

UNIVERSITY OF ARKANSAS - FORT SMITH

BYLAWS FOR FACULTY GOVERNANCE

Last Amended August 2022

ARTICLE I: FACULTY COUNCIL

Section A. Membership

Voting members of the Faculty Council shall be (1) those full-time employees of the university with teaching included as 50% or more of their appointment and (2) professional librarians. Adjunct faculty and visiting faculty are considered nonvoting members of the Faculty Council. All questions concerning membership in the Faculty Council shall be resolved by the elected officers of the Faculty Senate, subject to appeal to the Faculty Senate.

Section B. Academic Components

1. While some faculty governance positions are elected at-large, members of the Faculty Senate and certain standing committees of the Faculty Senate shall be elected by their academic components. For the purposes of faculty governance, each voting member of the Faculty Council will be assigned to exactly one academic component.
2. Members of each college within the University will constitute an academic component. All other voting members of the Faculty Council who are not assigned to a college will be assigned to an academic component (either a college or additional component(s)) by a majority vote of the Faculty Senate.
3. Members will be assigned to an academic component as identified as their primary area of duty on their contracts. A list of faculty council members with their area of assignment will be provided to the Chair of the Faculty Senate at the beginning of each semester by the Provost's office. Questions of which academic component a particular member is assigned will be decided by the elected officers of the Faculty Senate subject to appeal to the Faculty Senate.
4. In the event that a voting member of the Faculty Council is reassigned to a different academic component for the following year, he/she will be assigned to the new academic component for the purposes of the Spring elections.
5. In the event that an elected member of the Faculty Senate or a standing committee is reassigned to a different academic component than the one who elected him/her then he/she will continue to represent the component which elected him/her until the beginning of the next academic year at which time he/she must resign that position.
6. In the event that a person ceases to qualify as a voting member of the Faculty Council he/she will immediately cease to have voting privileges and will immediately resign from the Faculty Senate and all its committees if applicable.

Section C. Meetings

The Faculty Council shall meet during the first 15 business days of the fall semester. Special meetings may be called as the Senate deems appropriate. The Senate shall also call special meetings within fifteen working days of receipt of a petition signed by at least ten percent of the faculty. Other special meetings may be called by the Chancellor or the Provost.

Section D. Section D. Voting

1. The Faculty Council will vote at large only on items presented to it in one of the following manners:
 - a. An item is referred to the Faculty Council by a majority vote of the Faculty Senate.
 - b. An item is referred to the Faculty Council by a petition signed by at least 15% of the voting membership of the Faculty Council.
 - c. On standard election and bylaws changes as detailed in this document.
2. Voting by the Faculty Council on any item will be overseen by the Elections Committee and will take place electronically in a manner to ensure a secret ballot.
3. Polls will be open electronically for a period to include four work days.
4. Votes of the Faculty Council at large will take precedence over actions of the Faculty Senate and any standing committee but cannot violate these bylaws.
5. Minutes of Faculty Council meetings will be approved by the Faculty Senate.

ARTICLE II: FACULTY SENATE

Section A. Vision

The Faculty Senate and its constituent committees will serve as the faculty voice of the University.

Section B. Mission

The Faculty Senate, an elected and representative body of the Faculty Council, functions to:

- (1) provide a forum wherein any matter associated with academic policy can be openly discussed by any faculty member;
- (2) enable the faculty to reach informed collective recommendations on academic matters;
- (3) advise the administration on academic matters including new and existing academic programs;
- (4) provide advice to the administration on fiscal, personnel, and long-range planning matters; and
- (5) provide the faculty a representative voice in issues relating to the exercise of academic freedom, professional rights, general welfare, working conditions, and professional responsibilities in the university community.

The Faculty Senate and its component committees operate in an official capacity with authority delegated by the Chancellor.

Section C. Membership

2. General Membership Requirement

- a. The Faculty Senate shall be elected by and from voting members of the Faculty Council of the University of Arkansas - Fort Smith.
- b. A faculty member becomes eligible to serve on the Senate after being a voting member of the Faculty Council for two years.

3. Academic Component Representation

Each academic component shall be entitled to at least one Senator elected by the voting members of that academic component. Each academic component is also entitled to one Senator for each additional fifteen (15) voting members of that component. Apportionment will be based on the following scale:

| Faculty members per component | Senators Representing that Academic Component |
|-------------------------------|---|
| 1 – 15 | 1 |
| 16 - 30 | 2 |
| 31 – 45 | 3 |
| 46 – 60 | 4 |
| 61 – 75 | 5 |

et cetera

Section D. Apportionment and Terms of Office

1. All elected members of the Faculty Senate shall normally serve a two-year term with approximately one-half of the Senate terms expiring each year. In the event of a vacancy or reapportionment (see Article IV Election Guidelines) some positions may be designated as one-year terms by the Elections Committee in order to keep one-half of the Senate terms expiring each year.
2. The term of a member of the Faculty Senate shall expire upon the seating of his or her successor in the fall semester after the elections in March.

Section E. Senator Duties

Each Senator shall be responsible to his/her respective academic component for expressing its views on issues before the Senate, and for conveying the actions and rationale of the Senate to that component.

Section F. Officers

1. Officer List

Officers of the Faculty Senate shall be the Chairperson, the Chairperson-elect, and the Secretary.

2. Chairperson

a. Election

The chairperson elect will become the chairperson after the previous chairperson leaves office.

b. Term of Office

The Chairperson will serve in that office for one year.

c. Duties

The Chairperson shall:

- i. Preside over all meetings of the Faculty Council and Faculty Senate.
- ii. Call for agenda items at least five working days prior to all meetings, and publish the agenda at least two working days prior to the meeting.
- iii. Refer to the Provost and/or Chancellor within two working days of passage all actions, recommendations, and resolutions passed by the Faculty Senate or referred by the Faculty Senate to the Faculty Council and voted on there.
- iv. Receive requests and responses from the Provost and/or Chancellor.
- v. Appoint a parliamentarian from the membership of the Faculty Senate. The parliamentarian will serve for both the Faculty Senate and the Faculty Council.
- vi. Appoint ad hoc committees as needed.
- vii. Assemble and lead faculty in the procession at commencement.
- viii. Meet monthly with the Chancellor and Provost to communicate and discuss issues of the faculty. A report of these meetings shall be included in the minutes.
- ix. Vote only in case of a tie.

3. Chairperson-elect

a. Election

The Chairperson-elect shall be elected by the membership of the Faculty Council and serve as Chairperson-elect of both the Faculty Council and the Faculty Senate.

b. Term of Office

The Chairperson-elect will serve one year in that position and then become the Chairperson of the Faculty Council and Faculty Senate

c. Duties

The Chairperson-elect shall:

- i.. Assume the duties of the Chairperson in his/her absence.
- ii. Assist the Chairperson and the Secretary with their duties.
- iii. Develop a list of needs and priorities for the purpose of a strategic plan of action for the Faculty Senate for the next year.
- iv. Accompany the Chair to monthly meetings with the Chancellor and/or Provost to communicate and discuss issues of the faculty.

4. Secretary
a. Election

The Secretary will be elected from and by the membership of the Faculty Senate and will serve as Secretary of both the Faculty Council and Faculty Senate.

b. Term of Office

The Secretary will serve in that office for one year.

c. Duties

The Secretary shall:

Record, publish, and maintain a file of minutes and actions for each meeting of the Faculty Senate and the Faculty Council.

d. Removal from Office

If needed, the Secretary may be removed from office by a simple majority vote of the Faculty Senate. This does not remove the faculty member from his/her senate position.

Section G. Meetings

1. Initial Annual Meeting

The Chairperson of the Faculty Senate shall call a meeting of the Faculty Senate within two weeks after the beginning of each fall semester to chair the election of the Secretary and to establish the schedule for Faculty Senate meetings.

2. Regular Business Meetings

The Faculty Senate shall meet monthly during the academic year and at the call of the Chancellor of the University, the Chairperson of the Faculty Senate, or a majority of the Faculty Senate members. Meetings are open to all faculty members.

3. Quorum

In the Faculty Senate, a quorum shall consist of two-thirds of the voting members of the Faculty Senate.

4. Procedure

Faculty Senate meetings will adhere to procedure governed by *Robert's Rules of Order*, Newly Revised.

5. Administration response

The Faculty Senate requests that the Chancellor or his/her designee respond on the status of all actions referred from the Faculty Senate before the next scheduled Faculty Senate meeting.

Section H. Unseating a Senator or Senate Officer

- 1. If the chair, chair-elect, or any senator fails to fulfill his/her duties, is habitually absent, or routinely demonstrates behavior that obstructs normal parliamentary procedures then that faculty member may be removed from their elected position by one of the following two methods.

a. Senate Initiated Method

- i. The Faculty Senate may vote by secret ballot to remove the senator or officer.
- ii. The member in question cannot chair the discussion but will be allowed to be present to address charges against him/her.
- iii. A 75% majority vote of those voting is required for removal from office.

b. Constituency Initiated Method

- i. Upon submission to the Faculty Senate of a petition signed by 20% of the faculty constituency that elected the senator (academic component) or officer (faculty council) the Elections Committee will be charged with holding a vote of the constituency to determine if the faculty member is to continue in office.
 - ii. A simple majority of those voting will result in the faculty member being removed from his/her office.
2. Any senator or officer so unseated shall be ineligible to return to the Senate during the academic year in which he or she was unseated or in the academic year immediately following the removal.
 3. In the case of the chair being unseated or otherwise vacating the office, the chair-elect will immediately assume the office of chair and continue to stay in that position until the end of the following academic year. Furthermore, an election will be held to replace the chair-elect.
 4. In the case of a senator being unseated or otherwise vacating his/her office, an election will be held to replace the senator.

Section I. Vacancies in the Faculty Senate

If a vacancy in the Senate or one of its standing committees occurs for any reason during the course of the academic year, the Faculty Senate will refer the matter to the particular college or academic component to elect a substitute to complete the designated term of the Senator.

ARTICLE III. COMMITTEES

Section A. General

1. Purpose

Faculty committees facilitate the orderly governance of the University by using the collective talents of the faculty and administration working together. Committees address areas and issues that require continuing review, study, and action. There are two types of University level standing committees: elected and appointed. Both types give reports to the Faculty Senate.

2. Minutes and Reports

- a. Minutes and recommendations or actions of all university level faculty committees will be presented in writing to the Chairperson of the Faculty Senate within one week of the meeting date of the committee. These committee minutes and requests for action will be attached to the minutes of the Faculty Senate and will be posted on the Faculty Senate Website within two weeks of the Senate minutes being approved.
- b. An annual executive summary from each committee will be submitted in the spring to the Senate with objectives for the upcoming academic year. The chairperson of the Faculty Senate will compile these summaries and post them to the Faculty Senate Website.

3. Quorum

A quorum for all committees operating under the Faculty Council will consist of two-thirds of the voting membership of that committee.

4. Proxy

- a. If a senator or committee member is unable to attend a meeting of the senate or committee, that faculty member may appoint a proxy for the meeting.
- b. The proxy must satisfy the qualifications for a member of the committee (e.g. fulltime faculty member) and in the cases where the committee member represents a certain constituency (e.g. a particular academic unit) then the proxy must also represent the same constituency. A proxy cannot be given to another member of the same committee.
- c. The absent member must give a written statement giving proxy to the substitute. (An e-mail to the chair is acceptable as written notice.) This written statement must be presented to the chair prior to the meeting.
- d. A proxy will be counted as part of the quorum and will have full rights of discussion and vote.

Section B. Elected Standing Committees

5. Organization

- a. These committees are directly responsible to the Faculty Senate.
- b. All faculty members have the right to submit topics or information directly to the committee having jurisdiction over that topic or to their Faculty Senate representatives. The Faculty Senate may refer topics to standing committees as well.
- c. All Faculty Council members may attend committee meetings.
- d. Any change in a committee's composition or scope including number of representatives or distribution of representatives must be approved through amendment of these bylaws.
- e. Standing committees will present a written set of minutes and requests for action to the Faculty Senate. These requests for action must include the date approved by the committee, the number of committee members present at the meeting, and the vote count on the request. Requests for action by a standing committee should be brought to the floor by a senator and do not require a second. All requests for action by a committee must be presented directly to the Faculty Senate unless an exception is given in these bylaws.
- f. The Faculty Senate must include the minutes and written requests for action by standing committees in their minutes in unaltered form so that it will be available for review by faculty and administrators. The Faculty Senate may take any one of the following actions on requests for action from a standing committee.
 - i. Approve the recommendation as presented and present it to the appropriate administrator.
 - ii. Send the proposal back to committee with suggestions for improvement for later reconsideration.
 - iii. Approve an amended version of the request for action and present it along with the original version to the appropriate administrator.
 - iv. Deny the proposal.

If a document prepared by a committee is altered it should be made clear in the Faculty Senate minutes that the recommendation has been amended.
Regardless of the action of the senate, the chair of the senate will notify the chair of the committee of its action.

6. **Membership**

- a. To be eligible for election to a standing committee of the Faculty Senate, the faculty member must be a voting member of the Faculty Council.
- b. **Elections and Terms**
 - i. Faculty are elected to standing committees by their respective academic component or at large by the faculty as outlined by committee below for a term of two academic years, serving staggered terms.
 - ii. Elections will follow procedures outlined for the members of the Faculty Senate in Article IV Election Guidelines below.
 - iii. The term of a member of a Standing Committee shall expire upon the seating of his or her successor in the fall after the elections are held in April.
- c. **Chair**

After the spring election of the new committees the current chair elect of the faculty senate will meet with each newly elected committee to go over committee responsibilities and conduct the election of the chair for the following year by the newly elected committee. The new committee and its new chair take office at the beginning of the following fall semester.
- d. **Ex-officio members**

All ex-officio members are non-voting.

7. **Unseating a Standing Committee Chair**

If the chair of a standing committee fails to fulfill his/her duties, is habitually absent, or routinely demonstrates behavior that obstructs normal parliamentary procedures then that faculty member may be removed from their elected position by one of the following two methods.

a. **Senate Initiated Method**

- i. The Faculty Senate may vote by secret ballot to remove the Standing committee chair.
- ii. Such action should only be taken after counseling with the representative in question and giving notice to the members of the standing committee chaired that such an action is being considered.
- iii. The committee chair and the entire committee will be notified of the pending vote at least one week prior to taking the vote. All members of the committee will be encouraged to attend the Senate meeting at which the vote will occur.
- iv. The member in question cannot chair the discussion but will be allowed to be present to address charges against him/her.
- v. A 75% majority vote of those voting is required for removal from office.
- vi. This removal from the position of committee chair does not remove the individual from a voting position on the committee.
- vii. Any committee chair thus removed cannot be reelected to that same position in the current academic year or in the academic year immediately following the removal.

b. **Committee Initiated Method**

- i. A committee chair may be removed from office by a simple majority vote of the committee.
- ii. This removal from the position of committee chair does not remove the individual from a voting position on the committee.
- iii. The committee will immediately hold elections to replace the chair and will immediately inform the Faculty Senate of the results of these results.

8. Unseating a Standing Committee Member

If a member of a standing committee fails to fulfill his/her duties, is habitually absent, or routinely demonstrates behaviors that obstruct normal parliamentary procedures then that faculty member may be removed from their elected position by one of the following two methods.

a. Committee Initiated Method

- i. Upon a simple majority vote, a standing committee may petition the Faculty Senate to remove one of the members of the committee.
- ii. Upon such a request the officers of the senate will counsel with the representative in question and will give notice to the members of the standing committee that such an action is being considered.
- iii. The Faculty Senate will vote by secret ballot to remove the Standing committee chair.
- iv. The committee chair and the entire committee will be notified of the pending vote at least one week prior to taking the vote. All members of the committee will be encouraged to attend the Senate meeting at which the vote will occur.
- v. The member in question cannot chair the discussion but will be allowed to be present to address charges against him/her.
- vi. A 75% majority vote of those voting in the senate is required for removal from the committee.

b. Constituency Initiated Method

- i. Upon submission to the Faculty Senate of a petition signed by 20% of the faculty constituency that elected the standing committee member (academic component or faculty council for at-large positions) the Elections Committee will be charged with holding a vote of the constituency to determine if the faculty member is to continue in office.
 - ii. A simple majority of those voting will result in the faculty member being removed from his/her position.
- c.** Any committee member thus removed cannot be reelected to that same position in the current academic year or in the academic year immediately following removal.

9. Standing Committee Purposes and Functions

The standing committees of the Faculty Senate along with their primary purpose and function are as follows:

a. Curriculum Committee

i. Composition

The apportionment for the voting membership of the Curriculum Committee follows the same formula outlined for the Senate given in Article II, Section C. 2 above. Ex-officio members are the Registrar, Provost, academic advisor and articulation officer, and Student Learning Committee chair.

ii. Function

The Curriculum committee monitors the total undergraduate curriculum. It evaluates and makes recommendations concerning the creation and modification of courses and programs, making these recommendations directly to the Provost without presenting them to the Faculty Senate. It also reviews and recommends to the Faculty Senate policies for class scheduling, the academic calendar, and other curricular issues. This committee will play a leadership role in helping to determine institutional objectives based on regional needs.

b. Policy and Procedure Review Committee

i. Composition

The voting membership of the Policy and Procedure Review Committee consists of members elected by the academic component according to the following formula, based upon the size of the voting membership of the academic component.

| Faculty members per component | Number of Committee Members Representing the Component |
|-------------------------------|--|
| 1-20 | 1 |
| 21-40 | 2 |
| 41-60 | 3 |
| 61-80 | 4 |
| 81-100 | 5 |
| 101-120 | 6 |

et cetera

In addition, the committee will have the following non-voting members: one representing the UAFS Chapter of the AAUP, one representing Human Resources, and one selected by and from the Staff Council.

ii. Function

The Policy and Procedure Review Committee reviews and recommends for Faculty Senate consideration proposals for the implementation, modification, or elimination of policies and annually reviews and proposes updates to the faculty handbook and appropriate portions of the employee handbook. These recommendations will be submitted in a report to the senate each year before the end of the fall semester. Policies that impact staff will be sent to the Staff Council for review.

c. Library Committee

i. Composition

The voting membership of the Library Committee consists of members elected by the academic component according to the following formula, based upon the size of the voting membership of the academic component, the Library Director, and two librarians appointed by the Library Director. Ex-officio members are two full-time students elected by Student Government Association.

| Faculty Members per component | Number of Committee Members representing the Component |
|-------------------------------|--|
| 1-49 | 1 |
| 50-99 | 2 |
| 100-150 | 3 |

ii. Function

The Library Committee works in conjunction with the library staff and faculty of each discipline to review and collect library holdings; makes recommendations to the library staff on issues of library use, library priorities, collection growth, and needs; collaborates with the Director of Library Services and library staff to suggest long-range plans for the library and to advocate for funding for the library to provide resources appropriate for programs offered; acts as an advisory committee to the Director of Library Services. Advisory needs include, but are not limited to, appropriation of funds available to various disciplines, acquisitions, and use of various library resources.

d. Election Committee

i. Composition

The voting membership of the Election Committee consists of one member elected from each academic component.

ii. Function

The Election Committee maintains a current list of faculty members eligible to vote by academic component; calculates the number of representatives per academic component as prescribed by Article II, Section C. 2 above; conducts all elections; organizes standardized election procedures; certifies the results of elections to the faculty and administration, to include the number voting “yea” or “nay” and the number eligible to vote.

e. Academic Integrity Committee

i. Composition

The Academic Integrity Committee is made up of individuals representing faculty, staff, and students on campus across all colleges. The apportionment for the voting membership of the Academic Integrity Committee follows the same formula outlined for the Senate given in Article II, Section C. 2 above. The remaining individuals are ex-officio members including Dean of Students or their designee, one administrator appointed by the Provost (or Vice Chancellor of Student Affairs), and two students elected by student government (maybe SGA President and Vice-President). All ex-officio members are non-voting.

ii. Function

The Academic Integrity Committee recommends directly to the Provost (without report to the Faculty Senate) action on individual student petitions for grievances concerning academic issues. It reviews and recommends to the Senate policies concerning academic honesty and grade appeals.

f. Campus Climate and Traditions Committee

i. Composition

The voting members of the Campus Climate and Traditions Committee consists of members elected by the academic component according to the following formula, based upon the size of the voting membership of the academic component. The president of the Student Senate and the Chair of the University Support Council will be ex-officio, non-voting members. The Director of Student Activities will appoint one representative to be a non-voting member.

| Faculty Members per component | Number of Committee Members representing the Component |
|-------------------------------|--|
| 1-49 | 1 |
| 50-99 | 2 |
| 100-150 | 3 |

ii. Function

The Campus Climate and Traditions Committee develops and recommends to the Faculty Senate means of promoting and enhancing the role of learning, the physical and social environment, and personal interaction of the University within the campus and the community; positively promoting and enhancing student relationships with faculty; recognizing special service to the University; and establishing, developing, and maintaining traditions for the campus

including, but not limited to, such events as commencement, faculty appreciation, and those newly developed by the committee.

g. Faculty Development Committee

i. Composition

The voting membership of the Faculty Development Committee consists of members elected by the academic component according to the following formula, based upon the size of the voting membership of the academic component. The Provost or the Provost’s designee is an ex-officio member.

| Faculty Members per component | Number of Committee Members representing the Component |
|-------------------------------|--|
| 1-49 | 1 |
| 50-99 | 2 |
| 100-150 | 3 |

ii. Function

The Faculty Development Committee identifies faculty development needs; recommends faculty development activities to the Senate including but not limited to in-service; develops opportunities for faculty to share or present development activity results; recommends to the Senate policies, standards, and procedures concerning learning resources, facilities, improvement of instruction, and support services related to instruction; reviews and recommends policies for faculty evaluation when requested by the administration; provides input on administrative and support function performance evaluations; carries out evaluation process for faculty development activities; serves as members of the campus-wide Professional Development Committee on issues of development that affect all employees.

h. University Awards Committee

i. Composition

The voting membership of the University Awards Committee consists of three members elected by each academic component.

ii. Function

The University Awards Committee develops and recommends to the Senate qualification for nomination and procedures for conducting faculty teaching awards; conducts the selection of the recipients of the faculty teaching awards; and in conjunction with the Provost, plans and carries out the presentation of faculty teaching awards.

i. University Promotion Committee

i. Composition

The voting membership of the University Promotion Committee consists of members with a rank of associate professor or above elected by the academic component according to the following formula, based upon the size of the voting membership of the academic component. In addition, two at large members will be appointed by the provost. Due to the natural membership of the various components, the above rules for representation may result in an even number of voting members. If this is the case, the chair of the Faculty Senate will appoint an additional at large member to ensure that no tie in voting will occur.

| Faculty Members per component | Number of Committee Members representing the Component |
|-------------------------------|--|
| 1-49 | 1 |
| 50-99 | 2 |
| 100-150 | 3 |

ii. Function

The primary function of the University Promotion Committee is to serve as curator of the promotion policy, keeping track of revisions and determining which versions of the policy may apply in a candidate’s promotion decision, as a candidate may choose to be evaluated by any of the promotion policy versions in force during the five years prior to the submission of the portfolio. The secondary function of the University Promotion Committee is to serve as a court of appeal in questions of procedural irregularity or in the case the candidate appeals a department or college level decision against promotion. The UPC will meet with the provost early in the fall semester, and periodically as needed thereafter, to discuss the coming promotion cycle. Recommendations from the University Promotion Committee pertaining to the promotion appeals of specific faculty members will be made directly to the provost. All other recommendations from the committee will be made to the Faculty Senate.

Section C. Ad Hoc Senate Committees

1. Composition

Variable

2. Function

Special committees (ad hoc committees) may be formed by the Senate. These committees shall have such powers and perform such duties and shall act for such time as are designated in the resolution calling for their appointment, but no special committee shall be appointed or formed to perform any regular duties already specifically assigned to a Standing Committee. Ad hoc committees may be formed within Standing Committees by the chairperson of that committee.

Section D. Appointed Committees

Appointed university level standing or ad hoc committees concerned with academic matters may be appointed by the administration in consultation with the Faculty Senate. The Senate will annually review the status of these committees and make recommendations.

Section E. College and Departmental Committees

In the regular course of business, colleges, departments, and programs may establish standing and ad hoc committees concerned with academic matters. These committees are not expected to report to the Faculty Senate, although they may petition the Senate for action.

ARTICLE IV ELECTION GUIDELINES

Section A. Oversight

The Election committee shall oversee and carry out all elections. If a member of the Elections Committee is running for election to the Senate or a standing committee, then the election for that position will be overseen by another member of the Elections Committee.

Section B. Scheduling

1. Elections to the Faculty Senate shall be from the designated academic components.
2. In January of each year the Elections Committee shall meet to review election procedures and to settle matters of apportionment and designation of positions as 1 or 2 year terms if needed. They shall notify the Faculty Council membership of their actions. The notification shall include the apportionment of the Senate for the next year, a list of current faculty within that component, and a list of positions to be voted on in the election.
3. For the purpose of voting and for serving as a Senator or committee representative, no person shall be counted as belonging to more than one academic component.
4. When a position is listed as representing a particular constituency then only faculty members from that constituency are eligible to vote.
5. Elections shall begin in February of each year.
6. Institutional support for the elections shall be provided by the Deans' offices as requested by the Elections Committee.

Section C. Guidelines for election of Senators and Standing Committee Members

1. Nominations

- a. The elections committee will announce the opening of nominations for elected positions in the faculty governance system via email.
- b. Nominations for all positions will be open for a period of time to include four full work days.
- c. Any voting member of the faculty council may nominate someone via an email to the chair of the elections committee for the position of chair-elect or any at-large positions on standing committees. Only members of the academic unit may nominate candidates by contacting the representative for that academic unit on the elections committee for positions representing that academic unit. Any eligible faculty council member may nominate himself/herself for a position.
- d. The nominated person will be contacted within 24 hours of their nomination by a member of the elections committee with a request to accept or decline the nomination.
- e. On the third day of the nomination period a representative from the elections committee will send out an email to the appropriate constituency announcing the list thus far of individuals who have accepted nominations. At the start of the voting process email will be distributed announcing the ballot is open. The email will include a complete list of nominees.

2. Voting

a. Single Open Position Procedure

- i. If one position is open, election is by a simple majority of votes cast.
- ii. In case no candidate receives a majority on the first ballot, a runoff election between the two candidates with the highest number of votes will be held. This runoff election will occur within one week of the original election.

b. Multiple Open Positions Procedure

- i. In the case of multiple open positions, each eligible faculty member will have the same number of votes as the number of positions to be filled.
- ii. The candidates with the most votes on the first ballot will be declared the winners of the elections.
- iii. No runoff will be held unless needed to break a tie.
- iv. A majority of votes is not required in this case.
- v. If there are multiple positions open within an academic component and some have been designated as one-year terms due to vacancies or to keep approximately one-half of the Senate terms expiring each year, then the elected Senator(s) with the most votes will receive the two-year term(s).

c. More Voting Procedures

- i. All voting by the Faculty Council will be conducted in a manner designed to ensure a secret ballot and allow everyone the opportunity to vote.
- ii. When voting electronically, polls will be open for a period to include four full work days.
- iii. Prior to seeing election outcomes and by a majority vote, the elections committee may extend the voting period due to unusual circumstances (e.g. the computer system is down).
- iv. When voting electronically, results of elections will be overseen by at least two members of the Elections Committee.
- v. When voting by a paper ballot votes will be counted by a member of the elections committee and at least one other voting member of the academic unit. Both individuals will sign a report of the votes which will be presented to the Chair of the Elections Committee and the Chair of the Faculty Senate.
- vi. Within 24 hours of polls closing, the elections committee will announce the results of the elections including total votes cast and the number of votes received by the winning candidate(s) via an email to the constituency electing the representative.
- vii. Elections are held in the following order:
 1. Election of the Chair-elect of the Faculty Senate
 2. Election of the Faculty Senate
 3. Election of Standing Committee Members representing academic components
 4. Election of Standing Committee Members elected at largeThe results of each of these four stages will be announced at the same time that nominations are opened for the next stage.
- viii. When a vacancy occurs in any position in faculty governance, the Elections Committee will hold nominations and elections for a replacement as soon as possible.
- ix. Election results can be contested only on the grounds that the process detailed in these bylaws has not been followed. Any such contest must be given in writing to both the Chair of the Elections Committee and the Chair of the Faculty Senate within three days of the announcement of the results of the election. The Faculty Senate will investigate the claims and make a ruling on the contest at their next regularly scheduled meeting unless a special meeting is scheduled for this purpose.

ARTICLE V BYLAW CHANGES

Section A. Amendments.

These bylaws may be amended in the following manner:

1. The Faculty Senate may propose amendments. These amendments require a two-thirds vote of the Faculty Senate to be referred to the Faculty Council for a vote.
2. Members of the Faculty Council may also petition for an amendment. The petition must be signed by 20% or more of the members of the Faculty Council. Such a petition will result in bringing the amendment to the Faculty Council for a vote as described below.
3. All proposed amendments will be presented to the Faculty Council and shall be ratified by two-thirds of the Faculty Council members who voted. A concerted effort will be made to encourage all eligible voters to participate.
4. The numerical results of the balloting shall be reported in writing to the Chancellor and all other appropriate persons or bodies.

Section B. Suspension of Bylaws.

A specific provision of these bylaws may be temporarily suspended only by a 2/3 vote of the Faculty Senate and ratified by a 2/3 majority of the Faculty Council members who vote. Any such suspension must stipulate both the rationale and the duration of the suspension

The initial version of this document was adopted by the Faculty Council on April 7, 2003 and approved by the Chancellor on April 4, 2003. This copy reflects the current version with all amendments incorporated as of the date above.