

**BYLAWS of the FACULTY
NORTHERN ARIZONA UNIVERSITY
Amended December 2, 2013**

PREAMBLE

Deriving its authority from section 4 of the Constitution of the Faculty of Northern Arizona University (as approved on May 7, 2013), this document constitutes the Bylaws of the Faculty, consisting of the most current compilation of procedural and shared governance document decisions, guidelines, and clarifying statements required by the Faculty Senate, to provide for its internal organization and implementation of the principles of faculty governance espoused in the Constitution. As the rules governing the operation of the Senate, the Bylaws are intended to be flexible and subject to amendment from time-to-time in order to be responsive to the changing needs of faculty governance. These Bylaws are intended to be in complete accordance with the Constitution, be free from self-contradiction, and supersede all previous Faculty Senate bylaws. If any portion of this document is determined to be inconsistent with the Constitution, the policies and procedures set forth in the Constitution shall prevail.

1. SENATE MEMBERSHIP

1.1 Membership

Consistent with sections 1.5.2, 2.1, 3.3 and 3.4 of the Constitution, the Faculty Senate membership consists of the officers of the Faculty Senate, president, vice-president, secretary, treasurer, parliamentarian and past-president; elected faculty senators; and three ex-officio non-voting members: the President of the University, the Provost of the University, and the President of the Associated Students of Northern Arizona University.

1.2 Faculty Senators

1.2.1 Membership. Faculty senators are faculty members of Northern Arizona University as defined in sections 1.2.1 and 3.3 of the Constitution, who are elected by constituents as described in section 4.1 of these Bylaws.

1.2.2 Term of Office. The term of office of regularly elected senators shall be three years beginning at adjournment of the last regular Senate meeting in the spring term of the year elected. Terms of office will be staggered, with approximately one-third of the senators to be elected each year. During their term of office, senators must continue as members of the units they represent or resign their seats.

1.2.3 Responsibilities. Senators are expected to attend Senate meetings and report back to the faculty in their academic units. Senators are also expected to serve on a senate committee or as a senate representative on a university committee. For additional responsibilities of senate representatives on university committees see section 3.7.3 of these Bylaws.

1.2.4 Attendance at Senate Meetings. When a senator cannot attend a particular meeting of the Senate, the senator must notify the senate office of his/her anticipated absence and the name of the substitute selected by the senator from the same voting unit to attend the meeting on the senator's behalf. This substitute enjoys full floor privileges and voting privileges; the substitute's presence at a senate meeting shall count toward a quorum.

1.2.5 Absences Resulting in Loss of Seat. The seat of an elected member of the Senate shall be declared vacant by the secretary if the member or his/her substitute is absent three or more times in a given academic year from regular senate meetings.

1.3 Senate Officers

1.3.1 General Charge. Officers of the Faculty Senate are charged to represent the faculty at large not the academic/voting unit from which they were first elected. Each officer must be a member of the Senate at the time of his/her election. An officer relinquishes his/her senate seat for the duration of his/her term as an officer, but is still a voting member of the Senate. A temporary replacement senator will be elected from the individual's academic/voting unit. Upon stepping down from an officer position, the individual resumes his/her position as senator if the term has not expired while in service.

1.3.2 Term of Office. The secretary, treasurer, parliamentarian, vice president, and president shall each be elected to serve for a term of one year. Any officer may stand for reelection for subsequent one year terms. A yearly term for a senate officer shall begin at the adjournment of the last regular Senate meeting in the spring term of the year elected and continue until adjournment of the last regular Senate meeting in the spring term of the following year.

1.3.3 Absences Resulting in Loss of Office. When an officer cannot attend a particular meeting of the Senate, the officer must notify the Senate office of the anticipated absence. The position of a senate officer shall be declared vacant if the officer is absent three times in a given academic year from regular senate meetings and a replacement shall be elected.

1.3.4 Duties and Responsibilities of Senate Officers

1.3.4.1 President. Consistent with, and in addition to, those duties described in sections 1.4, 2.1.2 and 2.2.3 of the Constitution, the President of the Senate represents the faculty and faculty interests to the administrative officers of the University; the President of the Senate presides over all meetings of the General Faculty; sets the agenda for meetings of the General Faculty; serves as Chair of the Senate Executive Committee; represents the faculty on the President's Cabinet; serves as lead representative from Northern Arizona University to the Arizona Faculties Council; and when appropriate serves on the Arizona Board of Regents as representative of the Arizona Faculties Council.

1.3.4.2 Vice-President. The Vice-President of the Senate presides at appropriate meetings when the President is unavailable; chairs the Senate Nominations and Elections Committee; is a member of the University Strategic Planning and Budget Committee; and represents Northern Arizona University on the Arizona Faculties Council.

1.3.4.3 Secretary. The Secretary of the Senate, with full Senate Office assistance, is responsible for seeing minutes are taken at all Full Senate, Special Senate, and Senate Executive meetings; that minutes are distributed in a timely manner, and stored in an easily retrievable manner; and fulfilling other clerical duties as directed by the Senate President.

1.3.4.4 Treasurer. The Treasurer of the Senate is responsible for collecting faculty dues, managing their expenditure, managing expenditures of other such monies available to the Senate, reporting use of Senate funds to the Senate in a timely manner, proposing special expenditures such as the awarding of scholarships, and serving as Chair of the Senate Budget Committee.

1.3.4.5 Parliamentarian. The Parliamentarian of the Senate guides efficient use of time during Faculty and Senate meetings by advising on proper use of parliamentary procedure; specifically ruling where questions about procedure are raised during duly called meetings. The Parliamentarian also serves as Chair of the Senate Bylaws Committee and is responsible for ensuring that the Bylaws are kept up to date. The attendance of the Senators shall be kept and absences monitored to determine at any point in a regular meeting if there is a quorum adequate for a valid vote, and to determine with the Senate Executive committee which Senators or Officers should be relieved of their duties because of excessive absences.

1.3.4.6 Past President. The Past President of the Senate is a voting ex-officio officer of the Senate. The duties of the past president include coordinating regular reporting of Senate representatives on University committees to the meetings of the Executive Committee (see sections 3.7.3 of these Bylaws), representing Northern Arizona University on the Arizona Faculties Council, and providing advice where appropriate.

1.3.5 Recall of Officers. Faculty officers who do not appropriately fulfill the responsibilities of their offices may be recalled by a two-thirds vote of the current Senate membership at any time during the academic year. A motion to recall an officer cannot be voted upon until a second reading of the motion at the subsequent Senate meeting. Senate Bylaws 2/15/2010 Page 3

2. COUNCILS OF THE FACULTY SENATE

2.1 Faculty Councils

As the principal advisory bodies to the Senate, there shall be the following Faculty Councils:

- 2.1.1 The Council on Learning
- 2.1.2 The Council on Faculty Rights and Responsibilities
- 2.1.3 The Council on Planning and Budget

2.2 Creation, Modification or Abolishment of Councils

Faculty Councils may be created, abolished, and created only by a two-thirds vote of approval by the elected Senators present at a regular or special Senate meeting where a quorum is present.

2.3 Membership

Membership of the Senate Faculty Councils shall consist of three senators elected for three year terms staggered for continuity, one member being elected each year and up to three at-large faculty representative appointed as needed by the committee chair. Council chairs shall be elected annually by the full membership of the Council from among those Senators serving on the Council.

2.4 Duties, Responsibilities and Powers of Faculty Councils

Faculty Councils serve as deliberative and advisory bodies for all matters of University policy and are the primary arenas for Faculty and Administration interaction in determining policy. Each faculty council within the area of its jurisdiction:

- 2.4.1 shall prepare for submission to the Senate through the Executive Committee proposals for Senate action,
- 2.4.2 shall prepare for submission to the Senate through the Executive Committee any resolution passed at a faculty meeting in any department,
- 2.4.3 shall submit written reports each semester to the President of the Faculty for transmission to the Senate through the Executive Committee,
- 2.4.4 may request such information and assistance from the Administration or faculty as may be required in the effective pursuit of its duties,
- 2.4.5 may appoint, subject to the approval of the Executive Committee, ad hoc committees as may be required for the effective pursuit of its work,
- 2.4.6 shall be responsible for providing information and for interpreting or obtaining interpretation of policy regarding matters falling under its jurisdiction,
 - 2.4.7 shall receive reports or recommendations or resolutions from administrative, presidential, or university committees in areas for which it is responsible.

2.5 Jurisdiction

The President of the Faculty Senate in consultation with the Executive Committee shall decide which Faculty Council shall assume jurisdiction, when jurisdictional responsibility may be unclear, and shall arrange for coordination among Councils in the event that a matter may fall within the responsibility of more than one Council.

2.6 Charges to the Faculty Councils

2.6.1 Faculty Council on Learning. The Faculty Council on Learning shall take primary responsibility for recommending ways to enhance, strengthen, and/or develop all activities that influence learning at NAU, including but not limited to faculty teaching and research; student learning, co-curricular activities, eligibility rules, intercollegiate athletics, financial aid, and housing; admissions, curriculum, assessment, academic programs, and libraries; and all other matters of policy relating to academic affairs of the University.

2.6.2 Faculty Council on Faculty Rights and Responsibilities. The Faculty Council on Faculty Rights and Responsibilities shall take primary responsibility for all matters of policy relating to the interests of the faculty, such as appointment, tenure, promotion, professional leave, compensation (including salary and fringe benefits), academic freedom, standards of academic performance, evaluation and assessment, conciliation issues, and professional ethics.

This Council may also take responsibility for all matters of policy relating to improvement of teaching and learning in the university, including, but not limited to, instructional evaluation, faculty development, and improvement of pedagogy.

2.6.2.1 Issues of Part-Time Faculty. The Faculty Council on Faculty Rights and Responsibilities shall convene a standing subcommittee on part-time faculty rights and responsibilities. The subcommittee shall be composed of two Council members and three part-time faculty representatives. All subcommittee members shall be chosen by a process of solicitation and appointment by the full Council.

2.6.3 Faculty Council on Planning and Budget. The Faculty Council on Planning and Budget shall take primary responsibility for all matters relating to the structure and programs of the university over projections extending to five years or more. This includes strategic planning, program assessment, and program review. The Council also oversees the University procedures for implementing planning proposals.

2. STANDING COMMITTEES OF THE FACULTY SENATE

3.1 Internal Standing Committees

Standing committees of the Senate provide for the handling of internal Senate operations. Standing committees of the Senate shall be the

- 3.1.1 Executive Committee
- 3.1.2 Nominations and Elections Committee
- 3.1.3 Bylaws Committee
- 3.1.4 Budget Committee
- 3.1.5 Summer Senate

3.2 Executive Committee

3.2.1 Membership. Consistent with section 2.2 of the Constitution, the membership of the Executive Committee of the Senate shall include the President, Vice-President, Secretary, Treasurer, and Parliamentarian of the Senate. In addition, the Past-President of the Faculty, the Chairs of the Faculty Councils, and two Senators elected at-large from the Senate shall be members of the Executive Committee. The President of the Senate chairs the Executive Committee.

3.2.2 Duties and Responsibilities. The Executive Committee is the executive arm of the Senate, as such it manages the Senate's affairs between Senate meetings. The Executive Committee also organizes and coordinates the Faculty Councils and Committee structure. The Executive Committee provides liaisons between the Senate and the University administration and shall seek to meet with the President, Provost and/or University Vice-Presidents on a regular basis to provide an effective channel of communication between the Senate and the administration. The Senate Executive committee shall have a quorum for voting purposes when 50% plus one of its members are present.

The functions and responsibilities of the Executive Committee shall include, but shall not be limited to, the following:

- 3.2.2.1** prepare and forward to the Senate for its consideration and action any resolution relating to the general welfare of the university and its faculty,
- 3.2.2.2** receive and evaluate reports from senate representatives on university committees,
- 3.2.2.3** direct pending Senate business to appropriate faculty councils or standing committees when such matters need study and recommendation prior to Senate consideration,

- 3.2.2.4 evaluate the effectiveness of the Senate in discharging its functions and responsibilities,
- 3.2.2.5 review administrative action on Senate recommendations,
- 3.2.2.6 rule on questions of interpretation of the Constitution and the Senate Bylaws,
- 3.2.2.7 sets the agenda for Senate meetings,
- 3.2.2.8 call special meetings of the Senate, and
- 3.2.2.9 review and recommend amendments to the Constitution and Bylaws forwarded to it by the Senate Bylaws Committee.

In addition to discharging the above functions, the Executive Committee shall have the power to make decisions in the name of the Senate when immediacy demands such action and the Senate is unable to assemble to consider the issue. All decisions under this grant of authority shall be in force until the next regular meeting of the Senate, where the issue shall be presented or a special meeting is called to consider the issue.

3.2.3 Frequency of Executive Committee Meetings. The Executive Committee shall meet once a month during the regular school year and may schedule additional meetings as needed. In addition to transacting Senate business, a portion of the monthly meeting shall be used to receive and discuss written reports from Senate representatives on University committees. Time will also be given the University President and Provost to present and discuss current University matters with the Executive Committee.

3.3 Nominations and Elections Committee

3.3.1 Membership. The Nominations and Elections Committee shall consist of eight Senators, and the Vice President of the Senate who chairs the Committee.

3.3.2 Nominations Duties and Responsibilities. The Nominations and Elections Committee shall nominate faculty for elected membership to:

- 3.3.2.1 all Faculty Councils
- 3.3.2.2 all Senate standing committees
- 3.3.2.3 all elected officers of the Senate
- 3.3.2.4 Faculty members for committees, offices or specific duties as requested by the President of the Senate or as specified elsewhere in the Bylaws.

The Committee shall develop those procedures deemed necessary to nominate the most suitable candidates for the positions to be filled and to ensure the broadest possible faculty representation on committees. In situations where immediacy demands action and the Committee cannot act, the Executive Committee shall function in the roles outlined in this subsection.

3.3.3 Elections Duties and Responsibilities. The Nominations and Elections Committee shall conduct and certify all balloting by the faculty and by the Senate. In all balloting by the faculty, the Committee shall arrange for a system of validation of individual ballots, and shall arrange for at least three members of the Committee to be present when ballots are opened and counted, or tallied when received electronically. No members of the Committee shall participate in the counting and tabulating of ballots in any election in which she/he is a candidate for membership or office. The Chair of the Committee shall certify all balloting results. An appeal to such certification may be made to the Executive Committee by any faculty member. In addition, the Committee will coordinate the election of Senators in the various academic units, Faculty Councils, and Senate standing committees as outlined in section 4 of these Bylaws.

3.4 Bylaws Committee

3.4.1 Membership. The Bylaws Committee will consist of three Senators and the Senate Parliamentarian who shall chair the Committee. The Senators will be elected from a list of nominees named by the Nominations and Elections Committee. Two of the members will serve two-year terms and one member will serve a one-year term. The two-year terms will be staggered so that only one two-year term expires each academic year. Members of the Committee will be elected by the Senate at the first regular meeting of each academic year.

3.4.2 Duties and Responsibilities. The Bylaws Committee shall review the Constitution and Bylaws as needed. If the Committee determines that sections of the Constitution or Bylaws should be deleted, changed or added to, it will submit its recommended language to the Executive Committee, who will dispose of the matter in accordance with procedures outlined in sections 4.2 and 5.1 of the Constitution.

3.5 Budget Committee

3.5.1 Membership. The Budget Committee will consist of two Senators and the Senate Treasurer who shall chair the Committee. The Senators will be elected from a list of nominees named by the Nominations and Elections Committee. Members of the Committee will be elected by the Senate at the first regular meeting of each academic year and shall serve a one-year term.

3.5.2 Duties and Responsibilities. The Budget Committee shall review the operating budget and planned expenditures of the Senate, shall propose to the Senate changes in faculty dues as needed, and advise the Senate Treasurer concerning budgetary matters.

3.6 Summer Senate

3.6.1 Membership. The Summer Senate for a given year will be formed at the last Senate meeting of the spring term of that year from volunteer members of: the Executive Committee, continuing Senators, and newly elected Senators. The President

of the Senate shall chair the Summer Senate; if necessary he/she may designate the Vice President or Past President to preside at a particular meeting in his/her stead.

3.6.2 Term. The term of office of the Summer Senate shall be from the fifteenth of May until the fifteenth of August.

3.6.3 Duties and Responsibilities. During its term of office, the Summer Senate is empowered to act on behalf of the Senate when such action is necessary, with the restriction that the Summer Senate is prohibited from acting to amend the Bylaws of the Senate. A quorum for action by the Summer Senate is 50%+1 of its membership. Meetings of the Summer Senate will generally conform to the rules of conduct for Senate meetings as outlined in section 5.2, 5.3, 5.5 and 5.6 of these Bylaws.

3.6.4 Reporting and Review. The President of the Senate will submit a written report at the first Senate meeting in the fall term on the activities of the Summer Senate, including any actions taken.

3.7 Senate Representation on University Committees

3.7.1 Purpose. The essence of effective faculty governance is representation and participation by faculty in committees where policy is formulated and decisions are made. To that end, the Senate believes that to be effective it is vital that key University committees include a Senator as liaison between the Senate and the committee. The Senate shall discuss curricular matters affecting a significant portion of the faculty and/or students of N.A.U. The purpose of the feedback of Senate Representatives to University committees, councils, and groups is to provide, through the Senate Executive committee, reports that will enable the Senate to consider key changes to curricula before and after they are approved by such groups. At either stage, the Senate may pass resolutions and recommendations for those group's deliberations, and/or forward them to the Provost's and President's office.

3.7.2 Key University Committees of the Faculty Senate. The Senate Executive Committee shall maintain a list of key University committees. The Senate will appoint a Senator to each key University committee whenever they are needed as described in section 3.7.4 below. If a Senator or Senate officer is currently a member of a particular committee, an additional representative may be appointed to that committee.

3.7.3 Responsibilities of Representatives. Senate representatives on key University committees are expected to provide a written report to the Senate Executive Committee once per semester or more frequently should the actions of the University committee require. The Past President of the Senate will coordinate a reporting schedule for Senate representatives.

3.7.4 Appointment Process. Prior to the last Senate meeting of the spring term, the Chair of the Nominations and Elections Committee will determine which of those key University committees will require the appointment of a Senate representative for the following academic year. Senators will be asked to list their current University appointments and preferred postings. A slate of appointments will be submitted to the Senate for review and approval

3. Ad Hoc Committees

The Senate has the power to create such ad hoc committees as it deems necessary. The formation and selection of the membership of an ad hoc committee requires Senate approval. Membership on ad hoc committees is open to all faculty members. Students, members of the administration, and staff members of the university may serve on such committees in an ex-officio status. Ad hoc committees shall report on their activities to the Senate through the Executive Committee.

4. ELECTIONS

4.1 Election of Senators

4.1.1 Voting Units. Pursuant to section 3.3 of the Constitution, for the purposes of nomination and election the faculty shall be divided into voting units. A voting unit will consist of a minimum of 5 full-time faculty, as defined in section 1.2.1 of the Constitution. At this time the voting units are:

4.1.1.1 Cline Library

4.1.1.2 College of Arts and Letters

4.1.1.3 College of Education

4.1.1.4 College of Engineering, Forestry, and Natural Sciences

4.1.1.5 College of Health and Human Services

4.1.1.6 College of Social and Behavioral Sciences

4.1.1.7 NAU Phoenix

4.1.1.8 NAU Tucson

4.1.1.9 NAU Yuma

4.1.1.10 The W.A. Franke College of Business

4.1.1.11 University College

4.1.1.12 Honors Program

4.1.2 Apportionment. Senators shall be elected on a ratio of one Senator for each fifteen full-time equivalent faculty members in a voting unit, where faculty is defined in section 1.2.1 of the Constitution with the added provision that each voting unit is entitled to at least one Senator. Whenever a voting unit has ten of the additional fifteen full time equivalent faculty members needed for another Senator, the unit is entitled to that Senator.

4.1.3 Timing of Regular and Replacement Elections. Regular elections to fill vacancies for the following academic year shall be completed by April 15. Special elections may be called in early fall semester or early spring semester to fill unanticipated vacancies and should be completed by September 15 and February 1 respectively. Voting units will elect

replacements for Senators going on leaves of absence, sabbaticals, resigning prior to the expirations of their terms, or if for any reason the seat is declared vacant by the voting unit or by the Secretary of the Senate under section 1.2.5. Those Senators

elected as replacements under this provision will either complete the unexpired term or the period of leave only, or the term the voting unit has deemed per their usual procedures

4.1.4 Election Arrangements. The Faculty Senate office working with the Vice President and Chair of the Nominations and Elections Committee shall coordinate with the appropriate personnel within the voting units to make all necessary arrangements for Senate elections within that unit. These arrangements shall provide adequate notice concerning the approach of elections, dates and deadlines, and the nominating and voting procedures to be used. In the case of NAU Phoenix, NAU Tucson and NAU Yuma, the Faculty Senate office will conduct the necessary elections within those units.

4.1.5 Method of Voting. Voting may be by paper, e-mail or other electronic ballot.

4.1.6 Faculty Eligible to Vote

4.1.7 Nominating Petitions for Senate Seats. Faculty members who wish to run for the Senate must obtain valid nominating signatures from ten percent (10%) of their voting unit or 15 valid signatures, whichever is smaller, during a nominating period of not fewer than six days, this period to be established by the Nominations and Elections Committee. Faculty members in a given voting unit may sign only as many nominating petitions and vote for only as many candidates as there are vacant Senate seats to be filled by the voting unit in a given election. The presence of an invalid signature on a petition does not invalidate that petition. The Nominations and Elections Committee shall review all nominating petitions to check for valid signatures, and rule on their acceptability before ballots are distributed for the election.

4.1.8 Write-In Candidates. Write-in candidates are allowed provided that the write-in candidate receives at least 15 votes or a number of votes equal to 10% of the number of full-time equivalent faculty in the voting unit, whichever is smaller, and the candidate agrees to serve.

4.1.9 Counting Ballots and Announcement of Results. Each voting unit will report the results of their elections to the Faculty Senate office by April 20th.

4.2 Election of Faculty Officers

4.2.1 Officers. Consistent with section 2.1 of the Constitution the officers of the Faculty Senate shall be the President, the Vice-President, the Secretary, the Treasurer, and the Parliamentarian. The Past-President serves as an ex-officio officer of the Faculty Senate.

4.2.2 Eligibility for Election. Elected Senators or officers are eligible for nomination and election to Faculty Officer positions even if their term of office as a member of the Senate would otherwise expire before they assume the office to which they are elected.

4.2.3. Nomination of Candidates and Election. Senate members who wish to run for President, Vice-President, Secretary, Treasurer, and Parliamentarian must secure a total of seven (7) nominating signatures from current Senate members, coming from at least three (3) different voting units. Signed petitions must be submitted to the Nominations and Elections Committee at least six days prior to the penultimate Senate meeting of the spring semester. It is the responsibility of the Nominations and Elections Committee to fill out the slate in cases where no declared candidates are available for a Senate office. Senators shall have the opportunity to nominate additional candidates at that same meeting. Election of these officers shall be conducted during the final regular meeting of the spring term.

4.2.4 Replacements. In the event that a Faculty Officer position becomes vacant, a replacement will be elected from the current Senate membership to serve the remaining portion of that officer's one year term.

4.3 Election of Faculty Councils

4.3.1 Membership. As described in section 2.3, each Faculty council consists of three Senator positions and up to three at-large faculty representatives appointed as needed by the committee chair.

4.3.3 Nomination and Election of Senator Membership. Candidates for Senator positions on each Faculty Council shall be nominated from among continuing and newly elected Senators at the last regular Senate meeting of the spring term from nominations presented by the Nominations and Elections Committee. Senators shall have the opportunity to nominate additional candidates for these positions prior to the election, which will take place at that same meeting. Normally the election of Senator-members of Faculty Councils shall occur after the election of Senate officers (see section 4.2) has been completed.

4.3.4 Election of Faculty Council Chairs. The outgoing Council Chair will convene the continuing and newly elected membership of the Council within one week of the last regular Senate meeting of the spring term for the purpose of election of a Council Chair for the subsequent year. When possible, it is suggested that this election occur immediately following adjournment of the last regular Senate meeting of the spring term.

4.4 Election of Standing Committees

The Nominations and Elections Committee shall nominate candidates to the Senate and conduct Senate elections for standing committees in accord with the rules governing the membership of such committees outlined in section 3 of these Bylaws. In particular, nominations and elections for membership of the Bylaws and Budget committees will occur at the first regular Fall meeting of the Senate, while nominations and elections for at-large membership of the Executive Committee and membership of the Nominations and Elections Committee, will take place at the last regular Spring meeting of the Senate.

4.5 Vacancies in Faculty Councils and Standing Committees

4.5.1 Sabbaticals and Leaves of Absence. If a member of a Faculty Council or Senate standing committee is granted a sabbatical or a leave of absence for a full academic year, and the individual's committee membership ends before his/her return, the person's term will automatically expire at the last regular Senate meeting of the Spring semester prior to the Senate Bylaws 2/15/2010 Page 7

commencement of the sabbatical or leave of absence. If a member of a standing committee is absent on sabbatical or leave and will resume committee membership upon return, a replacement shall be chosen as outlined in section 4.5.2.

4.5.2 Selection of Replacements. A replacement member of a Faculty Council or Senate standing committee will be elected in the event of a member's full-year sabbatical or leave of absence. In the event that a member of a Faculty Council or Senate standing committee is granted a full-year sabbatical or leave of absence, a replacement will be elected in the spring prior to the absence, following the procedure outlined in 4.3 and 4.4. This new member will serve that academic year. For single semester sabbaticals and leaves, and for unanticipated leaves granted following the yearly election, the replacement will be selected by the Executive Committee and will serve only until the next yearly election.

5. CONDUCT OF SENATE MEETINGS

5.1 Frequency of Senate Meetings

The Faculty Senate shall have nine regularly scheduled meetings during the academic year, one meeting in each of September, October, November, December, January, February, March, April, and May. The purpose of the regular May meeting is primarily to fill Senate, Faculty Council, and committee positions by either election or appointment as specified elsewhere in these Bylaws. In addition, as described in section 3.2.2.8 of these Bylaws and section 1.4.1 of the Constitution, the Executive Committee may call special meetings of the Senate.

5.2 Minutes

Accurate summaries of all proceedings of Senate meetings shall be taken by the Secretary of the Senate. These summaries, which shall be referred to as the "minutes of the meeting," shall be kept on file at the Senate Office and posted to the Senate web page. All members of the Senate shall be furnished with either paper or electronic copies of minutes of each Senate meeting at least one week in advance of the next meeting.

5.3 Parliamentary Procedure

Consistent with section 1.4.6 of the Constitution, the rules contained in these Bylaws and in the current edition of *Robert's Rules of Order* shall govern the parliamentary procedures of the Senate, Faculty Councils, standing committees or any other committee or organization of the Senate. If any part of these Bylaws is determined to be in conflict with *Robert's Rules of Order*, the rules in these Bylaws shall take precedence.

5.4 Quorum

A quorum of 50% plus 1 of the elected Senators shall be present to take official action on any matter brought before the Senate.

5.5 Voting

Unless otherwise specified, action of the Senate shall be by a majority of those voting at a meeting at which a quorum is present. The method of voting shall be at the discretion of the presiding officer, but a vote by secret ballot shall be ordered if requested by three or more Senators. Voting by proxy shall not be permitted.

5.6 Open Meetings

Meetings of the Senate shall be open to all members of the Faculty, all members of the university community and the general public. At any regular or special meeting, the presiding officer may grant full floor privileges, but not voting power, to a non-Senator for the duration of a discussion of a specific agenda item at that meeting. A Senator may object to granting floor privileges to a visitor to the Senate, in which case a motion must be properly made, seconded and passed to grant floor privileges to the visitor. The Senate shall establish and maintain reasonable procedures whereby individual faculty members may be heard by the Senate.

5.7 Agenda

5.7.1 Setting of the Agenda. The agenda for Senate meetings shall be set by the President with consultation with the Executive Committee and distributed by paper or electronic means to all members of the Senate at least 24 hours prior to each meeting. Each agenda may reserve reasonable time for the President and/or Provost of the University to bring matters of University concern to the attention of the Senate. The general order of business at Senate meetings shall be at the discretion of the Executive Committee, subject to the constraints in section 5.7.4 below.

5.7.2 Modification of the Agenda. At the beginning of each Senate meeting, the presiding officer shall ask for approval of the agenda. Motions to add to the agenda items may be made at this time by simple majority vote. Once the agenda has been approved, items not on the approved agenda may not be raised or discussed without suspending the rules.

5.7.3 Special Senate Meetings. The agenda for a Senate meeting at which a review of a Senate action is requested by petition shall clearly state both the action under review and the changes requested by the petition. The agenda for a special meeting shall clearly state the specific purpose for which the meeting is called.

5.7.4 Future Agenda Items. During the last ten minutes of every regular meeting, Senators shall have the opportunity to propose, from the floor, agenda items for the next regular meeting. Such proposals shall take the form of motions, and if supported by a majority of the members present, a quorum being required, shall be placed on the agenda of the next regular meeting. In addition, between Senate meetings, Senators may informally request that the Executive Committee include a proposed item on the agenda for a future meeting.

5.8 Senate Communication

The Senate shall establish and maintain a listserv for the purpose of fostering free and open discussion of Senate agenda items and other topics related to faculty governance between meetings. All Senators will be members of the listserv. Any University faculty member who is not a Senator may participate in the listserv upon request.

6. AMENDMENTS TO THE BYLAWS AND RATIFICATION

6.1 Amendments

Any changes to the Bylaws by enactment, revision, or repeal shall be referred to as “Amendments to the Bylaws” and shall be effective only when enacted in accordance with the process outlined in section 4.2 of the Constitution.

6.2 Ratification

Consistent with section 4.3 of the Constitution, these Bylaws require a two-thirds vote of approval by the elected Senators present at a regular or special Senate meeting where a quorum is present.