

# Bylaws of the Faculty Senate

1. Constitution: As revised by Senate February 24, 1995, April 21, 1995, March 20, 1998, February 19, 1999, June 15, 2001, November 14, 2003, March 12, 2004, November 2, 2008, April 3, 2009, and March 4, 2011
2. Bylaws: As revised by Senate February 24, April 21, 1995, February 19, 1999, June 15, 2001, and March 4, 2011
3. Bylaws incorporated into Constitution with revisions; approved March 1, 2013
4. Bylaws: As revised by Senate June 7, 2013
5. Bylaws: As revised by Senate March 6, 2015
6. Bylaws: As revised by Senate May 1, 2015
7. Bylaws: As revised by Senate February 24, 2016

## Division 1: General Provisions

### Article 1.1 Name and Purpose

**Section 1.1.1:** The name of this organization shall be the Faculty Senate, hereafter referred to in this document as the Senate.

**Section 1.1.2:** The Senate shall provide for the faculty both a forum and a voice and so allow it to assert for the general welfare of the university its distinctive viewpoint and principles. As duly elected representatives of the faculty, the Senate shall act on matters relating to due process, governance, resource allocation, and university planning.

As a key partner in university governance, the Senate shall have responsibility for (1) facilitating meaningful input regarding matters of faculty concern; (2) advising on policy, development, planning and budgeting, resource allocation, and operations of the university; (3) ensuring faculty representation to all relevant university committees, boards, and task forces administering the affairs of the university.

Shared governance is the responsibility of the Senate, other faculty bodies, the faculty as a whole, and the administration. As a partner in governance, the Senate is entitled to be informed by the university administration in a timely matter of the disposition of any matters, recommendations, or motions made to the administration by the Senate.

## Division 2: Membership

### Article 2.1 Composition

**Section 2.1.1:** The membership of the Senate shall be composed of representatives with administrative rank no higher than chair, chosen from the full-time faculties of designated academic divisions of the university.

**Section 2.1.2:** Each of the following academic divisions of the university shall be entitled to representatives to the Senate: College of Arts and Letters, College of Business, College of Education and Psychology, College of Health, College of Nursing, College of Science and Technology, Gulf Coast Campuses, and USM Libraries.

**Section 2.1.3:** The total number of senators shall range from 42 to 45 with representatives assigned by proportion of the total faculty members in the year of apportionment. Allotment of representative(s) shall be guided by the following principles: (1) insure geographical breadth and (2) insure each department with at least ten full-time faculty has one senator before any department has two senators.

**Section 2.1.4:** Whenever academic colleges, divisions, or units are created or substantially changed, reapportionment shall occur as the terms of existing senators affected by the changes expire.

**Section 2.1.5:** The Senate shall be reapportioned according to official University statistics each January.

**Section 2.1.6:** Whenever the number of representatives allocated to an academic division is reduced, all faculty representatives on the Senate from that division shall serve out the remainder of their terms of office.

## **Article 2.2 Terms of Office**

**Section 2.2.1:** Senate representatives shall serve staggered three year terms and may be reelected to a second consecutive term of three years. Following at least a one year absence from the Senate, a faculty member becomes eligible once more to serve two consecutive terms.

**Section 2.2.2:** The term of an elected senator shall begin and end at the commencement of the organizational meeting of the Senate in June.

**Section 2.2.3:** The term of a senator appointed by the president of the Senate under the provisions of these bylaws shall begin on the date of the appointment and end with the commencement of the next organizational meeting of the Senate in June.

**Section 2.2.4:** The term of a Senate representative elected to fill a position vacated shall be for the unexpired term of the representative vacating the position.

## **Article 2.3 Eligibility Requirements**

**Section 2.3.1:** To be eligible for membership on the Senate, the faculty member must be an employee of USM and must be a full-time member of the faculty with an academic rank no higher than chair and without any qualifying designation such as "visiting," "special," or "adjunct." Professional librarians are members of the faculty at USM.

## **Article 2.4 Election of Representatives to the Senate**

**Section 2.4.1:** Senate representatives from each division shall be elected by the full time faculty assigned to that division. The eligible membership of each division as defined in Section 2.3.1 shall elect the appropriate number of representatives by secret ballot, according to the procedures prescribed in these Bylaws. In order to complete the election of Senate representatives in April, the elections process shall be initiated by the last week in February.

**Section 2.4.2:** A full time member of the faculty holding a joint appointment across divisions may vote for representatives in only one of the divisions in which he or she holds appointments and may be elected as a representative in only one of these divisions.

**Section 2.4.3:** Faculty of departments or other subdivision excluded as nominees in an election of Senate representatives from their college or division under the provisions of Section 2.7.3 shall be eligible to vote for Senate representatives from their college or division.

## **Article 2.5 Elections Authority**

**Section 2.5.1:** The Elections Committee of the Senate shall be responsible for and conduct all elections of representatives to the Senate according to the policies and procedures prescribed in these Bylaws of the Senate.

## **Article 2.6 Membership Restrictions**

**Section 2.6.1:** Membership on the Senate shall be restricted to one representative from any one department, subdivision, or a school without subdivisions within a college or division at any given time except for a college or division with fewer administrative subdivisions than the number of representatives apportioned to the college or division.

**Section 2.6.2:** For a college or division apportioned more representatives than there are administrative subdivisions within the college or division, no department or other subdivision (as noted in Section 2.6.1) shall have more than two representatives at any given time.

## **Article 2.7 Nominees for Senate Representative**

**Section 2.7.1:** All eligible faculty, as defined in Section 2.3.1, assigned to a college or division for which an election of a Senate representative or representatives is being held shall be considered as nominees.

**Section 2.7.2:** Consistent with the provisions of Section 2.4.2, a faculty member holding a joint appointment across academic divisions may be a nominee in any given election in only one of the divisions in which he or she holds appointment.

**Section 2.7.3:** Consistent with the provisions of Sections 2.6.1 and 2.6.2, where a given department, subdivision or a school, or school without subdivisions within a college or division is represented on the Senate by faculty members whose terms will continue the following year, members of that department or other subdivision shall not be eligible as nominees.

**Section 2.7.4:** Consistent with the provisions of Section 2.2.1, Senate representatives serving the last year of their first term as representatives at the time of an annual election shall be considered as nominees.

## **Article 2.8 Preparation of Election Ballots**

**Section 2.8.1:** Ballots for all elections of Senate representatives shall be prepared by the Elections Committee.

**Section 2.8.2:** The identification by the Elections Committee of individuals eligible as nominees as well as individuals eligible to vote in a given election of a Senate representative or representatives shall be determined from official personnel listings of USM employees to be supplied by the director of human resources at the beginning of the calendar year. The Elections committee will announce the elections process to all faculty early in the calendar year. The Elections Committee may remove from the ballot the names of any individuals who request that they not be included.

**Section 2.8.3:** Ballots for a given round of balloting shall be in such form as determined by the Elections Committee. The contents of the ballot shall include, but not be limited to, the following items: (1) identification of the applicable college or division as designated in Section 2.1.2; (2) identification of the round of balloting; (3) instructions for voting to include the number of representatives to be elected, term of office for each, and the number of nominees or candidates to vote for; (4) alphabetical listing of the names and nominees or candidates to vote for; and (5) deadline date for the receipt of completed ballots to the chair of the Elections Committee.

**Section 2.8.4:** As prescribed in Section 2.4.1, the election of Senate representatives shall be by secret ballot. In the process of conducting an election, the Elections Committee shall employ such safeguards as necessary to protect voter anonymity.

## **Article 2.9 Voting Procedures**

**Section 2.9.1:** Ballots prepared by the Elections Committee for a given round of voting in a Senate representative election shall be forwarded electronically by the Elections Committee to each eligible voter in the applicable college or division at least five (5) class days prior to the deadline date for the receipt of returned ballots. Ballots shall be distributed electronically.

**Section 2.9.2:** Individual voters shall cast their vote(s) electronically.

**Section 2.9.3:** Unless a particular round of balloting is declared invalid by the Elections Committee, no more than three (3) rounds of balloting shall be conducted to close a given Senate representative election.

**Section 2.9.4:** For the first round of balloting in a given election, voters shall be instructed to vote for the number of representatives to be elected. If additional rounds of balloting are required, voters shall be instructed to vote for as many candidates as there are representatives to be elected.

**Section 2.9.5:** Based on the distribution of votes cast for the first round of balloting in a given Senate representative election, and given no candidate receives more than 50% of the valid votes cast, the two candidates receiving the most number of votes shall proceed to the second round ballot. In the event a candidate is unable to serve, the candidate who receives the next highest number of valid votes will proceed. Only in the case that the second round results in a tie will a third round be necessary.

**Section 2.9.6:** A majority vote (more than 50% of the valid votes cast) shall be required to elect a Senate representative on the first and second rounds of balloting. If a second round of balloting is required, the candidate or candidates receiving the greatest number of valid votes cast shall be declared the representative or representatives. If in the event of a tie, a third round of balloting is required. A tie vote on the third round of balloting shall be resolved by lot by the Elections Committee.

## **Article 2.10 Counting Votes and Certifying Results**

**Section 2.10.1:** After each round of balloting in a Senate representative election, the Elections Committee shall evaluate the vote tallies generated by the electronic voting system.

**Section 2.10.2:** An individual may vote for fewer nominees or candidates than specified in the instructions for voting for a given round of balloting but may not vote for more than the number specified or cast more than one vote for one person.

**Section 2.10.3:** Upon completion of the vote count for a final round of balloting for a given Senate representative election, the Elections Committee shall prepare an elections report (names of persons elected) for distribution by the corresponding secretary to all candidates listed on the ballot for the final round of voting and to all members of the Senate.

**Section 2.10.4:** If the results of a given Senate representative election are not contested in writing to the Elections Committee within ten (10) calendar days of the date of the Elections Committee report, the results of the election shall become official.

**Section 2.10.5:** After the completion of a Senate representative election, tallies of votes cast, and other related documents shall be placed on file with the secretary-elect of the Senate. These records shall be kept on file for a period of one year after the election and shall be made available for examination to any interested faculty member or administrator of the University.

## **Article 2.11: Attendance and Vacancies**

**Section 2.11.1:** If a senator fails to attend four regularly scheduled meetings within one academic year, whether or not represented by proxy, that senator's position will be declared vacant by the president. The senator will be notified electronically after the second absence and again after the third absence of this regulation.

**Section 2.11.2:** If a vacancy occurs before January 31, the president, in consultation with the affected college or division, will fill the position with an interim appointment from eligible faculty of said college or division upon approval by a majority vote of the Senate (per Section 7.3.7). Such appointment will terminate at the end of the last regular meeting of the academic year. If a vacancy occurs after January 31, the position will remain vacant until filled during the regular election process.

## **Division 3: Officers and Executive Committees**

### **Article 3.1 Officers**

**Section 3.1.1:** The officers of the Senate shall consist of a president, president-elect, secretary, and secretary-elect.

**Section 3.1.2:** The officers of the Senate shall constitute the voting membership of the Executive Committee. The president of the Senate shall serve as the chair of the committee and the secretary of the Senate shall serve as the secretary of the committee. The appointed parliamentarian shall serve as a non-voting member of the committee.

**Section 3.1.3:** The president of the Senate may appoint the chairs of the Senate committees as non-voting members to the Executive Committee to better coordinate and facilitate the business of the Senate.

## **Article 3.2 Election of Officers**

**Section 3.2.1:** The regular election of Senate officers for the Senate year shall be held at the regularly scheduled meeting of the Senate in May.

**Section 3.2.2:** With the exceptions prescribed in Sections 3.7.1 and 3.7.5, the president and the secretary shall be the persons whose terms as president-elect and secretary-elect are ending at the time of the organizational meeting of the Senate in June.

**Section 3.2.3:** As prescribed in Sections 3.7.2, 3.7.3, and 3.7.5, special elections of Senate officers shall be held to fill Senate offices vacated during the Senate year.

**Section 3.2.4:** All Senate officers shall be elected by secret ballot according to the procedures prescribed in these Bylaws.

**Section 3.2.5:** No person may hold two offices simultaneously.

## **Article 3.3 Officer Elections Authority**

**Section 3.3.1:** The President of the Senate shall be responsible for and conduct the election of Senate officers according to the policies and procedures prescribed in the Bylaws of the Senate. In his or her absence, the president-elect shall conduct the election. If both the president and the president-elect are absent, the secretary shall conduct the election. If all other officers are absent, the secretary-elect shall conduct the election.

**Section 3.3.2:** Other officers of the Senate shall assist the President of the Senate or other presiding officer in preparing for and conducting the election of officers.

## **Article 3.4 Eligibility Requirements**

**Section 3.4.1:** Any elected representative to the Senate who is tenured shall be eligible to hold the office of president or president-elect. Any elected representative to the Senate shall be eligible to hold the office of secretary or secretary-elect.

**Section 3.4.2:** The terms of Senate officers shall be for one year or less. The terms of officers elected to serve one year terms shall begin and end with the start of the Senate organizational meeting in June. The terms of Senate officers elected or appointed to fill positions vacated

during the Senate year shall begin at the time of their election or appointment to office and end with the start of the Senate organizational meeting in June.

**Section 3.4.3:** The term of a representative elected as president-elect or as secretary-elect with one year or less remaining in his or her term as representative at the time of election shall be extended for one year if required to insure his or her eligibility for service as president or as secretary the following Senate year. The position as representative held by the incumbent shall subsequently be reduced for the next election to a two-year term to maintain the balance of staggered terms for Senate representatives.

### **Article 3.5 Nominations**

**Section 3.5.1:** Nominations to fill Senate offices shall be made from the floor of the Senate by elected representatives present at meetings of the Senate to elect officers.

**Section 3.5.2:** The nomination and election of Senate officers shall be conducted in the following order: president, president-elect, secretary, and secretary-elect.

### **Article 3.6 Voting Procedures**

**Section 3.6.1:** The election of all officers of the Senate shall be by secret ballot from the Senate membership by a majority vote (more than half of the valid votes cast) of representatives present and voting.

**Section 3.6.2:** A majority vote shall be required to elect a Senate officer on the first and second rounds of balloting.

**Section 3.6.3:** If no nominee for a Senate office receives a majority vote on the first ballot, the second ballot shall be between or among the fewest number of nominees on the first ballot for whom votes cast constitute a majority of the total votes cast.

**Section 3.6.4:** If no nominee for a Senate office receives a majority vote on the second ballot, the third ballot shall be between the two nominees receiving the highest number of votes on the second ballot. The nominee receiving the higher number of votes on the third ballot shall be declared the elected officer. A tie vote on the third round of balloting shall be resolved by lot in a manner to be determined by the president of the Senate.

**Section 3.6.5:** For each round of balloting for a given Senate office, the president of the Senate shall announce the names of the nominees or candidates for that round of balloting and give instructions for voting. The president-elect and the secretary-elect shall distribute and collect ballots, tally the votes cast, and present a vote count to the president. The president in turn shall announce the number of votes cast, the number of invalid votes, the number of votes required for election, and the number received by each nominee or candidate.

### **Article 3.7 Terms, Vacancies and Leaves of Absence**

**Section 3.7.1:** The terms of Executive Committee members who serve as officers of the Senate shall be coterminous with their terms as officers of the Senate. The terms of appointed members

to the Executive Committee shall begin on the date of appointment and end with the start of the organizational meeting of the Senate in June.

**Section 3.7.2:** If the office of president becomes vacant, the president-elect shall become president of the Senate and chair of the Executive Committee for the remainder of that term and remain president for the following term.

**Section 3.7.3:** If the office of president-elect becomes vacant before the December meeting of the Senate, the Senate at its next meeting shall elect an elected representative from its membership to serve as president-elect for the remainder of that term. The newly elected president-elect shall serve as president of the Senate the following term, provided the presidency is not occupied by an incumbent under the provisions of Section 3.7.2. If the office of president-elect becomes vacant after the December meeting of the Senate, it shall remain vacant until the end of the term.

**Section 3.7.4:** If the office of president becomes vacant when the office of president-elect is also vacant, the secretary or the secretary-elect shall convene a special meeting of the Senate within fourteen days (unless the May election meeting of the Senate is sooner) to elect a president from its membership to serve the remainder of the term. Such a person shall be eligible for election as president or for any other Senate office open the following term. The office of president-elect shall remain vacant until the end of the term.

**Section 3.7.5:** If the office of secretary becomes vacant, the secretary-elect shall become secretary of the Senate and secretary of the Executive Committee for the remainder of that term and remain secretary for the following term.

**Section 3.7.6:** If the office of secretary-elect becomes vacant before the December meeting of the Senate, the Senate at its next meeting shall elect an elected representative from its membership to serve as secretary-elect for the remainder of that term. The newly elected secretary-elect shall serve as secretary of the Senate the following term, provided the office of secretary is not being occupied by an incumbent under the provisions of Section 3.7.5. If the office of secretary-elect becomes vacant after the December meeting of the Senate, it shall remain vacant until the end of the term.

**Section 3.7.7:** If the office of secretary becomes vacant when the office of secretary-elect is also vacant, the president of the Senate shall appoint, with the advice and consent of the Senate, a secretary and a secretary-elect from its elected membership to serve the remainder of the term. Such persons shall be eligible for election as secretary and secretary-elect, respectively, or for any other Senate office open the following term.

**Section 3.7.8:** If an elected officer of the Senate takes a leave of absence or is physically incapacitated for more than three consecutive months, the office shall be considered vacant and shall be filled according to the provisions of these Bylaws.

## **Article 3.8 Administrative Authority**

**Section 3.8.1:** The Executive Committee of the Senate shall be responsible for coordinating the administrative functions of the Senate and for conducting such business as is necessary between the meetings of the Senate.



## **Article 3.9 Duties of Executive Committee**

**Section 3.9.1:** In exercising its responsibility as the administrative agency of the Senate, the Executive committee shall perform the following duties:

- (1) Prepare and present an agenda for the Senate year for the consideration of the Senate at its first meeting for the year.
- (2) Recommend to the Senate for its approval the necessary committees, committee members, and committee responsibilities required to accomplish agenda goals and objectives for the Senate year.
- (3) Prepare and distribute a schedule of monthly meetings of the Senate for the year and make the necessary arrangements for meetings.
- (4) Schedule extra meetings of the Senate as may be required to complete the unfinished business of the Senate.
- (5) Call the Senate into special session when requested by the president of the University or when needed to address an issue of major and widespread concern to the faculty and/or the larger university community.
- (6) Prepare and distribute the agenda for each meeting of the Senate.
- (7) Conduct such business as is necessary between the monthly meetings of the Senate and apprise the Senate of all substantive actions taken.
- (8) Forward to the president of the University resolutions, recommendations, and statements of concern approved by the Senate which affect the general welfare of the University.
- (9) Forward to other administrative authorities the recommendations, suggestions and statements of concern approved by the Senate which affect their respective areas of responsibility and authority.
- (10) Develop and administer a comprehensive plan which provides for and promotes effective two-way communication between the Senate and the various constituencies of the University.
- (11) Establish and maintain liaison with the leadership of the other major University councils and committees for the purpose of coordinating efforts in areas of mutual concern.
- (12) Support and participate in the activities of the University Faculty Senates Association of Mississippi and apprise the Senate of its concerns, efforts, and accomplishments.
- (13) Advise the president of the Senate on matters not addressed elsewhere in these Bylaws.
- (14) Perform other duties as may be required to accomplish the business of the Senate.

## **Article 3.10 Duties of Officers**

**Section 3.10.1:** It shall be the duty of the president to

- (1) provide general supervision over all business of the Senate,
- (2) open and preside at all meetings of the Senate,
- (3) preside at meetings of the Executive Committee,
- (4) serve ex officio on all committees,
- (5) submit an annual report to the President's Office by July 1
- (6) perform such other duties as are prescribed in these Bylaws, and
- (7) serve on the cabinet of the President of The University of Southern Mississippi.

**Section 3.10.2:** It shall be the duty of the president-elect to

- (1) assist the president (when asked) in the execution of his or her responsibilities,
- (2) preside at meetings of the Senate in the president's absence,

Approval Date: May 6, 2015

- (3) serve as the Senate's financial officer and signature authority,
- (4) maintain all financial records of the Senate,
- (5) provide general oversight of the Senate reapportionment every three years, and
- (6) perform such other duties as are prescribed in these Bylaws.

**Section 3.10.3:** It shall be the duty of the secretary to

- (1) conduct Senate correspondence as directed by the president;
- (2) read or summarize important correspondence at meetings;
- (3) record the substantive actions and proceedings of all meetings of the Senate;
- (4) prepare and sign the official minutes of each meeting (including a statement of members present and absent), secure the approval of the president of the Senate, and post the official minutes to the Senate web site within 30 days and be kept available for five (5) years;
- (5) read the minutes of the previous meeting if requested, and record any amendatory changes approved by the Senate;
- (6) maintain the Senate web site;
- (7) notify all members of the meetings of the Senate;
- (8) distribute agenda, minutes, and proposals to Senate members; and
- (9) perform such other duties as prescribed in these Bylaws.

**Section 3.10.4:** It shall be the duty of the secretary-elect to

- (1) assist the secretary as needed with distributing agenda and proposals;
- (2) take the roll call of members and proxies and record members present and absent at all meetings of the Senate;
- (3) inform the Senate when a quorum is present;
- (4) assist the secretary in the recording of substantive actions and proceedings of all meetings of the Senate;
- (5) assist the secretary in the preparation of the official minutes of each meeting (including a statement of members present and absent);
- (6) distribute the minutes of each meeting as needed to faculty members, to appropriate administrative and staff personnel of the University, and to other individuals as directed by the president of the Senate;
- (7) preserve and have available the official documents and records of the Senate;
- (8) arrange with the University Archivist for the permanent housing of each year's records;
- (9) assist the secretary (when asked) in the execution of his or her responsibilities;
- (10) serve in the secretary's absence as acting secretary; and
- (11) perform such other duties as prescribed in these Bylaws.

## **Article 3.11 Meetings**

**Section 3.11.1:** The chair of the Executive Committee shall call meetings of the committee on a regular basis as required to facilitate the business of the Senate.

**Section 3.11.2:** The meetings of the Executive Committee shall be open to all members of the faculty and such other persons as are invited by the Executive Committee.

## **Division 4: Elections Committee**

## **Article 4.1 Purpose**

**Section 4.1.1:** An Elections Committee shall be established by the Senate. This committee shall provide general oversight of all elections of Senate representatives according to the provisions specified in these Bylaws.

## **Article 4.2 Duties**

**Section 4.2.1:** In the exercise of its responsibility for conducting all elections of representatives to the Senate, the Elections Committee shall execute all designated duties as prescribed in Division 2 of these Bylaws.

**Section 4.2.2:** In the performance of its duties, the Elections Committee may prescribe enabling policies and procedures which are not incompatible with those prescribed in these Bylaws.

## **Article 4.3 Membership**

**Section 4.3.1:** The Elections Committee of the Senate shall consist of at least three members appointed by the President of the Senate from the elected representatives of the Senate. The president and president-elect of the Senate shall serve as non-voting ex officio members.

**Section 4.3.2:** Members of the Elections Committee shall serve staggered two year terms and may be appointed to a second term of two years. Following one or more years absence from the committee, an elected representative becomes eligible once more to serve two consecutive terms.

**Section 4.3.3:** In establishing the initial Elections Committee, three appointees shall serve two-year terms and two appointees shall serve one-year terms. All members subsequently appointed to regular terms shall serve two years.

**Section 4.3.4:** Terms of members of the Elections Committee shall begin on the date of appointment and end with the adjournment of the organization meeting of the Senate in June at the end of their terms as members of the committee.

**Section 4.3.5:** If a position on the Elections Committee becomes vacant, the President of the Senate shall appoint an eligible replacement to serve the remainder of the term of the member replaced. An individual appointed to serve the unexpired term of a member of the committee shall be eligible for appointment to his or her own term of membership.

## **Division 5: Standing Committees**

### **Article 5.1 Authorization**

**Section 5.1.1:** The Senate may establish such other standing committees as its business may require. The members and officers of these committees shall be appointed by the president of the Senate with the advice and consent of the Senate.

## **Article 5.2 Definition**

**Section 5.2.1:** Standing committees as authorized in Section 5.1.1 are defined here as those Senate committees named to accomplish tasks or to perform functions on a continuing basis from year to year.

**Section 5.2.2:** With the recommendation of the Executive Committee, the Senate may establish additional standing committees as may be considered necessary to more effectively accomplish the business of the Senate.

## **Division 6: Special Committees**

### **Article 6.1 Authorization**

**Section 6.1.1:** The Senate may establish such other special committees as its business may require. The members and officers of these committees shall be appointed by the president of the Senate with the advice and consent of the Senate.

### **Article 6.2 Definition**

**Section 6.2.1:** Special committees as authorized in Section 6.1.1 are defined here as those Senate committees established by the Senate to accomplish specific tasks or to perform specific functions that are not continuing in nature in accomplishing the business of the Senate.

**Section 6.2.2:** With the recommendation of the Executive Committee, the Senate may establish special committees as required to accomplish the business of the Senate.

### **Article 6.3 Duties**

**Section 6.3.1:** Each special committee shall receive specific instructions from the president of the Senate with regard to its responsibilities at the time of appointment.

### **Article 6.4 Membership**

**Section 6.4.1:** Special committees of the Senate shall consist of an appropriate number of members appointed by the president of the Senate with the advice and consent of the Senate. The president and president-elect of the Senate shall serve as non-voting ex-officio members.

**Section 6.4.2:** The terms of office of members of a special committee shall begin at the time of appointment and continue until the completion of the assigned task.

**Section 6.4.3:** If a position on a special committee becomes vacant, the president of the Senate shall appoint a replacement.

## **Article 6.5 Officers**

**Section 6.5.1:** The officers of a special committee shall consist of a chair and a secretary appointed from the members of the committee by the president of the Senate.

## **Article 6.6 Duties of Officers**

**Section 6.6.1:** It shall be the duty of the chair of a special committee to (1) organize for and provide oversight over the work of the committee, (2) call and set agenda for all committee meetings, (3) preside at all committee meetings, and (4) designate a member of the committee to preside at committee meetings in his or her absence.

**Section 6.6.2:** It shall be the duty of the secretary of a special committee to (1) conduct committee correspondence as directed by the chair, (2) notify all members of meetings of the committee and distribute agenda for meetings, (3) record the substantive proceedings and actions of all committee meetings, (4) prepare and sign the official minutes of committee meetings, (5) distribute the minutes of each meeting to all members of the committee, (6) record any amendatory changes to minutes approved by the committee, (7) distribute the approved minutes of meetings to all members of the Executive committee of the Senate, (8) preserve and present all relevant document and records of substantive actions of the committee to the secretary-elect of the Senate for appropriate preservation, and (9) perform such other duties as directed by the chair of the committee.

## **Division 7: Meetings of the Faculty Senate**

### **Article 7.1 Schedule of Meetings**

**Section 7.1.1:** The Senate shall meet in nine regular sessions, once each month during the year except for the months of July and August. The Senate shall meet once over the span of January and February. Special sessions of the Senate may be called as required by the president of the Senate or at the request of a majority of its voting members.

**Section 7.1.2:** The Senate shall establish a schedule of regular meetings for the year at its September meeting. The schedule shall be published and distributed promptly to all members of the Senate and to appropriate administrative and staff personnel of the University.

### **Article 7.2 Meeting Agendas**

**Section 7.2.1:** Agenda for meetings shall be prepared by the Executive Committee of the Senate which shall establish the priority of items on the agenda.

**Section 7.2.2:** Copies of the agenda for all regular and special meetings shall be distributed by the secretary to all members of the Senate at least three class days in advance of such meetings.

**Section 7.2.3:** An agenda prepared by the Executive Committee for a meeting may be changed at the meeting by a majority vote of the voting membership present. A call for non-agenda items shall be made at each meeting.

## **Article 7.3 Meeting Procedures**

**Section 7.3.1:** The meetings of the Senate shall be open except when, by majority vote, the Senate deems it necessary to restrict a meeting to Senators only. At its discretion, the Senate may invite specific individuals to attend and participate in a closed meeting (revised November 14, 2003).

**Section 7.3.2:** The president shall serve as the presiding officer of all meetings of the Senate. In his or her absence, the president-elect shall preside. If both are absent, the secretary shall preside. If all other officers are absent, the secretary-elect shall preside.

**Section 7.3.4:** A quorum of the Senate shall consist of more than one half of its voting members.

**Section 7.3.5:** Meetings of the Senate shall be conducted according to the latest edition of Robert's Rules of Order (as interpreted by the president), except insofar as these Bylaws make expressed provisions to the contrary. The president may appoint a parliamentarian from or outside the Senate membership to advise him or her in interpretations of parliamentary procedures.

**Section 7.3.6:** The right of the floor at meetings of the Senate shall be afforded to (a) members of the Senate, (b) heads of administrative divisions of the University or persons designated by them to present agenda items, (c) other persons invited by the Senate to address specific items on the agenda, and (d) any other persons recognized by the president.

**Section 7.3.7:** Actions of the Senate which require voting or advice and consent of the Senate, except for resolutions or amendments to these bylaws [see Section 9.1.1] and suspending the rules [see Section 7.9.9], may be enacted by a majority vote of the members present and voting, a quorum being present. Voting shall be by voice or show of hands unless a roll call or vote by secret ballot is requested by a voting member.

**Section 7.3.8:** Any voting member of the Senate unable to attend a meeting shall designate a proxy in a signed statement or in an electronic mail message originating from that member's electronic mail account. It is the member's responsibility to ensure that all proxy statements reach the secretary or the secretary-elect by the time of the meeting. The proxy must be eligible for membership as a representative of the Senate. Senators may hold no more than two (2) proxy votes for any given meeting and hold no more than three (3) total votes.

**Section 7.3.9:** Resolutions brought before the Senate for a vote must be distributed at a regularly scheduled meeting and presented for a vote at the next regularly scheduled meeting. By a two-thirds vote of the total voting membership of the Senate, for which proxy votes shall not be allowed, the Senate may elect to suspend the rules and vote on the resolution during the meeting at which it is initially presented. A resolution becomes effective when approved by a two-thirds vote of the total voting membership of the Senate, for which proxy votes shall not be allowed.

## **Division 8: Finances**

### **Article 8.1 Budget**

Approval Date: May 6, 2015

**Section 8.1.1:** The Senate may request an annual budget from the University to conduct its business. Expenditure may be authorized by either the Senate or by the Executive Committee.

**Section 8.1.2:** The president-elect shall serve as the Senate's financial officer and signature authority. All financial records of the Senate shall be maintained by the president-elect and made available to members of the Senate for examination.

## **Division 9: Amendments**

### **Article 9.1 Amendments to these Bylaws**

**Section 9.1.1:** Amendments to these Bylaws shall be initiated by the Senate. An amendment becomes effective when approved by (a) a two-thirds vote of its total voting membership, for which proxy votes shall not be allowed; (b) by the Provost; and (c) the President of the University.

**Section 9.1.2:** Any voting member or committee of the Senate may propose additions, amendments, or deletions to these Bylaws by submitting a written text of the proposal to the president of the Senate at least fourteen days before a regular meeting at which it is to be considered. The secretary shall circulate the same to all members of the Senate prior to the meeting.