

SENATE BYLAWS

BYLAW No. 1.

The Senate seats shall be clearly designated by means of a suitable identification code, and the specific dates of terms for each seat recorded and maintained by the Senate Elections Committee. Each individual Senator shall be identified as the occupant of a specific seat.

BYLAW No. 2.

The newly elected Senators and Senate Executives shall take office after at the beginning of each academic year.

BYLAW No. 3.

After the annual Senate elections have been completed and candidates and University faculty have been notified of the results, but before the completion of the Spring semester, the sitting Senate Executive Committee (Chair, Vice-Chair, and Secretary), shall call a meeting of both the newly elected and the continuing Senators for the sole purpose of election of officers (Senate Executive Committee) of the new Senate. The ordinary meeting time and day for this meeting will be during the last week of classes, before final examination week.

Only the new and continuing Senators shall be empowered to vote to elect these officers. The election of officers shall be conducted by means of secret written ballots. The Elections Committee shall tally the votes and immediately report the name of the winner of each office.

BYLAW No. 4.

- Nominations and election of Schools senators shall be administered by the School Deans.
- Nominations and election of Campus senators shall be administered by the Senate Elections Committee.

Each year the Senate Elections Committee shall:

1. Prepare a schedule for conducting nominations and elections.
2. Submit the schedule to the full Senate for approval at the last regularly scheduled meeting of the Senate in the Fall semester.
3. Nominations and elections shall be conducted during the following Spring semester.

Events in the elections procedure shall be conducted in the following order:

1. nominations;

2. printing and distribution of ballots;
3. return and counting of ballots;
4. announcement of voting results.

The elections schedule shall provide:

1. no less than two weeks from the date of mailing of nomination forms to the deadline for their return;
2. no less than two weeks from the deadline for return of nomination forms to the date of the Senate meeting at which officers are elected.

Elections shall be carried out by means of secret written ballots. These ballots shall not contain spaces for write-in candidates. The results of the election shall be reported to the Senate membership and to the candidates not less than two weeks before the date of the Senate meeting at which officers of the Senate shall be elected.

The election results shall be available to the University community through the Senate Executive Committee. "Results" in this text means the identity of the candidates and the number of votes cast for each.

The Chair of the Elections Committee shall keep the ballots available for six months after the elections.

BYLAW No. 5.

A sabbatical leave or a leave of absence constitutes a vacancy for the duration of the absence. Elections for anticipated leave replacements shall be conducted as part of the regular annual Senate Elections in the Spring, and clearly designated by that committee as leave replacements.

The Senate Elections Committee shall identify the specific Senate seats involved and the time lengths and dates of the replacements.

BYLAW No. 6.

Unanticipated vacancies shall be filled in the following manner.

1. First, unsuccessful candidates for the Senate seats being contested shall become Alternate Senators, in descending order of the number of votes won in the election. If an unanticipated vacancy should occur, Alternates shall be asked, in descending order of votes won in the election, to fill the vacant Senate seat for the duration of the vacancy or until the end of the term, whichever occurs first
2. Second, if no Alternate Senator is available or willing to serve, and if the unanticipated vacancy is announced at a time not suitable for inclusion in the annual Spring Senate elections, but in sufficient time to permit a special election before the end of the vacancy (or the end of the term, whichever occurs earlier), the vacancy shall be filled for the duration of the vacancy or until the end of the

term, whichever occurs first, by means of a special election conducted per Bylaws No.4.

3. If the vacancy is announced too late for a special election to be completed before the regularly scheduled Spring Senate elections, but in sufficient time to be included in these regular elections, a replacement shall be scheduled in a Spring election along with the regular annual Senate elections, as described in Bylaw No. 5, for anticipated leaves.
4. If the unanticipated vacancy is announced at a date too late to permit a special election to be conducted before the end of the term (or vacancy), the Senate seat shall remain vacant until the end of the vacancy or term.

BYLAW No. 7.

The Elections Committee shall be composed of three senators and two alternate senators, and serve for one academic year.

They shall be appointed by the Senate Executive Committee from among the Senate membership,

- after the annual election of members of the Senate in the Spring semester,
- and after the newly constituted Senate has elected its Senate Executive Committee.

The membership of the Elections Committee should be announced to the Senate at its first meeting in the Fall semester.

Any senator who intends to be a candidate in an election supervised by the Elections Committee should step down from the Elections Committee for the purposes of the specific election when he/she shall be a candidate, and one of the alternate members should take the vacant place until that particular election is over. Moreover, if a member of the Elections Committee later becomes a candidate in an election supervised by the Elections Committee during the year he/she is a member of the Committee, he/she should resign from the Elections Committee. If a member of the Elections Committee resigns from that Committee for any reason, he/she shall be expeditiously replaced by a member of the Senate, chosen and appointed by the Senate Executive Committee.

This replacement member of the Elections Committee shall serve on the Committee for the duration of the academic year term of the Committee members.

BYLAW No. 8.

The ordinary meeting time of the Senate shall be in the afternoon of the third, seventh, eleventh, and fourteenth Thursday of the fall semester, and on the second, sixth, tenth, and thirteenth Thursday of the spring semester.

The Senate Executive Committee may move meetings to another appropriate day or time when necessary to avoid scheduling conflicts.

BYLAW No. 9.

Senate policy for recognizing spectators at meetings, i.e. guests not individually invited, such as non-senatorial members of the faculty, is that typically discussions at Senate meetings shall be limited to Senators and guests invited by the Senate Executive Committee.

The following principles form the basis of the policy. The Senate as a body always has the authority to recognize all speakers and to limit debate among senators and guests alike.

Senators have priority in addressing any issue, per Robert's Rules of Order. Within these limits, however, the presiding officer may recognize others in attendance at Senate meetings, but always at the discretion of the Senate.

In the event that a member of the Senate raises an objection, a motion to recognize either specific individuals or, in general, any spectators present may be made and, if seconded, put to a vote of the Senate members present.

BYLAW No. 10.

In keeping with their responsibilities to their Senate colleagues and their faculty constituents, Senators unable to attend a Senate meeting or otherwise participate in Senate activities should provide the Senate with the reason(s) for absence or nonparticipation.

Recurring absences must be clarified and three unexcused absences will cause the automatic resignation of the senator concerned.

BYLAW No. 11.

The Senate Executive Committee shall nominate and the Senate at large shall approve the senators who will serve on University Councils and/or Senate Committees.

BYLAW No. 12.

The senate may create *ad hoc* committees with specific mandates to address issues that are not normally addressed by the University Councils and/or the Senate Committees.

BYLAW No. 13.

To assist their deliberations, University councils may appoint Ad hoc committees or task forces to address specific issues.

BYLAW No. 14.

In case a senator who is a University Council member is no longer a senator, the senate will elect a replacement.

BYLAW No.15.

Upon invitation, the Chair of Senate or his/her designee may attend any University Council and/or Senate Committee meeting as *ex-officio*

BYLAW No. 16.

The Senate shall create and maintain a standing Bylaws Committee. This Bylaws Committee shall be composed of the Senate Executive Committee (Chair, Vice-Chair, and Secretary). The Vice-Chair of the Senate shall be the Chair of the Bylaws Committee.

BYLAW No. 17.

Senate Bylaws may be amended by an affirmative vote of a majority of the membership of the Senate provided notice of any proposed amendments shall be communicated to the members at least two weeks before the meeting of the Senate at which the amendment is to be considered.

All such amendments shall be initiated by the Senate Bylaws Committee or one third of the Senate and shall be approved by a majority vote of the membership of the Senate.

BYLAW No. 18.

The Senate shall conduct business following Robert's Rule of Order.