

**Effective:** October 1997

**University Governance  
FACULTY SENATE BYLAWS**

**Approved:** updated, fall 2009  
Faculty Senate Bylaws Committee

A set of bylaws governing Faculty Senate procedure is to be distributed by the Secretary at the first September meeting each year.

1. Duties of the Secretary of the Faculty Senate.
  - a. Serves as secretary at all meetings of the Faculty Senate and at all faculty meetings.
  - b. Codifies all rules and legislation adopted by the Faculty Senate and distributes a complete and up-to-date copy to all faculty.
2. Rules of Faculty Senate Procedure.

In addition to all Senate procedural matters explicit in the CBA, the following rules for Faculty Senate procedure shall be followed:

- a. Authority for Rules.
  - i. The rules contained in Robert's Rules of Order, Revised, govern the Faculty Senate in all cases to which they are applicable and in which they are not incompatible with these rules of procedure.
  - ii. These rules may be suspended by a majority vote of the Faculty Senate at any session, provided that the safeguards of rights as explained in Robert's Rules of Order, Revised, under the heading "Suspension of the Rules" are adhered to.
- b. Establishing the Order of the Day
  - i. All items are placed on the agenda in order of receipt by the Secretary. This shall be the order of the day unless altered by action of the Faculty Senate.
  - ii. The agenda and a brief description of each agenda item and its sponsor's name are circulated to the members of the Faculty Senate three instructional days before each session.
  - iii. Any item received by the Secretary less than five instructional days before any session of the Faculty Senate may be placed on the agenda only at the

- iv. Any item presented to the Secretary by the Joint Senate Conference Committee or by any member of the Faculty Senate is placed on the agenda.
  - v. The agenda includes the exact status in the process of approval of all courses under the two meeting rule.
- c. Voting Procedure.
- i. The usual method of voting on motions is by viva voce.
  - ii. After a voice vote any member may call for division; this call requires that the vote be registered by a show of hands and that the count be recorded.
  - iii. Voting by other methods
    - a. Roll call: requires a motion, second, and a majority vote.
    - b. Ballot: requires a motion, second, and a majority vote.
  - iv. A plurality never elects anyone to office unless by virtue of a special rule previously adopted.
  - v. All elections are by ballot, except that when there is only one candidate, and in the absence of any objection, election may be by motion and voice vote. The preferential voting method is used.
  - vi. Any member may request the Secretary to record his/her vote in any voice vote or division.
- d. Open Meeting Practices.
- i. The meetings of the standing and ad hoc committees of the University are open to all members of the University community. Exceptions to this policy are the Sabbatical Leave Committee, the Promotion and Tenure Committee, the Faculty Judicial Committee, the University Judicial Board, Meet-and-Discuss, and committees composed solely of University managers. The open meeting policy also is not applicable to other committees when dealing with personnel matters.
  - ii. The chairpersons of these committees shall take reasonable steps to make available upon request to all interested individuals or groups on campus the agenda, minutes and relevant documents of all regularly scheduled meetings of their committees.
  - iii. Any interested individuals or groups wishing to present their views to any committee on any issue under consideration by these committees may do so either in writing or by appearing at the meeting and notifying the committee chairperson of the request, at least twenty-four hours in advance.
- e. Senatorial Terms of Office
- To insure a relatively equal balance of membership in the Faculty Senate, terms of office are considered on a departmental rather than an individual basis according to the following sequence:

Group I: To be elected on a 3-year cycle beginning in 2007

- Business Administration
- Computer Science
- Earth Sciences
- Economics
- Health & Physical Education
- Nursing
- Physics
- Psychology
- Special Education

Group II: To be elected on a 3-year cycle beginning in 2008

- Chemistry
- Developmental Studies
- Foreign Languages
- History
- Mathematics
- Music
- Philosophy
- Political Science
- Social Work
- Sociology/Anthropology

Group III: To be elected on a 3-year cycle beginning in 2009

- Art
- Biology
- Counseling & Human Development
- Educational Foundations
- Elementary & Early Childhood Education
- English
- Geography
- Industry & Technology
- Library
- Communication & Theatre

**Document History**

Minor wording change, fall 2009