Bylaws of the Faculty Senate


Division 1: Faculty Senate Elections

Article 1 Elections Authority

Section 301
The Elections Committee of the Faculty Senate shall be responsible for and conduct all elections of representatives to the Senate according to the policies and procedures prescribed in the constitution and bylaws of the Senate.

Article 2 Membership Restrictions

Section 305
Membership on the Faculty 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 306
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 305) shall have more than two representatives at any given time.

Article 3 Nominees for Senate Representative

Section 310
All eligible faculty, as defined in Section 130 of the constitution, 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 311
Consistent with the provisions of Section 136 of the constitution, 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 hold appointment.

Section 312
Consistent with the provisions of Sections 305 and 306 of the bylaws, 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 313
Consistent with the provisions of Section 120 of the constitution, Senate representatives serving the last year of their first term as representatives at the time of an annual election in April shall be considered as nominees.
Article 4  Voter Eligibility

Section 320
As prescribed in Section 130 of the constitution, only those individuals who are employed by USM and are full-time faculty or professional librarians without any qualifying designation such as "visiting," special," or "adjunct," shall be eligible to vote for representatives to the Senate. And, as referred to in Section 110 of the constitution, the membership of the Senate, composed of the full-time faculties of designated academic divisions of the University with administrative rank no higher than Chair, shall be eligible to vote for representatives to the Senate.

Section 321
As prescribed in Section 136 of the constitution:

A full-time member of the faculty holding a joint appointment across divisions may vote for representatives in only one of the division in which he or she holds appointments.

Section 322
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 312 of the bylaws shall be eligible to vote for Senate representatives from their college or division.

Article 5  Preparation of Election Ballots

Section 330
Ballots for all elections of Senate representatives shall be prepared by the Elections Committee.

Section 331
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 each division represented at the first 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 332
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 111 of the constitution; (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 333
As prescribed in Section 135 of the constitution, 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 6  Voting Procedures
Section 340
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 341
Individual voters shall cast their vote(s) electronically using the Faculty Senate Electronic Voting System.

Section 342
Unless a particular round of balloting in 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 343
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 344
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. At the end of the first round, potential new members shall be contacted to determine their willingness to serve. 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 345
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 7 Counting Votes and Certifying Results

Section 350
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 351
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 352
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 353
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 354
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.

Division 2: Elections Committee

Article 1 Duties

Section 360
In the exercise of its responsibility for conducting all elections of representatives to the Faculty Senate, the Elections Committee shall execute all designated duties as prescribed in Division 1 of these bylaws.

Section 361
In the performance of its duties, the Elections Committee may prescribe enabling policies and procedures which are not incompatible with those prescribed in the constitution and bylaws.

Article 2 Membership

Section 365
The Elections Committee of the Faculty Senate shall consist of at least three members appointed by the President of the Faculty Senate from the elected representatives of the Senate. The president and president-elect of the Faculty Senate shall serve as non-voting ex officio members.

Section 366
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 367
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 368
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 Faculty Senate in June at the end of their terms as members of the committee.

Section 369
If a position on the Elections Committee becomes vacant, the President of the Faculty Senate shall appoint an eligible replacement to serve the remainder of the term of the member replaced. An
Division 3: Election of Faculty Senate Officers

Article 1 Elections Authority

Section 390
The President of the Faculty Senate shall be responsible for and conduct the election of Senate officers according to the policies and procedures prescribed in the constitution and 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 391
Other officers of the Senate shall assist the President of the Faculty Senate or other presiding officer in preparing for and conducting the election of officers.

Article 2 Officers to be Elected

Section 395
As prescribed in Section 155 of the constitution the regular election of Senate officers for the Faculty Senate year shall be held at the regularly scheduled meeting of the Senate in May to fill all officers open at that time.

Section 396
As prescribed in Section 157 of the constitution, special elections of Senate officers shall be held to fill certain offices vacated during the Faculty Senate year as provided in Sections 166, 167, and 169 of the constitution.

Article 3 Eligibility Requirements

Section 400
As provided in Section 151 of the constitution:

Any elected representative to the Senate shall be eligible to hold elective office.

Section 401
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 Faculty 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 4 Nominations
Section 406
Nominations to fill Faculty Senate offices shall be made from the floor of the Senate by elected representatives present at meetings of the Senate to elect officers.

Section 407
The nomination and election of Senate officers shall be conducted in the following order: president, president-elect, secretary, and secretary-elect.

Article 5 Voting Procedures

Section 410
The election of all officers of the Faculty 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 411
A majority vote shall be required to elect a Senate officer on the first and second rounds of balloting.

Section 412
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 413
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 414
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.

Division 4: Executive Committee

Article 1 Administrative Authority

Section 420
The Executive Committee of the Faculty 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 2 Duties
Section 425
In exercising its responsibility as the administrative agency of the Faculty Senate, the Executive committee shall perform the following duties:

(1) Prepare and present an agenda for the Faculty Senate year for the consideration of the Senate at its first meeting for the year.
(2) Recommend to the Faculty Senate for its approval the necessary committees, committee members, and committee responsibilities required to accomplish agenda goals and objectives for the Faculty Senate year.
(3) Prepare and distribute a schedule of monthly meetings of the Faculty Senate for the year and make the necessary arrangements for meetings.
(4) Schedule extra meetings of the Faculty Senate as may be required to complete the unfinished business of the Senate.
(5) Call the Faculty 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 Faculty Senate..
(7) Conduct such business as is necessary between the monthly meetings of the Faculty 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 Faculty 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 Faculty 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 Faculty 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 Faculty Senate of its concerns, efforts, and accomplishments.
(13) Advise the president of the Faculty Senate on matters not addressed elsewhere in the constitution and bylaws.
(14) Perform other duties as may be required to accomplish the business of the Faculty Senate.

Article 3  Meetings

Section 430
The chair of the Executive Committee shall call meetings of the committee on a regular basis as required to facilitate the business of the Faculty Senate.

Section 431
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.

Article 4  Membership

Section 435
As prescribed in Section 185 of the constitution, the president, the president-elect, the secretary, and the
secretary-elect of the Faculty Senate shall constitute the voting membership of the Executive Committee. The appointed parliamentarian shall serve as a non-voting member of the committee.

Section 436
The president of the Faculty 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.

Section 437
The terms of Executive Committee members who serve as officers of the Faculty 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 adjournment of the organizational meeting of the Faculty Senate in June.

Article 5 Officers

Section 441
The officers of the Executive Committee shall consist of a chair and a secretary. The president of the Faculty Senate shall serve as the chair of the committee and the secretary of the Faculty Senate shall serve as the secretary of the committee.

Section 442
If the office of chair of the Executive Committee is vacated, the president-elect of the Faculty Senate shall serve as the chair for the remainder of the Faculty Senate year. If the office of Secretary is vacated, the secretary-elect of the Senate shall serve as secretary of the Executive Committee for the remainder of the Faculty Senate year.

Article 6 Duties of Officers

Section 445
It shall be the duty of the Executive Committee to (1) organize for and provide general oversight over all business of the committee, (2) call and set the agenda for all committee meetings, (3) preside at all committee meetings, and (4) designate a committee member to preside at committee meetings in his or her absence.

Section 446
It shall be the duty of the Executive Committee secretary to (1) conduct committee correspondence as directed by the chair, (2) notify all members of committee meetings, (3) record the proceedings and substantive actions of all committee meetings, (4) prepare and sign the official minutes of all committee meetings, (5) distribute the minutes of each meeting to committee members, (6) record any amendatory changes to minutes approved by the committee, (7) preserve and present all relevant documents and records of substantive actions of the committee to the secretary-elect of the Faculty Senate for appropriate preservation, and (8) perform such other duties as directed by the chair of the committee.

Section 447
The secretary-elect of the Faculty Senate shall serve as the secretary at the Executive Committee meetings in the absence of the secretary.

Division 5: Standing Committees
Article 1 Definition

Section 451
Standing committees as authorized in Section 187 of the constitution are defined here as those Faculty Senate committees named to accomplish tasks or to perform functions on a continuing basis from year to year.

Section 452
With the recommendation of the Executive Committee, the Faculty Senate may establish additional standing committees as may be considered necessary to more effectively accomplish the business of the Faculty Senate.

Division 6: Special Committees

Article 1 Definition

Section 460
Special committees as authorized in Section 187 of the constitution are defined here as those Faculty 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 Faculty Senate.

Section 461
With the recommendation of the Executive Committee, the Faculty Senate may establish special committees as required to accomplish the business of the Faculty Senate.

Article 2 Duties

Section 465
Each special committee shall receive specific instructions from the president of the Faculty Senate with regard to its responsibilities at the time of appointment.

Article 3 Membership

Section 470
Special committees of the Faculty Senate shall consist of an appropriate number of members appointed by the president of the Faculty Senate with the advice and consent of the Senate. The president and president-elect of the Faculty Senate shall serve as non-voting ex-officio members.

Section 471
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 472
If a position on a special committee becomes vacant, the president of the Faculty Senate shall appoint a replacement.

Article 4 Officers
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 Faculty Senate.

Article 5  Duties of Officers

Section 480
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 481
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 Faculty Senate, (8) preserve and present all relevant document and records of substantive actions of the committee to the secretary-elect of the Faculty Senate for appropriate preservation, and (9) perform such other duties as directed by the chair of the committee