

The Bylaws of the Faculty Senate

Section A. Meetings

1. The Faculty Senate shall meet in regular session each month during the academic year and may meet in special session during the summer. The regular meetings shall be scheduled the third Wednesday of each month.
2. Special meetings may be held at any time at the call of the President or at the written request of ten voting members of the Senate.
3. All meetings of the Faculty Senate shall be open provided, however, that by a majority vote the Senate may go into closed session with only General Faculty members present.
4. The President of the University shall be the presiding officer. In the absence of the President the Vice-President shall preside.
5. Any member of the General Faculty may be recognized to speak but the time of a non-member may be limited at the discretion of the presiding officer subject to the authority of the Senate to extend or curtail a non-member's time by a majority vote.

Section B. Quorum

A majority of the voting members of the Senate shall constitute a quorum at any regular or special meeting.

Section C. Order of Business

1. Minutes
2. Report of the Steering Committee
3. Special Orders
4. Reports of special committees
5. Reports of standing committees
6. Unfinished business
7. Response of the President to previous Senate action
8. New business
9. University welfare
10. Announcements of Deans and other administrative officers
11. Announcements of the President

Section D. Procedure

1. All meetings of the Senate shall be conducted in accordance with Robert's Rules of Order, rev., except as otherwise provided in the Constitution or in these Bylaws.
2. Minutes shall be kept by a Secretary of the Faculty Senate and shall be distributed to all members of the General Faculty, to all administrative officers, and to all members of the Professional Staffs of the Library and of the Division of Student Affairs.
3. A roll-call vote for recording in the minutes may be taken on request of 15 members (20 per cent).
4. The Steering Committee shall appoint annually a parliamentarian from among the General Faculty.

Section E. Steering Committee

1. Election:
 - a. A Steering Committee shall consist of seven persons elected for staggered two-year terms, from the voting membership of the Faculty Senate.
 - b. In the initial election to be held in May, 1959, four members shall be elected for one year and three members for two years. In succeeding elections four members shall be elected for two-year terms in the even years and three members for two-year terms in the odd years.
 - c. Immediately after the elected membership of the Senate has been determined, the Secretary of the Senate shall furnish each voting member of the Senate with a nominating ballot which shall list the voting membership of the Senate. Each voting member may nominate as many candidates from this list as there are positions to be filled. These nominating ballots must be returned to the Secretary of the Senate within ten days from the time of mailing.
 - d. The Senate slate of nominees for the Steering Committee shall comprise twice the number of positions to be filled. The Secretary of the Senate will prepare the slate following the number of individual nominations, the person with the highest number heading the list, the person with the second highest number on the list and so on. In case of a tie, the number of nominees may be correspondingly increased.

- e. At the conclusion of the regular meeting of the Senate in May, the Secretary shall distribute to the voting members of the newly elected Senate the list of nominees. Each member may vote for as many nominees as there are positions to be filled. The positions will be filled in order of highest number of votes; in even years the four highest, in odd years the three highest. In case of a tie, a run-off for majority will determine election.
- f. Balloting shall be secret both in nominations and in elections.

2. Organization and Jurisdiction:

- a. Immediately following their election at the May meeting of the Senate, members of the Steering Committee shall convene and elect their Chairman and Secretary, each for a one-year term.
- b. The Committee shall meet regularly, at least once a month, and on special call of the Chairman. A majority of the Committee shall constitute a quorum. The Secretary shall keep the minutes of all meetings.
- c. The Committee shall consider and advise regarding all matters which are within the jurisdiction of the Senate. In consultation with the President the Committee shall prepare the agenda for each Senate meeting and distribute it to the membership of the entire faculty at least 2 days before the Senate meets. Items may be added to the agenda at any meeting of the Senate under new business by unanimous consent or by majority vote. On request of the President the Committee shall advise and consult with him on any matter which he may call to its attention.
- d. The Committee may request information from any member of the faculty or any administrative officer and may invite any such person to sit with it for consultation or advice on matters within its jurisdiction. The Committee shall obtain from the Vice President for Academic Affairs the catalog description of all new courses proposed in all schools and colleges of the University and circulate this information to all members of the Senate.
- e. The Steering Committee may establish special committees to facilitate its work.

3. Chairman:

The Chairman shall serve as liaison between the President and the Steering Committee and between the Committee and the Senate. The Chairman shall communicate to the President and to the Senate the opinions and recommendations of the Committee.

Section F. Standing Committees

1. A standing committee on Academic Affairs shall consider university-wide policies on academic matters. This Committee shall consist of seven persons appointed by the Steering Committee for staggered two-year terms from the voting membership of the Faculty Senate.
2. Standing and Special Committees shall arrange with the Chairman of the Senate Steering Committee to have their respective reports placed on the Senate agenda.
3. A Committee report which is on the agenda must be distributed to the Senate membership at least 2 days before the Senate meets. Except by unanimous consent of the Senate, a Committee report which is not on the agenda will not be considered for action.

Section G. Amendments

These Bylaws may be amended by majority vote at any meeting of the Senate provided that the amendment has been introduced at a prior meeting.