

## By-Laws

(Revised February 11, 2014)

### ARTICLE I. GUIDELINES FOR THE ELECTION OF AT-LARGE SENATORS

Section 1. The last Friday of March shall be the At-Large election day. Voting will take place during a period of at least 24 hours.

Section 2. The Senate Secretary shall be responsible for conducting all At-Large elections.

3. The At-Large election shall be held online within a secure website specifically constructed for Faculty Senate elections, unless otherwise specified by the Senates officers and approved by a majority vote of the Senate.

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. Votes shall be submitted electronically to a secure site.

Section 6. A simple majority of those voting shall be required for election to an 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 two vote receivers will be contacted by the President of the Faculty Senate in order to notify the candidates of Senate responsibilities and to confirm their willingness to hold office. Should one of these candidates decline, the third highest will be contacted, and so on.
2. The candidate receiving the highest number of run-off votes is elected to the vacant seat.

Section 7. The Faculty Senate President shall be responsible for:

1. notifying those elected and
2. announcing the results to the Faculty Association.

### ARTICLE II. GUIDELINES FOR THE ELECTION OF COLLEGE SENATE POSITIONS

Section 1. The election day for college senator positions shall take place no later than April 15. Voting will take place during a period of at least 24 hours.

Section 2. The Senate Secretary shall be responsible for conducting all College Senator elections.

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 **by the Senate officers and approved by a majority vote of the Senate.**

Section 5. Each of the eligible faculty members shall have one vote for the vacant college senate position **in their respective college.** Each faculty voter will submit identification information to gain access to the voting screen. 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 Faculty Senate President shall be responsible for:

1. notifying those elected and
2. announcing the results to the **Faculty Association.**

### **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 **above** 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 **Faculty Senate 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 **may** be secret **upon request by any Senator.**

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

1. 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;
2. 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;
3. 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. **In the event of a secret ballot, the ballots shall be counted** by non-senators and totals given directly to the **Faculty Senate President**.

## **ARTICLE V. GUIDELINES FOR FACULTY SUBMISSION OF ISSUES TO SENATE**

Section 1. All **resolutions or** 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 **resolution** 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.

**Section 4. All faculty issues or concerns shall be submitted in writing to the Faculty Senate Secretary.**

## **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:

1. Consider carefully all matters with which they are charged by the Senate;
2. 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 **on that committee** as a contact Senator for a certain group of specified faculty members.

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.

## **Article IX. AMENDMENTS**

The by-laws shall be amended by a two-thirds vote of the Faculty Senate during any regularly scheduled business meeting, provided that notice of the proposed changes has been given at the previous regularly scheduled senate meeting.

If notice has not been given, but the senate wishes to make an immediate change to the bylaws (something that would generally be considered a minor change), a motion must be made to suspend the rules for consideration of the amendment, and this motion to suspend the rules must pass unanimously. Additionally, the amendment to the by-laws must pass unanimously.