

# Constitution of the Faculty Senate

## Article I - Name

**Section One:** The name of this organization shall be "Faculty Senate of Eastern New Mexico University, Portales, New Mexico."

## Article II - Constituency

**Section One:** The faculty constituency is defined as including all those exempt, non-classified University employees, who hold academic rank and are either tenured (continuous appointment), probationary (eligible for tenure), or those who are issued 3 year renewable contracts. Full-time faculty members are defined as those holding instructor, assistant, associate, or full professor rank AND whose assignments are half-time or more instruction.

## Article III – Purpose

**Section One:** The purpose of this organization shall be to administer the academic and organizational authority conferred upon it by the statement of Governance Policy, as authorized by the Board of Regents of the University and promulgated through the office of the President, Eastern New Mexico University.

**Section Two:** The Faculty Senate shall be the official body representing the Faculty to the University Administration and to the Board of Regents, and shall serve as liaison between the Administration and the Faculty. The following list indicates the scope of the responsibilities of the Faculty Senate.

1. **To Inform:** To disseminate information laterally across the University structure.
2. **To Advise:** To advise the President on matters of note.
3. **To Deliberate:** To debate any issue of significance to the University as a whole.
4. **To Legislate:** To initiate and respond to University policy and procedure.
5. **To Investigate:** To investigate areas of concern and to report to the Senate such facts and clarifications as seen appropriate.
6. **To Serve:** To assist the faculty in other capacities as requested (e.g., advocacy, mentorship, training)

## Article IV - Membership

**Section One:** The qualifications for membership in the Faculty Senate are as follows:

- A. Shall hold the academic rank of instructor, assistant, associate, or full professor.
- B. Shall hold a renewable 3 year contract or tenured/tenure track position at the University.

- C. Shall have been employed full-time by the University for at least one full academic year prior to serving in the Faculty Senate
- D. Shall hold a full-time appointment providing for at least six (6) credit hours of instruction each semester, or alternatively, twelve (12) credit hours of instruction in a single fall-spring academic year.

Resource faculty members on 1 or 2 year term contracts are not eligible for membership. Temporary and visiting teaching faculty members are not eligible for membership.

**Section Two:** Membership terms shall be for a period of two (2) consecutive academic years, including summers, with provision for staggered terms. Approximately 50% of Senators should begin terms in even numbered years and 50% should begin terms in odd numbered years. No person may be elected to more than two (2) consecutive full terms. Senators who are elected to complete the term of another Senator remain eligible for election to their own 2 consecutive full term membership(s).

Senators retain their seats during the summer semester through the first day of their fall employment contracts. Newly elected Senators will begin their terms at this time.

## **Article V - Officers**

**Section One:** The Faculty Senate shall elect from its membership a President, a Vice President, a Secretary, a Treasurer, and a Parliamentarian. Nominees for the offices of President and Vice President-Chairperson shall have served in the ENMU Senate for at least one year prior to assuming office. This service is NOT restricted to the year immediately preceding the election.

**Section Two:** The duties of the respective officers shall be those usually associated with the offices, but shall be precisely defined by the executive committee. The Vice President shall serve as the presiding officer of the Senate.

**Section Three:** The elected officers shall constitute an Executive Committee, to plan meetings and act for the Senate during intervals between the meetings. The President shall serve as Chairperson of the Executive Committee. The immediate past President, even if not re-elected to the Faculty Senate, may serve as a consulting member of the Senate and the Executive Committee upon request.

**Section Four:** The term of office for each officer shall be for one (1) academic year. Election to office shall require a simple majority vote of the membership casting ballots, EXCEPT when members are nominated to succeed themselves in office. Officers may succeed themselves in office when elected by at least 2/3 of the incumbent Faculty Senate membership casting ballots. For calculation purposes, a vote to ABSTAIN will not be included in the percentage of the constituency membership casting ballots. Assumption of office shall be the first day of the academic contract year in the fall semester.

**Section Five:** Officers shall continue in office until the first meeting of the next academic year.

## **Article VI - Meetings**

**Section One:** The Faculty Senate shall convene for bimonthly meetings through the academic contract year during the fall and spring semesters. Senate meetings will not be held on University holidays or during times when faculty are not contractually obligated to University business, unless an urgent matter must be addressed as determined by the Faculty Senate Executive Committee.

**Section Two:** Faculty Senate business cannot be conducted unless a quorum is present. A quorum is defined as a simple majority (more than 50%) of the elected membership. All Faculty Senate motions must be approved by a simple majority of elected Senators present.

## **Article VII - Parliamentary Authority**

**Section One:** Parliamentary or procedural questions shall be deferred to the Parliamentarian, who will advise the presiding officer on the matter. The presiding officer shall make the final ruling.

## **Article VIII - Attendance of Members at Meetings**

**Section One:** Attendance of all members in meetings of the Faculty Senate is necessary as detailed in the Faculty Senate bylaws.

## **Article IX – Committees**

**Section One:** The Faculty Senate shall establish standing committees in compliance with ENMU governance structure, and may establish ad hoc committees as deemed necessary for the purposes of the Senate.

**Section Two:** Standing committees of the Faculty Senate and the membership thereon shall be provided in the Faculty Senate By-Laws.

## **Article X - Amendments**

**Section One:** The Constitution of the Faculty Senate may be amended. Amendments must first be approved by a 2/3 majority vote of the total incumbent Faculty Senate membership casting ballots. For calculation purposes, a vote to ABSTAIN will not be included in the percentage of the constituency membership casting ballots. Amendments must then be ratified by a simple majority of the Faculty Senate constituency voting.

The following conditions must be met:

- A. The Faculty Senate President must formally place discussion, review, and voting on the amendment(s) on the agenda for the next Faculty Senate meeting.
- B. A copy of the proposed amendment(s) must be distributed to the members of the Senate prior to or during a regularly scheduled Faculty Senate gathering.
- C. Amendments must be formally presented at a regular meeting of the Senate.
- D. At least fourteen (14) days must occur between the meeting at which the amendment(s) were discussed and the meeting at which formal action for adoption is taken.

# **Bylaws to the Constitution of the Faculty Senate**

## **1. Membership**

- A. New members of the Senate shall be seated at the first meeting of the Senate in the academic year following his or her election.
- B. Should a vacancy occur in the Faculty Senate during the academic year, the position will be filled by the elected alternate Senator. The constituency in which the vacancy has occurred will then elect a new alternate.
- C. Senators may be removed from office for cause by their constituencies. To do so, the constituency body must announce their intent to remove the Senator through presentation of a petition signed by at least  $\frac{1}{4}$  of the relevant constituency membership. This petition must explain the case and rationale for the proposed removal and be presented to the Faculty Senate membership in a regular Faculty Senate session. No action will occur on the item until the next regular Faculty Senate meeting, at which time, the petition will be addressed under old business for discussion and hearing. Faculty members (including the Senator being discussed) who have pertinent testimony will be given opportunity to speak to the Senate to present their concerns during this meeting. After discussion, the Senate shall vote, by written ballot, "FOR" or "AGAINST" removal from office. Removal from the Senate for ANY position shall require a  $\frac{3}{4}$  majority vote of the Faculty Senate constituency membership casting ballots. For calculation purposes, a vote to ABSTAIN will not be included in the percentage of the Faculty Senate constituency membership casting ballots.

## **2. Composition**

- A. College representation in the Faculty Senate will be on the basis of one (1) Senator for each seven (7), or major fraction thereof, full-time faculty members. The number of Senators in any given year is determined by the total number of full-time faculty using a ratio of 1 Senator per 7 full-time faculty members. When the number of full-time faculty is not evenly divisible by 7, if the remainder is .5 or greater (4 or more faculty members), an additional Senator seat will be allocated.
- B. Within the limits permitted by the Senate-to-Faculty ratio, these groups will be chosen to give proportional representation to all disciplines, departments, and programs; however, Senate representation is not allocated by department or program. Small programs or departments may be combined and share Senate representation within a college.
- C. The assignment and number of faculty members per college, department, and program for the purposes of Faculty Senate elections will be determined by the Faculty Senate Elections Chair in conjunction with College Elections Chairs before each annual election.

## **3. Elections**

- A. Each year, Faculty Senate constituency groups must elect new Faculty Senators as current Senator terms expire. Upon notification from the Faculty Senate Elections Chair, each

group must elect a new Senator and a Senator alternate for the upcoming two (2) year term assigned the constituency. Elected alternates must meet the requirements of membership as listed in Article IV, Section I of the Constitution and may substitute, with full voting privileges, for absent Senators.

- B. Elections for incoming Faculty Senators and their voting alternates must be completed within the various Senate representative groups by February 15 each year according to rules established by the elections committee of the Senate.
- C. The Faculty Senate Elections Chair and the Elections Chairperson of each College shall examine the credentials of each candidate and verify eligibility for membership according to the criteria stated in Article IV, Section I of the Constitution.
- D. The results of the elections for the Faculty Senate, including the name of the Senator, the alternate, and the number of votes cast in the election, must be filed with the Faculty Senate Elections Chair by March 1 of each year.
- E. Elections of Faculty Senate Officers will occur during a regularly scheduled Faculty Senate meeting during the first April meeting each year.

#### **4. Officers**

- A. Nominations for officers shall be solicited from the Faculty Senate membership and the faculty body at large (via Senator representation) each year in February after new Senator elections. Nominations may be submitted in open meetings (from the floor) or by other communication to the Elections Committee Chair, who will present these nominations to the Senate body during the first regular March meeting of the Faculty Senate. Nominations will be accepted for a fourteen (14) day period, after which time the Senate body will finalize nominations by a motion and a vote. These nominations and notice of impending elections will be announced to all Senators at least fourteen (14) days prior to the election for officers.
- B. The election of officers should take place during the first regularly scheduled Faculty Senate meeting in April.
- C. In the event there is more than one candidate for any given office, voting shall be conducted by written ballot.
- D. Officers may be removed from office for cause. A petition announcing the intent to remove the officer signed by at least  $\frac{1}{4}$  of the Faculty Senate membership detailing the case and rationale for the removal proposed shall be presented in a regular Faculty Senate session. After presentation of the petition, the Faculty Senate President shall schedule a hearing on the matter to occur at the next regular Senate meeting. If a petition is presented to remove the President, then the Vice-President shall call for the hearing. Faculty members who have pertinent testimony (including the Officer being discussed) will be given opportunity to speak to the Senate during this meeting to present their concerns. After discussion, the Senate shall vote, by written ballot, "FOR" or "AGAINST" removal from office. Removal from office for ANY position shall require a  $\frac{3}{4}$  majority vote of the constituency membership casting ballots. For calculation purposes, a vote to ABSTAIN will not be included in the percentage of the constituency membership casting ballots. Elected officers will be given

the prerogative of resigning their office prior to the presentation of any petition for removal or to the scheduling and announcement of a removal hearing.

- E. The order of succession shall be Vice President to President, Secretary to Vice President, Treasurer to Secretary, and Parliamentarian to Treasurer. A new parliamentarian shall be elected.

## **5. Meetings**

- A. Meetings shall be held on the first and third Thursdays of each month at 3:30 pm during the fall and spring semesters. Senate meetings will not be held on University holidays or during times when faculty are not contractually obligated to University business, unless an urgent matter must be addressed as determined by the Faculty Senate Executive Committee. Senate business may be conducted by email with a majority consent to do so, and electronic voting is also possible on an ad hoc basis with majority consent. In such situations, the Faculty Senate quorum requirement remains in effect, so a majority attending must be established and documented by the Secretary. All Faculty Senate motions must be approved by a simple majority of elected Senators present.
- B. The Secretary shall assume the responsibility for announcing meetings of the Faculty Senate. This should be done at the conclusion of each preceding meeting.
- C. The Secretary shall prepare an attendance roster and call the roll at each meeting, noting thereon either the presence or absence of each member.
- D. The Secretary shall declare the presence or absence of a quorum. A quorum is defined as a simple majority (more than 50%) of the elected membership.
- E. Members present for the roll call but called away from the meeting prior to adjournment shall request privilege of the presiding officer and the Secretary shall note the member's departure on the roll. Lack of a quorum caused by such a departure shall be announced by the parliamentarian to the presiding officer in order to ensure the legitimacy of any subsequent voting actions completed by the Senate.
- F. Agendas for meetings shall be prepared by the Faculty Senate President and shall be distributed before each regular meeting. Agendas are distributed in advance of meetings to allow for discussion with constituencies. All agenda items shall be given to the President at least six days prior to each regular meeting, though exceptions may be approved for time sensitive matters and/or when the agenda is not full.
- G. The Secretary shall keep on file the minutes of each meeting (inclusive of the attendance roll and the call to order/adjournment times). Copies shall be submitted to the Senate and, once approved and corrected, further distributed to the Secretary for Planning and Analysis for archiving and posting to the University website. The secretary will additionally submit a copy to the Secretary for the VPAA for dissemination to all faculty via a University list serve.

## **6. Parliamentary Authority**

- A. In all parliamentary matters not covered by this document, the Faculty Senate shall be governed by the Sturgis Standard Code of Parliamentary Procedure, most recent edition.

The Parliamentarian shall be provided a copy of Sturgis with which he/she should become familiar.

- B. Parliamentary or procedural questions shall be deferred to the Parliamentarian and his/her ruling shall govern. Upon challenge of a ruling, the presiding officer shall hear the challenge, and then make a final ruling.

## **7. Balloting**

- A. Votes that do not require a written ballot must be passed by a simple majority of the quorum present at the meeting. The parliamentarian shall make the determination of when a written ballot should be used.
- B. All votes/ballots cast by the Faculty Senate shall follow the standard format: "FOR", "AGAINST", and "ABSTAIN". Abstention votes shall be removed from the sum of votes cast, and shall alter the minimum number required for majority of quorum in the tabulation of ballots.
- C. The Parliamentarian shall assume responsibility for preparation of all formal written ballots required by the Faculty Senate. Conducting elections, voting, and tabulation of ballots shall be the responsibility of the Vice President of the Faculty Senate.
- D. Important issues that require Faculty Senate approval before the next meeting may be sent to all Faculty Senators through their ENMU email accounts at the discretion of the Faculty Senate President. Motions regarding these issues may be stated and seconded electronically. After allowing time for discussion, the Faculty Senate President may call for an electronic vote via email. The motion carries if approved by a simple majority of all Faculty Senate members.

## **8. Attendance of Members at Meetings**

- A. Elected alternates may substitute, with full voting privileges, for absent Senators. Senators may also send alternates who have not been elected by their constituencies, though these alternates will not be permitted voting privileges in the Senate.
- B. A Senator is subject to removal from the Senate after non-attendance at 3 consecutive meetings unless the absence has been covered by an alternate for the constituency.
- C. If a Senator is absent from two (2) consecutive Faculty Senate meetings without alternate coverage, that Senator and the constituency they represent (via the Department Chair) will be sent written notification of their two (2) consecutive absences by the Secretary of the Senate and reminded that 3 consecutive absences (without alternate coverage) could result in expulsion from the Senate.
- D. Senators who must miss meetings due to circumstances beyond their control and who are unable to secure an alternate, may ask the Faculty Senate President to excuse the absence so that it does not count as an absence in part B. The request will then be sent to all the Faculty Senate Officers for approval and a decision will be made within two weeks. If approval is obtained from a simple majority of the Officers, the absence will be excused.

## 9. Committees

- A. Criteria for membership on standing committees must be established by a Faculty Senate majority vote. As specified below, faculty serving on these committees must be elected by their representative colleges or may be appointed by the Elections Committee.
- B. Criteria for ad hoc committees may be established by the Senate or by the Executive Committee based on Senator input. Ad hoc committee membership may be attained by election, appointment, or on a volunteer basis.
- C. The Faculty Senate Elections Chair shall be responsible for coordinating committee elections across the colleges. The Senate Elections Chair shall notify each College Elections Chair of the need for an election, and state the criteria for the relevant committee membership. The College Elections Chairs shall announce the position to the college and ask for nominees. The announcement should state the criteria for membership on said committee with the vacancy and give a closing date for nominations that must be at least one week in the future.
- D. Faculty nominations may be received from any faculty member in the affected college, including from the nominee himself/herself. Nominee willingness to serve should be assured prior to submitting a name for the election. The College Elections Chair is responsible for assuring that all nominees meet the established criteria governing membership and service on the committee for which he/she has been nominated.
- E. The College Elections Chair shall announce the nominees for the election and allow five (5) working days for votes to be cast. A simple majority is required to win an election. The College Elections Chair will announce the winner of the election to the College and the Faculty Senate Elections Chair, who will report these election results to the Faculty Senate for confirmation and official recording.
- F. Faculty members cannot be appointed to fill a vacated term of an elected representative. Replacement must be by election.

### **Standing Committees**

- 1. Standing committees shall elect a Chairperson and shall meet regularly throughout the academic year, on a day and at a time to be determined by the members or as defined by these Bylaws.
- 2. Proceedings from committee meetings shall be kept in minutes and forwarded by the Committee Chairperson to the Faculty Senate Secretary for report to the Faculty Senate following each meeting. Committee Chairs are charged with ensuring that the Faculty Senate is informed of committee actions following each meeting by appearing in person before the Senate or alternately, for sending a written report of committee actions to the Faculty Senate secretary to be read into the record. As appropriate, recommendations from meetings must be presented to the Faculty Senate for evaluation and amendment. At the will of the Senate, these recommendations will then be forwarded to the appropriate acting body via the Faculty Senate Secretary or other designated officer. If desired, members may present dissenting/minority opinions as a part of formal recommendations.

The following committees have been established as Standing Committees of the Faculty Senate. The faculty membership criteria for each committee is defined in this constitution. No member may be elected to more than two (2) consecutive terms.

**a. Curriculum Committee**

The faculty membership of this committee shall be comprised of eight (8) faculty members, (2 from each college). Faculty members on this committee must be **elected** by their college, be full-time, hold at least ½ FTE teaching assignments, and must have worked as ENMU faculty members for two (2) years prior to their selection. Terms on this committee are three (3) years. Faculty members may serve on this committee multiple times and may be re-elected to this position, but may serve only two (2) consecutive terms.

**b. Distance Education and Outreach Committee**

The faculty membership of this committee is comprised of four (4) faculty members (one from each college). Faculty members on this committee will be **appointed** by the Elections Committee and must be full-time, hold at least ½ FTE teaching assignments, and must have taught using distance education technology within the last three (3) years. Terms on this committee are two (2) years. Faculty members may serve on this committee multiple times and may be re-elected to this position, but may serve only two (2) consecutive terms.

**c. Elections Committee**

The membership of this committee is comprised of 1 Faculty Senator (Chair) and four (4) faculty members (one from each college). The Faculty Senate Elections Chair is **appointed** by the Faculty Senate Executive Committee. College Elections Chairs are **elected** by their respective colleges. Faculty members on this committee must be full-time and hold at least ½ FTE teaching assignments. The term of the Senate representative (Chairperson) shall be for 2 years, and may be renewed for one additional 2 year term, subject to re-appointment and continued Senate membership. The term of the College Elections Chairs shall also be for a single 2 year term, but may be renewed for one additional 2 year term subject to re-election by their constituency. Faculty members may serve on this committee multiple times, but may serve only two (2) consecutive terms.

**d. Faculty Grievance Committee**

The faculty membership of this committee shall be comprised of four (4) faculty members (1 from each college) **elected** by College faculty, plus the election of four (4) alternates (1 from each college). Faculty members on this committee must be full-time and hold at least ½ FTE teaching assignments. Terms on this committee are two (2) years. Faculty members may serve on this committee multiple times, but may serve only two (2) consecutive terms.

**e. Faculty Personnel Policy and Handbook Committee**

The faculty membership of this committee shall be comprised of one (1) administrator appointed by the VPAA, one (1) seated Faculty Senator to be **elected** by the Faculty Senate, and four (4) faculty members **elected** by College faculty (1 from each college). The Chairperson will be elected by the committee. Faculty members on this committee must be

full-time, hold at least ½ FTE teaching assignments, and must have worked as an ENMU faculty member for two (2) years prior to their selection. Terms on this committee are two (2) years. Faculty members may serve on this committee multiple times, but may serve only two (2) consecutive terms.

**f. Faculty Research and Instructional Development Committee**

The faculty membership of this committee shall be comprised of seven (7) faculty members (2 from CET, 1 from CFA, 3 from CLAS, 1 and from COB) **appointed** by the Elections Committee. Terms on this committee are two (2) years. Faculty members may serve on this committee multiple times, but may serve only two (2) consecutive terms.

**g. General Education Committee**

The faculty membership of this committee shall be comprised of eight (8) faculty members (2 from CET, 1 from CFA, 3 from CLAS, 1 COB, and 1 faculty member from ENMU-Roswell) **elected** by College faculty. Faculty members on this committee must be full-time, hold at least ½ FTE teaching assignments, and must have worked as ENMU faculty members for two (2) years prior to their selection. Terms on this committee are three (3) years. Faculty members may serve on this committee multiple times, but may serve only two (2) consecutive terms.

**h. Program Review Committee**

The faculty membership of this committee shall be comprised of five (5) faculty members (1 from CET, 1 from CFA, 2 from CLAS -1 from Sciences and 1 from Humanities, and 1 from COB), plus one alternate for each position. Alternates may not be chosen from the same program as the primary member. Faculty members on this committee must be **elected** and must be full-time, tenured, and hold the rank of Associate or Full Professor. Faculty members must hold at least ½ FTE teaching assignments and have worked as ENMU faculty members for two (2) years prior to their selection. Terms on this committee are three (3) years. Faculty members may serve on this committee multiple times, but may serve only two (2) consecutive terms.

**i. Undergraduate Admissions and Standards Committee**

The faculty membership of this committee shall be comprised of one (1) Faculty Senator **elected** by the Faculty Senate and four (4) faculty members (1 **elected** from each college). Faculty members on this committee must be full-time and hold at least ½ FTE teaching assignments. Terms on this committee are two (2) years. Faculty members may serve on this committee multiple times, but may serve only two (2) consecutive terms.

<b>Committee</b>	<b>Faculty Membership</b>	<b>Faculty Criteria</b>	<b>Term</b>
<b>Curriculum</b>	8 faculty <b><u>elected</u></b> *2 from each college	Full-time, hold at least ½ FTE teaching assignment and must have worked as ENMU faculty member for two (2) years	3 years (2 term limit)
<b>Distance Education and Outreach</b>	4 faculty <b><u>appointed</u></b> by the Elections Committee *1 from each college	Full-time, hold at least ½ FTE teaching assignment, and must have taught using distance education technology within the last three (3) years	2 years (2 term limit)
<b>Elections</b>	1 Senator <b><u>appointed</u></b> by the FS Exec. Committee (as Chair) 4 faculty <b><u>elected</u></b> *1 from each college	Full-time, hold at least ½ FTE teaching assignment	Senate Chair: 2 years (2 term limit)  College Chair: 2 years (2 term limit)
<b>Faculty Grievance</b>	4 faculty <b><u>elected</u></b> 4 alternates <b><u>elected</u></b> *1 from each college	Full-time, hold at least ½ FTE teaching assignment	2 years (2 term limit)
<b>Faculty Personnel Policy and Handbook</b>	1 Senator <b><u>elected</u></b> by FS 4 faculty <b><u>elected</u></b> *1 from each college	Full-time, hold at least ½ FTE teaching assignment and must have worked as ENMU faculty member for two (2) years	2 years (2 term limit)
<b>Faculty Research and Instructional Development</b>	7 faculty <b><u>appointed</u></b> by FS Elections Committee *2 from CET *1 from CFA *3 from CLAS *1 from COB	Full-time and hold at least ½ FTE teaching assignment	2 years (2 term limit)
<b>General Education</b>	8 faculty <b><u>elected</u></b> *2 from CET *1 from CFA *3 from CLAS *1 from COB *1 from Roswell	Full-time, hold at least ½ FTE teaching assignment and must have worked as ENMU faculty member for two (2) years	3 years (2 term limit)
<b>Program Review</b>	5 faculty <b><u>elected</u></b> 5 alternates <b><u>elected</u></b> *1 from CET *1 from CFA *2 from CLAS – 1 Science and 1 Humanities *1 from COB	Full-time, hold at least ½ FTE teaching assignment, tenured, and hold the rank of Associate or Full Professor; must have worked as ENMU faculty member for two (2) years	3 years (2 term limit)
<b>Undergraduate Admissions and Standards</b>	1 Senator <b><u>elected</u></b> by FS 4 faculty <b><u>elected</u></b> *1 from each college	Full-time and hold at least ½ FTE teaching assignment	2 years (2 term limit)

### **Ad hoc Committees**

Ad hoc committees may be established at the will of the Faculty Senate and may include elected membership, appointments, or faculty volunteers. These committees shall be chaired by a faculty member elected by the membership and shall meet on a day and time to be established by the committee. Reports should be made about committee proceedings during each Faculty Senate meeting for the duration of the committee's work. All recommendations from the committee will be forwarded to the Faculty Senate President and must be presented to the Faculty Senate for evaluation and amendment. When the purpose or goal of the committee has been achieved, the committee will be dissolved.

## **10. Amendment to Bylaws**

The Bylaws of the Faculty Senate may be amended by a 2/3 majority vote of the total incumbent Faculty Senate membership casting ballots. Amendments may be ratified by the majority of the Faculty Senate constituency voting, provided the following conditions have been met:

- A. The Faculty Senate President must formally place discussion, review, and voting on any Bylaw changes on the agenda for the next Faculty Senate meeting
- B. A copy of the proposed change(s) must be distributed to the members of the Senate prior to or during a regularly scheduled Faculty Senate gathering
- C. Change(s) must be formally presented at a regular meeting of the Senate
- D. At least fourteen (14) days must occur between the meeting at which the copy of the proposed change(s) was distributed and discussed and the meeting at which formal action for adoption is to be taken.
- E. Upon passage of a change, the Secretary shall record the change(s) in the minutes and distribute via methods previously described in this document.

## **11. Faculty Review of Senate Actions**

The General Faculty shall have the power to review actions of the Senate.

- A. Protests of any action of the Senate may be made within fifteen (15) days of the posting and distribution of Faculty Senate approved minutes. To initiate a protest, concerned faculty must submit a petition, signed by not fewer than ten (10) faculty members, to the Faculty Senate President or Secretary. The filing of this petition will automatically place the protested action on the agenda of the next regular meeting of the Faculty Senate, and the Senate shall hear the protest. The Senate may, as a result of said protest hearing, reaffirm, alter, or withdraw its previous action on the protested matter.
- B. Should the Senate reaffirm prior actions with no alteration, protesting bodies who have obtained signatures of support from more than 20% of the faculty membership may file their petition with the Vice President for Academic Affairs, and the President of the Faculty

Senate. This filing initiates a mandatory faculty-at-large referendum to discuss the protested action and the petition opposing it.

- C. The VPAA will call and preside over a general faculty meeting, within thirty (30) days of the filing to disseminate and discuss the action and protest. At the end of the meeting, attending faculty shall cast written ballots on the matter under discussion by voting "FOR" "AGAINST" or "ABSTAIN" where a "FOR" vote shall affirm the previous action of the Faculty Senate and "AGAINST" vote shall reject the previous action of the Faculty Senate. A vote to "ABSTAIN" shall be interpreted to mean "neither for nor against the matter". A majority vote will decide the issue. For calculation purposes, a vote to ABSTAIN will not be included in the percentage of the constituency membership casting ballots.

NOTE: This document includes all revisions to the Constitution and Bylaws through November 5, 2015.