

By-Laws

(Revised April 8, 2005)

ARTICLE I.

GUIDELINES FOR THE ELECTION OF AT-LARGE SENATORS

Section 1. The first Friday of March shall be the At-Large election day. Voting will take place between 8:00 a.m. and 4:15 p.m.

Section 2. An At-Large Faculty Senate Subcommittee shall be responsible for conducting all At-Large elections. This Subcommittee shall consist of the four At-Large Senators whose terms do not expire during the on-going At-Large election year. One faculty Senator must be available by telephone during the time interval set aside for voting.

Section 3. The At-Large election shall be held online within a secure website specifically constructed for Faculty Senate elections, unless otherwise specified by the election committee.

Section 4. It shall be the responsibility of the Faculty Senate President to notify in writing all eligible faculty members of the forthcoming election at least 7 days prior to the election day.

Section 5. The faculty voter shall submit identification information to gain access to the voting screen. This information may include such faculty identifiers as faculty identification number, college affiliation, and faculty PIN. Votes shall be submitted electronically to a secure site.

Section 6. A simple majority of those voting shall be required for election to each at-large position. Should no person receive a majority, a

run-off will be held the following Friday.

(1) Prior to constructing the run-off election website, the top three vote receivers will be contacted by the committee chairman in order to notify the candidates of Senate responsibilities and to confirm their willingness to hold office. Should one of these candidates decline, the fourth highest will be contacted, and so on.

(2) The two candidates receiving the highest number of run-off votes are elected to the two vacant seats.

(3) Should one person receive a majority in the regular election, that person is elected to one position for the at-large position, pending he/she does not decline. The election held the following Friday will be between the next two highest vote receivers.

Section 7. The Faculty Senate At-Large Subcommittee shall be responsible for:

- (1) tabulating the votes immediately after the polls close and
- (2) notifying the Faculty Senate President.

Section 8. The Faculty Senate President shall be responsible for:

- (1) notifying those elected and
- (2) announcing the results to the faculty.

Section 9. Absentee ballots for at-large elections may be cast in the dean's office of the current senate president.

ARTICLE II.

GUIDELINES FOR THE ELECTION OF COLLEGE SENATE POSITIONS

Section 1. The first Friday of April shall be the election day for college senator positions. Voting will take place between 8:00 a.m. and 4:15 p.m.

Section 2. The two college senators whose terms do not expire during the on-going election are designated as election officials for their respective colleges.

Section 3. It shall be the responsibility of the Faculty Senate President to notify in writing all eligible faculty members of the forthcoming election at least seven days prior to the election day.

Section 4. Elections will be held online within a secure website specifically constructed for Faculty Senate elections unless otherwise specified.

Section 5. Each of the eligible faculty members shall have one vote for each of the vacant college senate positions. Each faculty voter will submit identification information to gain access to the voting screen. This information may include such faculty identifiers as faculty identification number, college affiliation, and faculty PIN. Votes will be submitted electronically to a secure site.

Section 6. A simple majority of those voting shall be required for election to the college senator position. In the event no person receives a simple majority of those voting, a run-off between the two highest vote-receivers shall be held on the following Friday.

Section 7. The two College Senators designated as election officials shall be responsible for:

- (1) tabulating the votes immediately after the polls close and
- (2) notifying the Faculty Senate President.

Section 8. The Faculty Senate President shall be responsible for:

- (1) notifying those elected and
- (2) announcing the results to the faculty.

Section 9. Absentee ballots for college elections may be cast in each college dean's office.

ARTICLE III.

PROCEDURE FOR APPOINTMENT OF SENATOR FOLLOWING RESIGNATION

Section 1. A special election will be held to fill Senate vacancies of two years or more. Vacancies of less than two years shall be filled by the following appointment process:

- (1) All faculty receiving votes in the most recent election for that class of Senators shall be ranked in descending order according to votes received.
- (2) In the event of ties a random drawing will be used to establish ranking.
- (3) Starting with the highest ranked person, the Faculty Senate President shall contact those on the list until one accepts the position.
- (4) If the vacancy remains, the Senate will appoint the winner of a special election to fill the position.

Section 2. Senators are expected to attend all regularly scheduled

senate meetings. To be excused from a meeting, a senator must notify the secretary of the senate of the anticipated absence prior to the meeting. If a senator accumulates two unexcused absences in a semester, the secretary of the senate will notify the Executive Committee, who shall declare the seat vacant. The vacancy will be filled by the process outlined in Article III, section 1.

ARTICLE IV.

GUIDELINES FOR THE ELECTION OF FACULTY SENATE OFFICERS

Section 1. The Senate will elect officers in the following order: vice-president, secretary/treasurer and parliamentarian.

Section 2. The president will keep the nominating open as long as possible and nominations will cease only by unanimous consent.

Section 3. Nominees who are willing to accept their nominations will leave the room following the close of nominations as the Senate goes into executive session.

Section 4. The balloting will be secret.

Section 5. An absolute majority is required for election to any office, said majority to be obtained as follows:

A. if 5 or more persons are on the ballot, there shall be a run-off among the top 3 unless one nominee has a majority;

B. if 3 or 4 persons are on the ballot, there shall be a run-off among the top 2 unless one nominee has a majority;

C. if there is a tie (or deadlock), another vote shall be taken immediately. If the tie (or deadlock) is not broken on that vote, then

and only then, the president shall cast a vote.

Section 6. All ballots shall be counted by non-senators and totals given directly to the president.

Section 7. Only tenured faculty members are eligible to serve as vice-president/president-elect.

ARTICLE V.

GUIDELINES FOR FACULTY SUBMISSION OF ISSUES TO SENATE

Section 1. All concerns and proposals from faculty members shall be submitted in writing to the Faculty Senate President.

Section 2. The President, in a timely fashion, will submit the issue (concern or proposal) to the appropriate Faculty Senate Committee.

Section 3. A copy of any resolution or committee recommendation must be given to all Senators at least three working days before it is to come before the Senate for a vote. [This rule may be temporarily overridden for a particular resolution or recommendation by a 2/3 vote of the Senate.]

ARTICLE VI.

COMMITTEE ASSIGNMENTS AND RESPONSIBILITIES

Section 1. The Executive Committee will make assignments to Senate committees after reviewing Senators' preferences for committee membership.

Section 2. Senate committees are required to:

- A. Consider carefully all matters with which they are charged by the Senate;
- B. Make a recommendation and/or report on such issues to the Senate.

Section 3. The Faculty Senate committees and their areas of responsibilities are as follows:

Executive Committee

The Executive Committee consists of the Faculty Senate President, President-Elect, Parliamentarian, and Secretary. The Executive Committee shall make assignments to the other Faculty Senate Committees, serve as an advisory body to the Faculty Senate President, propose recommendations for the Senate's consideration, propose amendments to the Faculty Association Constitution, and make recommendations on the by-laws of the Faculty Senate.

Faculty Affairs Committee I

The Committee will monitor, consider, and make recommendations to the Senate on concerns of the faculty in the following areas: salaries, fringe benefits, handbook and procedure manual, and professional development.

Faculty Affairs Committee II

The Committee will monitor, consider, and make recommendations to the Senate on concerns of the faculty in the following areas: salaries, fringe benefits, handbook and procedure manual, and professional development.

Academic Affairs Committee

The Committee will monitor, consider, and make recommendations to the

Senate on matters which seem to have direct impact on academic quality and integrity such as the various academic support system's policies and procedures, as well as general institutional conditions in-so-far as those conditions influence academic quality and integrity.

Committee on Committees

The Committee will make recommendations to the Senate on membership for University committees and will make a continuous study of all standing committees with the exception of the President's Administrative Council and the Council of Deans. The Committee publishes a complete list of committees and memberships for distribution to the faculty and administrative offices each fall. Unless otherwise designated, term of service for standing University committees will begin at the start of the fall term.

ARTICLE VII.

ASSIGNMENTS AND RESPONSIBILITIES OF CONTACT SENATORS

Section 1. At the beginning of each academic year, the Committee on Committees shall designate each Senator as a contact Senator for a certain group of specified faculty members based on such considerations as the proximity of those faculty members to the contact Senator.

Section 2. The contact Senator shall be responsible for informing the faculty members in a timely and appropriate manner [e.g., by posting the upcoming Senate agenda in specified places] of issues scheduled to come before the Senate for a vote.

ARTICLE VIII.

POLICY ON ACCESSIBILITY TO THE FACULTY SENATE

The UCA Faculty Senate has been, and will remain, committed to open and accessible communication. The goal of Senators is to provide fair and consistent representation of all views, issues and concerns important to the faculty.

Any individual who wishes to speak to the Faculty Senate should contact the President of the Senate and request to be put on the agenda of the next regularly scheduled Senate meeting. All such requests must meet the same agenda deadlines which Senators must meet. In certain critical or unusual situations, however, the President may elect to entertain a motion for suspension of the rules in order to allow presentations to the Senate even when agenda deadlines have not been met.