

# **SENATE OF THE ACADEMIC STAFF BYLAWS**

## **ARTICLE I PURPOSE AND RESPONSIBILITIES**

The purpose of the Senate of the Academic Staff is to serve as the representative body of the University academic staff. As such, the Senate holds the jurisdiction and powers of the academic staff between general meetings of the academic staff.

## **ARTICLE II MEMBERSHIP**

### Section 1 Structure

A. The Senate consists of the nine-member Academic Staff Committee; 26 additional senators elected by and representing their respective schools/colleges/divisions at the time of their election to the committee, or elected as senators-at-large as specified below in Article II, Section 2, Paragraphs A and B; and such additional membership as may be provided in Paragraph C of this section.

(AS Doc 71, 2/2012 revised)

B. Anyone with an academic staff appointment, regardless of percentage of time, may stand for election to the Senate. Eligibility for Senate membership expressly excludes individuals with limited appointments whose back-up appointments are not in the academic staff. Such individuals are not permitted to stand for election or to vote for senators.

C. The Senate must have at least two senators from each of the following appointment categories: indefinite, probationary, and fixed-term. There must be at least four senators each from the teaching and non-teaching categories. Should the election result in the Senate having fewer than the appropriate number of senators from any of these categories, the academic staff members from the underrepresented categories with the greatest number of votes at-large are elected for one-year terms as additional members as authorized by Paragraph A of this section. If there are no available candidates from the at-large pool, the additional senators are appointed by the Academic Staff Committee.

### Section 2 Nomination/Election Procedures

A. Each school/college/division with at least 5.0 FTE academic staff members nominates its own slate of candidates and elects from it one senator. Schools/colleges/divisions with fewer than 5.0 FTE academic staff members combine to nominate a slate of candidates and elect from it one senator.

B. The Office of the Secretary of the University conducts the election of school/college/division senators. The Nominations Committee prepares the slate of nominees for these positions based on preference sheets. Additional nominations are solicited by the Nominations Committee. The election is completed before the date of the academic staff spring general meeting. If no nominations are submitted to the Nominations Committee for a school/college/ division prior to the Committee's deadline, that unit is unrepresented for the year. Such seats are not filled by senators-at-large.

C. Academic Staff Committee members and at-large senators are nominated and elected in accordance with standard Academic Staff Operating Rules.

### Section 3 Term of Office

All members serve three-year terms. No member may serve more than two consecutive three-year terms. The senate year is September 1 through the following August 31.

### Section 4 Absences

Attendance at Senate meetings is part of each senator's duties. The attendance record of the senators is maintained by the Secretary of the University and published in the calendar of the two general meetings of the academic staff. Senators who miss four regular meetings within a given appointment year (1 September -31 August) forfeit their Senate seats. If the seat is held by an Academic Staff Committee member, that individual also forfeits Academic Staff Committee membership. There are no excused absences other than those for governance related work that is directed by the Academic Staff Committee to senate members.

(AS Doc 34 approved 10/2008)

(AS Doc 46 approved 10/2010)

### Section 5 Vacancies

- A. If a vacancy occurs in a Senate seat held by an Academic Staff Committee member, the vacancy is filled in accordance with Article II, Section 4 of the Academic Staff Committee Bylaws.
- B. If a vacancy in a unit or at-large Senate seat occurs between September 1 and the next spring election, except through the failure of a school/college/ division to elect its senator as specified in Article II, Section 2, Paragraph B of these bylaws, it is filled for the remainder of the senate year by the eligible candidate who received the next highest number of votes in the previous unit or at-large election, as appropriate. If no eligible candidate is available, the Academic Staff Committee appoints an academic staff member to fill the vacancy for the remainder of the senate year. If the term of office extends beyond the senate year, an election for the unexpired term is held in conjunction with the next annual election.
- C. If a vacancy in a unit or at-large Senate seat occurs between the date of the election and September 1, the candidate who received the highest number of votes in the most recent election assumes the vacant position until September 1 when he/she assumes the elected position. On September 1, if the term of office extends through the next senate year, the eligible candidate with the most votes who was not elected to a regular term fills the vacancy for the current year. If no eligible candidate is available, the Academic Staff Committee appoints an academic staff member to fill the vacancy for the current year. If the term of office extends beyond that year, an election for the unexpired term is held in conjunction with the next annual election.
- D. Vacancies in Senate at-large positions for which the Academic Staff Committee selects an incumbent are filled in such a way that the distribution specified in Article II, Section 1, Paragraph C of these bylaws is preserved.

## ARTICLE III ORGANIZATION

### Section 1 Executive Committee

The Academic Staff Committee is the executive committee of the Senate. As such, it performs those functions outlined in Article I of the Academic Staff Committee Bylaws.

## Section 2 Officers

The Chair of the Academic Staff Committee is the presiding officer of the Senate. If the Chair is absent, the member of the Academic Staff Committee who has been selected to conduct business in the absence of the chair presides.

### A. Responsibilities

The Chair presides at all meetings and reports Academic Staff Committee activities and any action(s) taken since the last Senate meeting. The Secretary of the University or a designee takes minutes of all meetings and distributes them to the senators and Secretary of the University. In addition, the Secretary of the University maintains the official files and the attendance records of the senators.

### B. Eligibility

Because the Chair of the Academic Staff Committee serves as the presiding officer of the Senate, eligibility for this office is determined in accordance with Article III, Section 1, Paragraph B of the Academic Staff Committee Bylaws.

### C. Election, Term of Office, Vacancies

Refer to Article III, Section 1, Paragraph C of the Academic Staff Committee Bylaws.

## Section 3 Meetings

### A. Regular and Special Meetings

The Senate meets on the second Tuesday of each month, except when the Senate determines, by a two-thirds vote of those present and voting, that a change in a date is necessary. Such a vote must be taken at a regular Senate meeting prior to the meeting to be changed. The new meeting date must be within two weeks after the original date. The meetings begin at 2:30 p.m. and adjourn no later than 4:30 p.m. Either the Senate or the Academic Staff Committee, by majority vote, may schedule special Senate meetings to discuss specific topics. Discussion is limited to the topic(s) for which the meeting has been called.

### B. Quorum

A quorum consists of a majority of the total membership.

### C. Standing Rules

All Senate meetings are conducted according to the latest edition of Robert's Rules of Order, unless otherwise specified in these bylaws or in Senate rules.

### D. Calendar and Minutes

(1) The agenda is prepared by the Academic Staff Committee. A motion to place on the agenda any item not included by the Academic Staff Committee may be made at any meeting of the Senate. If such a motion is passed, the item is placed on the agenda for the next regular meeting of the Senate.

- (2) Items which have not been included in the circulated calendar for which immediate action is imperative must be presented in written form to the Chair of the Senate prior to the scheduled meeting. An item with an externally imposed deadline is placed under New Business by the Chair. Other items where immediate action is imperative may be placed under New Business by a motion to amend the agenda and an affirmative vote of three-fourths of those present and voting.
- (3) The final action on all motions before the Senate is recorded in the minutes, and upon request a roll call is taken indicating the names of those voting affirmatively, those voting negatively, and those abstaining.
- (4) All senators receive copies of the agenda and minutes of Senate meetings. Upon request non-senators may receive copies of the agendas and minutes.

#### Section 4 Subcommittees

The Senate may empower the Chair to appoint subcommittees subject to the appointment conditions approved by the Senate. The Senate may delegate its responsibilities to these subcommittees, providing this delegation does not abridge the responsibility or authority of the Senate. Subcommittees may be composed of a majority of academic staff members who are not senators but at least one member must be a senator. Classified staff and faculty members also may serve on these subcommittees as non-voting members.

### ARTICLE IV RELATIONSHIP TO UNIVERSITY ACADEMIC STAFF

#### Section 1 Report of Action

The Senate submits a report of its actions at each general meeting of the University academic staff. The report is considered as "automatic consent" business unless a majority of the Senate votes to present its report or any portion(s) thereof to the academic staff for action.

#### Section 2 Appeal of Action

Upon written petition to the Secretary of the University either by a majority of the members of the Senate or by one hundred members of the University academic staff, exclusive of senators, any action of the Senate may be appealed to a general or special meeting of the academic staff. Any matters subject to such appeal have priority in the preparation of the calendar of the general or special meeting.

### ARTICLE V AMENDMENTS TO THE BYLAWS

A motion to amend these bylaws may be made only by a senator. The proposed change(s) must be discussed in at least one Senate meeting prior to the meeting at which the vote on the proposed amendment is taken. All proposed amendments must be reviewed by the Codification Committee for logic, clarity, and consistency prior to final approval. Amendments must be accepted by a two-thirds vote of the Senate and, if accepted, be submitted at the next academic Staff Meeting for a simple majority vote.

Senate Bylaws

12/89

6/98

10/08

10/10