APPENDIX B
CONSTITUTION, BYLAWS, AND OPERATING CODE OF THE FACULTY SENATE OF THE UNIVERSITY OF CENTRAL OKLAHOMA
APPENDIX B

CONSTITUTION, BYLAWS, AND OPERATING CODE OF THE
FACULTY SENATE OF THE
UNIVERSITY OF CENTRAL OKLAHOMA

UCO FACULTY SENATE CONSTITUTION

PREAMBLE

Recognizing the need to involve the faculty as the University progresses toward the solution of its problems and accomplishment of its goals, the faculty, administration, and the Regional University System of Oklahoma established the University of Central Oklahoma Faculty Association and its Senate. It shall be governed by the following articles:

ARTICLE I. FACULTY ASSOCIATION AND FACULTY SENATE

The Faculty Association of the University of Central Oklahoma is composed of all full-time teaching faculty members (including department chairs and school directors), all full-time professional administrators, all full time academic advisors, and all full-time professional librarians (as officially designated). The Faculty Senate is the body elected to represent the Faculty Association.

ARTICLE II. PLAN OF REPRESENTATION

Section 1. Each college (except the Graduate College) shall be represented in the Faculty Senate according to the formula N/B, in which N is the number of Faculty Association members in the college and B is the total number of the Faculty Association members in all the colleges divided by thirty (30). However, no college shall have fewer than four (4) Senators. The quotient N/B shall be rounded to the next larger whole number if the remainder is one half (½) or more. A committee of the Faculty Senate, with the approval of the Senate, shall be responsible for applying the formula and informing each unit of the number of Senators allotted to it.

Section 2. The full-time professional administrators shall name from among them
three (3) senators. The professional library staff shall name from among them one (1) member. The full time academic advisors shall name from among them one (1) member.

Section 3. The Student Senate shall be invited to send one of its members to the Faculty Senate as a non-voting representative of the student body.

ARTICLE III. ELECTION TERMS, SUCCESSION, RECALL, AND REPLACEMENT OF SENATORS

Section 1. The first election of Senators shall be conducted by the Faculty Governance Committee and shall be held as early as feasible during the fall, 1969, term. The first Senators shall begin their terms immediately upon election. Subsequent elections of Senators shall be conducted by the Faculty Senate.

Section 2. Except for the first election of Senators, as described in Section 1, elections of Senators shall be held no later than the first Tuesday in May in which school is in session. The Senators shall begin their terms with the end of the spring academic term in which they are elected.

Section 3. To be eligible for election to the Senate, candidates must be members of the Faculty Association.

Section 4. Senators may succeed themselves, but may not serve more than two (2) consecutive terms.

Section 5. Except for the one-half (½) of the first Senators whose terms shall be one (1) year as determined by lots, the term for Senators shall be two (2) years.

Section 6. The procedure for the election of Senators shall be as follows:

The Committee on Elections shall apply the representation formula (Article II, Section 1) and shall notify each Faculty Association member of the date of election and the number of seats to be filled in each election unit. The notification shall be given no fewer than three weeks before the date of the election.
The filing period shall begin upon such notification and shall end one week prior to the election. To file for office, the member must submit his name, over his signature, to the Committee on Elections.

The Committee on Elections shall certify the eligibility of each candidate before their name is placed on the ballot.

Seven days before the specified deadline for filing for a Senate seat, the Elections Committee shall notify each election unit of the names of those candidates in the unit who have filed to date. The notice shall also reiterate the filing deadline and the election date.

Immediately following the filing deadline for an election, a dated notice shall be sent by the Elections Committee to each Faculty Association member in the election unit. This notice shall include the date of the election and the election ballot or the names of the candidates who are scheduled to be presented to the Senate for the election certification according to Article III, Section 6 of the Constitution. The notice shall also include a statement that any challenges to the election process at this point must be authored by at least three Faculty Association members in the affected unit, and must be submitted to the Senate President, in writing within seven days of the notice date.

Immediately following an election, a dated notice shall be sent by the Elections Committee to each Faculty Association member in the election unit. This notice shall include the date of the next Senate meeting, the names of the election winners, an invitation to these winners to attend the next Senate meeting, and a statement that any challenges to the election must be authorized by at least three (3) Faculty Association members in the affected unit, and must be submitted to the Senate President, in writing, within seven days of the notice date.

Candidates for an election shall be invited, by the Elections Committee, to attend or send a designated representative to, the counting of the ballots.

The constitution mandates the use of secret ballots in all elections to the Senate. This may be accomplished by the use of ballot boxes, mailing of sealed, special ballot envelopes addressed to the Faculty Senate office, or such other means as the Election Committee, with the concurrence of the Senate, shall deem appropriate.

Except as specified in Article II of these Bylaws, no extensions of an announced filing deadline or election date shall be allowed.
Section 7. To be elected, the candidate must satisfy one of the following, as applicable: (a) in the case that the number of candidates is more than twice the number of seats to be filled, the candidate must receive a number of votes equal to more than one-half (½) of the number of voters, (b) if the number of candidates is less than or equal to twice the number of available seats, a plurality shall decide the election, and (c) in case the number of candidates is no more than the number of seats to be filled, their election shall be declared.

If any seat is not filled in the first election, a run-off election shall be held. The number of candidates in the run-off election shall be equal to twice the number of seats to be filled. The candidates selected for the run-off shall be those who have received the highest number of votes. There may be more than two candidates for each seat only if a tie vote in the last possible position results. The run-off election shall be decided by plurality.

Section 8. Challenges to the procedure, results, or conduct of an election may be initiated by a petition signed by at least three members of the affected election unit. In the event of a challenge in any election unit, the election process shall be suspended in that unit until the challenge is resolved by the Senate.

Section 9. 9.1 Immediately upon receipt of an election challenge, the Senate President shall appoint a committee of at least four senators to consider the challenge. One member of the committee shall be a serving senator designated by the authors of the challenge, and, when possible, one member of the committee shall be a serving senator from the affected election unit. The Senate Vice President shall chair the committee, unless he is an affected party in the challenge, in which case the Senate President shall appoint and chair the committee.

9.2 The committee shall be instructed to invite the chairperson of the Com-
mittee on Constitution, Parliamentary Procedure, and Elections and the
authors of the challenge to a hearing. At the next meeting of the Senate,
the committee shall report its recommendations concerning the challenge.
Statements by parties to the challenge shall also be presented, if requested
by either party.

Section 10.
10.1 If an election challenge is denied by the Senate, the election shall proceed
from the point in the process at which it was suspended. If the challenge
preceded balloting, dated notice shall be given of a new election date,
seven days from the date of the notice, and the election shall be held at that
time.

10.2 If a challenge is sustained by the Senate, the Senate shall direct the Com-
mittee on Constitution, Parliamentary Procedure and Elections on resolu-
tion of the problem, and establish guidelines for the election to proceed.

10.3 The election of all Senators must be certified by a majority vote of the Senate.

Section 11. The recall, for cause, of a Senator shall be initiated by the written petition
of more than one-half (½) of the members of the election unit represented
by that Senator and shall become effective upon the secret-ballot concurrence of more than two-thirds (2/3) of that unit (present and voting). The
Senator whose recall is being sought shall, if he or she desires be granted a
hearing at a called meeting of the election unit prior to the recall vote. This
hearing shall be called and presided over by the Senate President and such
Senate officers as the President chooses for assistance.

The recall of a Senator may also be initiated by the Senate. The only
grounds for this action will be a Senator’s failure to fulfill his or her re-
 sponsibilities to the Senate. This specifically includes failure to attend
Senate meetings and/or Senate Committee meetings. Upon Senate majority approval of a motion to initiate recall proceedings (a recall petition), the President of the Senate shall appoint a committee which shall be instructed to invite the Senator whose recall is being sought to a hearing. At the next regular meeting of the Senate, the committee shall recommend either that the recall petition be approved or dismissed. To declare a seat vacant requires a concurrence of more than two-thirds (2/3) of the votes cast.

Section 12. In case of a vacancy in the Faculty Senate, the Senate shall within one (1) month conduct a special election by members of the affected unit to provide the replacement.

If a Senate seat is not filled at the general election or at a special election, it will remain unfilled until the next general election. However, the term of the unfilled seat will not change. That is, if a term for a two-year term is unfilled at one general election, it may be filled as a one-year term at the next election.

ARTICLE IV. ORGANIZATION OF THE SENATE

Section 1. At the last official Spring semester meeting of the Faculty Senate, the Senate for the following year shall elect and certify the President, Vice President, Secretary-Treasurer, and Reporter-Historian, each to serve a term of one (1) year, beginning with the end of the spring academic term. Offices other than those mentioned in this article may be established or abolished as needed.

Section 2. At the first meeting of the new Senate, the President of the Senate shall submit to the Senate a nomination for Parliamentarian of the Senate. A majority vote of the Senate shall be necessary for confirmation. The term of office of the Parliamentarian shall be one (1) year.

Section 3. With the exception of three (3) Senators named from and by the professional administrators, all Senators are eligible for offices in the Senate.
Section 4. The Duties of the officers shall be:

**President:** To preside over meetings, direct the selection of and/or name committees and/or their chairpersons, call special meetings, and serve as the spokesman for the majority opinion of the Senate to the President of the University of Central Oklahoma. Vice President: To preside in the absence of the President and assume the office of the President in case of vacancy.

**Secretary-Treasurer:** To record and distribute copies of the minutes and be responsible for, keep records of, and report all actions associated with all funds budgeted for the operation of the Senate.

**Reporter-Historian:** To prepare and distribute reports of Senate meetings to members of the Faculty Association, report Senate news to the student newspaper and Public Information Office, and maintain the archives of the Senate.

**Parliamentarian:** To advise the President of the Senate on matters pertaining to parliamentary procedures and interpretations of the Constitution and Bylaws, provide each Senator with a current copy of the constitution and Bylaws at each September meeting, and conduct the election of the Senate officers at each April meeting.

Section 5. The removal, for cause, of an officer of the Senate shall be initiated by the written petition of more than one-half (1/2) of the members of the Senate and shall become effective upon the secret-ballot concurrence of more than two-thirds (2/3) of the Senate. However, the petition for removal shall be made at least one (1) month in advance of the vote, and the officer whose removal is being sought shall be entitled to a hearing prior to the vote.

Section 6. The Faculty Senate shall schedule at least nine (9) regular meetings during the academic year. Special meetings may be called by the Senate President or upon petition of at least six (6) Senators. Such meetings shall be called during the summer period when no provision is made for scheduled meetings only to deal with unusual and unanticipated problems and situations. For official transaction of business, a quorum shall be present.
Section 7. More than one-half (1/2) of the elected Senators shall constitute the quorum necessary for regular and special meetings.

Section 8. Other organizational and operational provisions shall be made in the Bylaws of the Faculty Senate.

ARTICLE V. FUNCTIONS, DUTIES, AND RESPONSIBILITIES OF THE SENATE

Section 1. The Faculty Senate shall actively participate in the academic policy and decision-making process at the University of Central Oklahoma. Major areas of concern shall be teaching, research, student relationships, community service, faculty welfare, faculty personnel policies, and budgeting matters pertaining to those concerns. Examples of specific activities included in these areas are academic advisement; evaluation procedures; student admission, retention, and exit standards; governance, structural design of governance; tenure; ethics; honors program; media center; curriculum; certification programs; faculty academic committees; university catalog; and school calendar. The naming of these areas, however, shall in no way be construed as exhausting all possible area of concern.

Official policy of the University of Central Oklahoma is to be published in a dated University Academic Policy manual. All policy of the University is to be made available to the Faculty Association in loose-leaf form and kept current by dated revisions to reflect change.

Section 2. Standing committees appropriate to the areas of concern shall be listed in the Bylaws, with the selection and/or naming of chairpersons and members to be directed by the President of the Faculty Senate. Provision for the creation of special committees shall also be made in the Bylaws.

Section 3. The Faculty Senate shall receive, review, and act upon resolutions and proposals from the standing and special committees and from individual Sena-
tors. For such resolutions and proposals (bills) to be passed, the approval of more than one-half (1/2) of those Senators voting in regular or special meeting shall be required.

Section 4. The Faculty Senate shall submit its resolutions and proposals, in writing, to the President of the University of Central Oklahoma and shall send copies of such resolutions and proposals to the members of the Faculty Association.

Section 5. Either the President of the University of Central Oklahoma or the Faculty Association - upon written petition of more than one-fourth (1/4) of the members - may require that a resolution or proposal of the Faculty Senate be submitted to a vote of the Faculty Association.

Vetoed Senate measures are to be returned to the Senate within twenty-one (21) days after receipt by the University President, at which time the Senate may refer the matter to the Faculty Association by a three-quarter (3/4) vote. The Faculty Senate President shall notify the University President of the time and place of the meeting. After hearing the University President or a representative explain the basis of the veto, the Association will debate the issue in his/her presence and cast a referendum vote upon the matter for the purpose of the President’s reconsideration.

Section 6. A Faculty Senate resolution or proposal which has been referred to the Faculty Association shall be resubmitted to the President of the University of Central Oklahoma when approved by more than one-half (½) of those Faculty Association members voting in a special election.

The Faculty Senate requests that the President of the University of Central Oklahoma make a written report of the disposition of each resolution and proposal submitted.
ARTICLE VI. AMENDMENT OF THE CONSTITUTION

An amendment to this Constitution shall be initiated by a vote of more than one-half (½) of the Faculty Senate or by written petition of more than one-fourth (1/4) of the members of the Faculty Association, provided that a written copy of any amendment initiated in the Senate shall be given to each member of the Senate at least one (1) month prior to the date on which the Senate is to vote. An amendment shall go into effect when approved by more than two-thirds (2/3) of the Faculty Association members voting in a special election, by the President of the University of Central Oklahoma, and by the Board of Regents for Oklahoma Colleges. However, a written copy of the proposed amendment shall be sent to each member of the Faculty Association at least one (1) month prior to the date on which the voting is to take place.

ARTICLE VII. RATIFICATION OF THE CONSTITUTION

This Constitution shall go into effect when approved by more than two-thirds (2/3) of those Faculty Association members voting in a special election, by the President of the University of Central Oklahoma, and by the Board of Regents for Oklahoma Colleges.
FACULTY SENATE BYLAWS

PREAMBLE

The Faculty Senate of the University of Oklahoma condemns conduct that is founded in prejudice or hate. No discrimination on the grounds of race, color, religion, gender, age, sexual orientation, gender identity, national origin, physical challenge, visual or hearing impairment, disability, socio-economic status, marital status, language, or status as a veteran will exist in the Senate or practiced in any business it conducts. Under no circumstances does the Senate find any form of harassment acceptable and will not tolerate it in the conduct of its affairs.

ARTICLE I. ELECTIONS OF SENATE OFFICERS

Section 1. Elections of officers shall be conducted by the Faculty Senate according to rules which are detailed in the following Sections of this article.

Section 2. After the March meeting of the Senate, the President of the Senate shall inform in writing all Senators and Senators-elect that those who are eligible may file as candidates for Senate offices of President, Vice President, Secretary-Treasurer, and Reporter-Historian. To file for the office, the Senator shall submit the name of the office sought over his or her signature to the Chairperson of the Committee on the Constitution, Parliamentary Procedures, and Elections. The chairperson of this committee shall report to the Senate the names of all Senators who have filed for each office. This report shall be made at the first April meeting of the Senate and in writing at least one week before the second April meeting. However, if the chairperson of this committee should file for an office, he or she is to be disqualified from these functions and the committee shall appoint a replacement.

Section 3. Election of the President, Vice-President, Secretary-Treasurer, and Reporter-Historian shall be by secret ballot. More than one-half (½) of all votes cast shall be required for election. If no candidate receives more than one-half (½) of the vote, the Senate shall elect from the two (2) leading candidates for each office.
Section 4. The President, Vice President, Secretary-Treasurer, and Reporter-Historian shall serve one (1) year or until replaced by the April election of officers. The Parliamentarian shall serve a term of one (1) year or until the October meeting after his or her confirmation. Officers of the Senate may be re-elected. Within one month after confirmation the Parliamentarian will present a workshop on procedures for new members.

ARTICLE II. PROCEDURES

Section 1. Regular Senate meetings shall be scheduled on the second Thursday of each month of the academic year, otherwise, on a date determined by vote of the Senate at its first meeting of the academic year. The dates and times shall be included in the University Calendar. At least two (2) working days prior to each meeting of the Faculty Senate, the Senate President shall have distributed to the Senators copies of the agenda for that meeting.

Section 2. Meetings shall be conducted according to rules in these Bylaws or in Robert’s Rules of Order Newly Revised. Additional rules may be adopted and incorporated into an Operating Code. The Executive Committee may classify items on the agenda as: (1) debatable, (2) not debatable, or (3) limited debate. When an item is classified as (3) limited debate five minutes may be granted to a side. The Senate may reclassify any of the three categories by means of a motion, a second, and a two-thirds (2/3) majority vote.

Section 3. Voting shall be by voice or by show of hands unless a roll call vote is requested by at least three (3) Senators. Exceptions to the above shall be as follows: (a) Election of and removal of officers shall be done by secret ballot. (b) If at least three (3) Senators request secret ballot, a simple majority of those present shall determine whether or not such ballot shall be used.

Section 4. Since the presiding officer and the Parliamentarian are also Senators representing a constituent body, they shall have the right to cast a vote on all propositions.
Section 5. Meetings of the Faculty Senate shall be open. However, visitors may participate in the deliberations of the Senate only if they are a member of the Senate named committees whose reports are being considered or if invited by the presiding officer to speak.

ARTICLE III. COMMITTEES

Section 1. The standing committees of the Faculty Senate and their primary responsibilities are (revised by FSR 91-93):

(a) Executive Committee (officers of the Faculty Senate) - The Executive Committee prepares meeting agendas and works on general overall concerns of the Faculty Senate.

(b) Academic Affairs Committee - This committee is charged to study and/or make recommendations concerning academic policy which includes academic standards, grading policies, withdrawal deadlines, articulation, etc. This committee works with the Office of Academic Affairs on matters of mutual concern. The Chairperson of the Academic Affairs standing committee is one of the Faculty Senate representatives to the university Academic Affairs Council.

(c) This committee encourages faculty interaction with alumni and the community. The Chairperson of this committee is also the Faculty Senate’s ad-hoc representative to the Alumni Association Board of Directors.

(d) Constitution, Parliamentary Procedure and Elections Committee (CPP&E) - This committee sees that the constitution, by-laws, and operation code are updated. The committee provides input concerning procedures used by the faculty and conducts regular and special elections.

(e) Information Resources and Technology Committee - This committee studies and/or makes recommendations concerning the academic use of information. Areas of special concern include instructional technology, communications, distance learning, and the Library. The Directors of the Library and the Office of Information Technology, or their designees, are ex-officio members of this committee. The committee may assist the University in
soliciting supplemental funding to upgrade collections and information systems. The committee shall provide the Faculty Association at least twice yearly reports on the status of campus information resources. The Chairperson of this committee is also the Faculty Senate’s representative to the Information and Technology Affairs Committee.

(f) Faculty Welfare and Development - This committee studies and/or makes recommendations concerning procedures for selection of faculty, chairpersons, deans, etc. In addition, the committee deals with faculty job descriptions, faculty files, tenure, promotion, grievances, and development programs. The committee works closely with the Office of Academic Affairs on faculty personnel matters of mutual concern. The Chairperson of this committee is one of the Faculty Senate’s representatives to the university Faculty Development Advisory Committee.

(g) Personnel Policies Committee - This committee studies and/or makes recommendations concerning faculty salaries, benefits, and other areas promoting the economic welfare of the faculty. The committee works closely with the Personnel Office and the Office of Administration on matters of mutual concern. The Chairperson of this committee is also the Faculty Senate’s representative to the University Social Justice Committee.

(h) Research Committee - This committee studies and/or makes recommendations concerning faculty research, funding, research grants, research release time, and other areas promoting faculty research. This committee works closely with the Graduate Office and Deans in matters concerning research. The Chairperson of this committee is also the Faculty Senate’s representative to the University Research Advisory Council. The Chairperson also appoints a committee member to represent the Senate at meetings of the Undergraduate Research and Creative Activities Team.

(i) Student Relations Committee - This committee studies and/or makes recommendations on matters concerning the University’s students. This com-
mittee works closely with the Student Association and the Office of Student Affairs on matters of mutual concern. The Chairperson of this committee is the Faculty Senate’s ad-hoc representative to the Student Senate and may be the Faculty Sponsor of the College Bowl tournament. The faculty sponsor to the College Bowl tournament may be appointed by the President of the Faculty Senate if the chair of the committee is in agreement.

(j) Budget Committee - This committee participates in the University’s budget development process and makes fiscal recommendations to both the administration and to the Senate. The chairperson of this committee shall also serve on the University Budget Task Force.

(k) Adjunct Affairs – This committee studies and/or makes recommendations concerning Adjunct Faculty matters, including salaries, benefits, and other means of enhancing the wellbeing of Adjunct faculty. The committee will invite Adjunct faculty to speak at meetings, as appropriate to matters being discussed.

(l) Faculty Handbook Revision Committee – This committee receives and evaluates suggestions from the faculty for revision of the Faculty Handbook. With advice and consent of the Faculty Senate this committee makes recommendations for changes to the Handbook to the Office of Academic Affairs. This committee will also propose two faculty representatives, one of whom shall be a member of the Faculty Senate Handbook Revision Committee, to the University Faculty Handbook Editorial Board. These representatives should be current or immediate past Senators. The proposed representatives will be approved by the Faculty Senate. (added 12/09/04)

(m) Student Retention – This committee studies and/or makes recommendations regarding issues pertinent to retaining UCO students and enhancing graduation rates. This committee will work to complement efforts made by the Division of Enrollment Management as well as other entities on cam-
pus to increase student retention and graduation rates, and shall be responsible for disseminating relevant retention/graduation information to the Faculty Senate. The chair of this committee shall serve as the Faculty Senate representative to the Student Retention sub-committee (added 3/10/11).

Section 2. Special committees to deal with specific problems may be created as deemed necessary by the Senate.

Section 3. The duties of the standing and special committees are to conduct studies and make written reports and recommendations to the Senate.

Section 4. Members of the faculty association who are not Senators and members of the student body may be invited to serve on appropriate Senate committees.

Section 5. All standing committees exist from the time they are appointed at the beginning of an academic year until replaced by appointments the succeeding year with the exception of the University Budget Committee.

Section 6. (Deleted by FS Resolution 92-24)

ARTICLE IV. ADJUSTMENT OF SENATE TERMS

In the event that the number of Senators allotted to an individual election unit are not selected in nearly equal numbers each year, the following procedure will be followed to make more equal the annual selection of Senators from that unit. In a year when the larger number of Senators is determined, immediately prior to confirmation of the newly chosen Senators by the Faculty Senate, there shall be a drawing of lots to identify the Senators from that unit that will only serve a one year term. The remainder of the newly chosen Senators from that unit will serve normal two year terms (added by FS 98/99).

ARTICLE V. AMENDMENT OF THE BYLAWS

These Bylaws may be amended by a vote of more than one-half (½) of the Senate members, provided that the proposed amendment shall have been submitted to the Senate at least one (1) month prior to the date on which the voting is to take place.

Last Revised March 10, 2011
FACULTY SENATE OPERATING CODE

This Operating Code is established not only to regularize the procedures by which the Faculty Senate of the University of Central Oklahoma conducts business, selects committees, and conducts business in committees, but it also serves to remind the Senator of various rules established in the Constitution and Bylaws of the Faculty Senate or in Robert’s Rules of Order Newly Revised. Those rules or rights which are based on authority cannot be rescinded by such an amendment.

It is possible to adopt rules that differ somewhat from Robert’s Rules of Order Newly Revised. Any such rules should be incorporated into the Bylaws. However extensive deviations from the latter are inadvisable. It is understood that the Parliamentarian is responsible for advising the Senate against extensive deviations from Robert’s Rules of Order Newly Revised.

SECTION 1. BUSINESS BEFORE THE SENATE
A. Submission of Bills (Resolutions and Proposals) to the Senate
1. Business proposed for Senate consideration may be introduced on the floor of the Senate by the Faculty Senator, may originate in committee, or may be introduced by a Faculty Association member through the submission of a bill.
2. In order to submit a bill to the Senate, a copy of the bill shall be signed by one or more Faculty Association members who shall be known as sponsors of the bill.
3. If the sponsor is not a Senator, the sponsor shall give his bill to a Senator representing his/her Faculty Association unit.
4. The Senator who sponsors a bill or receives one from a constituent shall submit it to the Vice President of the Senate within one week of receiving it. It is the duty of the Senator to submit the bill regardless of personal feelings on the matter.
5. Bills presented for consideration to the Faculty Senate shall be either a Proposal or a Resolution. Proposals are directed to the President of the University, require an action by the President, and if approved become
the policy of the University. Resolutions may be directed to any person or organization, require no other action, and represent the sense of the Senate. (added by FS 92-93)

6. All bills must be presented to the Senate for consideration in a timely manner. To this end, no bill is to be brought before the body for consideration unless it has been presented to the Vice President of the Senate at least one week in advance of a Senate meeting in order to have said bill included in the President’s Packet and distributed to all Senators prior to the regular Senate meeting. (added by FSR 97/98-4)

B. Duties of the Vice President and Actions of the Senate:

1. The Vice President, within one week of receiving a bill, shall identify the bill according to a consecutive numbering system, shall give two copies to the Secretary- Treasurer and one copy to the President of the Senate, and shall assign and send each bill to a committee, indicating the committee assignment on the instrument and the Vice- President’s record. The Vice President shall assign a number to all bills regardless of origin and keep a record of their disposition by their assigned numbers.

2. However, if, in the judgment of the Vice President it is not feasible to assign a bill to a standing committee, the Vice President may at the next regular meeting of the Senate, introduce a motion to assign the bill to a special committee.

3. At the next regular meeting of the Senate, the Vice President shall give to the Senate a summary of each bill received. The report shall include either the committee assignment or a motion to assign the bill to a special committee.

4. At this point the Senate may elect not to consider a bill, or not to accept the Vice President’s assignment of the bill.

5. Thus it will generally occur that a bill will be assigned to a committee before the Senate meeting at which committee assignment is announced. A committee, therefore, should have time to consider whether it desires to
accept the assignment. If a committee does not wish to accept an assignment, it should, at this time, introduce a motion that the bill be assigned elsewhere.

C. Committee Consideration

1. In considering a bill, a committee may refer the bill to another committee. However, the report on the bill shall be made by the committee to which the matter is assigned.

2. Proposed amendments to the Constitution, Bylaws, or Operating Code may originate in any committee, but shall be considered by the Committee on the Constitution, Parliamentary Procedures, and Elections.

3. Committee operations shall be governed by Section III of this code.

D. Committee Reports

1. When a committee has completed consideration of a bill, the chairperson shall inform the President of the Senate that the committee intends to submit a recommendation on the bill. This oral report shall be made in sufficient time for the President to include the item on the agenda.

2. Any bill assigned to a committee shall be reported out by the committee at the earliest possible time. The committee may recommend action in the form of a proposal (directed to the President of the University for approval, for the purpose of policy formulation), an external resolution (directed to the Faculty Association, the Student Senate, or some official outside the University) or an internal resolution (directed to the Faculty Senate only), or the committee may move that the matter be dismissed, or it may move that the Senate consider the matter. The committee chairperson may designate a spokesperson to present the majority report and respond to questions of fact concerning bills. If the minority desires also to make a report, and the Senate votes to hear this report, the chairperson shall designate a minority spokesperson to report and respond to questions of fact. Full discussion and debate will be in order at the time of final disposition.

3. If the committee report is to recommend passage of a bill, the chairperson
shall prepare a formal bill, two copies of which are signed by a majority of
the committee. One copy of the formal bill shall be given to the Vice Presi-
dent of the Senate, and one copy to the Secretary-Treasurer at least twenty-
four hours before the report is to be received by the Senate.

4. No final disposition of a bill shall be made during the Senate meeting at
which the report is first presented. However, the Senate may suspend this
rule by a majority vote of those Senators present. A suspension of the rule in
this instance applies only to the disposition of a bill. The motion to suspend
shall be debatable, at least to determine the extent to which an emergency
exists. If the Senate does not suspend this rule, a bill shall be voted on at the
next regular Senate meeting.

5. If a bill is adopted, the President of the Senate shall dispose of it appropriately. If it
contains a constitutional amendment of other matter requiring a vote of the Fac-
culty Association, the President shall refer it to the Committee on the Constitution,
Parliamentary Procedures, and Elections, which shall supervise the voting.

6. When a committee presents a report which is in response to a faculty-
sponsored bill, the committee shall so indicate in its report. The committee
chairperson of the concerned committee shall inform in writing the sponsor
of the bill of Senate action taken on the bill.

7. The President of the Senate may call for a committee to report at a regular
meeting of the Senate on two-weeks notice.

8. If a committee fails to report with appropriate promptness, or if, for some
urgent reason, the Senate desires to proceed on the matter without further
aid from the committee, it is appropriate to introduce a motion to discharge
the committee. Unless previous notice of intent was given at the previous
meeting to discharge a committee, a two-thirds vote is necessary. If such
action is taken, the matter is again in the hands of the Senate for further
disposition.

E. University Committees

B-20
1. Members of the Faculty Senate are to represent the Faculty Association on all University committees dealing with faculty and student concerns (FS 91-3). Unless otherwise specified in the Constitution, Bylaws, or Operating Code of the Senate, the Faculty Senate President shall, with the approval of the Senate, make appointments to such University committees.

2. If a particular University committee has been active since the last Senate meeting, a Senate representative to that committee shall make a report at the next Senate meeting.

SECTION 2. COMMITTEE STRUCTURE

A. Membership of Committees

1. The membership of standing and special committees may include non-Senators, but Senators must comprise a majority of each committee.

2. Committees are encouraged to solicit non-Senate members when it is to the advantage of the committee to do so.

3. Non-Senate committee members have full committee voting rights.

4. The committee interests of Senators should be ascertained and given consideration as assignments are made.

5. A reasonable balance of election-unit representation on each committee should be sought.

B. Responsibilities

1. With the exception of Senate officers, Senators shall be expected to serve on at least one committee.

C. Chairperson and Vice Chairperson

1. The committee chairpersons may be either elected by the committee or appointed by the President of the Senate.

2. Each standing committee shall elect a vice chairperson who shall assume the duties of the chairperson when he or she is absent.

D. Continuity

B-21
1. All committee assignments should be made so as to assure a continuity of membership. Thus a committee should consist of Senators with previous experience on the committee, as well as first-year Senators.

2. Whenever appropriate, former Senators should be encouraged to serve with committees on which they have had previous experience.

3. The five (5) Senate representatives to the Academic Affairs Curriculum Council shall be decided at the last meeting in April of each year by the Senators of the College Caucuses. In case of vacancy, the Senators from the affected College will caucus and select a replacement to fill out the vacated term.

The President of the Senate will appoint or supervise the election of the chairperson of the Academic Affairs standing committee from among the five elected representatives to the Council and will report all Academic Affairs Standing Committee members to the Academic Affairs Curriculum Council on or before May 1. (rev FSR 99/00 April, 2000) (rev FSR 2002/03, October, 2002)

SECTION 3. COMMITTEE OPERATION PROCEDURES

A. Duties of the Chairperson are to:

1. Call meetings of the committee and to preside at each meeting.

2. Appoint subcommittees for specific purposes.

3. Prepare committee reports and to present them to the Senate.

4. Insure that committee reports are signed by a majority of the members of the committee.

5. Invite the sponsor of each faculty-originated bill before the committee to the committee meeting at which the bill is first considered.

6. Inform in writing the sponsor of each faculty-originated bill before the committee of action taken on the bill and as to final Senate disposition of the matter.

7. Maintain a record of committee business, including all committee reports, and to surrender this record to the succeeding chairperson.
8. Inform the President of the Senate whenever the committee is ready to present a report to the Senate.

B. Business:

1. All standing and special committees shall conduct meetings according to the rules for committees as given by Robert’s Rules of Order Newly Revised.

2. If the chairperson of any standing or special committee fails to call a meeting, the committee shall meet at the call of any two members.

3. A quorum of the committee shall consist of a majority of its members. However, ex officio committee members shall not be counted to determine a quorum.

4. A committee may, at its own discretion, or shall, at the direction of the Faculty Senate, conduct an open hearing on any matter before the committee. Such a hearing may be open only to the Faculty Senate, to the faculty, or to the faculty and student body, as determined by the committee or by the Senate. In particular, the press may be excluded from any hearing.

5. During actual deliberations of the committee, only members of the committee have the right to be present.

6. Committee members who miss two (2) consecutive committee meetings may be dropped from the committee by the Senate President in order that the committee may obtain a quorum.

C. Unfinished Business:

1. Unfinished business before any standing committee shall carry over to the next year.

2. A special committee shall exist until such time as the duty assigned to it is accomplished, or until the new officers assume their duties in the Fall semester, unless discharged sooner.

SECTION 4. AMENDMENT

This Operating Code may be amended by a majority vote of the members present at a regular Senate meeting, provided that notice to amend be given at a prior meeting.

Revised 9/99

B-23