

Bylaws of the Institute of Communications Research

I. Preamble

These Bylaws govern the internal administration and faculty governance of the Institute of Communications Research (hereafter, the Institute), the unit responsible for doctoral education in communication and media within the College of Media at the University of Illinois Urbana-Champaign. These Bylaws derive their authority from the Statutes of the University of Illinois, which provide that each academic unit shall be governed internally by its faculty in accordance with bylaws established and amended by that faculty.

In the event of any conflict of substance or interpretation between these Bylaws and the University Statutes, the Statutes shall prevail. Similarly, in cases where the Bylaws of the Institute conflict with those of the College of Media, the College Bylaws shall take precedence.

II. Purpose

In accordance with these bylaws, the faculty of the Institute shall:

- A. Advance the field of communication and media research through innovative scholarship and interdisciplinary collaboration.
- B. Serve as the governing body for doctoral education in communication and media within the College of Media.
- C. Support the Institute's dual mission of pioneering research and facilitating graduate education to prepare future leaders in the field.

III. Membership and Voting

There are two types of membership in the Institute:

A. Core Members:

1. Core members (hereafter Members) must hold a budgeted appointment of 50% or more in the College of Media and be members of the Graduate College. At the time of their initial appointment to the College of Media, faculty who meet these criteria will be offered a 0% appointment in the Institute.
2. Voting members shall have full governance rights, including voting on Institute policies, serving on standing committees, and eligibility for administrative roles within the Institute.

B. Affiliate members:

1. Affiliate members (hereafter Affiliates) are faculty whose research, teaching, or professional activities align with the mission of the Institute but who do not meet the criteria for voting membership. Faculty interested in Affiliate appointments

may inquire directly or be nominated by current Members of the Institute. Appointments are subject to approval by the Advisory Committee.

IV. Officers

The Institute shall have two officers:

A. Director of the Institute (hereafter Director)

1. The Director is the executive officer of the Institute and is appointed by the Dean of the College of Media, in consultation with voting members of the Institute, from among the core faculty members of the Institute. The Director provides overall academic and administrative leadership for the Institute.

B. Director of Graduate Studies (hereafter DGS)

1. The DGS is a member of the Institute who oversees the administration of the doctoral program in communication and media and is appointed by the Director of the Institute, in consultation with voting members of the Institute, from among the Core Members of the Institute.

V. Meetings

A. Frequency, Call, and Notice of Regular and Special Meetings

1. Meetings of Members of the Institute shall be held at least once every year and may be convened by the Director at other times or called on petition of the faculty as provided below.
2. Members of the Institute shall receive notice of any meeting at least one week in advance of the meeting. Notice may be written or oral.
3. Upon written petition by at least five members of the Institute not on sabbatical, the Director shall call a special meeting upon giving proper notice. The petition and notice of the meeting shall state the proposed agenda or resolution(s).
4. Notice of any special meeting or of any rescheduled regular meeting or of any reconvened meeting shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the meeting.

B. Agenda

1. An agenda for regular or special faculty meetings shall be prepared by the Director, who will invite members to submit items for inclusion.
2. For meetings called by petition, the agenda of the meeting will be limited to discussion of the subject(s) stated in the petition.

3. The agenda for regular or special faculty meetings will be circulated, along with any relevant documents, at least one week before the meeting.

C. Presiding Officer

1. The presiding officer at meetings of the Institute shall be the Director or, in his/her/their absence, the designee of the Director.

D. Quorum

1. A quorum shall consist of a simple majority of the Institute members with voting rights not on sabbatical. Quorum requirements apply to synchronous attendance regardless of meeting modality (i.e., in-person, hybrid, or fully online). In the absence of a quorum, the presiding officer may recess the meeting until a future date. Lacking a quorum at the second meeting, the Director and Advisory Committee shall act on behalf of the Institute.

VI. Voting Procedures

Typically, voting is required only for amendments to the Bylaws, curriculum revisions, and the election of standing committee members as specified herein. Except in the case of amendments to these Bylaws, the outcome of any formal vote shall be determined by a simple majority of those present and eligible to vote.

1. Robert's Rules of Order shall govern the conduct of voting at meetings.
2. Voting may occur by voice, paper, or electronic means, as needed. If paper or electronic ballots are to be employed, ballots shall be distributed, returned, and counted by procedures designed to assure a confidential vote. Voting during a partially or fully online meeting will be conducted via a secret electronic ballot for remote participants, and by secret paper ballot for in-person participants.
3. A motion to employ a paper ballot in voting on a resolution is not debatable and shall require a simple majority of those present.
4. Proxy voting shall not be permitted.
5. The Director shall designate one or more members to oversee the administration of the vote and certify the results, regardless of voting method.

VII. Committees

A. Advisory Committee

1. The Advisory Committee (hereafter AC) serves as the primary faculty governance body of the Institute. It advises the Director of the Institute on matters concerning the administration, academic programs, and strategic direction of the Institute. The AC also plays a formal role in the nomination and selection process for the

Director of Graduate Studies (DGS), thereby supporting shared governance and faculty participation in Institute leadership.

2. The AC shall consist of:
 - a) One representative from each academic department in the College of Media. Each representative shall be selected in accordance with the internal procedures of the respective unit, from among Institute Members who also hold appointments in that unit.
 - b) The AC must meet at least once per semester during the regular academic year.
 - c) The Director of the Institute, who shall serve as Chair of the AC and preside over its meetings.
 - d) The DGS shall serve as an ex-officio member of the GPMC.
3. Terms
 - a) Members shall serve two-year terms.
 - b) In the event of a vacancy, a replacement shall be selected using the same process as the original selection.

B. Graduate Program Committee

1. The Graduate Program Committee (GPC) provides comprehensive oversight of the Institute's doctoral program, with responsibility for academic policy, admissions, curriculum development, and student progress and evaluation.
2. The GPC shall consist of:
 - a) Two at-large members elected by Members of the Institute, and
 - b) One representative from each academic department in the College of Media. Each representative shall be selected in accordance with the internal procedures of the respective unit, from among Institute Members who also hold appointments in that unit.
 - c) The GPC must meet at least once per semester during the regular academic year.
 - d) The DGS shall serve as the Chair of the GPC and preside over its meetings.
 - e) The Director shall serve as an ex-officio member of the GPMC.

3. Term and Elections

- a) At-large members shall serve staggered two-year terms, with one member elected in even-numbered years and the other in odd-numbered years.
- b) In the event of a vacancy, a replacement shall be selected using the same process as the original selection.

C. Other Committees

1. The Director shall have the authority to establish additional standing or ad hoc committees as necessary to support the effective administration and operation of the Institute.
2. With respect to matters pertaining specifically to the graduate programs, the DGS, in consultation with the Director of the Institute, shall have the authority to constitute ad hoc committees to facilitate the governance, administration, and academic oversight of the doctoral program.

VIII. Documentation and Archives

These bylaws, together with the current ICR policies and procedures, shall be posted online in a place easily accessible to faculty in the ICR. Minutes of faculty meetings and committee reports, including any important supporting documents, shall be posted and archived in a place easily accessible to faculty in the ICR. Records of confidential committee actions shall be archived, with appropriate access controls.

IX. Amendment of Bylaws

A. Proposal of Amendments

1. Amendments to these Bylaws may be proposed by any five Members of the Institute. All proposed amendments must be submitted in writing to the Director of the Institute and distributed to the faculty in a timely manner.

B. Notice and Discussion

1. Proposed amendments shall be scheduled for discussion at a regular or special public meeting of the Institute no later than two weeks after distribution. Members shall have the opportunity to provide input and request clarification prior to any vote.

C. Voting and Adoption

1. A proposed amendment shall be adopted upon approval by a two-thirds majority of Members of the Institute present and voting at the time of the vote.