

# **BYLAWS OF THE UNIVERSITY ACADEMIC SENATE**

Approved by Academic Senate on May 14, 2007

## **ARTICLE 1—MEETINGS**

### **Section 1.0—Meeting Schedule and Agenda**

The Presiding Chair shall call a regular meeting for each month of the academic year. The meeting shall ordinarily be held on the third Monday of each month, except that no meeting shall be called on a Monday on which classes are not held. The Presiding Chair will prepare the agenda for all meetings, in consultation with the Executive Committee, standing Committee Chairs and with the advice of Senate members. Committees and subcommittees of the UAS shall also normally meet on a monthly basis during the academic year.

#### **Section 1.01—Annual Organizational Meeting**

The annual organizational meeting of the Senate shall be held at the regular meeting time in May. Notice in writing shall be sent to all members, including both those who were members prior to such meeting and those newly elected, at least one week before such meeting. At a time in the meeting to be indicated by the Presiding Chair, newly elected members shall join the Senate and those whose term of office expires at the meeting shall leave the Senate, except that the Presiding Chair shall retain the office until a new Presiding Chair has been elected. The new members and the continuing members shall elect the new Presiding Chair for the following year at this meeting.

#### **Section 1.02—Annual Orientation Meeting**

Ordinarily there shall be an orientation meeting of the University Academic Senate in August or September to apprise all senators of the responsibilities and procedures of the UAS and to set goals for the year. This may be a special meeting or a portion of a regularly scheduled meeting.

### **Section 2.0—Order of Business**

Pursuant to *Robert's Rules of Order*, the order of business for meeting agendas will observe the following general format, except when deviation is necessary and agreeable to the majority of members:

- (1) Reading the Minutes of the previous meeting [and their approval].
- (2) Provost's Report.
- (3) Reports of Boards and Standing Committees.
- (4) Reports of Special (Select) Committees.
- (5) Special Orders.
- (6) Unfinished Business and General Orders.
- (7) New Business.

### **Section 3.0—Meeting Access**

The UAS shall normally conduct its business in meetings open to members of the general university community and it may grant non-members of the UAS the privilege of speaking at such meetings if and to the extent it sees fit, provided that the UAS may in any particular case decide to conduct its business in executive session at which only its members may be present. Meetings of the other standing committees, subcommittees and boards reporting to the UAS shall normally be held open

only to members and to all faculty and administrators. These bodies shall also retain the right to conduct business in executive session at which only members may be present.

## **ARTICLE 2—CONDUCT OF BUSINESS**

### **Section 1.0 – Quorum**

A majority of the members shall constitute a quorum.

### **Section 2.0 - Rules of Order**

Standard American parliamentary practice, as specified in *Robert's Rules of Order*, shall govern all meetings except as otherwise specified in these bylaws.

### **Section 3.0 - Voting Rights**

Each member of the UAS including the Chair shall have one vote on each issue. A member may vote in person. The same voting rights shall apply to UAS committees and subcommittees except as otherwise specified.

### **Section 4.0 - Executive Session**

The Executive Committee has the authority to schedule an executive session into the agenda of any UAS meeting. The UAS will go into executive session on recommendation by the Chair if there is no objection or on motion by a member if supported by a majority vote. The motion to go into executive session is privileged. Attendance during the executive session will be limited to voting members of the Senate and the Senate staff, and discussion in the executive session will be confidential. A motion to permit any others to attend the executive session will require a two-thirds vote. The same policy shall apply to UAS committees and subcommittees except as otherwise specified.

### **Section 5.0 - Election Procedures**

College/School Senator, at-large elections for Senators and standing committee members, and elections for Senate officers will be overseen by the Committee on Committees and Elections.

#### **Section 5.01—College/School Elections**

- a. College elections shall be coordinated by the individual college in consultation with the COCE.
- b. A call for nominations (of self or others) will be communicated directly to all faculty in each college/school holding an election.
- c. Ballots must contain at least two candidates per slot to be elected.
- d. Brief biographical information and a statement from each candidate shall be supplied to the electorate with the ballot.
- e. Re-election is unlimited.
- f. Elections may be held online.
- g. Election statistics (number of ballots cast, number and names of candidates, number of votes received by each candidate) shall be provided to the COCE to verify the election. Results shall be provided to the UAS Executive Committee prior to the April UAS meeting. (Revised March 10, 2008 by University Academic Senate)

#### **Section 5.02—At-large elections to UAS, Faculty Council, the Committee on Academic Policies and Issues, the Committee on Faculty Welfare, and the Faculty Hearing Committee**

- a. A call for nominations (of self or others) will be communicated directly to all faculty electronically in Fall. The Secretary and the two elected faculty senators on the Executive Committee will coordinate and facilitate the call for nominations, input

from Committee chairs as to expected vacancies, and number of nominees still required. The results of the nominating process will be communicated to the COCE by January 31, who will verify and compose the ballot and administer the election in February. (revised by UAS on October 18, 2010)

- b. Ballots must contain at least two candidates per slot to be elected.
- c. Brief biographical information and a statement from each candidate shall be supplied to the electorate with the ballot.
- d. Re-election is unlimited.
- e. Only part-time faculty constitute the electorate for part-time positions. All full-time regular and participating faculty constitute the electorate for all other at-large elections.
- f. Elections may be held online.
- g. The COCE shall report the number of total ballots cast in each election and the winners to the Executive Committee. The COCE shall maintain a list of vote totals by candidate for the purposes of replacing representatives who may leave their terms early. Results shall be reported to the UAS Executive Committee prior to the April UAS meeting. (revised by UAS on March 10, 2008 )

**Section 5.03**—Officers, Senator Representatives to the Executive Committee, Committees

- a. At the April UAS meeting, each continuing and incoming senators shall receive a survey from the Executive Committee. The survey will allow each senator to indicate their willingness and availability for service on the Executive and other UAS committees. Each senator will rank order their preferences and be allowed the opportunity to indicate a request for excuse from service. Reasons for exclusion may include service on other demanding university committees, role as department chair, being a first-year senator, etc. The survey shall also include a section for making nominations of other senators for specific UAS committees and for the Officers of the UAS. Executive committee members will then contact each nominee to determine the individual's willingness and availability to accept the nomination.
- b. The Executive Committee shall review the surveys and construct a ballot for a) the officers of the Senate; b) the two faculty representatives to the Executive Committee, and c) the three senator representative(s) each to FC, CAPI and CFW. The election shall occur at or before the May UAS meeting. The electorate shall be the entire UAS.

**Section 6.0 - Amendments to Statutes and Bylaws**

A change in statutes or bylaws of the UAS requires a two-thirds vote. A proposal to amend the statutes or bylaws must be given at the regularly scheduled meeting prior to the meeting at which a vote may occur. (Revised by UAS on March 10, 2008)