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## Bylaws of the Senate of the Faculty, April 2001

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# **BYLAWS OF THE SENATE OF THE FACULTY OF THE UNIVERSITY OF MISSISSIPPI**

## **ARTICLE I: TITLE**

The name of the organization, "The Senate of the Faculty of the University of Mississippi", as stated in the Constitution and Bylaws, applies to the faculty's senate at the Oxford campus. Hereinafter, the organization is designated "the Senate".

## **ARTICLE II: PURPOSE**

The purpose of these Bylaws is to provide interpretations of the Constitution and to supply additional procedural rules to expedite the business of the organization.

## **ARTICLE III: ORGANIZATION**

### **Section 1. Eligible Faculty**

The definition of Eligible Faculty does not include the following:

- a. Part-time faculty fully engaged in teaching University classes;
- b. Instructors;
- c. Support faculty including Acting Professors, Adjunct Professors, Visiting Professors, Research Professors (i.e. Research Associate and Assistant Professors and Research Associates), and Lecturers.

### **Section 2. Membership Quota**

References to the colleges and schools in the Constitution have been interpreted regularly to include the colleges and schools in which faculty are budgeted and thus do not include the Graduate School.

### **Section 3. Provision for Rotation**

### **Section 4. Term of Office**

- a. The term of office shall begin with the organizational meeting in January.
- b. A senator rotated off the Senate, as provided in Article III, Section 4, of the Constitution, will become eligible for a new term after one calendar year.
- c. In recognition that a member occasionally may have to miss a Senate meeting due to professional responsibilities or personal emergency, such a miss will be an excused absence when prior notice has been given to the Chairman or Secretary.

### **Section 5. Nominations**

Tie votes shall be resolved by drawing of lots.

### **Section 6. Election**

Tie votes shall be resolved by drawing of lots.

## **Section 7. Selection of Substitute Members of the Senate and Faculty-Elected Committees**

When a senator or member of one of the committees specified in Section 8 resigns or becomes ineligible to continue in office (for example, when on sabbatical leave or not in residence on the Oxford campus), the alternate who received the most votes and who is not presently serving as a senator or committee member and who has not declined to serve as senator or on that committee will be appointed to complete the term. An alternate appointed in this way will be assigned to the committee(s) of the senator who has resigned (both internal senate and standing committees that the resigned senator was a member of by virtue of his or her position as a senator.)

In the event there is no alternate available to serve, a vacancy shall be filled at the next regularly-scheduled election. The person so elected shall serve the remainder of the term being served by the vacating member. In the interim before the election, the vacancy shall be filled by appointment of an eligible faculty member, the appointment being made by the Senate representatives from the School or Liberal Arts Group.

## **Section 8. The Committee on Elections**

- a. Members of the Committee on Elections will serve throughout their term of office as senators.
- b. Elections to fill vacancies will be carried out in the respective school caucuses held during the annual organizational meeting, or during the next meeting after a vacancy is reported to the Senate Chairman.
- c. The Vice Chair of the Senate will convene the Committee on Elections prior to the February meeting of the Senate, at which time the Committee members will elect the Chair. The Committee Chair shall be responsible for coordinating the elections process, for updating the Senate Elections Committee Handbook, and for reporting the election results to the Chair of the Faculty Senate.
- d. The members of the Committee on Elections will conduct fall elections for for the Senate of the Faculty, and conduct spring elections for the Academic Freedom and Faculty Responsibility Committee, the External Academic Affairs Committee, the Graduate Council, the Research Board, the Promotion and Tenure Review Committee, the Promotion and Tenure Appeals Committee, the Sabbatical Leave Review Committee, and the Undergraduate Council, in the following manner:

### **i. Census**

Prior to the second week of the fall semester, the Chair of the Elections Committee shall request from the Provost two lists to determine faculty eligible to vote for and serve in the offices elected by faculty.

A list of tenured, full-time, professorial faculty arranged by department and school will determine faculty eligible to serve on the Academic Freedom and Faculty Responsibility Committee, the External Academic Affairs Committee, the Graduate Council, the Sabbatical Leave Review Committee, the Tenure and Promotion Appeals Committee, the Tenure and Promotion Review Committee, and the Undergraduate Council; and to vote for the Tenure and Promotion Appeals Committee and Tenure and Promotion Review Committee. This list shall be the official list of eligible faculty, except for those ineligible to serve due to administrative appointments as detailed in the Standing Committees document.

A list of tenured and tenure-track, full-time, professorial faculty arranged by department and school will determine faculty eligible to serve on the Senate of the Faculty and the Research Board; and eligible to vote in all elections except for the Tenure and Promotion Appeals Committee and the Tenure and Promotion Review Committee which is restricted to tenured faculty. This list shall be the official list of eligible faculty, except for those ineligible to serve due to administrative appointments as detailed in the Standing Committees document.

- ii. Elections within the college, each school and the library faculty shall be conducted by the member(s) of the Committee on Elections from that academic unit. The Committee on Elections must authenticate all ballots to be used. Elections for the Senate of the Faculty must be completed by November 15, and the organizational meeting for the new Senate will be held at the January meeting. Elections for the eight

standing committees must be completed by April 1, and standing committee members will assume office at the September meeting.

### **iii. Nomination Ballots.**

Nomination ballots for the Senate of the Faculty must be mailed via campus mail or e-mail to all eligible voters by October 1. The nomination ballot shall list all faculty from the academic unit who are eligible to serve on the Senate of the Faculty. Each faculty member who votes may nominate as many faculty for the senate as there are positions from that unit to be filled. Nomination ballots that nominate more faculty than there are positions to be filled will be discarded. A nomination ballot that nominates fewer faculty than there are positions will be considered valid and counted, with each nominee receiving one vote.

Nominating ballots for the Senate of the Faculty must be received by the Elections Committee by October 15.

Nomination ballots for the eight standing committees must be mailed via campus mail or e-mail to all eligible voters by February 15. The nomination ballot shall list all faculty from the academic unit who are eligible to serve on each committee. Each faculty member who votes may nominate up to two faculty for each committee position from that unit to be filled. For each committee where a Nomination ballot that nominates more than two faculty, the nominations for that committee will be discarded. A nomination ballot may nominate one person or no persons for any committee and be considered a valid nominating ballot for that committee, with each nominee receiving one vote. Nominating ballots for the eight standing committees must be received by the Elections Committee by March 1.

### **iv. Creation of the Election Ballot**

The Elections Committee will rank order the nominees, with the person receiving the most nominations ranked highest, and for each election contact the nominees beginning with the person receiving the most nominations. Each nominee will be given the opportunity to stand for election or decline to stand for election for the Senate of the Faculty and for each elected standing committee. A nominee may elect to stand for a single election, multiple elections, or all elections for which he or she is eligible due to the rank ordering, except that a person may not simultaneously stand for election for more than one of the Academic Freedom and Faculty Responsibility Committee, the Tenure and Promotion Appeals Committee, and the Tenure and Promotion Review Committee. The elections committee will create an election ballot for each election with two nominees per open position, with the highest ranked nominees who agree to stand for election appearing on the election ballot. (Note that if an academic unit is charged with electing 3 members of the Senate of the Faculty, the top six nominees who agree to stand for election for the Senate of the Faculty will appear on the election ballot). In the case that fewer than two nominees per open position per election are nominated or agree to stand for election, the election ballot shall present all nominees for that election who agree to stand for election.

### **v. Election Ballot**

Election ballots for the Senate of the Faculty must be mailed via campus mail or e-mail to all eligible voters by November 1. Each faculty member may vote for as many faculty for the senate as there are positions from that unit to be filled. Election ballots that nominate more faculty than there are positions to be filled will be discarded. A election ballot that votes for fewer faculty than there are positions will be considered valid and counted, with each person receiving one vote. Election ballots for the Senate of the Faculty must be received by the Elections Committee by November 15. The Chair of the Senate shall notify each faculty member elected to serve as a senator of his or her election via campus mail before the beginning of the Fall Final Examination period.

Election ballots for the eight standing committees must be mailed via campus mail or e-mail to all eligible voters by March 15. The election ballot shall present two faculty for each position to be filled. Each faculty member may vote for one person for each committee position from that unit to be filled. For each committee where an election ballot votes for more than one person, the votes for that committee will be discarded. An election ballot may vote for one person or no persons for any committee and be considered a valid election ballot for that committee. Election ballots for the eight standing committees must be received by the Elections Committee by April 1. The Chair of the Senate shall notify each faculty member elected to serve on a standing committee of his or her election via campus mail before the beginning of the Spring

Final Examination period.

e. All terms on these committees expire August 30 of the year designated for rotation, and new terms begin on September 1. However, the term of a member shall continue until the replacement has been duly selected.

## **Section 9. Duties of Senate Officers**

a. Chairman of the Senate. The duties of the Chairman are:

(1) An organizational meeting of the new Senate shall be called by the Chair of the previous year to meet not later than the first week of May, at which meeting the Senate shall elect a Chair, a Chair-Elect, and a Secretary. The immediate past chair shall not be eligible for an elected office during the year following incumbency. The officers of the Senate shall be the Chair, the Chair-Elect, the Secretary, and the immediate past Chair. These officers along with the elected Chairs of the following five standing committees: General Academic Affairs, Academic Support Affairs, Finance, University Services, and Faculty Governance of Academic Policy shall serve as the Executive Committee of the Senate. Election of the Chair, Vice Chair, and Secretary shall be by ballot of the entire Senate. Each Senate standing committee shall elect its own chair who will appoint Senate committee representatives to the University Standing Committees. Senate committee membership shall be determined by the aforementioned five Senate officers, but continuing Senate members shall retain their previous committee membership if they so desire.

(2) To preside over meetings of the Senate and over meetings of the Executive Committee;

(3) To represent the general faculty at the meetings of the Academic Council and at meetings of any administrative council or advisory body established by the Chancellor or any Vice Chancellor to assist in administering the affairs of the University;

(4) To notify faculty members of their election to membership in the Senate and to invite them to decline membership if other commitments would interfere with their attendance at the scheduled meetings of the Senate;

(5) With the concurrence of the Executive Committee, to prepare and distribute notices of meetings of the Senate with agendas. Such notices shall be distributed at least seven days prior to all regular meetings;

(6) To send a memorandum to the Chancellor, not more than a week after each meeting; calling attention to any resolutions passed by the Senate and other matters of importance that arose;

(7) To serve as the signatory officer of the Senate's account budgeted by the University and as custodian of any other Senate funds. To make or authorize all expenditures necessary for the conduct of the business of the Senate. To maintain adequate financial records, and to report to the Senate at the January meeting the state of the Senate's finances;

(8) To supervise and co-ordinate the work of the Senate's various standing and ad hoc committees;

(9) To perform all other functions of a chairman of an organization.

b. Chair-Elect of the Senate. The duties of the Chair-Elect are:

(1) To preside over meetings of the Senate in the absence of the Chairman;

(2) To substitute for the Chairman, when necessary, at meetings of the Academic Council or other organizations or functions when the Chairman would normally be present ex officio;

(3) To monitor attendance at scheduled meetings of the Senate, to encourage future attendance of those members absent from consecutive meetings, and to recommend resignations from those who encounter scheduling conflicts and become unable to attend Senate meetings.

c. Secretary-Treasurer of the Senate. The duties of the Secretary-Treasurer are:

- (1) To keep a record of attendance at Senate meetings, and also of members' absences, and whether advance notice was given of absences, all of which shall be included in the minutes;
- (2) To prepare the minutes of Senate meetings for duplication and distribution by the Chairman to all members of the Faculty. **The minutes are to be provided to the Chairman within two weeks of the meeting.** The Chairman is to distribute the minutes at least a week before the subsequent meeting;
- (3) To serve as the co-signatory officer with the Chairman of all Senate accounts;
- (4) To maintain an archive in the J.D. Williams Library of the records of the Senate, including all monthly meeting agendas, minutes and the Chairman's advisory memoranda to the Chancellor.

d. Executive Committee of the Senate. The Chairmen of the four Standing Committees designated by the Constitution together with the four officers of the Senate comprise the Executive Committee of the Senate.

## **Section 10. Committees.**

a. Standing Committees:

Standing Committees of the Senate may be authorized by the Constitution or the Bylaws.

b. Special (or ad hoc) Committees may be established by resolution of the Senate. These committees shall be automatically terminated at the regular June meeting of the Senate unless continued by resolution of the Senate.

c. The following standing committees are authorized:

- (1) Executive Committee
- (2) Committee on Elections

Besides conducting elections to the Senate, the committee also conducts elections to the Committee on Academic Freedom and Responsibility, the Campus Tenure Review Committee, the Tenure/Promotions Appeals Committee, the Sabbatical Leave Review Committee, Undergraduate Council, Graduate Council, Research Board, and the External Academic Affairs Committee in accordance with any procedures laid down with respect to each of them in the HANDBOOK FOR FACULTY AND STAFF.

(3) Committee on University Standing Committees

- (a) The committee will be composed of two Senate members from the College of Liberal Arts and one from each of the other voting units;
- (b) Members of the Committee will serve throughout their term or terms of membership in the Senate;
- (c) When necessary, new members of the committee will be elected by school caucuses at the regular June meeting or the next meeting after a vacancy is made known to the Senate Chairman;
- (d) The committee members will elect their chair each year at their first meeting following the conclusion of the June meeting of the Senate;
- (e) The Committee is charged with the responsibility of selecting candidates from the university faculty for membership on all University standing committees. The Committee's recommendations will be submitted to the Senate at the April meeting, at which meeting the Senate will act upon their recommendations. The roster of candidates adopted by the Senate will be recommended to the Chancellor for appointment to the designated University Standing Committees for a term of twelve months from the date of their appointment;

(f) In the event an appointee to one of the University standing committees is unable to serve, the Committee on Standing Committees will recommend a replacement to the Executive Committee of the Senate. Upon the Executive Committee's approval of the replacement, the name of the new appointee will be sent to the Chancellor.

(4) Committee on General Academic Affairs whose responsibilities will include, but are not limited to, such matters as academic freedom and tenure, teacher evaluation, curriculum and university policies.

(5) Committee on Academic Support Affairs whose responsibilities will include, but are not limited to, such matters as libraries and collections, computer services, continuing education, student affairs, and planning, priorities and development.

(6) Committee on Finance whose responsibilities will include, but are not limited to, such matters as faculty compensation, fringe benefits and the budget, financial and organizational information of this and other universities, developing expertise in analyzing and building university budgets, and making reports to the Senate and faculty on these matters, and making recommendations to the Senate on these matters. The committee will present annually to the Senate summary budget reports of the previous year's income and expenditures and of the anticipated income and expenditures for the current year.

(7) Committee on University Services whose responsibilities will include, but are not limited to, such matters as athletics and recreation, bookstore, food services, housing, and traffic.

(8) Committee on University Budget and Finance whose responsibilities will include, but are not limited to, ongoing study of the budget, financial and organizational information of this and other universities; developing expertise in analyzing and building university budgets; making reports to the Senate and faculty on these matters; and making recommendations to the Senate on these matters.

(9) Committee on Faculty Governance of Academic Policy whose responsibilities will include, but are not limited to, matters of policies, procedures, and practices by which the faculty establishes and governs academic policy of the University and other matters within the purview of faculty governance in a university setting.

d. Selection of Members to the Senate's Standing Committees:

(1) Membership on certain standing committees is ex officio and members are selected as provided by the Constitution (Executive Committee), or by election to membership as provided by the Constitution (Committee on Elections) or by election by school or college caucuses (Committee on University Standing Committees) or by appointment (all others);

(2) The tenure of each appointed committee member continues for the duration of that member's term or terms as Senator;

(3) At or prior to the organizational meeting of the Senate in May, new members will be given opportunity to submit written committee assignment preferences. The Chairman and Executive Committee, as far as possible, and consistent with maintaining a reasonable balance in numbers and voting unit representation on each committee, will take these preferences into consideration in making the appointments to standing committees;

(4) A member coming into the Senate in mid-year to replace a Senator who has resigned from the Senate will always be assigned for the remainder of the term to the same committee on which the Senator whose place he or she has taken was serving;

(5) Each standing committee shall, unless otherwise provided for, elect its own chairman for the year at the first regular meeting in June. Whenever a committee is without a chairman, the Chairman of the Senate shall appoint a convener. Promptly after this appointment, the convener shall call a committee meeting for the election of a new chairman.

e. The number of members of the Executive Committee and the Committee on Elections is determined by the Constitution. Each of the standing committees shall have not less than five members.

f. All standing committees except the Committee on Elections and the Committee on Committees shall meet at the call of one or more members of the committee, and not less than twice each semester.

g. Each committee chairman shall provide a summary report of the committee activities at every regular meeting of the Senate.

h. The Committee on Faculty Governance of Academic Policy is governed by the provisions set out herein instead of by the provisions applicable to the formation of other committees.

(1) The Executive Committee of the Senate shall appoint, with the approval of the Senate, the committee members and the chairman of the committee annually for one-year terms, except that an appointment shall remain effective until the Executive Committee obtains a successor. The committee shall include two members from the College of Liberal Arts and one member from each of the schools and from the Library faculty, and the Senate expects a measure of continuity for the committee, which can only be achieved by service of longer than one-year terms. Appointments and membership shall be reported promptly to the Senate.

(2) Eligibility for service on the committee shall be the same as eligibility for service in the Senate except that a person shall be eligible to serve on the committee even though not eligible at that time for election to a new term in the Senate. At least two members of the committee shall be members of the Senate.

### **Section 11. Meetings of the Senate**

a. The regular monthly meeting of the Senate shall be held on the second Thursday of each month, provided classes are in session on that day. The meeting will begin at 7:00 p.m. and will end at or before 9:00 p.m. By the first Thursday of August, the Executive Committee shall establish a calendar of regular monthly meetings for the next twelve months, setting alternate meeting dates and times for those months in which classes are not in session on the second Thursday. There shall be no regular meeting of the Senate in June or July, but the Executive Committee shall meet during those months.

b. The duration of a regular monthly meeting may be extended beyond 9:00 p.m. only by a motion approved by at least two-thirds of the Senators present and voting.

c. Regular meetings of the Senate will be held as prescribed by the Constitution.

d. Regular meetings of the Senate are open to visitors, except that the Senate may, for any meeting, upon a motion approved by a three-fifths vote of all members present, go into executive session for discussion of a "personnel" matter, or any other matter allowable under the pertinent sections of the State's Open Meetings Law (Sec. 25-41-1 et seq., Mississippi Code Annotated, 1972).

e. A visitor may only address the Senate if invited to do so by the Chairman; and, unless the visitor is making a presentation to the Senate, a Senator may only address a visitor through the Chairman.

f. To facilitate the purpose and functions of the Senate, the Chancellor of the University shall be invited to address the Senate annually, and the **Chairman shall request that the Chancellor review the disposition of the Senate's recommendations of the past year during the address.**

### **Section 12. Procedural Authority**

### **Section 13. Quorum**

### **Section 14. Agenda Procedures**

a. A new motion or resolution for the consideration of the Senate must be submitted in writing. Motions or resolutions that are not amendments to the Constitution or Bylaws can be placed on the agenda of the Senate as follows:



- (1) By presenting the written motion or resolution to a meeting of the Senate for placement on the agenda of the next regular monthly meeting;
  - (2) By distributing the written motion or resolution to the membership of the Senate at least one week prior to the next regular monthly meeting, in which case it will be placed on the agenda of that meeting;
  - (3) By presenting the written motion or resolution at a meeting of the Senate together with a written motion for suspension of the rules and immediate consideration. The motion to suspend the rules must be approved by a three-fourths vote of all members present and voting;
  - (4) By giving the written motion or resolution to the Executive Committee not less than one week prior to the next meeting.
- b. Motions concerning matters on the agenda may be made orally from the floor but must be reduced to writing and delivered to the Secretary before the vote will be taken on them, if either the Chairman or one or more members so request.
- c. An amendment to the Constitution or Bylaws can be placed on the agenda to be considered at the next Senate meeting by majority vote of those present and voting.

#### **ARTICLE IV: AMENDMENTS**

These Bylaws may be amended by placing a motion on the Senate's agenda as provided for in Section 14 c. When the motion to amend is considered, the Senate may adopt the motion originally presented, or an amended motion, or reject the motion.

Revised November 1, 1975; April 12, 1978; 1981; July 1990; August 1990; April 1991; February 1992; March 1992; April 1995; March 1997; December 9, 1998; February 11, 1999; April 29, 1999; April 13, 2000; April 12, 2001