

# BYLAWS OF THE WOU FACULTY SENATE

## ARTICLE I

### Officers of the Senate and Their Duties

#### Section 1. Officers

- 1.1 The officers of the Faculty Senate
  - President
  - Vice President
  - Secretary
  - Past President

#### Section 2. Election Procedure

- 2.1 During election years, or as needed, election of officers takes place during the second Faculty Senate meeting in April.
- 2.2 The sequence of election is: President, Vice President and Secretary.
- 2.3 The slate of candidates for the office of President, Vice President and Secretary shall be made by a nominating committee.
- 2.4 The Nominating Committee shall be selected by faculty senators at the March meeting.
- 2.5 The Nominating Committee shall consist of four members: the Past President of the Senate, a member chosen from the current Executive Committee, and two members at-large from the current Senate. The Past President shall serve as chair and coordinator.
- 2.6 All nominees presented by the Nominating Committee shall give their consent; the names shall be distributed five days before the first April meeting.
- 2.7 In addition, nominations may be made from the floor at the first April meeting by any member of the Senate provided the nominator can confirm the prior consent of the nominee.
- 2.8 Election is conducted by ballot and shall include a write-in option for each officer position. If necessary, a run-off election will be conducted between candidates tying for the highest number of votes.
- 2.9 Unless running for office, the current Secretary will count the ballots and report the election results during the second April meeting.
- 2.10 The elected President shall hold office for an initial term of two years. The Vice President and Secretary shall serve a one-year term. Their terms begin at the adjournment of the final Senate meeting for the academic year, usually the last meeting in May.
- 2.11 If re-elected, the President would serve a one-year second term.
- 2.12 No person shall be elected to the same office for more than three consecutive years.
- 2.13 Vacancies occurring among elected officers are filled for the period to complete the term, in the same manner as described, as soon as possible after the vacancy is announced.

#### Section 3. Duties of the Officers

### 3.1 President

- 3.1.1 Preside at meetings of the Faculty Senate.
- 3.1.2 Act as a tie-breaker during votes taken at Faculty Senate meetings.
- 3.1.3 Preside at meetings of the Executive Committee.
- 3.1.4 Be responsible for distributing the agenda of the meetings of the Senate at least three days prior to the scheduled meeting.
- 3.1.5 Call regular and/or special meetings of the Senate and the Executive Committee.
- 3.1.6 Represent the faculty at times and places where such representation is necessary or suggest or designate alternates to the soliciting parties.
- 3.1.7 Serve as the Faculty Senate webmaster, responsible for updating and maintaining the Senate website and online archive. If another member of the Executive Committee is more qualified and willing to assume this responsibility, the President can allow that person to serve instead.
- 3.1.8 Oversee the Faculty Senate budget, including catering at senate meetings, any Senate orientations or retreats, and funding the annual Pastega Awards ceremony.
- 3.1.9 Hire a student worker to record the minutes of Senate meetings. The student shall be paid at a rate approximately 25% higher than minimum wage.
- 3.1.10 When received from the student recorder, post the minutes to the Senate website.
- 3.1.11 Perform such other duties as are specified in these Bylaws, or as may evolve through actions of the Senate.

### 3.2 Vice President

- 3.2.1 Preside at meetings of the Faculty Senate in the absence of, or at the request of, the President of the Senate.
- 3.2.2 Preside at meetings of the Executive Committee in the absence of, or at the request of, the President of the Senate.
- 3.2.3 Carry out any duties of the President of the Senate dealing with Senate affairs while serving in his/her stead.
- 3.2.4 Serve as Parliamentarian for the Senate.
- 3.2.5 Be responsible for carrying out campus-wide elections and plebiscites.
- 3.2.6 In cooperation with the offices of the deans of the two Colleges, develop and maintain an accurate listing of faculty at WOU, the number of FTE employed in each faculty unit, and the number of faculty senators to which each faculty unit is entitled, as provided by the Charter and Bylaws.
- 3.2.7 Notify faculty units of adjustments in the number of Senators to which they are entitled, when such changes are dictated by changes in the number of FTE employed by the faculty unit. Notification shall take place in the beginning of the winter term, and adjustments made at the time of the annual election of Faculty Senators. This information should also be shared with other members of the Executive Committee.
- 3.2.8 Notify faculty units of the need for both present and newly elected Senators to attend the second May meeting of the Faculty Senate.
- 3.2.9 Perform such other duties as are specified in these Bylaws, or as may be assigned by the President of the Senate.

- 3.3 Secretary
  - 3.3.1 Maintain an updated list of all Faculty Senators
  - 3.3.2 Work with the student recorder to answer questions about minute-taking and related subjects. If no student recorder has been hired, then the Secretary should record, collect, preserve, and distribute the minutes of all meetings of the Faculty Senate.
  - 3.3.3 Distribute all notices, materials, and such other matters as may be requested by the President and/or the Faculty Senate.
  - 3.3.4 Assist the Vice President in the conduct of campus-wide elections and plebiscites.
  - 3.3.5 Perform such other duties as are specified in these Bylaws or as may be assigned by the President of the Senate.
  
- 3.4 Past President
  - 3.4.1 Serve in a non-voting, ex-officio capacity on the Senate Executive Committee.
  - 3.4.2 If also serving as an elected Senator, the Past President can vote at Senate meetings but remains non-voting ex-officio during Executive Committee meetings.
  - 3.4.3 Maintain an updated membership list for each of the Faculty Senate committees including member names, appointment terms, committee chairs, and committee charges.
  - 3.4.4 Share this list with the other members of the Executive Committee and the President, for posting on the Senate webpage.

## **ARTICLE II**

### **Executive Committee**

**Section 1. Membership.** The membership of the Executive Committee of the Faculty Senate consists of the President, the Vice President, the Secretary, the immediate Past President, and two elected at-large senators.

- 1.1 Election of at-large members is in the same manner and at the same time as the election of officers of the Senate.
- 1.2 The term of office of all Executive Committee members shall be one year.
- 1.3 In the event that the immediate Past President cannot serve, any willing Past President shall be eligible to fill that spot.
- 1.4 Three committee members constitute a quorum.
- 1.5 Executive Committee members must come from both the College of Education and the College of Liberal Arts and Sciences.

**Section 2. Duties.** The duties of the Executive Committee consist of:

- 2.1 General supervision of the affairs of the Faculty Senate.
- 2.2 Serving as an advisory body to the University President, when requested or when the nature of a situation calls for urgent consideration of a faculty viewpoint.
- 2.3 Determine the agenda of regular and/or special meetings of the Faculty Senate.
- 2.4 Review petitions presented in accordance with provisions of the Charter and validations of said petitions.

- 2.5 Report all official Executive Committee decisions and actions to the Faculty Senate.
- 2.6 When necessary, make recommendations to the Senate regarding committee structure, committee charges and formation of new committees.
- 2.7 Perform such other duties as are specified in these Bylaws or as may be assigned to it by the Senate. Nothing stated herein, or actions taken by the Executive Committee, shall conflict with the recommendations or advisement of the Faculty Senate.

### **ARTICLE III**

#### **Meetings of the Faculty Senate**

##### **Section 1. Regular Meetings.** Regular meetings of the Faculty Senate are:

- 1.1 Held during each of the following months: October, November, December, January, February, March, April, May, and July.
- 1.2 Held from 3:30 to 5:00 on the second and fourth Tuesday of each month, except only one meeting will be held in each of December, March, and July on the second Tuesday.
- 1.3 The Senate Executive Committee may cancel meetings should there be no matters of importance or imminence.
- 1.4 Meetings may be extended beyond the 5:00 adjournment time by a majority vote.
- 1.5 Conducted in accordance with the published agenda. Deviations from the published agenda are permitted only by a majority vote of senators present.

##### **Section 2. Special Meetings.**

- 2.1 Special meetings of the Faculty Senate are called in one of the following ways:
  - 2.1.1 By the Faculty Senate when a motion stating the date, time, and purpose of such meeting is passed by a majority vote of the Senators present and voting.
  - 2.1.2 By the President of the Faculty Senate when a written request stating the purpose of the meeting is submitted by a member of the Senate signed by twenty percent of the entire faculty.
- 2.2 Special meetings should be announced and the agenda published at least 48 hours in advance of meeting time. In the case of an emergency meeting with less than two days notice, at least two-thirds of the Senate's membership must be present to conduct business.
- 2.3 New or additional business not germane to the stated purpose of the special meeting may be introduced only by a vote of approval from two-thirds of the Senators present and voting.

##### **Section 3. Planning Session.**

- 3.1 If necessary, held during the Tuesday of Faculty Week in September.

- 3.2 Agenda items might include a review of business for the upcoming year, review of Faculty Senate committee charges, assignments, and structures, and Senate policies and procedures.

#### **Section 4. Attendance and Participation.**

- 4.1 All meetings of the Senate shall be open to all members of the faculty, administration, and staff. Non-senators shall participate in discussion only upon invitation by the Senate President and should not sit at the tables reserved for senators.
- 4.2 Discussion at Senate meetings shall be of a forum nature except when a specific motion is presented for action or when the President of the Senate deems a more formal framework to be desirable. The rules contained in Roberts Rules of Order, Revised, latest edition, shall govern Senate action on motion and situations in which they are invoked by the Senate President.
- 4.3 Newly elected senators will attend the Senate's second May meeting. Elected Senators will assume their official duties at the conclusion of the final Senate meeting of the academic year, usually the last meeting in May .

#### **Section 5. Alternates and Vacancies**

- 5.1 When a Senator is on leave or sabbatical, his/her faculty unit may designate an alternate for the period of vacancy.
- 5.2 In case of vacancy by resignation, an election within the affected unit shall be conducted within thirty (30) days after the vacancy has occurred.
- 5.3 Alternates and/or replacements assume full voting responsibilities in the Senate, but do not automatically become appointed to the absent senator's elected Senate committees.
- 5.4 In case of vacancy on elected Senate committees, appointments shall follow the original procedures for election as described in the Bylaws and Charter.

### **ARTICLE IV Order of Business**

**Section 1.** At regular meetings the business of the Senate shall be conducted in the following order:

Call to order

Call of the roll (by circulation of sign-up sheet)

Corrections to and approval of minutes from previous meeting(s)

Institutional Reports:

1. Faculty Senate President
2. University President
3. University Provost
4. Additional Reports by Approved Request (ASWOU, ASC, Staff Senate, Interinstitutional Faculty Senate, other)

Consideration of Old Business

Consideration of New Business

Informational Presentations (including Committee Reports and reports of deans etc.)

Adjournment

**Section 2.** At special meetings the business of the Senate shall be conducted in the following order:

Call to order

Call of the roll (by circulation of sign-up sheet)

Consideration of special business

Adjournment

## **ARTICLE V Interinstitutional Faculty Senate**

### **Section 1. Election.**

- 1.1 Representatives to the Interinstitutional Faculty Senate shall be elected to serve according to the terms of the IFS Charter.
- 1.2 The Faculty Senate shall conduct an election to the IFS in the fall of the year in which the term of an IFS representative is to expire. In case of vacancy by resignation, an election shall be conducted within 30 days after the vacancy has occurred.
- 1.3 Any faculty member eligible to serve in the Faculty Senate may be elected to the IFS.

**Section 2.** The WOU representatives to the IFS shall maintain effective liaison with the WOU Faculty Senate.

[Last Amended: February 2012]