

Constitution
Salisbury P-16 Teacher Education Council

Article I Name

SECTION 1.

The name of the council shall be the Salisbury P-16 Teacher Education Council, herein referred to as *P-16 Council*.

Article II Nature

SECTION 1.

The *P-16 Council* shall serve as an advisory council.

Article III Charge

SECTION 1.

The *P-16 Council* shall advise in all matters related to the preparation of teachers and school personnel at Salisbury University.

By Laws
Salisbury P-16 Teacher Education Council

Article I Membership

SECTION 1

Membership will consist of the County School Superintendent (or her/his designee) and two teacher/principal representatives from each of the nine Eastern Shore Counties. Additionally, three representatives from the Lower Shore Virginia and from Southern Delaware will be included in the membership. Membership will also consist of representatives from Chesapeake College, Delaware Technical and Community College, Eastern Shore Community College, and Wor-Wic Community College. Finally, three parent representatives and three representative from the business community will be included.

SECTION 2

Program representatives shall consist of:

- Dean of the Seidel School of Education and Professional Studies;
- Director of the M.A.T. Program;
- Director of M. Ed. Programs;
- Director of Field Experiences;
- Elementary Education Program Director;
- Education Department Chair;
- Professional Development School Coordinator;
- Physical Education Teacher Education Director;
- Secondary/K-12 Program Coordinator;
- Representative of the ESOL Program;
- Associate Dean of the Seidel School of Education and Professional Studies

SECTION 3

County teacher/principal representative will serve a two year term, alternation starting year with the other representative from their county. Term for membership in the *P-16 Council* shall be from August 15 through June 15.

SECTION 4

Program representatives shall serve for the term of their office.

SECTION 5

All *P-16 Council* members present at a meeting shall be eligible to vote on all *P-16 Council* business.

Article II Meetings

SECTION 1

Meetings will be regularly held once during each regular semester.

SECTION 2

Members must notify the Chair of agenda topics at least two weeks prior to the meeting date. The Recorder will distribute the agenda one week prior to the meeting date.

SECTION 3

Minutes will be recorded and distributed by the Recorder. Minutes will be distributed to all *P-16 Council* members, to the NCATE coordinator, to all chairs of departments in which teacher education or school personnel programs are offered, to all academic, and to the Provost.

SECTION 4

Special Meeting may be called by the Chair of *P-16 Council*. An *P-16 Council* member may petition the Chair for the purpose of calling a Special Meeting. Only the announced purpose of the meeting shall be discussed during a Special Meeting.

SECTION 5

A majority of members of the *P-16 Council* shall constitute a quorum at *P-16 Council* meetings.

SECTION 6

Meeting locations for all meetings shall be determined by the Chair.

SECTION 7

Annual reports will be submitted by the Associate Chair on July 15 of each academic year to the Provost, the NCATE Coordinator, all chairs of departments in which teacher education or school personnel programs are offered, and all academic deans.

Article III Officers

SECTION 1

The officers of *P-16 Council* shall consist of the Chair, the Associate Chair, and the Recorder.

SECTION 2

The Head of the Professional Education Unit at Salisbury University shall serve as Chair of *P-16 Council*. The Recorder and the Associate Chair will be elected at the first meeting of the academic year. The Recorder and the Associate Chair shall be elected by a majority vote at that meeting. In the event of only one nomination, election may be by a Yes/No voice vote. Newly elected officers shall assume their official duties at the adjournment of that meeting.

SECTION 3

Only member of *P-16 Council* shall be eligible for election to Recorder or Associate Chair.

Article IV Duties of Officers

SECTION 1

CHAIR: The Chair shall preside at all regular meetings of the *P-16 Council*.

SECTION 2

ASSOCIATE CHAIR: The Associate Chair shall preside at any meeting in absence of the Chair. The Associate Chair shall submit the Annual Report on July 15 of each academic year.

SECTION 3

RECORDER: The Recorder shall keep accurate records of the transactions of *P-16 Council* and shall distribute the minutes within one week of the meeting. The Recorder shall deliver motions passed to the appropriate body/person.

Article V Actions

SECTION 1

Motions, suggestions, or resolutions may be placed before *P-16 Council* by any member of the Council. Motions, suggestions and resolutions may be passed by *P-16 Council* by majority vote of those in attendance.

SECTIONS 2

Motions of an advisory nature which are passed by *P-16 Council* will be presented to the appropriate body or person.

Article VI Amendments of the Bylaws

SECTION I

The *P-16 Council* bylaws may be amended by a two thirds vote of the membership present provided a quorum has been met.