Committee within two weeks of circulation, after which they shall be counted by members of the Executive Committee.

C. All Departmental elections of Voting Members of Standing Committees shall be completed no later than April 1 of the year in which the newly elected representatives' terms are to commence. The appointment of members of the Tenure and Promotion Committees shall be completed no later than April 15 of the year in which the newly elected and appointed members' terms are to commence. The election of At Large Members of the Executive Committee shall be completed no later than May 1 of the year in which the newly elected members' terms are to commence.

D. Terms of all voting members of all Standing Committees shall commence on September 1 and shall end on August 31.

E. Voting members of all Standing Committees shall serve three year terms as Voting Members of the Standing Committee to which they have been elected. Terms shall be staggered so that each year:

Two Regular Members will leave the Executive Committee to be replaced by newly elected members, each elected by the outgoing member's department, and one At-Large Member will leave the Executive Committee to be replaced by a newly elected At-Large Member, elected by the Collegial Assembly.

Two members will leave the Promotions Committee and two members will leave the Tenure Committee, each to be replaced by a member from the same Department, appointed by the Dean, after consultation with the Executive Committee.

Two members will leave each of the other Standing Committees to be replaced by newly elected members, each elected by the outgoing member's department.

F. Terms expire according to the reduction of the year modulo 3.

Standing Committee	Expiring in years 0 mod 3	Expiring in years 1 mod 3	Expiring in years 2 mod 3
Executive	Biology, Geology	Chemistry, Physics	CIS, Math
Budget and Planning	CIS, Physics	Biology, Math	Chemistry, Geology

Graduate	Chemistry, CIS	Geology, Physics	Biology, Math
Undergraduate	Math, Physics	CIS, Geology	Biology, Chemistry
Research & Study Lv	Chemistry, Geology	Biology, CIS,	Math, Physics
Tenure	Biology, Math	Chemistry, Geology	CIS, Physics
Promotion	Chemistry, CIS,	Biology, Math	Geology, Physics
Merit	Chemistry, Physics	CIS, Math	Biology, Geology

G. In the event that a departmentally elected member of a Standing Committee is unable to complete part or all of his or her service on that Committee, the member's Department shall elect a replacement to serve during the originally elected representative's absence. In the event that an At-Large Member of the Executive Committee is unable to complete part or all of his or her service on that Committee, the Voting Members of the Collegial Assembly shall elect a replacement to serve during the originally elected representative's absence in a mail ballot supervised by the Executive Committee. In the event that a member of The Tenure Committee or Promotions Committee is unable to complete part or all of his or her service on that Committee, the Dean, after consultation with the Executive Committee shall appoint a replacement to serve during the originally elected representative's absence. Should the originally elected or appointed representative become able to resume service, the original term may be completed. In any case, the term of a replacement representative shall end no later than the original term of the person who is replaced.

Any voting members of the Tenure Committee or Promotions cannot appointed to a second full consecutive term on that Standing Committee. Any voting members of any other Standing Committees cannot be elected or appointed to a third full consecutive term on that Standing Committee.

XI

A. The Executive Committee shall be the executive body of the Collegial Assembly. This Committee shall perform the following functions:

1. The Executive Committee shall call and prepare the agenda for meetings of the Collegial Assembly. They shall assure that minutes of these meetings are kept and circulated to the faculty.
2. The Executive Committee shall be empowered to create ad hoc committees and to determine their functions.
3. The Executive Committee shall be available to advise the Dean in matters of collegial import.
4. The Executive Committee shall prepare and count the ballots for votes that are to occur by mail.
5. The Executive Committee shall solicit Departments to conduct elections of

departmentally elected members of the Standing Committees of the College, and they shall monitor the process.

6. The Executive Committee shall resolve jurisdictional disputes between committees of the Collegial Assembly.
7. In the event the action of the faculty is required at a time when a meeting of the Collegial Assembly cannot be convened, the Executive Committee shall be empowered to act for the faculty. When such actions occur, the Executive Committee shall immediately notify the faculty by mail. The Executive Committee shall take no action which contravenes a previously adopted policy of the Faculty. Any action taken by the Executive Committee has to be approved at the next Collegial Assembly meeting.

B. In addition to the elected departmental representatives, The Executive Committee shall invite the following to be Ex-Officio Members:

1. The Dean of the College of Science and Technology and Associate or Assistant Deans that he/she designates.
2. The College of Science and Technology representative to the Faculty Senate Steering Committee (see Article XIX).
3. An elected member of each of the following Standing Committees: Budget and Planning Committee; Graduate Committee; Undergraduate Committee.
4. A graduate student in CST and an undergraduate student in CST nominated by the Dean.

C. The Executive Committee shall meet at least once each month during the regular academic year.

D. Each year, the Chairperson of the previous year's Executive Committee, shall convene a meeting of the new Committee during the first two weeks of the Fall semester. At this meeting, the Voting Members of the Committee shall select a Chairperson of the Committee. As described in Article VI, the Chairperson of the Executive Committee shall also preside over meetings of the Collegial Assembly.

E. The quorum for all meetings of the Executive Committee shall be a majority of its voting membership.

XII

A. In consultation with the Dean and department Chairs, the Budget and Planning Committee shall review, evaluate and furnish Faculty advice to the Dean regarding:

1. Proposals for setting future directions and priorities in the college;
2. Proposal for hiring faculty in the context of those priorities;
3. Proposals and plans for equipment and building modifications;
4. The Dean's annual budget plans for the college;

5. The actual budget submissions and subsequent allocations and their consequences in the context of the above established priorities.
- B. The Committee shall review the final implementation of the budget and evaluate results in the context of the above established priorities, and provide an annual summary report to be distributed to the Collegial Assembly at the first regular meeting during the Fall semester.
- C. In addition to the elected departmental representatives, The Budget and Planning Committee shall invite the following to be Ex-Officio Members:
1. The Dean of the College
 2. Appropriate members of the Dean's staff, such as the Chief Financial Officer of the College.
- D. The Budget and Planning Committee shall meet at least once each semester.
- E. Each year, the chairperson of the previous year's Budget and Planning Committee shall convene a meeting of the new committee during the first two weeks of the Fall semester. At this meeting, the voting members of the committee shall select a chairperson of the committee for the new year.

XIII

- A. The Graduate Committee shall perform the following functions:
1. Formulation of CST policy pertaining to graduate education;
 2. Review and/or recommendation of graduate courses and curricula;
 3. Review and/or recommendation of proposed graduate programs;
 4. Review and/or recommendation of changes in graduation requirements for graduate degrees;
 5. Review and/or recommendation of changes in curricula for graduate degrees granted by the College;
 6. Review other matters related to graduate affairs and report on the above to the Collegial Assembly.
- B. All changes and innovations recommended by the Graduate Committee shall be forwarded to the Executive Committee. All changes and innovations recommended by the Graduate Committee, except approval of new graduate courses, shall require concurrence of the Collegial Assembly.
- C. Elected membership on the Graduate Committee shall be limited to members of the Graduate Faculty of the College.
- D. In addition to the elected departmental representatives, The Executive Committee shall

invite appropriate members of the Dean's staff, such as an Associate Dean as selected by the Dean, to be Ex-Officio Members.

XIV

- A. The Undergraduate Committee shall perform the following functions:
1. Formulation of CST policy pertaining to undergraduate education;
 2. Review and/or recommendation of undergraduate courses and curricula;
 3. Review and/or recommendation of proposed undergraduate programs;
 4. Review and/or recommendation of changes in the graduation requirements for the bachelor's degrees;
 5. Review and/or recommendation of changes in curricula for undergraduate programs in the College;
 6. Adjudication of concerns over duplication of courses;
 7. Review of curricula for meeting any University standards for graduation and/or academic standing;
 8. Review of other matters related to undergraduate affairs and report on the above to the Collegial Assembly.

B. All changes and innovations approved by the Undergraduate Committee shall be forwarded to the Executive Committee. All changes and innovations recommended by the Undergraduate Committee, except approval of new undergraduate courses, shall require concurrence of the Collegial Assembly, if so determined by the Executive Committee.

C. In addition to the elected departmental representatives, The Executive Committee shall invite Ex-Officio Members such as a Coordinator of Undergraduate Advising in the College or an Associate Dean of the College, as selected by the Dean.

XV

A. The function of the Tenure Committee shall be to make recommendations regarding the granting of tenure in all of the following cases:

1. A Faculty Member of the College who is a candidate for tenure;
2. A Faculty Member of the College is a candidate for a promotion that implies Tenure.
3. A candidate for a position in the College with immediate tenure.

B. Members of the committee shall recuse themselves from voting when a candidate from their home department is being considered.

C. The procedures and recommendations of the Tenure Committee must confirm to the University's tenure policies and should follow existing CST tenure procedures and criteria. The Tenure Committee should give due consideration to the tenure guidelines that may be issued by the President or his/her designee setting forth the documentation and assessment that

the President will seek in formulating his/her recommendations to the Board of Trustees about tenure.

XVI

- A. The function of the Promotions Committee shall be to consider and make recommendations regarding promotions to all ranks of all Faculty of the college who are candidates for promotion.
- B. Members of the committee shall recuse themselves from voting when a candidate from their home department is being considered.
- C. The procedures and recommendations of the Promotions Committee must confirm to the University's promotion policies and should follow existing CST promotion procedures and criteria. The Promotion Committee should give due consideration to the promotion guidelines that may be issued by the President or his/her designee setting forth the documentation and assessment that the President will seek in formulating his/her decisions with respect to promotion.

XVII

- A. The Research and Study Leaves and Awards Committee shall perform the following functions:
 - 1. Evaluation of Research and Study Leave applications;
 - 2. Serve as the Faculty body of the College in determination of faculty awards or collegial nominations for University awards.
- B. In addition to the elected members, the Research and Study Leaves Committee shall include an Associate Dean of the College, appointed by the Dean, as an ex-officio member.
- C. Members of the committee shall recuse themselves from voting when a candidate from their home department is being considered.

XVIII

- A. The function of the Merit Committee shall be to consider and make recommendations concerning the distribution of merit units which are allocated to the College.
- B. Elected membership on the Merit Committee shall be limited to tenured members of the faculty.

C. In addition to the elected members, the Merit Committee shall invite the Dean of the College to be an ex-officio member.

D. Members of the committee shall recuse themselves from voting when a candidate from their home department is being considered.

XIX

Each Spring, the Executive Committee shall prepare a slate of candidates to run for election as representatives of the College to the Representative Faculty Senate. If possible, the slate shall include at least twice as many candidates as the number of slots which need to be filled, including at least two candidates from each department. After the slate is prepared, it shall be circulated to the faculty. Additional candidates may then be added to the list by a petition containing the signatures of at least five Voting Members of the College in addition to the signature of the proposed candidate, indicating a willingness to serve. To be considered valid, such petitions must be returned to the Executive Committee within two weeks of the date of circulation of the original slate. After this two week period, the Executive Committee shall prepare and send a mail ballot to all Voting Members of the College. To be considered valid, mail ballots are to be returned to the Executive Committee within two weeks of circulation, after which they shall be counted by members of the Executive Committee. Depending on the number of seats to be filled, the candidate from each department with the most votes among all candidates from the department shall be elected. Additional seats, if any, shall be filled by successively electing the remaining candidate(s) with the most votes, without regard to departmental affiliation. In the event of a tie for the final seat(s), the Executive Committee shall resolve the tie by selecting from among the tied candidates with the goal of giving each department of the College as equal a share of the total seats on the Representative Faculty Senate as is possible under the circumstances. Representative Faculty Senators shall serve for terms of three years. Terms of Representative Faculty Senators shall be staggered, so that each year approximately one third of the College seats in the Representative Faculty Senate will be subject to election. In order to initiate and continue the staggering, terms will be assigned based on the number of votes received - those with the most votes receiving the longest terms, subject to the constraint that, if the total number of available seats allows, at least one representative from each department shall receive a three-year term.

Terms of elected Faculty Senate Representatives shall commence on September 1 and shall end on August 31.

In the event that an elected Faculty Senate Representative is unable to complete part or all of his or her term, the person next in line based on the previous year's election shall serve as the Senator's replacement, subject to the constraint that, at all times, there should be at least one Representative Senator from each department of the College. Should the originally elected Representative Senator become able to resume service, the original term shall be completed. In any case, the term of a replacement Representative Senator shall end no later than the original term of the person who is replaced.

XX

Each Spring, when necessary, the Executive Committee shall prepare a slate of candidates to run for election as representative of the College to the Faculty Senate Steering Committee. After the slate is prepared, it shall be circulated to the faculty. Additional candidates may then be added to the list by a petition containing the signatures of at least five Voting Members of the College in addition to the signature of the proposed candidate, indicating a willingness to serve. To be considered valid, such petitions must be returned to the Executive Committee within two weeks of the date of circulation of the original slate. After this two week period, the Executive Committee shall prepare and send a mail ballot to all Voting Faculty of the College. To be considered valid, mail ballots are to be returned to the Executive Committee within two weeks of circulation, after which they shall be counted by members of the Executive Committee.

The College's representative to the Faculty Senate Steering Committee shall serve for a term of three years. In the event that an elected Faculty Senate Steering Committee Representative is unable to complete part or all of his or her term, the Chair of the Executive Committee shall convene a meeting of the College's Representative Faculty Senators. These Senators shall elect a temporary replacement to serve for the remainder of the academic year. As described above, in the Spring of that year, the Executive Committee shall prepare a slate to hold a new election for Faculty Senate Steering Committee Representative who will serve the remainder of the original term.

XXI MANDATORY COMMITTEES

1. After consultation with the Executive Committee, the Dean shall appoint a student appeal and grievance committee to hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance. The student appeal and grievance committee shall make recommendations to the Dean on each appeal or grievance. The student appeal and grievance committee shall follow all University and all school/college policies and procedures for student appeals and grievances. It shall refer student appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance. Unless precluded by University or school/college policies, the committee shall assure a student a full opportunity to present his/her appeal or grievance, including reasonable evidence in support of his/her claim, and shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the school/college, that person shall be given a full and fair opportunity to describe and document the rationale for his/her decision. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

2. The Dean, in consultation with the Executive Committee, shall appoint an *ad hoc* Faculty Responsibility Committee to investigate allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. Not more than one member of the Faculty Responsibility Committee should be appointed from the same department as the faculty member who is subject to investigation. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members. The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence that will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complaint or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report. The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence—oral, written, or tangible—submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary and University Counsel shall endeavor to give reasonable assistance if possible. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions and recommendations and, to the extent reasonably possible, should include as attachments any written statements, any documents and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or his/her designee.

Addendum

The Office of the Dean shall be asked to facilitate the functioning of the Assembly by:

1. Providing, when requested, staff assistance to the Collegial Assembly and to the Standing Committees of the College;
2. Maintaining and archiving the minutes of the College Assembly and its Standing Committees as well as any reports or other documents which the Committees prepare;
3. Retaining for a period of three years the ballots and results of any elections or other ballot conducted by mail;

4. Retaining records of the membership of all committees of the Assembly, including years of initial election or appointment and the remaining term of all committee members. (The Executive Committee shall assist the Dean's Office in this undertaking by reporting the results on mail ballots and of any changes in the constituency of the various committees.)