

**THE BYLAWS OF THE ACADEMIC SENATE OF ILLINOIS STATE
UNIVERSITY**

**ARTICLE I. GENERAL PROVISIONS FOR MEETINGS OF THE ACADEMIC
SENATE**

In order that the Academic Senate establish and maintain a reputation as an orderly and deliberative body which investigates, advises and establishes policy, the following procedures are hereby established:

- 1.1 **PROCEDURES TO OBTAIN ACTION BY THE SENATE.** Action on policy matters by the Senate shall proceed in the following stages:
- (a) **THE FILING STAGE.** A matter is deemed to be filed for Senate action when:
 - 1. It is brought to the attention of the Executive Committee at a meeting with a quorum present, or
 - 2. Delivered to the secretary of the Senate 24 hours before a Senate meeting, or
 - 3. Placed on an agenda of a standing Senate committee at a meeting of said committee.
 - (b) **THE PROMULGATION STAGE.** A matter is deemed to be at this stage for Senate action when it has been FILED, given a sequential number by the secretary of the Senate, such number to be a combination of the day of the month, the month of the year, the year, and a number representing the order of filing on that date, and in addition to these requirements for promulgation, at least ONE of the following must also occur.

The item must:

 - 1. Appear as an information item on a Senate agenda, or
 - 2. Copies must be distributed to members of the Senate on or before a meeting of the Senate, at which it may be moved to the promulgation stage by a 2/3 vote, or
 - 3. Be a report of a standing committee of the Senate and delivered at a Senate meeting.
 - (c) **THE DECISION STAGE.** A matter is deemed to be at the decision stage when it has passed through the filing and promulgation stages, but not less than 24 hours shall have elapsed between the promulgation stage and the decision stage unless
 - 1. By a 2/3 vote the Senate moves to consider the matter, or
 - 2. The matter appears on a Senate agenda which has reached the Senate members 5 days before the scheduled Senate meeting.

- 1.2 **ADOPTION BY SENATE.** Passage of matters which have reached the decision stage shall be by a majority of the Senate members voting, provided that the necessary conditions for the filing, promulgation and decision stages have

been followed, unless by a unanimous vote of the Senators present and voting, a motion to suspend these bylaws is approved.

(a) Action taken under such a unanimous vote may be moved for reconsideration by any Senator at the next regular Senate meeting, Robert's Rules of other bylaws notwithstanding.

(b) The motion to rescind or to amend a previous action of the Academic Senate requires a two-thirds vote for passage with or without previous notice except that a majority vote is required when the motion to rescind or amend a previous action has the positive recommendation of the appropriate internal committee of the Academic Senate and has proceeded through the filing, promulgation, and decision stages.

1.3 PROCEDURES FOR SENATE ADVISORY ITEMS. Advisory items are brought before the Senate using the following procedures:

(a) THE FILING STAGE. A matter is deemed to be filed for Senate action when:

1. The advisory item is brought to the attention of the Executive Committee at a regularly constituted meeting, or
2. The advisory item is delivered to the secretary to the Senate at least 24 hours before a Senate meeting,

(b) THE ADVISORY STAGE. After the filing stage, at least one of the following must occur:

1. It is placed on the next available Senate agenda as an advisory item, or
2. It is referred to the Executive Committee to determine a suitable Senate meeting to include the advisory item. The Executive Committee will bring the item to the Senate when and if they deem it appropriate.

1.4 SENATE CALENDAR. The secretary of the Senate shall cause to be published a calendar of Senate business which shall contain a listing of pending business at the various stages with their sequential numbers. Such a calendar is to be published with each agenda and furnished to appropriate news media. Permission to correct an officially published calendar shall be by 2/3 vote at a meeting of the Senate. The Senate action agenda will ordinarily consist of those items at the decision stage but not all items at this stage are required to be on the action agenda if the Senate Executive Committee deems that a delay is necessary or that the agenda would be unduly burdened. However, the Senate by a 2/3 majority can move an item in the decision stage to an action item on the agenda.

1.5 AMENDMENTS TO DECISION ITEMS. Where copies of promulgated items have been available to Senate members for one week or more, amendments shall be in writing except where changes have occurred between promulgation and decision stages, in which case verbal amendments shall be accepted. If, however, five or more members of the Senate object, then a short recess shall be declared by the chair to receive written amendments to be then acted upon.

1.6 OPEN MEETINGS. The Senate (and all committees and boards created by the Senate) follows the requirements of the Illinois Open Meetings Act. The Senate may meet in Executive Session when permitted by that Act. Consistent with that Act, members of the University Community may attend all Senate meetings, except Executive Sessions, but may participate in the discussion only with the consent of the Senate. Under the requirements of the Illinois Open Meetings Act, only Senators may be present at Executive Session.

ARTICLE II. GENERAL PROVISIONS FOR COMMITTEES OF THE ACADEMIC SENATE

2.1 CREATION OF COMMITTEES. The Senate may create such standing and Ad hoc Committees as it deems useful to the exercise of its authority. Consistent with Article V., Section 2.D. of the Constitution, members of such committees shall be recommended by the Executive Committee, subject to approval or rejection by vote of the Senate. For each committee, the Senate shall determine its authority, duties, procedures, size, terms of office, and general composition of its membership (number of faculty, students, Senators, administrators, others), and the sequential disposition of its reports and recommendations to various bodies within and without the University.

2.2 RESPONSIBILITY TO SENATE. All committees created by the Senate shall report to and derive authority from the Senate and only the Senate. Final or interim reports or recommendations of such committees shall be made to the Senate. By vote, the Senate shall determine whether it will receive such reports and whether it will adopt such recommendations. No provision of this section, or any other section, of these Bylaws shall be construed to preclude administrative officers from creating administrative committees or other administrative bodies, assigning to them such duties and powers as they desire, and appointing members of the ISU community to serve on them, provided that any proposals for Senate action forthcoming from such administrative committees or bodies shall be subject to the procedures set forth in these Bylaws.

2.3 TYPES OF COMMITTEES. Committees created by the Academic Senate normally shall be one of the following types:

A. STANDING INTERNAL SENATE COMMITTEES. Such committees shall be composed exclusively of Senators. Each such committee shall be delegated responsibility for a general, broad policy area as the Academic Senate may, from time to time, designate in these Bylaws. Proposals for action by the Academic Senate, including reports and recommendations emanating from other committees and bodies, shall be assigned to, and reviewed by, the relevant policy area committees prior to being considered by the Academic Senate.

- B. STANDING EXTERNAL SENATE COMMITTEES. Such committees shall be composed solely of members who are not Senators. Each such committee normally shall be delegated responsibility in a relatively narrow policy area.
- C. STANDING MIXED SENATE COMMITTEES. Such committees shall be composed of Senators and persons who are not Senators. Each such committee normally shall be delegated responsibility in a relatively narrow policy area.
- D. AD HOC COMMITTEES. Such committees shall be created for a discrete purpose, which shall be completed at a terminal date. Upon completion of their purpose or the advent of the terminal date, whichever comes first, the committee shall be disbanded, provided, that upon reasonable cause, the Academic Senate may extend the terminal date and the life of the committee. The composition of such committees shall be determined by the Academic Senate.
- E. CONSTITUTIONALLY-SPECIFIED STANDING INTERNAL SENATE COMMITTEES. Such committees are composed exclusively of Senators, as specified in the Constitution. Currently, such committees include the Executive Committee of the Academic Senate and the Campus Communication Committee to the Board of Trustees. Such committees shall have the composition, authority, and duties provided in the Constitution, and such other authority and duties, not inconsistent with the Constitution, which may be assigned to them by action of the Academic Senate.
- F. ADVISORY COMMITTEES TO ADMINISTRATIVE OFFICIALS OR AGENCIES. Such committees shall be created to advise administrative officers and agencies on the formation and execution of policy, or to hear and investigate complaints by the members of the academic community affected by a given administrative officer or agency, or both, and to perform such other duties as may be assigned to them by the Academic Senate.

2.4 FORMAL AND INFORMAL ASSOCIATION. No provision of this section, or any other section, of these Bylaws shall be construed to preclude formal or informal liaison among two or more committees, simultaneous or sequential consideration of reports or recommendations by two or more committees, or joint meetings of two or more committees, unless such actions shall be specifically prohibited by the Senate.

2.5 OTHER COMMITTEES. No provisions of this section, or any other section, of these Bylaws shall be construed to prevent the Senate from creating any type or form of committee.

2.6 BYLAWS RELATED TO ALL SENATE COMMITTEES

A. ALL COMMITTEES - ACTIVITIES OF COMMITTEES.

Committees created by the Academic Senate may:

1. Act as investigative and deliberative bodies for the purpose of making reports and recommendations to the Academic Senate.
2. Devolve into sub-committees.
3. Conduct hearings on matters relative to their purpose.
4. Co-opt expert, non-voting consultants.
5. Engage in such other activities as are normally assumed by committees, provided such activities are not inconsistent with the constitution, these Bylaws, or action by the Academic Senate.

B. ALL COMMITTEES – SELECTION OF COMMITTEE MEMBERS.

Membership of each committee created by the Academic Senate shall be selected by means of appointment, election, or a combination of appointment and election, as determined by the Constitution, action of the Academic Senate, or both. Appointed members of committees shall be appointed by action of the Academic Senate, upon recommendation of the Executive Committee of the Senate. The Executive Committee shall solicit names for proposed members of appointed committees from various sources, and in particular from Senate Internal Standing Committees and the Student Government Association. When a vacancy exists on any committee, the Rules Committee of the Senate should make advance notice of such vacancy to the Senate. Any Senate member may nominate, with written recommendations if desired. When a vacancy is certified for any committee whose membership requires designated collegial representation, that vacancy normally shall be filled by the method used to select the original member. However, if the Rules Committee reports the lack of qualified nominees for the vacancy, the Rules Committee shall use the following procedure to select a nominee for the vacancy: (1) The Rules Committee will notify the Academic Senate and the Dean of the appropriate college of the vacancy and shall request the names for this vacancy within ten (10) working days; (2) if no names are received within ten (10) days, the Rules Committee will then disregard the requirement of designated collegial representation and select a nominee from among other qualified nominees without regard to collegial representation. Such a nominee will serve, if appointed, for the rest of the academic year.

C. ALL COMMITTEES – SELECTION OF SUBCOMMITTEE AND TEMPORARY CHAIRPERSONS. A chairperson on any committee may appoint sub-committee chairpersons as needed and a temporary chairperson to serve in his or her absence. If the chairperson is unable to serve in that capacity, a new chairperson shall be selected according to the relevant provisions of this section.

D. ALL COMMITTEES - ASSIGNMENT OF PROPOSALS TO COMMITTEES. Proposals for action by the Academic Senate shall be referred to committees by vote of the Executive Committee. The referrals to committees shall be made known to the Senate and shall be effective unless disapproved by the Senate. Proposals for Senate action may be dealt with or without prior referral to committee if deemed of immediate importance by a simple majority of those present and voting at a meeting of the Senate.

E. ALL COMMITTEES - FORMAT OF COMMITTEE RECOMMENDATIONS. Committees reporting policy recommendations to the Senate shall submit their recommendations in substantially the following formats:

1. Statement of the problems dealt with.
2. A list of the PRINCIPAL policy options considered by the committee members who favored each option at the final writing of the committee report.
3. A discussion, for each policy option listed, of the SIGNIFICANT pro and con arguments for that option.
4. The policy options recommended by the Committee, or a majority of its members, with the reasons why this option was recommended if such reasons are not self-evident.

The Academic Senate may, from time to time, selectively exempt from this format specific recommendations reported by committees.

F. ALL COMMITTEES – COMMITTEE REPORT PRIOR TO SENATE ACTION. The Senate shall not normally consider a matter which is the responsibility of a committee or board until the committee has reported on the matter to the Senate, provided that no sooner than 30 days after the committee was created and charged with its duties, and upon a request of at least two members of the committee, or upon the initiative of the Senate, the Senate may vote to direct the committee to make an interim report on its progress.

G. ALL COMMITTEES – CIRCULATION OF MEMBERSHIP. Approximately one-fourth of the membership of a committee (as a minimum) shall be retired each year and replaced with new members, provided that, for purposes of this section, the membership of a committee need not necessarily be deemed to include officers of the Academic Senate, the President of the Student Body, the President and Vice-Presidents of the University, or others who hold membership on a committee because of other offices held.

H. ALL COMMITTEES - ABSENCE POLICY.

1. Any committee member absent, without notification, from three consecutive committee meetings, exclusive of summer vacation, shall be considered to have vacated his or her seat.
2. Notification before one week after the scheduled meeting shall constitute an excused absence. The member shall contact the Senate Office in person, by telephone, or in writing.
3. All vacancies shall be certified by the Senate. No vacancy shall be certified without a reasonable attempt to contact the member in question. All rights and privileges of being a member shall be in full effect until a vacancy is certified.
4. Certified vacancies shall be replaced by the method used to select the original member. The replacement shall serve until the end of the original member's term.
5. Persons on sabbaticals, leaves of absence, student teaching assignments, or extended off-campus academic experiences must notify the Executive Committee, which will determine whether a vacancy will occur.
6. Elected Academic Senators who, by this policy, are certified as having lost their Internal Committee seats may be treated as Senate certified vacancies under Article III., Section 3.4 of these Bylaws.

I. ALL COMMITTEES – NOTIFICATION OF VACANCIES.

Committee members who anticipate vacating their committee assignments shall so notify the chairperson of their committee at the earliest practicable time. Chairpersons of committees shall report all vacancies on their respective committees to the Chairperson of the Academic Senate within 10 days of receiving notification of the vacancy.

J. ALL COMMITTEES - ANNUAL REPORT ON COMMITTEE SYSTEM. The Academic Senate Office shall make available annually the "Committee Structure of the Academic Senate".

K. ALL COMMITTEES - MODIFICATIONS OF COMMITTEE FUNCTIONS. Modifications in the functions of a committee must be approved by the Academic Senate.

L. ALL COMMITTEES - QUORUM FOR BUSINESS. A quorum (a majority of the voting membership of a committee where not otherwise specified by the Senate) must be present to conduct committee business.

M. ALL COMMITTEES - MEMBERS ELIGIBLE TO MAKE MOTIONS. Voting members may make motions. Non-voting members, such as administrative representatives or executive

secretaries, appointed by the President annually, may be permitted to make motions only if the committee membership so designates.

- N. ALL COMMITTEES – PROCEDURES OF COMMITTEES. Committees shall follow established procedures in conducting their business. These procedures may be less formal than those of a legislative body, but they shall be procedures agreed to by the members of the committee. Disputes regarding committee procedures shall be decided by the Rules Committee of the Academic Senate.
- O. ALL COMMITTEES - RECOMMENDING POLICY CHANGES. Before recommending any new policy or any modification of existing policy, a committee shall discuss its recommendations with the appropriate Vice President, if he or she is not a member of the Committee, or with his or her designated representative in case of the extended unavailability of the appropriate Vice President. If required, the approval of the recommendation by the Vice President will be sought or obtained before it is forwarded to the President and to the Academic Senate.
- P. ALL COMMITTEES – POLICY APPROVAL BY THE PRESIDENT. Before any new policy or any modification of existing policy may become effective, it must be approved in writing by the President. Such policies shall be consistent with the policies of the Board of Trustees, the Illinois State University Constitution, and the decisions of the Academic Senate.
- Q. ALL COMMITTEES – OPEN MEETINGS. All Committees and Boards created by the Senate meet under the terms of the Illinois Open Meetings Act. As such, members of the University Community may attend all meetings of committees and boards, except executive sessions, but may participate in the discussion only with the consent of the committee. Committees may meet in Executive Session when permitted by the Illinois Open Meetings Act. Persons desiring information or advice regarding particular problems within the jurisdiction of a committee may request, through the committee chairperson, permission to discuss the matter with the committee. In such cases the person shall present a written statement of the problems to the chairperson.
- R. ALL COMMITTEES – DISPOSITION OF COMMITTEE MINUTES. Until committee minutes have been approved, they shall not be sent to anyone except committee members. Minutes shall be kept for all regular meetings where a quorum is present. Without necessarily discussing details, minutes should indicate persons present, items and areas discussed, action taken, and discussion topics

anticipated for the next meeting. Also, minutes should indicate the office or agency to which the committee's recommendations were sent. The approved minutes should be sent to committee members, the Secretary of the Academic Senate, the appropriate Vice President, the President, the Student Body Vice President for the attention of the Student Government Association, and to other appropriate persons as determined by the committee.

2.7 BYLAWS RELATED TO STANDING INTERNAL COMMITTEES

A. INTERNAL STANDING COMMITTEES – ESTABLISHMENT.

There are hereby created the following Senate Internal Standing Committees:

1. Academic Affairs Committee
2. Administrative Affairs and Budget Committee
3. Faculty Affairs Committee
4. Faculty Caucus
5. Planning and Finance Committee
6. Rules Committee
7. Student Government Association

B. INTERNAL STANDING COMMITTEES – COMPOSITION.

The number and composition of members on these committees shall be specified in the publication, "Committee Structure of the Academic Senate of Illinois State University (Supplement to the Bylaws of the Academic Senate)", provided that normally each such committee shall have, among its voting members, both faculty and student members of the Senate and the University Vice President whose area or areas of administrative responsibility is relevant to the legislative area of said committee. In case of the absence of a Vice President from a committee meeting, a designated representative may be present at the meeting, but may not vote in his or her place.

C. INTERNAL STANDING COMMITTEES – LEGISLATIVE JURISDICTION.

1. The Executive Committee shall determine the legislative areas of each Internal Standing Committee unless disapproved by the Senate. Each committee shall study reports and recommendations assigned to it prior to sending them to the full Senate, may amend such reports and recommendations, and may originate reports and recommendations. In its reports to the Senate, each committee may (a) recommend passage, (b) recommend against passage, (3) make no recommendation.
2. The Senate Internal Standing Committees shall have legislative jurisdiction with respect to selected other University committees as specified in the publication: "Committee Structure of the

Academic Senate of Illinois State University (Supplement to the Bylaws of the Academic Senate)”.

- a. “Legislative jurisdiction” shall be defined to include recommending changes in structure, function, and membership of other University committees to the Rules Committee; receiving and studying reports and proposals for Senate action from such other University committees prior to making legislative recommendations about such reports and proposals to the Academic Senate; and maintaining such liaison with such other University committees as each Senate Internal Standing Committee shall deem necessary and proper to fulfill its functions as set forth in this Section.
- b. Each such committee may recommend to the Executive Committee members for appointive committees.

D. INTERNAL STANDING COMMITTEES – SELECTION OF COMMITTEE CHAIRPERSON. Each Senate Internal Standing Committee shall elect one and only one chairperson from among its members. Committee chairpersons shall serve one-year terms.

E. INTERNAL STANDING COMMITTEES – TERM LIMITATIONS

- 1. ONE-YEAR TERMS - All appointments are for one-year terms.
- 2. TERM LIMITATION - Unless specifically permitted elsewhere in these rules, no person shall serve on the same Senate Internal Standing Committee longer than three consecutive one-year terms without specific approval of the Executive Committee when the Executive Committee determines that such service is in the best interest of the Senate. This limitation does not apply to an ex-officio (e.g., administrative member or representative) member of a committee.

2.8 BYLAWS RELATED TO OTHER COMMITTEE TYPES

A. MIXED, AD HOC, ADVISORY COMMITTEES – SENATORS AS MEMBERS. Except for external committees, or unless otherwise determined by the Senate, at least one elected Senator shall be a member of each committee, with voting rights.

B. EXTERNAL COMMITTEES – SELECTION OF COMMITTEE MEMBERS

- 1. Unless otherwise specified in these Bylaws, all appointed or elected members of External Standing Committees shall be appointed or elected at a meeting of the Academic Senate following the election of the Senators in February of each year, but

before May 1 of the same year. Terms of office shall begin by September 1 of the same year.

2. Student members of external committees must be in good academic standing and not on disciplinary probation.

C. EXTERNAL, MIXED, AD HOC, ADVISORY COMMITTEES – SELECTION OF CHAIRPERSON

1. Each committee, with at least a majority of its membership elected, shall elect its chairperson annually from among its members, unless a different term of office is specified by the Constitution, these Bylaws or action of the Academic Senate.
2. Excepting Senate Internal Standing Committees, each committee, with at least a majority of its membership appointed, may have its chairperson appointed annually (or for the life of the committee in the case of ad hoc committees) by the Chairperson of the Senate, with the advice and consent of the Executive Committee. Such appointments shall be effective unless disapproved by the Academic Senate. If the Chairperson of Senate does not exercise this option for a given appointive committee, the chairperson shall be elected by, and from, the membership of said committee.

D. EXTERNAL, MIXED, AD HOC, ADVISORY COMMITTEES – TERM LIMITATIONS. (All committees of the Senate other than Internal Standing Committees)

TWO-TERM LIMITATION - No person shall serve on the same committee longer than two consecutive terms without specific approval of the Executive Committee when the Executive Committee determines that such service is in the best interest of the Senate. An individual is re-eligible for service after one year off the committee. This limitation does not apply to persons named to fill a vacancy of less than two years duration or to an ex-officio (e.g., administrative member or representative) member of a committee.

E. EXTERNAL, MIXED COMMITTEES – SERVICE LIMITED TO ONE COMMITTEE. Excepting Academic Senators, normally no person shall serve on more than one standing committee of the Academic Senate during any one year.

ARTICLE III. MISCELLANEOUS PROVISIONS

3.1 ELECTION OF FACULTY REPRESENTATIVES TO ACADEMIC SENATE.

(a) Election of Tenure and Probationary Faculty Members

- (1) Each College Council or all tenure and probationary faculty of the college in a case where a College Council does not exist,

shall adopt provisions determining the method of representation, of nomination, and of election of its representatives to the Academic Senate.

(2) Such provisions shall provide for nominations by election and shall allow additional nominations by petition, or they may provide for nominations by a combination of election and petition.

(3) Such provisions shall insure (1) a secret ballot in all elections to nominate or elect candidates to the Academic Senate, (2) that an absentee ballot may be obtained by any tenure or probationary faculty member, eligible to vote, who will be off campus during the last week in February due to the performance of University business or a leave of absence.

(4) Colleges shall complete the election of tenure or probationary faculty representatives during the last week in February. The newly elected Academic Senators will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senators shall continue to serve through the month of April.

(5) Tenure and probationary faculty representatives shall serve three-year staggered terms.

(6) At such times when the Election Committee reapportions the number of Senators among the various colleges, it shall, to the extent possible remove from colleges losing Senate positions and give to colleges gaining Senate positions those positions whose three-year terms expire at the next regular Senate election. If a college must be allocated a new Senate position whose three-year term does not expire at the next regular Senate election, that college shall, at that election, elect a Senator to complete the remaining period of that position's three-year term. At the end of said term, a new election for that position shall be held. If a college shall have more Senators serving concurrent terms than positions to be lost from among such Senators, the positions to be lost shall be those held by the Senators receiving the lower number of votes which elected them to the Senate.

(7) Beginning in the 1979 Senate term, Milner Library shall be considered as a college for purposes of Senate apportionment. Milner Library will follow the same election procedures as stipulated for colleges.

(8) College provisions for the nomination and election of representatives to the Academic Senate shall be subject to review by the Academic Senate. They may be disapproved by the Senate only if such provisions clearly violate the ISU Constitution or these Bylaws.

(9) Only full time faculty with the rank of Assistant Professor, Associate Professor, and Professor shall be eligible to vote for tenure and probationary members in Senate elections.

(b) Election of Non-Tenure-Track Member

(1) The nomination and election processes for the non-tenure-track faculty member of the Senate shall be conducted by the Academic Senate Office.

(2) Nominations for the non-tenure-track faculty member of the Senate will be solicited from all non-tenure-track faculty and only from non-tenure-track faculty.

(3) Election of the non-tenure-track faculty member of the Senate will be held by secret ballot. An absentee ballot may be obtained by any non-tenure-track faculty member, eligible to vote, who will be off campus during the last week in February due to the performance of University business or a leave of absence.

(4) The Senate Office shall hold the election of the non-tenure-track faculty representative during the last week in February. The newly elected Academic Senator will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senators shall continue to serve through the month of April.

(5) The non-tenure-track faculty representative shall serve a one-year term. He or she must be employed by the university during that entire academic year.

(6) Only full time and part time non-tenure-track faculty shall be eligible to vote for the non-tenure-track member.

(c) Election of Faculty Associate Member

1) The nomination and election processes for the faculty associate member of the Senate shall be conducted by the Director of the Laboratory School's office.

(2) Nominations for faculty associate member of the Senate will be solicited from all full-time, tenured faculty associates.

(3) Election of the faculty associate member of the Senate will be held by secret ballot. An absentee ballot may be obtained by any faculty associate eligible to vote, who will be off campus during the last week in February due to the performance of University business or a leave of absence.

(4) The Director's office shall hold the election of the faculty associate representative during the last week in February. The newly elected Academic Senator will be seated at the first meeting of the Academic Senate in May. The outgoing Academic Senator shall continue to serve through the month of April.

(5) The faculty associate representative shall serve a three-year term.

(6) Only full-time faculty associates and part-time faculty associates with a fifty percent assignment or greater shall be eligible to vote.

3.2 ELECTORAL PRIVILEGES OF SELECTED FACULTY GROUPS.
Discrete groups of personnel, designated as Faculty by the Constitution, and not directly under the auspices of a specific collegial unit, upon approval by the Academic Senate, shall secure the right to nominate members and participate in faculty elections to the Academic Senate. Any discrete groups so designated will nominate and vote according to the election laws of that college in which members hold academic rank and/or tenure. Adjunct membership in the college Council, for the sole purpose of consideration of College election Bylaws governing election to the Academic Senate, shall be granted to such groups by the College Council.

3.3 ELECTION OF STUDENT REPRESENTATIVES TO ACADEMIC SENATE
Undergraduate and graduate representatives shall be elected according to rules prescribed by the Student Government Association. All student representatives shall serve one (1)-year terms.

3.4 DETERMINATION OF THE ADMINISTRATIVE PROFESSIONAL COUNCIL AND CIVIL SERVICE COUNCIL REPRESENTATIVES TO ACADEMIC SENATE

a) Administrative Professional Council and Civil Service Council representatives shall be determined by their respective Councils according to procedures of their choosing.

(b) The representative of the Administrative Professional Council shall be determined prior to the end of April in order to be seated with the new Academic Senate for the first meeting in May. Normally, the representative of the Civil Service Council is the Chair of that Council, who is elected in July and will be seated in August.

3.5 VACANCIES AND ABSENCES

(a) An elected Academic Senator absent, without notification, from two (2) regular Senate meetings, exclusive of summer terms, shall be considered to have vacated his or her seat.

(b) Notification before one week after the scheduled meeting shall constitute an excused absence. The elected Senator shall contact the Senate office in person, by telephone, or in writing.

(c) All vacancies shall be certified by the Senate. No vacancy shall be certified without a reasonable attempt to contact the Senator in question.

All rights and privileges of being a member shall be in full effect until a vacancy is certified.

(d) Certified non-student vacancies shall be replaced by the Senate candidate who received the next highest number of votes in the preceding election from the constituency that elected the Senator unable to serve, provided that the replacement is otherwise eligible to serve on the Senate, as such eligibility is determined by the University Constitution and the election procedures of the constituency whose Senate seat is vacated; and provided that the number of votes received by the candidate is at least 50% of the vote obtained by the Senator being replaced. If no such candidate received the specified number of votes, the constituency group will be required to hold an election to fill the vacancy. The replacement shall serve until the next Academic Senate election, at which time the constituency involved shall elect someone for the remainder of the unexpired term.

(e) In the event that the Academic Senate finds the above procedures to be impractical, the Academic Senate may of its own motion request the appropriate college council to fill a faculty vacancy. A student vacancy will be filled by the Student Government Association. No more than 50% of the student senators shall be so appointed or a term of no more than nine months shall be filled in this manner.

(f) Persons on sabbatical, leaves of absence, student teaching assignments, or extended off-campus academic experiences must notify the Executive Committee which will determine whether a vacancy will occur.

3.6 a. VOTING PROCEDURES OF THE ACADEMIC SENATE

Adopted by the Academic Senate, April 21, 1970.

1. Nominations shall be made by ballot, by voice, or by other specified procedures.
2. Anyone receiving a majority (i.e., nominated by at least 50%, plus one, of all persons participating in the nomination) of votes on a nomination ballot is declared elected.

If an election is not complete after Step #2, the election will proceed as follows:

3. All persons nominated shall have their names appear on the first ballot unless they decline the nomination.
4. Anyone receiving a majority of votes on the first ballot is declared elected.

Further balloting, if necessary, continues according to the following steps: On each ballot, the number of candidates will always be double the number of remaining people to be elected; these

candidates will be those receiving the highest numbers of votes cast on the previous ballot. If there is a tie for last place, a larger number of candidates may appear on the ballot.

b. ELECTION PROCEDURES FOR EXTERNAL COMMITTEES

Approved by the Academic Senate on April 1, 1981.

1. A list of nominees for elections to committees requiring a written ballot (e.g. Academic Freedom, Ethics & Grievance, Panel of Ten, Search Committees, etc.) shall be presented to the Senate one meeting prior to the election session. In cases where members of the Senate are permitted to add nominees, such additions should be made no later than one week prior to election. The Senate Office will mail any such additions to all members of the Senate four days prior to election. The Senate may waive this requirement by a two-thirds vote.

2. Standard Senate balloting procedures shall be followed except that a maximum of three ballots shall be conducted. If vacancies exist after three ballots, the vacancies shall be filled by the nominees receiving the largest number of votes on the third ballot with ties being broken by a coin toss.

3. Administrative appointments to committees requiring Senate ratification should be referred to the Rules Committee prior to being presented to the Academic Senate.

4. The faculty members of the SCERB Hearing Panel may hold another external committee membership.

*Amendment passed 11/10/85 (XVII-60)

ARTICLE IV. AMENDMENTS TO THE BYLAWS

Since the Bylaws of the Academic Senate defines the characteristics of the Academic Senate and prescribes how the Academic Senate functions, the following procedures for amending the Bylaws are hereby established:

4.1 PROCEDURE TO OBTAIN ACTION ON AN AMENDMENT. An amendment to the Bylaws of the Academic Senate must proceed through the filing, promulgation, and decision stages.

4.2 ADOPTION OF AN AMENDMENT. Passage of an amendment to the Bylaws of the Academic Senate shall be by a two-thirds majority of the members voting.

4.3 SUSPENSION OF THIS BYLAW. This bylaw cannot be suspended under the provisions of Article I.

AMENDMENTS

Major Revisions (2.25) approved November 18, 1981

Article 3.4 (d) amended January 13, 1982

Article 3.3 (e)2 amended February 10, 1982

Article IV. amendments to the bylaws, approved February 24, 1982

Article 3.4 (a) amended March 17, 1982

Article 3.1 (I) approved March 31, 1982

Article 3.5 (a and b) approved February 20, 1985

Article III. 3.1 (d) amended February 23, 2000

Articles III. 3.1, 3.2 amended November 28, 2001

Overall revision to bylaws approved April 23, 2003

Revisions to pages 1-9 approved November 5, 2003

Article II – Revisions approved February 18, 2004