

**BYLAWS OF THE FACULTY
NORTHERN ARIZONA UNIVERSITY
AMENDED: Date 11.20.23**

PREAMBLE

Deriving its authority from section 6.0 of the Constitution of the Faculty of Northern Arizona University (as approved on May 2, 2022), 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 3.1, 3.3, 3.4, and 3.5 of the Constitution of the Faculty, the Faculty Senate membership consists of the officers of the Faculty Senate, president, vice-president, secretary, treasurer, and parliamentarian; elected faculty senators; and five ex-officio non-voting members: the immediate past President of the Faculty Senate, the President of the University, the Provost of the University, the President of the Associated Students of Northern Arizona University, and the President of the Graduate Student Government.

1.2 Faculty Senators

1.2.1 **Membership.** Faculty senators are faculty members of Northern Arizona University as defined in sections 1.1.3.1 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.**

1.2.3.1 Attend Meetings: Senators are expected to attend Senate meetings and report back to the faculty in their academic units.

1.2.3.2 Senate Committee or Council Participation: Senators are also expected to serve on a senate committee or council 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.

1.2.3.3 Representative Caucus: Senators are expected to function as a representative caucus of their unit faculty to their unit administration. At the beginning of the academic year, a unit's senators should meet to choose a leader who will organize and call meetings, set the agenda, and arrange meetings with their unit's leadership (the Dean and Associate Deans) at least once each semester during the academic year. The caucus leader will also be responsible for distributing senate communications (i.e., quick notes). Senators in a representative caucus can propose an alternative structure for their functioning if approved by the Senate Executive Committee. If a voting unit only has one Senate seat, then the senator elected to that position shall serve as leader of their respective caucus.

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 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 3.3.3, 3.4.2, 4.1, 4.2, 4.4, 4.5, 4.6, 5.1.1, 5.1.2, 6.2, and 7.1 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 Advisory Board; 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; 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.

1.3.4.2 **Past President.** The Past President of the Senate is a non-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 section 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.

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
- 2.1.4 The Council for Career Track Faculty
- 2.1.5 The Council on Statewide, Online, and Personalized Learning Education

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 faculty senate.

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 oral reports each Faculty Senate Executive Committee and full Faculty Senate meetings as needed
- 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,

2.5 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

2.6.1.1 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. 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 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.

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.

3. 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 sections 3.3.1 and 3.4 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 Chairs of the Faculty Councils, and two Senators elected at-large from the Senate shall be members of the Executive Committee. The Past-President of the Faculty Senate serves as an ex-officio member 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 annual 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 for the tally of electronic ballots. 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 by internal elections conducted within the first four weeks of the Fall semester.

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 section 6 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 by internal elections conducted within the first four weeks of the Fall semester.

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 will be open to all continuing and newly elected senators from the Spring elections on a volunteer basis. 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 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 NAU. 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 and any potential matters that affect the work of faculty 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 senate charged 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 annually or more frequently should the actions of the University committee require oral reports to the Faculty Senate Executive Committee and Faculty Senate as needed.

3.7.4 Appointment Process. As needed, the Chair of the Nominations and Elections Committee will determine which key university committees require the appointment of a Senate representative and solicit nominations from the full Faculty Senate membership. The Chair of the Nominations and Elections Committee will select a representative from the nominations.

3.8 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 the Environment, Forestry, and Natural Sciences

4.1.1.5 College of Engineering, Informatics, and Applied Sciences

4.1.1.6 College of Health and Human Services

4.1.1.7 College of Social and Behavioral Sciences

4.1.1.8 NAU Yuma

4.1.1.11 The W.A. Franke College of Business

4.1.1.12 Honors College

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. In order to prioritize representation of state-wide faculty, each voting unit will allocate their senator positions proportionally to faculty duty station percentages, ensuring that at least one seat is provided for statewide faculty representation (provided the voting unit has statewide faculty). NAU Yuma operates distinctly as a primary campus for some voting units. If no statewide faculty members are nominated, by others or self, for the statewide position, then the senate position becomes open to nominations from all voting unit faculty.

4.1.3 Timing of Regular and Replacement Elections. Regular elections to fill vacancies for the following academic year shall be completed by March 1. 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 of these Bylaws. 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 had 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 shall be by electronic ballot.

4.1.6 Faculty Eligible to Vote See section 1.1.3.1 of the Constitution

4.1.7 Nominating Petitions for Senate Seats. Faculty members who wish to run for the Senate must be nominated (including self-nomination) following the voting unit procedures.

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 March 1st.

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 be nominated (including self-nomination) to the Chair of the Nominations and Elections Committee. 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 by the end 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 by the last regular Senate meeting of the spring term. Senators shall have the opportunity to nominate additional candidates for these positions prior to the election.

4.3.4 **Election of Faculty Council Chairs.** Faculty Council Chairs will be voted on internally in the full Senate with the same processes for Faculty Senate Officers outlined in section 4.2. Senate members who wish to run for Faculty Council Chair must be nominated (including self-nomination) to the Chair of the Nominations and Elections Committee.

4.4 Election of Standing Committees

Candidates for Senator positions on each standing committee shall be nominated from among continuing and newly elected Senators by the last regular Senate meeting of the spring term. Senators shall have the opportunity to nominate additional candidates for these positions prior to the election

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 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, four in the fall semester and five in the spring semester 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 4.7 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. Any meeting of the Senate may be **recorded using videochat software.**

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 electronically 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.** Senators shall have the opportunity to propose agenda items for the next regular meeting. Such proposals shall be made directly to the Senate Office or Senate President at least 14 days prior to the next meeting of the Faculty Senate Executive Committee.

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.

5.9 Senate Digital Materials. Any relevant digital Senate materials (such as constitution, bylaws, meeting agendas/minutes/recordings, etc.) will be stored digitally using a server-based storage system accessible by the Senate President and administrative staff. Digital materials will be stored for the time required by Arizona laws regarding retention of digital records.

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 6.2 of the Constitution.

6.2 Ratification. Consistent with section 6.3 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.