

Bylaws of the Faculty Senate

(Effective 6-30-2023)

Article I. Faculty Senate Voting Groups

Section 1.

The voting groups of the Faculty Senate shall be based on reapportionment as defined in the Charter of the Faculty Senate. Voting groups are listed in the Faculty Senate Procedures Manual.

Reapportionment shall be achieved by dividing 40 into the membership of the entire full-time faculty, including full-time professional faculty, and applying the quotient thus obtained to the voting groups in such a manner as to give representation proportionate to members.

Section 2.

The 10 senators representing the faculty at-large will be apportioned as follows: 2 senators from each of the academic ranks of professors, associate professors, and assistant professors and 2 senators from the lecturer ranks, 1 senator from the librarian ranks and 1 senator chosen from among all the remaining professional faculty ranks.

Section 3.

No more than two senators within each voting group may be elected from any one academic unit as defined in Policy 06.007, with no more than a total of three senators from any one academic unit serving on the Senate including the at-large ranks.

Article II. Faculty Senate Elections

Section 1. Nominations

Each full-time faculty member as defined in the Charter may nominate, by secret ballot, one person willing to serve for each Faculty Senate vacancy in their voting group. All qualified faculty receiving two or more nominations will constitute the eligible candidates. If there are fewer than two candidates by the originally specified deadline, the University Elections Committee will issue a second call for nominations. In this case, all qualified individuals willing to serve who receive at least one nomination will now be considered the nominees. If there is only one nominee by the second deadline, the election ballot shall be issued with the name of the single nominee and a space for a write-in candidate. If a write-in candidate receives a majority of votes in the election, but is unwilling or unqualified to serve, the single nominee will be declared the winner of the election.

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Section 2. Elections

The nominees will be listed as candidates on the primary ballot. If no candidate listed on the primary ballot receives a majority of the votes cast in the primary, then there shall be a run-off between the two candidates that receive the most votes in the primary elections. In case of a tie vote among two or more candidates for second place, all candidates tied for second place will be listed on the runoff ballot. In the run-off election, the candidate receiving the most votes cast will be declared the winner. In case of a tie vote in the runoff, the winner will be determined by lot. The election will be by secret ballot.

Section 3. Tabulating Votes

The University Elections Committee shall tabulate the votes by automated means and announce the winners. Tabulation of data and process may be requested by any Faculty and will be available upon request.

Section 4. Retention of Ballots

Ballots must be kept for a period of at least 30 days after the announcement of the voting results and in accordance with the Records Management and Retention Policy 04.008.

Section 5. Separate Elections

Separate elections will be held first for senators elected by voting groups and then for senators elected by the faculty members of the university at large. The same procedures will be used for senators elected by voting groups and senators elected at large.

Section 6. Elections for Senator Vacancies

If a senator is on a leave of absence of up to one complete semester, it shall be the responsibility of the remaining senators of the voting group of which this senator was a member to caucus (in the case of an at-large senator, the remaining at-large senators shall caucus) at the next Faculty Senate meeting to determine if there is a need to recommend a temporary replacement and to recommend a replacement if they determine a need. Serving as a replacement senator shall not count against the two consecutive term limits. (Charter, Art. III, Section 1)

For senator vacancies which occur for a reason other than a senator leave of absence of up to one complete semester, it shall be the responsibility of the remaining senators of the voting group in which the vacancy exists to caucus (in the case of an at-large vacancy, the remaining at-large senators shall caucus) by the conclusion of the next

Faculty Senate meeting to determine if there is a need to recommend a temporary replacement and to recommend a replacement if they determine a need.

If the vacancy will extend beyond one-semester, a replacement senator shall be elected for the remainder of the vacated seat's term.

Article III. Officers and Committees of the Faculty Senate

Section 1. Officers

- A. *CHAIR*: In addition to presiding at meetings of the Senate, the chair of the Senate is a member of the Executive Committee and the Committee on Committees.
- B. *VICE-CHAIR*: In addition to presiding in the absence of the chair, the vice chair of the Senate shall serve as chair of the Executive Committee and is a member of the Committee on Committees.
- C. *SECRETARY*: It is the secretary's duty to write the official minutes of the Faculty Senate. The secretary is also a member of the Committee on Committees and serves as a member of and secretary to the Executive Committee.

Section 2. General Provisions on the Committees of the Faculty Senate

- A. Standing committees shall be those named in the Charter, Bylaws, and Procedures Manual of the Faculty Senate. If a standing committee of the Faculty Senate does not receive a charge from the Executive Committee within a two-year period, the need for that standing committee shall be reviewed by the Committee on Committees. The Committee on Committees shall make a recommendation to the Executive Committee regarding the standing committee. A list of all standing committees and their membership and term requirements shall be located in the Senate Procedures Manual.
- B. When a new standing committee is created, the terms of the initial members shall be staggered.
- C. Temporary and ad hoc committees may be created by the Senate to deal with specific issues. Each temporary or ad hoc committee shall terminate at the beginning of the following September meeting of the Faculty Senate unless another termination date is specified.
- D. There shall be at least one Faculty Senator on each standing committee of the Faculty Senate.
- E. Wherever terms of faculty or student members of standing committees are specified only as a certain number of years, such terms shall begin September 1 or other time of initial appointment and end August 31. The term of a member appointed to fill a vacancy shall end at the same time that the term of the member being replaced would have ended.

- F. The Executive Committee shall provide the charge for each Faculty Senate committee, and the chair of each Faculty Senate committee shall report at least once each semester to the chair of the Executive Committee regarding the business conducted by the Faculty Senate committee.
- G. The length of a committee member's single term cannot exceed three years. Committee members shall not serve on the committee for more than six consecutive years unless otherwise provided for in the Bylaws.
- H. Unless otherwise provided for in the Bylaws or Procedures Manual, each Faculty Senate committee shall elect a chair at the first committee meeting of the academic year. The chair of each Faculty Senate committee shall serve a one-year term, ending August 31.
- I. Committee quorums and vacancies. To conduct business, a Faculty Senate committee must have at least a majority of its full nominal membership, excluding ex-officio members, (that is, vacancies on the committee must not exceed fifty percent of the nominal membership). For meetings of Faculty Senate committees, a quorum shall consist of at least half of the filled committee seats (that is, of the committee seats without vacancies), so long as that number is not less than half of the full committee's nominal seats. It shall be the responsibility of committee chairs to monitor their committee membership's status and any vacancies (whether occurring by repeated absence, leave of absence, resignation or retirement), and to promptly report any occurring vacancies to the Senate leadership. It shall be the responsibility of a Senate committee member promptly to advise the committee chair and Senate leadership of their resignation from the committee or inability to serve as a working member.
- J. Meetings may be held remotely via video conferencing or other telecommunications technology with the same quorum and voting rules as describe in Article III, section 2, subsection G.
- K. Proxy voting shall not be allowed.
- L. If the Faculty Senate Executive Committee and other Faculty Senate committees find it appropriate to conduct their business by asynchronous electronic correspondence, their reports and actions can contain only what is agreed to by a majority of the committee members. In the case of such electronically conducted business, it shall be the responsibility of the committee's chair to consult with all members on business to verify that a majority concurs with decisions and recommendations and to keep appropriate records of votes and decisions conducted electronically. The conduct of business by asynchronous electronic correspondence shall be recorded according to the committee's normal practices and shall be reported in the committee's reports to the Faculty Senate.

Section 3. Committee on Committees

- A. **FUNCTIONS.** The committee shall nominate members of other Faculty Senate committees and shall appoint members of administrative committees when requested by the university administration, subject to the approval of the Senate. The Committee on Committees shall nominate representatives of the Faculty Senate to administrative councils of the university, subject to the approval of the Senate. Nominations to senate committees may also be suggested for consideration to the Committee on Committees by senators who are not themselves members of the Committee on Committees. In addition to nominees brought forward by the Committee on Committees, other nominations to senate committees and for appointment to administrative committees may be made from the floor of the Senate during its meetings.
- B. **COMPOSITION.** The Committee on Committees shall consist of one senator from each of the 8 voting groups and one senator from the At-large group elected by caucus of senators from that group, plus the chair, vice chair and the secretary of the Senate. Each May following the election of new senate officers, the committee shall elect a chair from among its continuing members to serve a one-year term that begins immediately upon election.
- C. **TERMS.** The term of each elected member of the Committee on Committees shall be two years from their election to the committee in September and shall continue until the beginning of the September meeting two years later. The members' terms should be staggered so that no more than half the members rotate off at a given time. Upon first (or subsequent) implementation of the staggering of committee members' terms, the allocation of one year and two-year terms shall be conducted by lot.

Section 4. Executive Committee of the Faculty Senate

- A. **FUNCTIONS.** The Executive Committee shall perform the following functions: serve as an advisory board and meet regularly with the president and provost to discuss matters of mutual concern and to propose resolution of problems and differences with the university administration; prepare an agenda for Faculty Senate meetings as provided in Article V, Section 2 of these bylaws; and serve as an Executive Committee for the Faculty Senate. The Executive Committee shall have the authority to speak for the Senate in emergency matters that are limited to: (1) the approval of members of a committee recommended to it by the Committee on Committees, when that committee has need to begin functioning immediately or needs new members to continue to function; (2) the drafting and release of public statements or positions on matters involving breaking news; and (3) the consideration of requests for immediate and emergency action made in writing by the president of the university. Action on all of the above matters must be approved by the Senate at the following senate meeting or through an electronic vote.

All actions of the Executive Committee must be by votes of at least two-thirds of the members of the committee.

The Executive Committee shall provide the charge for each Faculty Senate committee and shall receive at least one report each semester from the chair of each Faculty Senate committee regarding the business conducted by the Faculty Senate committee.

- B. **COMPOSITION.** The Executive Committee shall consist of one senator elected by caucus of senators in each of the 8 voting groups. The chair, vice chair and the secretary of the Senate shall also serve as members of the Executive Committee. The immediate past chair of the Senate shall serve as an ex-officio non-voting member of the Executive Committee. The vice chair of the Senate shall serve as chair of the Executive Committee.
- C. **TERMS.** The terms of each of the eight elected senators will end at the following Faculty Senate September meeting. No individual may serve more than three consecutive one-year terms in an elected position on the Executive Committee. The past senate chair shall serve a single one-year term that shall end at the beginning of the September meeting of the Senate one year after their term as Senate Chair shall have expired.
- D. **MEETINGS.** All meetings or sessions of the Executive Committee shall normally be open to the public for all business. Executive session (closure of the proceedings to persons not members of the Executive Committee) may be invoked only for discussions and business related to the consideration of candidates for honorary degrees by the university, and/or matters related to Senate administrative personnel (staff). An Executive session where no business is conducted may also be invoked at the request of a university administrator.

Section 5. Committee Vacancies

If a committee member is on a leave of absence of up to one complete semester, the chair of the Committee on Committees shall check with the chair of the committee on which the faculty member serves to determine if there is a need for a replacement. If there is a need for replacement, it shall be the responsibility of the senators of the voting group of the corresponding vacancy to caucus (in the case of an at-large member, the remaining at-large senators shall caucus) at the next Faculty Senate meeting of the semester to recommend a temporary replacement.

If the vacancy will extend beyond one-semester, a replacement member shall be elected for the remaining of the vacated seat's term.

Article IV. Procedures Manual of the Faculty Senate

The Procedures Manual of the Faculty Senate was developed to remove procedural items from the Senate Charter and Bylaws. Changes to the Procedures Manual can only be made with a 2/3 vote of the Faculty Senate Executive Committee. Changes will go into effect immediately subject to a confirmation majority vote at the next regularly scheduled Faculty Senate meeting.

Article V. Meetings and Procedures of the Faculty Senate

Section 1. Meetings

- A. Faculty Senate meetings, which may be held remotely via video conferencing or other telecommunications technology, will be held monthly from September through June of each year, with the exception of January.
- B. A special meeting of the Faculty Senate may be called by the chair or by petition to the chair of at least one-third of the membership of the Faculty Senate. Written notice must be given the senators at least three business days in advance of any special meeting of the Faculty Senate.

Section 2. The Agenda

- A. The Executive Committee shall prepare an agenda for each regular meeting of the Faculty Senate.
- B. The agenda shall be distributed to all senators and the chair at least 2 business days in advance of each regular meeting. The agenda for any special meeting shall be given in the notice of the meeting.

Section 3. Recognition of Guests

Faculty members and other guests attending a Faculty Senate meeting who wish to speak at the meeting must seek recognition by a senator or the chair to be heard upon matters and issues pertinent to the Senate's discussions and debates.

Section 4. Quorum

Regular meetings of the Faculty Senate shall not transact official business without the presence of a quorum. A quorum shall consist of 50% + 1 of those senators eligible to vote. The count of eligible Senators does not include those on leave. When the absence of a quorum is suggested by a member of the Senate, the secretary of the Senate shall call the roll and announce to the chair the presence or absence of a quorum. Subject to Article III, Section 2 of the Faculty Senate Bylaws, business may be conducted through an electronic vote and is subject to the quorum rules.

Section 5. Parliamentary Procedures

The meetings of the Faculty Senate shall be conducted according to Roberts Rules of Order.

Section 6. Senate Voting

- A. If the Faculty Senate finds it appropriate to conduct its business by asynchronous electronic correspondence, its reports and actions can contain only what is agreed to

by a majority of the members. In the case of such electronically conducted business, it shall be the responsibility of the Senate Secretary to consult with all members on business to verify that a majority concurs with decisions and recommendations, and to keep appropriate records of votes and decisions conducted electronically. The conduct of business by asynchronous electronic correspondence shall be recorded according to the committee's normal practices and shall be reported in the committee's reports to the Faculty Senate.

- B. All matters brought before the Faculty Senate that require a vote, with the exception of the elections of officers, shall be decided by open vote, i.e., voice vote, show of hands or roll call, as determined by the presiding officer, or by electronic voting. Electronic voting quorum follows the 50% +1 rule established in Section 4 based on the number of senators voting within the designated time frame for the item.
- C. A roll call vote may be ordered upon the vote of at least one-fifth of the senators present.
- D. In the election or removal of Senate officers, a secret ballot shall be conducted upon the request of any senator.