

1 **SUNY Fredonia Faculty and University Senate**
2 **Bylaws**

3
4 **Preamble**

5
6 The Faculty of the State University of New York at Fredonia enacts the following bylaws to
7 provide for the organization and procedures by which this faculty may effectively exercise its
8 rights and fulfill its responsibilities within the framework established by the Policies of the Board
9 of Trustees of the State University of New York (Policies, Article X, Sections 4 and 5).

10
11 **Article I: Definitions**

12 As used in these bylaws, unless otherwise specified, the following shall mean:

- 13 **a.** "Trustees" refers to the Board of Trustees of the State University of New York.
14 **b.** "Policies" refers to the *Policies of the Board of Trustees, 2006* (and/or subsequent revisions).
15 **c.** "Chancellor" refers to the Chancellor of the State University of New York.
16 **d.** "University" refers to the State University of New York at Fredonia.
17 **e.** "President" refers to the Chief Administrative Officer of the University.
18 **f.** "Academic Staff" refers to those members of the Staff holding academic rank.
19 **g.** "Professional Staff" refers to those members in the Professional Services Negotiating Unit
20 other than members of the Academic Staff, and those members of the Professional and Academic
21 Staff holding Management Confidential appointments.
22 **h.** "Faculty" refers to (1) the Chancellor; (2) the President; (3) the Vice Presidents, Associate
23 Vice Presidents, Assistant Vice Presidents, Academic Deans, and (4) Directors; (5) the
24 Academic Staff; (6) the Professional Staff; and (7) those members of the Professional and
25 Academic staff holding Management Confidential appointments.
26 **i.** "Senator" refers to the voting constituency of the University Senate: Academic Staff,
27 Professional Staff, and Student representatives.
28 **j.** For the University Senate and its standing committees, "*ex officio*" refers to a non-voting
29 member who is a member due to the position or office held by that member.
30 **k.** "Consultation" refers to a mutual, public process of deliberation between the President and/or
31 his or her official designee and the faculty through the University Senate, which may be initiated
32 by either party and is concluded when the President, as a matter of record, either approves the
33 Senate's formal recommendation (thereby making it official policy), or vetoes it and gives a
34 substantial explanation of his or her reason(s) for overruling it, normally within ten instructional
35 days of receiving written notification by the University Senate Secretary.

36
37 **Article II: Powers and Functions**

38 The faculty "shall have the obligation to participate significantly in the initiation, development,
39 and implementation of the educational program" (Policies, Article X, Section 4) of the
40 University; they will be responsible for the conduct of the University's "instruction, research, and
41 service programs" (Policies, Article VI, Section 3). The faculty shall exercise their powers and
42 functions through Faculty Meetings (see Article III below), the University Senate (see Article IV
43 below) and through committees (see Articles V and VI.)
44

45 In a statement by the Chancellor on 9 April 1973, SUNY reaffirmed the "validity of governance
46 as the appropriate and organic process for the involvement of constituent groups in campus
47 decision-making" (UFS Governance Handbook, June 2008, Appendix 6). This statement, which
48 has been reaffirmed by the current Chancellor, explains that

49

50 Article X of the Policies, among other provisions, empowers and directs the faculty to
51 develop Bylaws for the conduct of its affairs. Substantive actions taken in the course of
52 that conduct are advisory upon the campus President and are a recognition of his [or her]
53 legal authority. Furthermore, those provisions of Bylaws concerning consultation—how,
54 when, and where the campus President consults with his [or her] faculty—are subject to
55 his [or her] approval....

56

57 When the campus President accepts provisions of local bylaws concerning consultation,
58 the Trustees, through Article X, and the Chancellor respect this endorsement and these
59 provisions become, thereby, part of local policy and must provide a reliable framework
60 for campus governance. In this regard, a campus President is expected to adhere to
61 policies which he [or she] has accepted for his [or her] administration. Since governance
62 must remain responsive to changing conditions on each campus, the validity of the
63 Bylaws rests firmly upon the continuing confidence in which they are held. Bylaws, once
64 approved, should not be used to require adherence to outmoded or bad practices by either
65 the faculty or the campus President. The campus community must remain ready to
66 recognize legitimate objections to practices or procedures which no longer adequately
67 meet the needs for which they were designed. (63-64)

68

69 At SUNY Fredonia, the President and the faculty agree that recommendations from committees,
70 task forces, working groups, and any other bodies charged solely by an administrator or
71 administrators neither constitute nor substitute for consultation via normal governance channels
72 (see Articles IV through VI) or actions taken by the faculty in stated or special faculty meetings
73 (see Article III). We follow the recommendations on shared governance offered by the Middle
74 States Commission on Higher Education:

75

76 The primary goal of governance is to enable an educational entity to realize fully its
77 stated mission and goals and to achieve these in the most effective and efficient manner
78 that benefits the institution and its students. Institutional governance provides the means
79 through which authority and responsibility are assigned, delegated, and shared in a
80 climate of mutual support and respect.

81

82 The Commission on Higher Education expects a climate of shared collegial governance
83 in which all constituencies (such as faculty, administration, staff, students and governing
84 board members, as determined by each institution) involved in carrying out the
85 institution's mission and goals participate in the governance function in a manner
86 appropriate to that institution. Institutions should seek to create a governance
87 environment in which issues concerning mission, vision, program planning, resource
88 allocation, and others, as appropriate, can be discussed openly by those who are
89 responsible for each activity. Within any system of shared governance, each major
90 constituency must carry out its separate but complementary roles and responsibilities.

91 Each must contribute to an appropriate degree so that decision-makers and goal-setters
92 consider information from all relevant constituencies. (*Characteristics of Excellence in*
93 *Higher Education*, 12th ed. [2006], p. 12)

94
95 We also recognize "On the Relationship of Faculty Governance to Academic Freedom" by the
96 American Association of University Professors, which argues that "since the faculty has primary
97 responsibility for the teaching and research done in an institution, the faculty's voice on matters
98 having to do with teaching and research should be given the greatest weight" and holds that even
99 for decisions that "bear less directly on the teaching and research conducted in the institution" but
100 "plainly can have a powerful impact on the institution's teaching and research, "the decision-
101 making process "must include the faculty" and "its voice on these matters must be accorded great
102 respect" (*Policy Documents and Reports*, 9th ed. [2001], p. 225).

103
104 At SUNY Fredonia, then, the President and the faculty agree that consultation can occur only
105 when there is direct communication on a matter that meets MSCHE and/or AAUP criteria
106 between the President and/or his or her designee and the University Senate or the entire faculty.
107 This communication should take place as soon as an issue is identified. The President and the
108 Executive Committee shall then identify the appropriate consultation process. When initiated by
109 the President or his/her designee, the Senate or faculty should have a reasonable amount of time
110 to provide a meaningful response. Normally a minimum of 30 days should be allowed. In
111 special circumstances, a shorter time for response may be required. In emergencies, the
112 Executive Committee shall act on behalf of the Senate (see Article IV, Section 6).

113
114 Our normal consultation process may vary, depending on the joint judgment of the President and
115 Executive Committee as to best practices. For example, the President may invite a
116 recommendation from the Senate and respond to it, or the President may make a
117 recommendation and invite a response from the Senate. In all such normal processes, the
118 Executive Committee shall determine which committee(s), if any, are to be charged to make a
119 recommendation to the Senate. Upon receiving such recommendation, the Senate shall
120 deliberate and vote on its formal recommendation to the President. In response, the President
121 either approves the Senate's recommendation (thereby making it official policy), or vetoes it and
122 gives a substantial explanation of his or her reasons for overruling it, normally within ten
123 instructional days of receiving written notification by the University Senate Secretary (see
124 Article I, Section k, and Article IV, Section 5c). For any Senate recommendation that touches on
125 terms and conditions of employment as defined in the current Agreement between United
126 University Professions and the State of New York, however, the University Senate Secretary
127 shall simultaneously transmit it to the President of SUNY Fredonia and the President of the
128 Fredonia Chapter of UUP, who will normally use local labor-management meetings to decide
129 what course of action should be taken in response to it.

130 **Article III: Faculty Meetings**

131 **Section 1: Stated Faculty Meetings**

132 **a.** At the discretion of the Executive Committee of the University Senate, there shall be two
133 stated meetings of the faculty, the first toward the beginning of the Fall semester and the second
134 toward the beginning of the Spring semester. The Executive Committee shall set the dates for
135

136 these meetings. A written agenda shall be distributed to the faculty no fewer than five days prior
137 to each meeting by the President's Office.

138 **b. Quorum.** A quorum shall consist of a simple majority of the faculty. If such a majority is not
139 present, members may vote to suspend the quorum provisions by a two thirds vote of those
140 present.

141 **c. Voting.** Adoption of any motion shall require an affirmative vote of a majority of those present
142 and voting. A written ballot shall be used when requested by at least ten members of the faculty.

143 **d. Presiding Officer.** The Chair of the University Senate, or in the absence of the Chair, the Vice
144 Chair of the University Senate, shall preside at stated faculty meetings.

145 **Section 2: Special Faculty Meetings**

146 **a.** Special faculty meetings shall be called by the President when he/she deems them necessary.
147 The President shall also call a special faculty meeting within two weeks of a request for such a
148 meeting by the University Senate or by a petition signed by at least ten percent of the faculty. A
149 written agenda shall be prepared by (1) the President, or (2) the University Senate, or (3) the
150 petitioners and submitted to the President with the request. Such an agenda shall be distributed to
151 the faculty at least five days prior to the meeting unless such advance notification is precluded by
152 emergency conditions.

153 **b. Quorum.** A quorum shall consist of a simple majority of the faculty. If such a majority is not
154 present, members may vote to suspend the quorum provisions by a two-thirds vote of those
155 present.

156 **c. Voting.** Adoption of any motion shall require an affirmative vote of a majority of those present
157 and voting. A written ballot shall be used when requested by at least ten members of the faculty.

158 **d. Presiding Officer.** The Chancellor or the President shall preside over those meetings called by
159 the President and those meetings in which a petition by the faculty challenges a resolution passed
160 by the University Senate (Article IV, Section 12). The Chairperson of the University Senate shall
161 preside over those meetings requested by the University Senate and those meetings which have
162 been petitioned by the faculty except as noted above.

163 **Section 3: Conduct of Meetings**

164 Faculty meetings shall be conducted according to *Robert's Rules of Order*.

165

166 **Article IV: University Senate**

167 **Section 1: Composition, Function, and Responsibilities**

168 **a.** The University Senate shall be composed of representatives of the Academic staff, the
169 Professional staff, and the Students, as well as *ex officio* members.

170 **b.** The University Senate functions as the representative body of the faculty acting on behalf of
171 the faculty in carrying out the responsibilities of the faculty as specified in Article II of these
172 bylaws. Members of the University Senate and of all faculty committees, even when selected as
173 delegates of their representational areas, shall act in the interests of the University as a whole.

174 Senators are to attend all Senate meetings, to report Senate business and issues to their
175 constituents, and to solicit Senate business and issues from their constituents.

176 **c.** In exercising its general powers and responsibilities, the University Senate shall, among other
177 things, monitor the responsibilities of all committees specified under these bylaws and be
178 informed of the operations of all such committees, receive policy change recommendations from
179 such committees and act on them, and initiate recommendations to such committees where
180 appropriate.

181 **d.** In its capacity as the governance body for the institution, the University Senate shall also be
182 kept informed of the proceedings of all other University-wide committees (except Labor-
183 Management Committees) and shall receive from such committees notice of actions and
184 recommended changes prior to their implementation.

185 **Section 2: Representation**

186 **a.** All faculty (full-time or part-time) are eligible to serve as representatives. Any member of the
187 University Senate whose campus duties change, involving at least half that person's time, shall
188 be reviewed by the Executive Committee to determine the appropriate constituency of that
189 member, and may be relieved of his/her seat on the University Senate because of change of
190 constituency.

191 **b.** Within the Academic Area, there shall be seven electoral units: (1) Arts, (2) Business, (3)
192 Education, (4) Humanities, (5) Music, (6) Natural Sciences, and (7) Social Sciences. In elections
193 to be held annually in May, each academic electoral unit that would otherwise have an open seat
194 on July 1 shall elect one at-large representative from among its members. In addition, all faculty
195 in the Academic Area shall elect seven at-large representatives from among their members as
196 terms of sitting representatives are due to expire. Each department may field a maximum of
197 three candidates per at-large election and each school may field a maximum of six. Furthermore,
198 there shall be one Senator per academic department, except for the School of Music, which shall
199 have 3 representatives. By May 15 each year, the chair of every academic department that would
200 otherwise have an open seat on July 1 shall report to the Governance Officer his or her
201 department's representative and election or selection procedure. Similarly, when a seat would
202 otherwise be open on July 1, the Director of Reed Library shall report the Library faculty's
203 representative and election or selection procedure, the Associate Vice President for Academic
204 Affairs shall report the Interdisciplinary Studies representative and election or selection
205 procedure, and the Vice President for Academic Affairs shall report the adjunct faculty
206 representative and election or selection procedure to the Governance Officer by May 15.

207 Within the Professional Staff/Management Area, there shall be four electoral units: (1) Academic
208 Affairs, (2) Administration, (3) Student Affairs, and (4) University Advancement. In elections to
209 be held annually in May, all personnel in the Professional Staff/Management Area shall elect
210 three at-large representatives from among their members as terms of sitting representatives are
211 due to expire. Furthermore, there shall be one Senator from each professional electoral unit. By
212 May 15 each year, the Vice President of every division that would otherwise have an open seat
213 on July 1 shall report to the Governance Officer his or her division's representative and election
214 or selection procedure.

215 Each February, the Executive Committee shall report to the Senate the current assignment of
216 departments, schools, and administrative divisions to the various electoral units, and may
217 propose changes to this assignment, subject to amendment and approval by the University
218 Senate. See Appendix A for the current Senate membership template based on this system of
219 representation.

220 **c.** There shall be six undergraduate student members, including the President of the Student
221 Association.

222 **d.** *Ex officio* members of the University Senate are:

- 223 1. President
- 224 2. Vice President for Academic Affairs
- 225 3. Vice President for Administration
- 226 4. Vice President for Student Affairs

- 227 5. Vice President for University Advancement
- 228 6. Associate Vice President and FSA Executive Director
- 229 7. Associate Vice President for Academic Affairs
- 230 8. Associate Vice President for Administration
- 231 9. Associate Vice President for Enrollment Services
- 232 10. Associate Vice President for Graduate Studies & Research
- 233 11. Associate Vice President for Information Technology
- 234 12. Associate Vice President for University Development
- 235 13. Dean of the College of Arts & Sciences
- 236 14. Dean of the College of Education
- 237 15. Dean of the School of Business
- 238 16. Registrar
- 239 17. Chairperson of the University Senate
- 240 18. Vice Chairperson of the University Senate
- 241 19. University Senate Secretary
- 242 20. SUNY Faculty Senator
- 243 21. Governance Officer
- 244 e. If and when administrative changes alter an electoral unit or a component of an electoral unit
- 245 (i.e., a new department is created, departments merge, departments split, etc.), the Executive
- 246 Committee of the Senate will recommend to the Senate a representational plan and appropriate
- 247 language to alter this section to reflect those changes. The Senate shall approve a plan and
- 248 appropriate language for this section. A two-thirds affirmative vote shall be required to pass the
- 249 plan and to revise the language. These changes shall not require a separate vote by the faculty as
- 250 a whole.

251 **Section 3: Elections**

- 252 a. As vacancies on the Senate occur within the departments of the academic electoral units or
- 253 within the Professional Staff/Management electoral units, each of those departments/electoral
- 254 units shall be responsible for choosing the senator(s) who will represent it.
- 255 b. Each Spring semester, the Governance Officer shall determine the number of at large positions
- 256 open for the subsequent academic year and shall conduct the necessary elections in those
- 257 electoral units in May to assure full at large representation. If an at large vacancy occurs during
- 258 the elected term of a senator, the candidate with the next largest number of votes in the most
- 259 recent election for that area shall represent that area, completing the term of elected senator.
- 260 c. The six student representatives on the University Senate shall consist of the President of the
- 261 Student Association and five full-time registered undergraduate students to be chosen for a term
- 262 of one year by the Student Association.
- 263 d. The Faculty-Student Association bylaws (Article III, Section 3) require that
- 264 Three (3) faculty directors, at least two (2) of whom shall be instructional/teaching
- 265 faculty members, shall be selected by a method determined by the faculty and written in
- 266 its bylaws. The faculty directors shall hold office for two-year terms beginning
- 267 September 1 of the year of their selection and ending August 31 two years hence, or until
- 268 their successors have been duly selected and qualified. The Chair of the University
- 269 Senate shall certify the selection of the faculty directors to the president of the
- 270 Corporation with a copy to the Executive Director of the Corporation who shall
- 271 thereupon immediately notify said persons in writing of their selection.

272 The University Senate Governance Officer shall be responsible for running elections in May for
273 any FSA Faculty Director seats that the FSA President or Executive Director informs him or her
274 would otherwise be vacant on September 1. The entire voting faculty is eligible to vote in these
275 elections. The Chair of the University Senate shall certify the election results to the President
276 and Executive Director of FSA.

277 **Section 4: Terms of Office**

278 **a.** The normal term of office of all Senators, except student representatives and *ex officio*
279 members, shall be three years. Terms begin on July 1 and end on June 30. Each Senator shall be
280 limited to two consecutive terms.

281 **b.** When on leave of at least a semester's duration, an elected member of the University Senate
282 shall be considered to have resigned from the University Senate unless that senator has indicated
283 in writing to the Governance Officer that he/she will continue to meet the obligations of the
284 University Senate during the leave. The vacancy will be filled as described in Article IV, Section
285 3 (elections).

286 **c.** Academic or professional staff who are on leave are eligible to be nominated for and elected to
287 service on the University Senate provided that their term of service would normally begin at or
288 after the time of their expected return from leave.

289 **d.** In the event an elected member of University Senate shall be absent from regularly scheduled
290 University Senate deliberations for two consecutive meetings or a total of three meetings for the
291 academic year, the Executive Committee, after holding a prompt review to determine if any
292 extenuating circumstances exist, shall be empowered to declare the seat vacant and to order a
293 replacement.

294 **Section 5: Officers**

295 **a. Chairperson.** The position of Chairperson of the University Senate is a result of the previous
296 election of the Vice Chairperson. The Vice Chairperson serves one year as Vice Chairperson,
297 and then serves one year in the position of Chairperson of the University Senate. Written ballots
298 may be used for this election. The Chairperson shall assume office on July 1. The Chairperson
299 calls University Senate meetings, presides at the meetings, and appoints the Parliamentarian. The
300 Chairperson represents the faculty and the University Senate in regular meetings with the
301 President and represents the faculty at University Council meetings. The Chairperson also chairs
302 the University Senate's Executive Committee (see Section 6 below) and presides at its meetings.
303 The Chairperson shall monitor the disposition of actions taken by the University Senate. The
304 Chairperson shall serve a one-year term and may be re-elected to the sequence at a later date.
305 (see current Governance Compensation policy)

306 **b. Vice Chairperson.** The Vice Chairperson shall be elected by the University Senate during a
307 meeting in May. Candidates for the position may be nominated at any time prior to the election
308 by any member of University Senate or by the Executive Committee. Written ballots may be
309 used for this election. The Vice Chairperson shall assume office on July 1. The Vice Chairperson
310 may serve as a non-voting *ex officio* member of any University Senate committee or
311 subcommittee at the discretion of the Executive Committee. The Vice Chairperson substitutes for
312 the Chairperson when necessary. The Vice Chairperson serves as Chairperson of the University
313 Senate during the following academic year.

314 **c. University Senate Secretary.** As a member of the University Senate, the University Senate
315 Secretary shall:

316 1. Be a member of the faculty. When more than one candidate has been nominated, the Secretary
317 shall be elected by the University Senate during a meeting in May and assume office on July 1.

318 2. Distribute summaries of the minutes promptly to all voting and *ex officio* members of the
319 Senate, and shall post minutes on the University Senate official electronic sites.

320 3. Send to the University Archives two copies of all senate standing committee minutes and two
321 copies of the minutes of all University Senate and all stated and special Faculty meetings.

322 4. Prepare a listing of formal recommendations made and substantive actions taken by the
323 University Senate after each meeting for the campus President and, when any touch on terms and
324 conditions of employment as defined in the current Agreement between United University
325 Professions and the State of New York, to the President of the Fredonia Chapter of UUP, as well.
326 Add copies of this list to the official electronic site(s) of the Senate and send two hard copies to
327 the Archives and Special Collections in Reed Library. Once a signed approval or veto (with
328 substantive explanation) has been received from the campus President, add a copy to the official
329 electronic site(s) of the Senate and send two hard copies to the Archives and Special Collections
330 in Reed Library.

331 5. Be responsible for informing all appropriate parties of actions taken by the University Senate.

332 6. Act as teller when secret ballots are called for, designating assistant tellers as necessary.

333 7. In the Secretary's absence, the presiding officer shall appoint a secretary *pro tempore*. The
334 term of office of the University Senate Secretary shall be one year with eligibility for re-election.

335 **d. SUNY Faculty Senator.** The SUNY Faculty Senator shall serve as the faculty's representative
336 on the SUNY Faculty Senate and, as such, serves as a liaison between the University and the
337 SUNY Faculty Senate. The SUNY Faculty Senator shall be elected to a three-year term in an
338 election conducted by the Governance Officer, and assume office as of July 1. The SUNY
339 Faculty Senator shall be eligible for re-election to a second consecutive term, but will then not be
340 eligible to serve again as a member of the SUNY Faculty Senate until the expiration of one year
341 from the end of the last preceding term. In the event that the SUNY Faculty Senator shall be
342 unable to meet the duties of that position, the SUNY Faculty Senator Alternate shall serve in
343 his/her stead.

344 **e. Governance Officer.** The Governance Officer is an *ex officio* member of the Executive
345 Committee of the University Senate. The Governance Officer shall be nominated by the
346 Executive Committee of the University Senate and shall be elected by the University Senate
347 during its meeting in May and assume office July 1. The Governance Officer shall serve a one-
348 year term ending June 30 of the subsequent year. The Governance Officer is not required to be a
349 member of the University Senate.

350 *Responsibilities.* The Governance Officer shall be responsible for reviewing the operations of
351 these bylaws and for accepting and initiating proposed amendments to these bylaws.

352 ■The Governance Officer shall prepare slates of candidates and conduct elections for at large
353 senators, the SUNY Faculty Senator, the SUNY Faculty Senator Alternate, the faculty
354 representatives to the Faculty Student Association, and representatives on various standing
355 committees. An election for SUNY Faculty Senator and SUNY Faculty Senator Alternate shall
356 be conducted on one ballot, with the SUNY Faculty Senator Alternate being the individual with
357 the second highest number of votes.

358 ■The Governance Officer shall notify all candidates and the appropriate electorate of the election
359 results.

360 ■The Governance Officer shall regularly review the responsibilities and actions, or lack thereof,
361 of Senate Standing Committees.

362 **f. Parliamentarian.** A Parliamentarian, not necessarily a member of the University Senate, shall
363 be appointed by the University Senate Chairperson at the first meeting of each academic year.

364 The Parliamentarian shall be prepared to advise the University Senate or any senator. The
365 Parliamentarian shall also be prepared to advise the presiding officer or any faculty member at
366 stated and special faculty meetings

367 **Section 6: Executive Committee**

368 The Executive Committee is composed of the University Senate's Chairperson (who presides at
369 its meetings), Vice Chairperson (who substitutes for the Chairperson as necessary), Secretary,
370 SUNY Faculty Senator, and Governance Officer. The Committee shall be responsible for
371 coordinating University Senate activities, shall meet regularly with the President and/or his
372 designees, and shall act on behalf of the University Senate in emergency situations (see Article I,
373 Section k and Article II above). The Committee shall serve as the nominating committee for the
374 election of the University Senate Vice Chairperson, Governance Officer, and Secretary. It shall
375 prepare a list of at least one candidate for each position and shall report its slate to the University
376 Senate in time for election of officers. The Committee shall conduct an orientation for Senators,
377 give advice and feedback to each officer as requested (see Section 5 above), work collaboratively
378 with Standing Committees, and formulate the agenda for University Senate meetings (see
379 Section 11 below).

380 As needed, the Committee shall call stated faculty meetings (see Article III, Section 1), initiate
381 bylaws revision processes (see Article VII, Section 2 below), and serve as a nominating
382 committee if any University Senate officers are unable to perform the duties of their offices (see
383 Section 7 below).

384 After consultation with the President and/or his or her designee(s), the committee shall nominate
385 the members of the Planning and Budget Advisory Committee as vacancies arise and nominate
386 the members and chairperson of selection committees for certain administrative positions as
387 vacancies arise (see Article VI, Section 1, Part b). The committee shall consult with the
388 President of SUNY Fredonia and Chair of the University Senate as they jointly appoint and
389 charge the members of administrative review committees (see Article VI, Section 1, Part c).

390 **Section 7: By-Election of Officers**

391 **a.** If the University Senate Chairperson is unable to perform the duties of that office, the Vice
392 Chairperson shall complete the Chairperson's term of office. In such a case the Executive
393 Committee shall serve as a nominating committee for Vice Chairperson *pro tempore*. The Vice
394 Chairperson *pro tempore* shall complete the remainder of the former Vice Chairperson's term.
395 Until a Vice Chairperson *pro tempore* is elected, the Governance Officer shall serve as Vice
396 Chairperson of the University Senate.

397 **b.** If the University Senate Vice Chairperson is unable to perform the duties of that office (except
398 as indicated in paragraph A above), the Executive Committee shall serve as a nominating
399 committee and shall report its slate for Vice Chairperson no later than the University Senate
400 meeting after the inability of the former Vice Chairperson to perform the duties of that office has
401 been determined. The newly elected Vice Chairperson shall complete the term of the former
402 Vice Chairperson. Until a Vice Chairperson is elected, the Governance Officer shall serve as
403 Vice Chairperson of the University Senate.

404 **c.** If the University Senate Secretary is unable to perform the duties of that office, the Executive
405 Committee shall serve as a nominating committee and report its slate for University Senate
406 Secretary no later than the University Senate meeting after the inability of the former Secretary
407 has been determined. The newly elected University Senate Secretary shall complete the term of
408 the former Secretary.

409 **d.** If the University Senate Governance Officer is unable to perform the duties of that office, the
410 Executive Committee shall serve as a nominating committee and report its slate for University
411 Senate Governance Officer no later than the University Senate meeting after the inability of the
412 former Governance Officer has been determined. The newly elected University Senate
413 Governance Officer shall complete the term of the former Governance Officer.

414 **Section 8: Meetings**

415 The University Senate shall have monthly meetings during the academic year. Meetings shall be
416 conducted in accordance with Robert's Rules of Order, unless explicitly stated otherwise in these
417 bylaws. Meetings need not be held when the University is not in regular session. The
418 Chairperson of the University Senate may call special meetings and shall call a special meeting
419 at the written request of five University Senate members. All meetings of the University Senate
420 shall be open to all members of the campus community.

421 **Section 9: Quorum**

422 A quorum shall consist of a simple majority of the voting members of the University Senate.

423 **Section 10: Voting**

424 Adoption of any main motion shall require an affirmative vote of a majority of those present and
425 voting. A written ballot shall be used when required by the bylaws or when requested by at least
426 five members.

427 **Section 11: Agenda**

428 The agenda for the University Senate shall be formulated by the Executive Committee. It shall
429 include all items requested by the President, the University Senate, and the Standing Committees
430 of the University Senate; and those matters stated in a petition signed by ten or more of the
431 voting Academic or Professional Staff. Requests for inclusion of items on the agenda shall be in
432 the hands of the Executive Committee not less than one week prior to the meeting. The agenda
433 shall be posted to the faculty no fewer than three days prior to the meeting.

434 **Section 12: Decision and Challenge**

435 University Senate minutes shall be distributed to each senator and *ex officio* member by the
436 University Senate Secretary as soon as possible after each University Senate meeting. During the
437 ten instructional days after the date of posting of the minutes of the University Senate meeting, a
438 special faculty meeting to challenge a University Senate decision may be called (see Article III,
439 Section 2). If the stipulated petition is not received by the President during that time period, the
440 action of the University Senate becomes the official action of the faculty.

441

442 **Article V: Standing Committees of the Faculty**

443 **Section 1: Responsibility**

444 **a.** There shall be standing committees of the faculty whose functions are to recommend policies
445 or policy changes to the University Senate in a timely manner and perform such other functions
446 as specified by these bylaws and/or further delineated by the University Senate. Standing
447 committees appoint *ad hoc* subcommittees as working committees on an as needed basis.

448 **b.** Each standing committee is responsible for keeping the University Senate informed of the
449 committee's activities by:

450 1. Submitting a copy of the minutes of each meeting of the committee to the Secretary of the
451 University Senate.

452 2. Posting their minutes in their Committee folder on the University Senate electronic site.

453 3. Submitting an annual report of all activities to the University Senate according to a schedule
454 established by the Executive Committee.

455 4. Preparing and following its own Policies and Procedures Manual. Changes and additions to
456 such manuals shall be sent to the Governance Officer for his/her records. The Governance
457 Officer shall give new members of standing committees a copy of the appropriate manual upon
458 election.

459 **Section 2: Service on Standing Committees**

460 **a.** Members of all standing committees, although selected as delegates of their representational
461 areas, shall act in the interests of the University as a whole.

462 **b.** Except where divisional representation limits standing committee membership, all faculty
463 members are eligible to serve on any standing committee or subcommittee.

464 **c.** Student members of standing committees and their subcommittees shall be chosen according
465 to procedures developed by the Student Association and approved by the University Senate.
466 Except where otherwise noted, student terms on all standing committees and subcommittees
467 shall be one year.

468 **d.** If a committee member fails to attend two consecutive meetings without due excuse, the
469 Chairperson of that committee shall report the absences to the Governance Officer, who, after
470 holding a prompt review to determine if any extenuating circumstances exist, shall be
471 empowered to declare the seat vacant and to order a replacement.

472 **e.** When on a leave of at least a semester's duration, an elected member of a standing committee
473 shall be considered to have resigned from the standing committee unless the member has
474 indicated to the Governance Officer in writing that the member will continue to meet the
475 obligations of membership on the standing committee during the leave. If the member has
476 indicated the desire to continue service but does not meet the obligations of membership on the
477 standing committee during the leave, the Governance Officer is empowered to rule the member's
478 seat vacant and order a replacement.

479 **f.** Faculty members who are on leave are eligible to be nominated for and elected to or appointed
480 to service provided that their term of service would normally begin at or after the time of the
481 return from leave.

482 **g.** Any committee member whose campus duties change, involving at least half that person's
483 time, shall be reviewed by the Executive Committee to determine the appropriate constituency of
484 that member and may be relieved of his/her seat on the committee because of change of
485 constituency.

486 **h.** A standing committee vacancy occurring due to death, retirement, resignation, or the
487 occurrence of situations as described in paragraphs *d* and *e* of this section, shall be filled by the
488 runner-up in the most recent election in the appropriate representational area. If there is no
489 runner-up of record, the Governance Officer may appoint a replacement from that
490 representational area. The length of term for such a replacement shall be the completion of the
491 original term.

492 **Section 3: Standing Committees**

493 **a. Academic Affairs Committee**

494 1. *Membership and Terms.* This Committee shall have one representative elected by and from the
495 Professional staff, by and from the Library Faculty, and by and from the following areas: Arts,
496 Business, Education, Humanities, Music, Natural Sciences, and Social Sciences. These
497 representatives shall serve staggered three-year terms. Members of the Committee shall be
498 elected in the spring of the academic year. The Committee shall have two student
499 representatives, and the Vice President for Academic Affairs or his or her designee shall be an *ex*
500 *officio* member of the Committee. These latter members shall serve one-year terms.

501 2. *Officers.* By the end of the Spring semester of each academic year, there shall have been
502 elections for officers as deemed appropriate by the committee. Such officers will be reported to
503 the Governance Officer, the Faculty Secretary and the Chairperson of the University Senate.
504 Officers may be re-elected.

505 3. *Responsibilities.* The Academic Affairs Committee is responsible for policy development and
506 oversight of all academic matters on campus such as curricula and the establishment and scrutiny
507 of procedures for course and program changes. It recommends programs, program changes, and
508 policies and policy changes to the University Senate. The Academic Affairs Committee serves as
509 the Senate's liaison to the administration on Academic matters. The committee also serves as an
510 advisory board for the Vice President for Academic Affairs, who shall be informed of all
511 forthcoming agenda items.

512 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
513 establish subcommittees by its own procedures. The responsibilities, size and composition of
514 subcommittees are left to the discretion of the Academic Affairs Committee subject to review
515 and consultation with the University Senate Executive Committee. The Committee shall cause an
516 adequate record of each subcommittee's activities to be included with the Committee's annual
517 report to University Senate as provided in Article V, Section 1, Paragraph B, part 3.

518 5. *Report.* Following each meeting of the Committee, a report of all (1) actions taken (2) policies
519 recommended, and (3) future agenda items, shall be sent to the University Senate Executive
520 Committee, the President of the Student Association, and such others as the Committee may
521 designate.

522 **b. College Core Curriculum Committee**

523 1. *Membership and Terms.* There shall be one representative elected from each of the Senate's
524 academic electoral units (Arts, Business, Education, Humanities, Music, Natural Sciences, and
525 Social Sciences) and one elected from the Library faculty. Representatives may serve for only
526 two consecutive three-year terms (6 years), but may seek re-election in the future. Members of
527 the Committee shall be elected in the spring of the academic year. The Committee shall also
528 include the following non-voting members appointed annually by their group: the Chair (or
529 designate) from the University Assessment Committee, and a student representative. Further, the
530 Committee shall include the Director of the College Core Curriculum as an *ex officio* member.

531 2. *Officers.* All voting Committee members shall be eligible to serve as an officer. Each
532 academic year, the Committee shall elect the officers of Chairperson and Secretary by the end of
533 the Spring semester. The duties of the Chair and Secretary shall be those normally associated
534 with such titles, with the exception that the Secretary shall also serve as Vice-Chair in the
535 absence of the Chair. Each officer will serve a one-year academic term and may be re-elected.
536 The slate of elected officers shall be reported to the Governance Officer, the University Senate
537 Secretary, and the Chairperson of the University Senate. The Director of the CCC shall not serve
538 as an officer of the Committee.

539 3. *Responsibilities.* The Committee is responsible for the integrity of the General Education
540 Program and its implementation. The Committee shall receive, consider and approve courses
541 proposed for inclusion in the College Core Curriculum. The Committee shall also be responsible
542 for recommending to the University Senate any changes to the requirements of the College Core
543 Curriculum. Further, the Committee shall engage in and actively share in assessment of the
544 General Education Program.

545 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
546 establish subcommittees by its own procedures. The responsibilities, size and composition of

547 subcommittees shall be left to the discretion of the CCC Committee, subject to review and
548 consultation with the University Senate Executive Committee. The Committee shall cause an
549 adequate record of each subcommittee's activities to be included with the Committee's annual
550 report to University Senate as provided in Article V, Section 1, Paragraph B, part 3.

551 5. *Report.* The Chair of the Committee shall submit an annual report to the University Senate for
552 the Senate's May meeting.

553 **c. Faculty and Professional Affairs Committee**

554 1. *Membership and Terms.* The Committee shall be composed of one Faculty member elected
555 from each of the Senate's seven academic electoral units (Arts, Business, Education, Humanities,
556 Music, Natural Sciences, and Social Sciences) as well as one elected from the Library faculty,
557 one Professional member elected from each of the Senate's four Professional Staff/Management
558 electoral units (Academic Affairs, Administration, Student Affairs, and University
559 Advancement), and one Non-Tenure-Track Faculty representative elected from any one of the
560 seven academic electoral units. There shall be no student members. Members of the Committee
561 shall serve staggered three-year terms and shall be elected in the spring of the academic year. If
562 a position becomes vacant, either through a lack of candidates from an electoral unit or because a
563 Committee member is unable to complete his or her term, the Governance Officer may appoint a
564 representative from that electoral unit to fill that vacancy. If no one from that electoral unit is
565 able to serve, the Governance Officer may appoint a representative from any other electoral unit.
566 However, no electoral unit shall have more than two members on the Committee.

567 2. *Officers.* By the end of the Spring semester of each academic year, there shall have been
568 elections for officers as deemed appropriate by the committee. Such officers will be reported to
569 the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate.
570 Officers may be re-elected.

571 3. *Responsibilities.* The Faculty and Professional Affairs Committee is responsible for
572 recommending policy on all matters on campus relating to the welfare of the faculty and
573 professional staff except for those matters which contractually are the responsibility of the union
574 representing the faculty and professional staff. This committee also serves as an advisory board
575 for the President of the University.

576 4. *Subcommittees.* In order to discharge its responsibilities more effectively, the Committee may
577 establish subcommittees by its own procedures. The responsibilities, size and composition of the
578 subcommittees are left to the discretion of the Faculty and Professional Affairs Committee,
579 subject to review by and consultation with the University Senate Executive Committee. The
580 Committee shall cause an adequate record of each subcommittee's activities to be included with
581 the Committee's annual report as provided in Article V, Section 1, Paragraph B, part 3.

582 **d. Graduate Council**

583 1. *Membership and Terms.* The Graduate Council shall consist of one appointed faculty member
584 representing each department with a graduate program; two elected members from the faculty-at-
585 large; one graduate student recommended by the Council members and appointed by the Student
586 Association; and the Associate Vice President for Research and Graduate Studies. Appointed
587 members serve at the discretion of their departments. Elected representatives shall serve three-
588 year terms.

589 2. *Officers.* The presiding officer of the Council is the Associate Vice President for Research and
590 Graduate Studies, and the Graduate secretary will attend meetings and prepare reports on
591 proceedings. The Associate Vice President of Research and Graduate Studies will organize an

592 agenda for each meeting, and each member may propose agenda items for the Council's
593 consideration. All members will cast equal votes whenever decisions are made.

594 3. *Responsibilities*. The Graduate Council is charged to act as an advisory body to the Associate
595 Vice President for Research and Graduate Studies responsible for overseeing program quality
596 and support Master's degree programs that provide a sound education for graduate students, lead
597 to advanced qualification in the professions and disciplines, and generate new knowledge
598 through the research and publication of its faculty and students. The Council's primary functions
599 are to approve graduate course additions and deletions, to develop standards for admission, to
600 oversee matriculation and graduation standards, and to recommend new and/or revised graduate
601 programs and policies to the Vice President for Academic Affairs and the University Senate.

602 4. *Subcommittees*. In order to discharge its responsibilities more effectively, the Council may
603 establish subcommittees by its own procedures. The responsibilities, size and composition of
604 subcommittees are left to the discretion of the Graduate Council subject to review and
605 consultation with the University Senate Executive Committee. The Council shall cause an
606 adequate record of each subcommittee's activities to be included with the Council's annual report
607 to University Senate as provided in Article V, Section 1, Paragraph B, part 3.

608 5. *Reports*. Following each meeting of the Council, a report of all actions taken and policies
609 recommended shall be sent to the Vice President for Academic Affairs and the Executive
610 Committee of University Senate.

611 e. Student Affairs Committee

612 1. *Membership and Terms*. The Committee shall be comprised of seven members of the faculty
613 and professional staff and seven student members. The seven faculty and professional staff
614 (three faculty, three professional staff, and one member of the library faculty) shall be elected by
615 the faculty, staff, and library faculty and serve staggered three-year terms. The seven student
616 members shall be as follows: the President and Vice President of the Student Association, the
617 Freshman, Sophomore, Junior and Senior Class Presidents, and the Graduate Student
618 Representative. If for some reason the elected officers, class presidents, or representative cannot
619 serve, the Student Association will appoint their replacements to serve on the Committee. The
620 student members will become committee members at the start of the semester of their election or
621 upon their appointment. Non-student members of the Committee shall be elected in the spring of
622 the academic year. The Vice President for Student Affairs and the Assistant Vice President for
623 Student Affairs will serve as *ex-officio* members.

624 2. *Officers*. By the end of the Spring semester of each academic year, there shall have been
625 elections for a Chairperson, a Vice Chairperson, and a Secretary. Such officers will be reported
626 to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate.
627 Officers may be re-elected.

628 3. *Responsibilities*. The Committee shall act as an advisory committee to the Vice President for
629 Student Affairs upon matters related to Student Affairs, student governance, campus life and
630 student welfare. In many cases, the Committee recommendations can be considered and
631 addressed administratively by the Student Affairs Division. More formal Committee
632 recommendations may be advanced to University Senate or to the President of the University by
633 the Committee Chairperson or the Vice President for Student Affairs.

634 4. *Functions*. The Committee is responsible for recommending policy to the University Senate
635 on all campus matters related to student welfare. This committee also serves as an advisory
636 board for the Vice President for Student Affairs, who shall be informed of all forthcoming

637 agenda items. The Vice President may also bring forward agenda items for committee
638 consideration.

639 5. *Subcommittees*. In order to discharge its responsibilities more efficiently, the Committee may
640 establish subcommittees by its own procedures. The responsibilities, size and composition of the
641 subcommittees are left to the discretion of the Committee, subject to review and consultation
642 with the University Senate Executive Committee. Subcommittees shall report to the parent
643 committee at its regular meetings. The Committee shall cause an adequate record of each
644 subcommittee's activities to be included with the Committee's annual report to University Senate
645 as provided in Article V, Section 1, Paragraph B, part 3.

646 6. *Reports*. The committee shall send reports on its activities and proposals to the University
647 Senate. A summary of each meeting shall be posted on the University Senate website. The
648 Committee shall present a written annual report to the University Senate at the end of the
649 academic year and an oral report during the fall semester.

650 **Section 4: Advisory Committee**

651 **a. Planning and Budget Advisory Committee**

652 1. *Membership and Terms*. The Executive Committee shall nominate and the University Senate
653 shall approve the membership of a Planning and Budget Advisory Committee. The Committee
654 shall have one representative each from the Arts, the Humanities, the Natural Sciences, the
655 Social Sciences, and Education. There shall further be one representative of the Professional
656 Staff and one of the Library Faculty. Committee members shall serve staggered three-year terms.
657 Members of the Committee shall be appointed in the spring of the academic year. They may be
658 re-nominated and re-appointed. The Executive Committee shall nominate its slate of members on
659 the basis of their leadership experience and/or expertise in fiscal matters.

660 2. *Officers*. By the end of the Spring semester of each academic year, there shall have been
661 elections for a Chairperson, a Vice Chairperson, and a Secretary. Such officers will be reported
662 to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate.
663 Officers may be re-elected.

664 3. *Responsibilities*. The Committee shall act as an advisory committee to the President upon
665 matters relating to the long-range plans and budget of the University. The Committee shall assist
666 the President or his/her designees in preparing the annual University budget and shall be
667 consulted regarding all major resource decisions. The Committee shall initiate and develop goals
668 and long-range plans for the University, as embodied in the University Mission and Vision
669 Statements. These shall be submitted to the University Senate for consideration. Confidential
670 matters shall be excluded from the minutes of the Committee.

671 4. *Functions*. The Committee shall monitor and make recommendations on budget decisions
672 during the decision-making process in accordance with the calendar of the University budget
673 processes. The Committee shall recommend changes in budget formulation and allocation
674 procedures necessary to achieve the short- and long-term goals of the academic programs of the
675 University. The Committee shall provide systematic thought about the evolving educational
676 mission and educational needs of the University, and their present and future budgetary
677 implications, as well as useful early warnings of potential problems and early information on
678 potential opportunities. The Committee shall consult on an *ad hoc* basis with the Strategic
679 Planning Committee, Enrollment Management Committee, the Professional Development
680 Center, the Graduate Council, Deans, Directors and Chairs, and appropriate University Senate
681 committees as needed to prepare for regular meetings of the Long Range Planning
682 Subcommittee.

683 5. *Subcommittees*. In order to discharge its responsibilities more effectively, the Committee
684 may establish subcommittees by its own procedures. The responsibilities, size and composition
685 of subcommittees are left to the discretion of the Committee, subject to review and consultation
686 with the University Senate Executive Committee. Subcommittees shall report to the parent
687 committee at its regular meetings. The Committee shall cause an adequate record of each
688 subcommittee's activities to be included with the Committee's annual report to University Senate
689 as provided in Article V, Section 1, Paragraph B, part 3.
690 6. *Reports*. The Committee shall send reports of its activities and proposals for action to the
691 University Senate. The Committee shall present a written annual report to the University Senate
692 at the end of the academic year and an oral report at the end of the fall semester.

693 **Article VI: *Ad Hoc* Committees of the Faculty**

694 **Section 1: Ad Hoc Committees**

695 **a. Selection of the President**

696 Representatives and/or committees of the academic and professional staff to participate in the
697 selection and recommendation of a candidate for President shall be elected by their respective
698 constituencies in an election to be supervised by the Governance Officer.

699 **b. Committees for the Selection of Certain Administrative Officers**

700 Committees to participate in the recruitment and selection of a Vice President, Associate Vice
701 President or Dean shall be established by the University Senate as soon as its normal meeting
702 schedule permits after the announcement of an impending vacancy, or the existence of a vacancy
703 in any of these offices, or after the announcement that such an office is newly established.

704 In the case of all other administrative offices at the level of director or above, the Executive
705 Committee shall be informed immediately by the President or divisional Vice President of an
706 impending vacancy or the existence of a vacancy or after the decision that such an office is to be
707 newly established. Upon such notification, the Executive Committee shall consult with the
708 President regarding the vacancy. If the Executive Committee recommends to the University
709 Senate that there be a selection Committee appointed by the University Senate and if the Senate
710 approves that recommendation, a selection committee shall be appointed. Such committees are
711 not necessary when the position in question is a temporary, faculty-development position.
712 After consulting with the President, the Executive Committee of the University Senate shall
713 nominate the members and the chairperson of such committees with the approval of the
714 University Senate. Committee representation shall be appropriate for the area of responsibility of
715 the office in question.

716 These Selection committees shall function in accordance with guidelines adopted by the
717 University Senate and published in the Faculty Handbook.

718 These selection committees shall have the opportunity to:

- 719 1. Suggest candidates;
- 720 2. Have access to all candidates' papers;
- 721 3. Request that invitations to visit be extended to selected candidates;
- 722 4. Interview all appropriate candidates;
- 723 5. Transmit their recommendations to the appropriate authority.

724 **c. Administrative Review Policy**

725 Each Vice President and his or her division shall be reviewed by an Evaluation Committee
726 whose members are jointly appointed and charged by the Chair of the University Senate and the
727 President of the University, in consultation with the Executive Committee, after joint review of
728

729 any previous Evaluation Committee reports on that Vice President and division. Both the
730 composition and charge of the Evaluation Committee shall be subject to an up-or-down vote by
731 the Senate. These reviews shall occur in the spring semesters of the second and fifth years of
732 every Vice President's service, and every five years thereafter. The University Senate Secretary
733 shall keep a schedule of the aforementioned reviews, and shall have the responsibility of
734 reminding all concerned parties of upcoming reviews near the start of the preceding fall
735 semester.

736 Each Evaluation Committee shall review the activities of the Vice President and his or her
737 division since the last review, the problems, challenges, and current issues they face, and their
738 immediate future needs. These committees shall endeavor to work closely with the Vice
739 President being evaluated. Committee members shall solicit feedback from faculty, staff, and
740 students, and shall hold all such feedback in strict confidence, so as to provide responders with
741 absolute public anonymity. To promote responsibility, however, those providing written
742 feedback must identify themselves to or be clearly identifiable by Evaluation Committee
743 members. The Evaluation Committee shall be responsible for producing an objective and
744 comprehensive report, tabulating quantifiable results, and editing prose comments to remove
745 erroneous responses. The Evaluation Committee shall first submit its final report to the Vice
746 President under review, who shall be given up to one week to respond to the report, in no more
747 than 3,000 words. The Vice President's response must be sent electronically to the Chair of the
748 Evaluation Committee and must be appended to the end of the final report. After the week to
749 respond has passed, the Chair of the Evaluation Committee shall submit the final report (with a
750 response appended, if applicable) to the President of the University, who shall hold it in the
751 President's Office, where it shall be accessible to the Executive Committee. The Chair of the
752 Evaluation Committee shall simultaneously submit a substantial and complete summary of the
753 final report to the Chair of the Executive Committee for wider distribution. The Chair of the
754 Evaluation Committee shall present the summary at the next meeting of the University Senate.
755 Before this meeting, the Chair of the Evaluation Committee shall destroy all raw data gathered
756 for the report, including but not limited to written memos or letters, electronic or written survey
757 responses, emails, and recordings of interviews. Within a week after the aforementioned
758 meeting of the University Senate, the Chair of the Evaluation Committee shall hold a
759 confidential discussion of the report with the Executive Committee and the President of the
760 University.

761 **d. Screening Committees**

762 These committees shall receive nominations for such special University awards as may be
763 designated by the Chancellor's Office. From the names furnished, these committees may
764 recommend, campus nominees for these awards to the campus President, in accordance with
765 procedures established by the Office of the Chancellor. Membership, terms, and officers of such
766 committees may be designated by the Chancellor's Office or, when options are available, shall be
767 determined by the University Senate.

768 **Section 2: Other *Ad Hoc* Committees**

769 The University Senate shall establish such committees as are necessary to assist in carrying out
770 its responsibilities and shall designate the size, composition and function of these ad hoc
771 committees. Members of these ad hoc committees shall be nominated by the University Senate
772 Chairperson with the approval of the University Senate.

773

774 **Article VII: Amendment Procedures**

775 **Section 1: Proposal**

776 Amendments to these bylaws may be recommended to the University Senate by one of the
777 following methods:

- 778 a. The Governance Officer may initiate the proposal for a change.
- 779 b. The Governance Officer may transmit, with his/her recommendations, a proposal for a change
780 presented to him/her by one or more faculty members.
- 781 c. The University Senate may propose amendments to these bylaws on its own initiative.

782 **Section 2: Ratification**

783 At the discretion of the University Senate Executive Committee, proposed amendments shall be
784 ratified either by mail ballot, where ratification is to occur upon receipt of affirmative votes equal
785 to two-thirds of the number of faculty who return ballots, provided that at least one-quarter of the
786 faculty return their ballots; or at a meeting of the faculty, provided that at least one-third of the
787 faculty is in attendance, ratification to occur with an affirmative vote equal to two-thirds of those
788 present and voting. Changes to the language of these bylaws to reflect minor editorial
789 corrections, or changes in the current departments or other structure of the University, or changes
790 in the current unit structure of Senate representation, shall be ratified only by an affirmative vote
791 of two-thirds of the University Senate.

792 **Section 3: Amendment by Petition and Special Meeting**

793 **a.** Faculty members may petition for a special faculty meeting to consider amendments proposed
794 in petition (see Article III, Section 2, Paragraph A). Such a petition requires the signatures of at
795 least 10% of the faculty.

796 **b.** The amendment is to be adopted upon an affirmative vote by written ballot of two-thirds of
797 those present and voting, a quorum being present.

798 **Section 4: Implementation**

799 Proposed amendments to these bylaws shall be categorized by the Governance Officer in one of
800 two classes: those that affect provisions concerning consultation between the President and the
801 Faculty and those that do not.

802 Amendments that affect consultation between the President and the Faculty will, upon
803 ratification by the Faculty, be transmitted to the President by the Chairperson of University
804 Senate. Within ten [10] business days, the President will submit a written statement of veto or
805 approval to the Chair of University Senate. Failing this written response, amendments will
806 become effective ten [10] business days after transmittal to the President.

807 Amendments that do not affect consultation between the President and the Faculty will go into
808 effect upon ratification by the Faculty and written notice of voting results by the Chairperson of
809 University Senate to the President.

810

811 *(All revisions approved in Senate, 4/2010)*

812 *(All revisions ratified by Voting Faculty, 4/2010)*