

PART B

DIVISION III

BYLAWS OF THE FACULTY SENATE

PART B: DIVISION II
FACULTY HANDBOOK

Division II shall be the provisions of the Faculty Handbook policies and procedures established in accordance with the authority set forth in *IV.C* and in *XIII.A*. Any changes in the policies and procedures herein require a two-thirds vote of those Senators present and legally entitled to vote, excluding blanks or abstentions.

PART B: DIVISION III

BYLAWS OF THE FACULTY SENATE

A. The order of business of the Faculty Senate shall be as follows:

1. Call to order
2. Roll call by the Secretary
3. Announcements by the Chair of the Senate
4. Communications with the President and/or VPAA or designated representative(s)
5. Communications with the student body Presidents or their representatives
6. Reports from Senate Committees*
7. Completion of pending business
8. New Business
9. Issues and Concern
10. Adjournment

* At the discretion of the chair, this item may be moved between items 8 and 9.

B. A motion to reorder the agenda requires a majority vote of those Senators present and legally entitled to vote. Items not on the agenda may be discussed under issues and concerns. A motion on such an item cannot be considered until a two-thirds vote of those Senators present approves a motion so to proceed.

C. Minutes and proceedings of the Senate, or summaries thereof, shall be distributed to all University faculty members. Copies of the agenda for forthcoming Senate meetings shall be distributed to all University faculty members.

D. Voting on deliberations before the Senate shall be restricted to those present. A roll call vote of the Faculty Senate shall be taken only when ordered by a vote of one-fifth of those Senators present and legally entitled to vote excluding blanks or abstentions.

E. Provisions for vacancies among Senate Officers:

1. If the Chair should resign or be otherwise unable to serve, the Vice Chair shall become Chair;

2. If the Vice Chair should become Chair under the provisions of E.1, immediately above, he/she shall be Chair for the remaining portion of the academic year. If accession to the office of Chair takes place before January 1, he/she shall cease being Chair at the end of the current academic year; if such accession occurs on or after January 1, he/she shall be Chair for one full academic year additionally;
 3. If the office of Vice Chair or Secretary becomes vacant for any reasons, the Senate shall immediately elect a Vice Chair or Secretary. They shall complete their terms as if they have been serving for the full year;
 4. In the event that both the Chair and the Vice Chair shall be unable to serve, the President, as ex officio member, shall preside for the purpose of electing a Chair and Vice Chair.
- F. An elected Senate member on official University leave for one academic year, whose remaining term of office is concurrent with his/her leave, or extends less than one academic year beyond the expiration of such leave, shall be deemed to have vacated his/her office.
- G. An elected Senate member on official University leave not to exceed one academic year, and whose term of office extends for at least one academic year beyond the expiration of his/her leave, shall be replaced during his/her absence by the appropriate college or school.
- H. An elected Senate member not on official University leave and absent from more than two regular or more than two on-call or specially-called Senate meetings, regardless of whether a substitute attended in one academic year shall be deemed to have vacated his/her seat. He/She shall not be eligible for appointment or election to fill any Senate vacancy for a period of one academic year. At the request of the absent senator, SEC, however, may waive these rules when good cause is shown.
- I. All vacancies in the elected membership of the Senate shall be filled by the appropriate University body, who shall appoint the next eligible person as defined in Article IV, Sections 1 and 2 for the remainder of the academic year. If the vacancy exceeds one year, then the remaining year(s) of the term shall be filled by election at the regular time of elections.
- J. Upon election each Senator, Officer of the Senate, and (or) committee member of the Senate shall assume the duties of the office immediately following the final commencement of the academic year.
- K. The academic year is herein defined as the time period covered by the fall and spring semesters.
- L. To enact or amend an existing bylaw, a two-thirds vote of those Senators present and legally entitled to vote excluding blanks or abstentions, is required.