

# Bylaws of the Faculty

(most recent revisions approved by the Faculty in its Fall 2006 election and by the President of the University on December 8, 2006)

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## Article I

### **Name and Purpose**

#### **Section 1. Name**

The name of this organization shall be *the Faculty of California State University, Northridge* (hereinafter referred to as *the Faculty*).

#### **Section 2. Purpose**

California State University, Northridge is committed to the concept of collegial shared governance, according to which faculty and administrators take joint responsibility for the academic mission of the University. Shared governance gives to faculty the primary responsibility for the educational functions of the University, consistent with basic policy as set by the Board of Trustees. These responsibilities include, but are not limited to: design and implementation of curricula of the highest academic quality; setting and maintaining academic and professional standards, including admission and degree requirements; facilitating and insuring the free conduct of creative and scholarly activities; determining faculty personnel policies, procedures, and criteria and overseeing their implementation; exercising major influence over decisions on hiring, tenure, and promotion; and participating meaningfully in budgetary decisions, especially when they directly affect the academic mission of the University.<sup>1</sup> The primary purpose of this organization and of these Bylaws is to facilitate the faculty's effective exercise, at the University level, of its rights and responsibilities under this concept. Colleges, Departments, and other academic units may determine their own processes and procedures consistent with the general concept and with these Bylaws.

#### **Section 3. Governance**

Faculty participation in shared governance at the University level will be conducted primarily by the Faculty Senate, the Executive Committee of the Senate, and the Standing Committees of the Faculty.

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<sup>1</sup> See Higher Education Employer-Employee Relations Act, esp. Article 1, Section 3561b; "Report of the Board of Trustee's Ad Hoc Committee on Governance, Collegiality, and Responsibility in the California State University," adopted by the CSU Board of Trustees, 1985; and "Collegiality in the California State University System," approved by the CSU Academic Senate, 1985: [http://www.csun.edu/senate/policies\\_docs.html](http://www.csun.edu/senate/policies_docs.html).

## Article II

### **Organization and Powers of the Faculty**

#### **Section 1. Designation of the Teaching Faculty**

The faculty of a university, in the broadest sense, comprises its entire teaching and administrative force. These Bylaws, however, apply only to the teaching faculty and its roles and responsibilities in shared governance. The term “teaching faculty”, as used in this document, shall designate all faculty-unit employees of the University, both full-time and part-time, who are faculty employees, coaching employees, counselor employees, or librarian employees.

#### **Section 2. Membership in the Faculty**

While all members of the teaching faculty play crucial roles in the educational mission of the University, it is the full-time teaching faculty who bear primary, ongoing responsibility for faculty participation in collegial shared governance as described in Article I, Section 2 above. Part-time members of the teaching faculty, while not charged with this responsibility, may choose to participate formally in shared governance by election to the Faculty Senate (see Article III, Section 1.1.6). The members of the Faculty, understood as the organization for carrying out these responsibilities, shall accordingly be: (a) all full-time members of the teaching faculty and (b) all part-time members of the teaching faculty who are serving as elected members of the Faculty Senate. The Executive Committee of the Senate shall maintain the official roster of the Faculty.

#### **Section 3. Faculty Participation**

All members of the teaching faculty, both full-time and part-time, have the right to representation in shared governance at the University level as hereinafter specified. Voting privileges and eligibility for the various offices of the Faculty, the Faculty Senate, and the Standing and Advisory Committees of the Faculty are restricted to various segments of the teaching faculty, as further specified in these Bylaws.

#### **Section 4. No Proxy or Absentee Voting**

Proxy voting (authorization of a person to vote in the stead of another) and other forms of absentee voting are incompatible with the essential characteristics of deliberative faculty governance; they are therefore prohibited in meetings at the University, College, and Department levels.

#### **Section 5. Powers**

The ultimate authority of this organization shall be vested in the Faculty. Specific powers or general powers delegated to the Senate or to committees of the Faculty shall be provisional in that ultimate decisions may be referred to the Faculty, as provided for in Article III, Section 2 of these Bylaws. The Faculty may not delegate authority to decide policies on matters of academic freedom involving:

1. the relationship of professor to student in the classroom, except as provided in Academic Grievance Procedures;
2. the methods, procedures and subject matter used by professors in their teaching assignments;
3. the conduct and publication of academic research.

#### **Section 6. Officers of the Faculty**

The officers of the Faculty shall be a President, Vice President, and Secretary. Faculty officers shall be elected by the Faculty and shall be full-time members of the Faculty.

##### **Section 6.1. Nomination and Election of Officers of the Faculty**

Nominations of the officers of the Faculty shall be made by the Executive Committee of the Senate and by individual Senators at a regular meeting of the Senate. The notice of the Senate meeting at which nominations are received must be published at least ten working days in advance. These nominations shall consist of at least one nominee for each office. Additional nominations may be

made by written petition of fifteen members of the Faculty to the Faculty President within the time limits set in the election calendar established by the Executive Committee. The deadline for receipt of petitions shall be announced to the Faculty at least seven calendar days before petitions are due.

The election shall be held by secret ballot at the time specified in the election calendar. Officers shall be declared elected after they receive a majority of all votes cast in the election; if no candidate receives the majority of a ballot, a second ballot shall be taken between the two candidates receiving the highest number of votes.

## **Section 6.2. Terms of Office**

The elected officers of the Faculty shall assume office the day following the annual commencement ceremonies. The terms of office for the Vice President and Secretary shall be one year. The term of office for the President shall be two years. No individual shall serve more than two consecutive elected terms as President.

## **Section 6.3. Replacement of Faculty Officers**

The Vice President shall serve as President in the event of the absence, incapacity, death, or resignation of the President. In the event of a vacancy in any office of the Faculty other than the office of President, the Senate shall, by vote of its membership at a regular meeting, designate one of its members to serve until the next annual election.

## **Section 7. Representatives to the Academic Senate of the California State University**

Representatives of the Faculty to the Academic Senate of the California State University shall be full-time members of the Faculty elected by the Faculty in such numbers, for such terms, and at such times as may be provided in the Constitution of that body.

### **Section 7.1. Nomination and Election of Representatives to the CSU Academic Senate**

Nominations of representatives to the CSU Academic Senate shall be made and elections conducted in the same manner as nominations and elections of officers of the Faculty (see Article II, Section 6.1).

### **Section 7.2. Replacement of Representatives to the CSU Academic Senate**

In the event of an absence of one of the representatives to the CSU Academic Senate, the President of the Faculty shall be the first alternate representative. If the President of the Faculty is unable to serve, or in the event of the absence of more than one representative, the Senate shall, by vote of its membership at a regular meeting, designate one of its eligible members to serve until the next annual election. The Executive Committee of the Senate shall determine when a vacancy has occurred.

## **Section 8. Meetings of the Faculty**

A meeting of the Faculty shall be called under any of the four following conditions:

1. at the request of the President of the University, or
2. at the request of the President of the Faculty, or
3. at the request of a majority of the Executive Committee, or
4. at the request of five percent of the members of the Faculty by written petition to the President of the Faculty.

### **Section 8.1. Quorum**

Fifteen percent of the Faculty shall constitute a quorum.

### **Section 8.2. Voting on Issues Submitted to the Faculty**

All and only members of the Faculty may vote on issues submitted to the Faculty, except that on any specific issue not covered in these Bylaws the Senate may extend voting privileges or limit them to various segments of the Faculty.

Voting in meetings of the Faculty shall be by voice vote, except that on request of any member present, a countable vote shall be taken.

All actions taken at meetings of the Faculty require the presence of a quorum and subsequent ratification by a mail or electronic ballot distributed to the Faculty. Ratification requires a majority affirmative vote, with at least twenty-five percent of the Faculty casting a ballot.

### **Section 8.3. Agenda, Minutes, and Notice of Meetings of the Faculty**

Notice and agenda of all meetings of the Faculty shall be distributed to the Faculty at least two instructional days prior to the meeting. The agenda for a meeting of the Faculty shall include any matters proposed by the Executive Committee or referred to the Executive Committee by the President of the University, the President of the Faculty, the Senate, or by petition to the President of the Faculty signed by five percent of the members of the Faculty. Minutes of all meetings of the Faculty shall be published to the Faculty, either directly or by electronic posting.

### **Section 8.4. Notification to Members of the Faculty on Leave**

Agenda, meeting announcements, and other materials, including ballots, shall be transmitted to Faculty members on leave in the manner normally used to contact active members of the Faculty.

## **Article III**

### **Organization and Powers of the Faculty Senate**

#### **Section 1. Composition of the Faculty Senate**

The Senate shall be composed of the following *ex officio* and elected members.

##### **Section 1.1. *Ex Officio* Members**

The following persons shall serve as *ex officio* members of the Senate:

##### **Section 1.1.1. Faculty Officers**

The President of the Faculty, the Vice President of the Faculty, the Secretary of the Faculty, and the immediate Past President of the Faculty shall serve as *ex officio* members of the Senate.

##### **Section 1.1.2. Statewide Academic Senators of the California State University**

The CSUN representatives to the statewide Academic Senate of the California State University shall serve as *ex officio* members of the Senate. Concurrent service as a representative to the CSU Academic Senate and as an elected or *ex officio* member of the CSUN Faculty Senate shall be permitted.

##### **Section 1.1.3. Chairs of Standing Committees**

The chairs of the Standing Committees shall serve as *ex officio* members of the Senate. When a committee chair is already an elected or *ex officio* member of the Senate or is unable to attend the regular meetings of the Senate, a designee shall be chosen by and from the committee.

##### **Section 1.1.4. President of Associated Students**

The President of the Associated Students shall serve as an *ex officio* member of the Senate.

### **Section 1.1.5. President of Association of Retired Faculty**

The President of the CSUN Association of Retired Faculty (ARF), or his or her designee, shall serve as an *ex officio* member of the Senate.

## **Section 1.2. Elected Members**

The elected membership of the Senate shall be as follows:

### **Section 1.2.1. Senators-at-Large**

Twelve Senators shall be elected at-large by and from the Faculty.

### **Section 1.2.2. Colleges**

A number of Senators shall be elected by and from the tenured and tenure-track members of the Faculty within each College. The number of Senators elected from each College shall be equal to one-third of the percent of total University full-time-equivalent faculty-unit employees within the College during the semester of the election. The method of major fractions shall be used, provided that each College shall have at least one Senator.<sup>2</sup>

### **Section 1.2.3. Library**

One Senator shall be elected by and from the tenured and tenure-track Faculty of the Library.

### **Section 1.2.4. Student Affairs**

One Senator shall be elected by and from the Faculty in Student Affairs.

### **Section 1.2.5. Athletics**

One Senator shall be elected by and from the Faculty in Athletics (coaches).

### **Section 1.2.6. Full-Time and Part-Time Lecturers**

One Senator shall be elected by and from the full-time and part-time Lecturers within each of the Colleges and the Library.

## **Section 2. Powers of the Senate**

The Senate shall act in lieu of the entire Faculty on all matters not reserved for direct action by the Faculty in the Bylaws, subject to review by the Faculty in meetings called in accordance with Article II, Section 8. Actions in opposition to Senate decisions require ratification in accordance with Article II, Section 8.2. Actions of the Senate not referred to and overturned by the Faculty in this manner shall be deemed to have been approved by the Faculty.

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<sup>2</sup> Number of Senators from the specific College =  $\left(\frac{a}{b}\right)\left(\frac{1}{3}\right)(100)$ , where  $a$  = FTEF in the specific College,  $b$  = FTEF total of all Colleges, numbers at or above  $\frac{1}{2}$  will be rounded up to the next whole number.

### **Section 3. Nomination and Election of Senators**

The Executive Committee of the Senate shall annually determine the number of Senators to be allocated under Article III, Section 1.2.2.

Senators-at-large shall be elected from a number of nominees equal to at least twice the number of offices to be filled. Nominations shall be made by the Executive Committee of the Senate and by individual Senators at the meeting in which nominations for Faculty officers are received. Additional nominations may be made by written petition of fifteen members of the Faculty to the Faculty President within the time limits set in the election calendar established by the Executive Committee. All nominees shall comprise a single slate, and the candidates receiving the highest total vote shall be declared elected. To be counted, a ballot must not be marked with more choices than there are offices to be filled.

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

The term of office for elected members of the Senate shall be two years. The terms of members elected from the Colleges and at-large shall be overlapping. Senators-elect and new *ex officio* Senators assume office at the beginning of the academic year, except that they may participate in the election of the new Senate Executive Committee at the last Senate meeting of the previous academic year.

### **Section 5. Temporary Absences from the Senate**

An elected member of the Senate may choose to serve during a leave of absence from the University or other non-teaching faculty activity, provided the member is available for meetings of the Senate. The Senate may grant a leave of absence from the Senate to a member who will be absent for no more than one semester and returning thereafter. Non-teaching semesters for Senators participating in the Faculty Early Retirement Program shall be treated in the same way as University leaves of absence.

A Senator who will be absent and is not granted leave, or who will be absent for more than one semester, must be replaced for the duration of the term, in accordance with the procedures for filling a vacancy.

### **Section 6. Vacancies**

The Executive Committee shall determine when a vacancy has occurred in the Senate. Vacancies shall be filled in the following manner:

#### **Section 6.1. Replacement of *Ex Officio* Members of the Senate**

Replacements of Faculty officers shall be made in accordance with Article II, Section 6.3. The immediate Past President will not be replaced.

Replacements of representatives to the CSU Academic Senate shall be made in accordance with Article II, Section 7.2.

Replacement of a Standing Committee chair (or designee) shall be made by the Standing Committee.

Replacement of the Associated Students President or the Association of Retired Faculty President (or designee) shall be made by the Associated Students or the Association of Retired Faculty, respectively.

#### **Section 6.2. Replacement of Elected Members of the Senate**

Replacement for a member elected by a College, the Library, Student Affairs, or Athletics shall be elected by the College, the Library, Student Affairs, or Athletics, respectively.

Replacement for a member elected by the Lecturers within a College or the Library shall be elected by the Lecturers within the College or the Library, respectively.

Replacements for members elected at-large shall be elected by the Senate from a number of nominees equal to at least twice the number of vacancies to be filled. Nominations shall be made by the Executive Committee of the Senate and by individual Senators at a designated regular meeting of the Senate. Voting shall take place by secret ballot at the meeting in which nominations are received.

## **Section 7. Officers of the Senate**

The President of the Faculty shall serve as Chair of the Senate. The Vice President of the Faculty shall serve as Vice Chair of the Senate. The Secretary of the Faculty shall serve as Secretary of the Senate.

## **Section 8. Senate Meetings**

Regular meetings of the Senate shall be held during the academic year at times determined by the Executive Committee of the Senate. Special meetings of the Senate shall be called under any of the following four conditions:

1. at the request of the President of the University, or
2. at the request of the President of the Faculty, or
3. at the request of a majority of the Executive Committee, or
4. at the request of a majority of the members of the Senate, by written petition to the President of the Faculty.

All meetings of the Senate are open.

### **Section 8.1. Quorum**

The majority of the members of the Senate shall constitute a quorum.

### **Section 8.2. Voting in Meetings of the Senate**

All and only Senators may vote on issues brought to the Senate in regular or special meetings. Decisions shall be made by voice vote, except that on the request of any member present a countable vote shall be taken. A roll call vote shall be taken upon motion approved by one-fifth of the members present. Elections conducted at Senate meetings shall be by secret ballot. Proxy or absentee voting is not permitted.

### **Section 8.3. Agenda, Minutes, and Notice of Meetings of the Senate**

Notice and agenda of all meetings of the Senate shall be distributed to the Senate; the Department Chairs; the President, Vice Presidents, and Associate Vice Presidents of the University; and the Deans and Associate Deans of the Colleges and the Library at least three instructional days prior to the meeting. Agenda and approved minutes of all meetings of the Senate shall be posted electronically.

### **Section 8.4. Notification to Senators on Leave**

Agenda, meeting announcements, and other materials, including ballots, shall be transmitted to Senators on leave in the manner normally used to contact active members of the Senate.

## **Section 9. Action by the Senate on Policy Recommendations from the Standing and Advisory Committees**

Policy recommendations from the Standing and Advisory Committees shall be placed on the agenda of the Senate in accord with Article V, Section 9 of these Bylaws. Whenever such recommendations are on the agenda of the Senate, a representative from the committee shall have the privilege of the floor. The Senate shall consider all such recommendations and shall, for each recommendation, either:

- a. approve the recommendation, with or without amendments, or
- b. return the recommendation with suggestions for further consideration, or
- c. reject the recommendation.

## **Section 10. Action by the President of the University on Recommendations from the Senate**

The President of the Faculty shall promptly notify the President of the University of all policy recommendations approved by the Senate. Within thirty days of receiving notification of any policy recommendation, the President of the University may either:

- a. approve and implement the recommendation, or
- b. return the recommendation to the Senate with suggestions for further consideration, or
- c. reject the recommendation.

## **Section 11. Annual Report**

The Faculty President who has served during the previous academic year shall prepare by June 30 of each year a summary report of the Faculty Senate's activities during the year and its recommendations for future study. The annual report shall be electronically posted with the approved minutes of the Senate meetings held during the academic year.

## **Article IV**

## **Executive Committee of the Senate**

### **Section 1. Composition of the Executive Committee of the Senate**

There shall be constituted each year an eleven-member Executive Committee consisting of: the President of the Faculty, the Vice President of the Faculty, the Secretary of the Faculty, the senior representative of the CSU Academic Senate, the Provost and Vice President for Academic Affairs (non-voting), and six members of the teaching faculty elected by and from the Senate. The Executive Committee shall have no more than two members from any one College except in the event that more than two *ex officio* members are from one College. The six members elected by the Senate shall be from Colleges that do not already have two representatives on the committee. The President of the Faculty shall serve as chair of the Executive Committee.

### **Section 2. Election of Executive Committee Members and Term of Office**

The six elected members of the Executive Committee shall be elected at the last Senate meeting of the academic year. Executive Committee members shall assume office the day following the annual commencement ceremonies. The term of office shall be one year.

### **Section 3. Duties of the Executive Committee**

The Executive Committee of the Senate shall serve as:

#### **Section 3.1. Agenda Committee for the Senate and the Faculty**

The Executive Committee shall set agenda for meetings of the Senate and meetings of the Faculty.

#### **Section 3.2. Policy Review Committee for the Senate**

In accord with Article V, Section 9 of these Bylaws, the Executive Committee shall review all policy recommendations from the Standing and Advisory Committees of the Faculty and place them on the agenda of the Senate in a timely fashion, with or without recommendation. It shall review all minutes of Standing and Advisory Committees and, if it notes policy recommendations in the minutes which have not been forwarded by separate addendum, it shall place them on the agenda of the Senate.

#### **Section 3.3. Committee on Committees for the Senate and the Faculty**

The Executive Committee shall monitor the membership and oversee the activities of the Standing and Advisory Committees of the Faculty and of any *ad hoc* committees that the Senate or the Faculty may establish.

### **Section 3.4. Calendar Committee for Meetings of the Senate and the Executive Committee**

No later than the final meeting of each academic year, the Executive Committee shall propose a calendar for the subsequent year's Senate and Executive Committee meetings. The proposed meeting calendar shall take effect only after review, possible revision, and approval by the newly elected Executive Committee.

### **Section 3.5. Election Committee for the Senate and the Faculty**

The Executive Committee shall oversee and conduct the nomination process and elections for the Senate and the Faculty. No later than the second regularly scheduled meeting of each academic year, the Executive Committee shall determine the calendar for the year's election of officers of the Faculty, representatives to the CSU Academic Senate, members of the Senate, and all Standing and Advisory Committees of the Faculty. In accordance with Article II, Sections 6.1 and 7.1; Article III, Section 3; and Article V, Section 3.1 of these Bylaws, the election calendar shall include:

- § date of the Senate meeting to receive nominations for Faculty officers, CSU Academic Senators, and Senators-at-large
- § deadline for announcing the time period for nomination by petition
- § deadline for receipt of nominating petitions (at least seven calendar days after announcement of deadline)
- § election period for Faculty and Senate elections and deadline for election returns
- § election period for College, Library, Student Affairs, and Athletics elections and deadline for election returns.

### **Section 3.6. Faculty Governance in Intersession, Special Sessions, and Summer Session**

The Executive Committee of the Senate shall act for the Faculty, the Senate, and the Standing Committees of the Senate on those matters requiring Faculty action or consultation during the intersession, special sessions, or summer months. It shall take action only on those items that cannot be postponed to the regular academic year. Any such actions shall be reported by the President of the Faculty to the first subsequent regular meeting of the appropriate Standing Committee and, when appropriate, to the Senate. If a member of the Executive Committee is unavailable during an intersession, a special session, or during the summer, the President of the Faculty shall, when necessary to conduct business, appoint a substitute from the Senate.

### **Section 4. Replacement of Members of the Executive Committee**

The Executive Committee shall determine when a vacancy has occurred in the committee. *Ex officio* members of the committee shall be replaced in accordance with Article II, Sections 6.3 and 7.2 of these Bylaws. A replacement for an elected member shall be elected by and from the Senate so that there are no more than two faculty members from any one College (except as in Article IV, Section 1).

### **Section 5. Executive Committee Meetings**

Regular meetings of the Executive Committee shall be held during the academic year at times set in the calendar established by the Executive Committee. Special meetings shall be called under any of the three following conditions:

1. at the request of the President of the University, or
2. at the request of the President of the Faculty, or
3. at the request of any three members of the Executive Committee.

#### **Section 5.1. Quorum**

The majority of the members of the Executive Committee shall constitute a quorum.

#### **Section 5.2. Agenda, Minutes, and Notice of Meetings of the Executive Committee**

Notice and agenda of meetings of the Executive Committee shall be distributed to the members of the Executive Committee at least three instructional days prior to the meeting, except when special meetings require shorter notification. Agenda and approved minutes of all meetings of the Executive Committee shall be posted electronically.

## Article V

### **Standing Committees and Advisory Committees of the Faculty**

#### **Section 1. Establishment of Committees**

##### **Section 1.1. Committees of the Faculty**

By adoption and subsequent amendment of these Bylaws, the Faculty may establish such Standing Committees and Advisory Committees as it deems necessary.

##### **Section 1.2. *Ad hoc* Committees**

The Senate, the Executive Committee of the Senate, and the Standing Committees may establish such *ad hoc* committees as they deem necessary from time to time.

#### **Section 2. Representational Role of Faculty Committee Members**

Each member of a Standing or Advisory Committee represents the entire University rather than any College, discipline, or other constituency.

#### **Section 3. Composition of Standing and Advisory Committees**

Except for student members, only members of the teaching faculty may serve on Standing and Advisory Committees of the Faculty. Non-tenured members of the teaching faculty, including part-time and full-time Lecturers, may be elected or appointed to Standing and Advisory Committees, except for those committees whose membership is subject to further restrictions as specified in Article V, Sections 6-6.9 of these Bylaws.

##### **Section 3.1. Elected Members**

Members of Standing or Advisory Committees who are elected by the Senate shall be elected from a slate nominated by the Senate Executive Committee.

Members elected by the Colleges, the Library, Student Affairs, and Athletics shall be elected by the Faculty within each of the respective units.

Elected committee members shall serve overlapping three-year terms.

##### **Section 3.2. Appointed Members**

The President of the University shall appoint members of the Faculty to various Standing Committees, as specified in Article V, Section 6. Terms of the Presidential appointees are at the discretion of the President.

##### **Section 3.3. Limitations on Committee Service**

No individual shall serve simultaneously on more than one Standing Committee.

Except for the Personnel Planning and Review Committee, no Standing or Advisory Committee shall have more than two members from any one College, the Library, Athletics, or Student Affairs.

### **Section 3.4. The Committee Chair**

Each of the Standing and Advisory Committees shall have a chair, chosen by and from the new and continuing membership of the committee at the final meeting of the academic year. The chair shall be an elected member who has previously served at least one year on the committee. The term of service for the committee chair is one year.

### **Section 3.5. The Executive Secretary**

Unless otherwise specified, for each of the Standing and Advisory Committees the President of the University shall appoint an administrative officer to serve as executive secretary for the committee but not as a member of the committee. The President's appointments of executive secretaries shall be subject to the advice and consent of the individual affected committees.

## **Section 4. Temporary Absences from Committees**

A member of any Standing or Advisory Committee may choose to serve during a leave of absence from the University or other non-teaching faculty activity, provided the committee member is available for meetings and other committee activities. Any Standing or Advisory Committee, except the Personnel Planning and Review committee, may grant a leave of absence from the committee to an elected member who will be absent for no more than one semester and returning thereafter. Non-teaching semesters for committee members participating in the Faculty Early Retirement Program shall be treated in the same way as University leaves of absence.

A committee member who will be absent and is not granted leave, or who will be absent for more than one semester, must be replaced for the duration of the term, in accordance with the procedures for filling a vacancy.

## **Section 5. Vacancies**

The Executive Committee of the Senate shall determine when a vacancy has occurred in a Standing or Advisory Committee. Vacancies shall be filled in the following manner:

### **Section 5.1. Replacement of Elected Members**

Except for the Personnel Planning and Review Committee, replacements for members elected by a College or other administrative unit shall be appointed by the unit. Replacements for members elected by the Senate shall be appointed by the Executive Committee of the Senate.

### **Section 5.2. Replacement of Appointed Members**

Replacements for members appointed by the President of the University shall be appointed by the President of the University. Replacements for members from the student body shall be appointed by the Associated Students Senate. Replacements for executive secretaries shall be appointed by the President of the University.

### **Section 5.3. Replacements on the Personnel Planning and Review Committee**

Leaves of absence may not be granted by the Personnel Planning and Review Committee. Vacancies shall be filled by election, in accordance with Section 600 of the University *Administrative Manual*.

## **Section 6. Standing Committees**

The following committees are Standing Committees of the Faculty:

### **Section 6.1. Academic Technology Committee**

This committee shall consist of thirteen members: nine members elected, one each, by and from the eight Colleges and the Library; two members elected by the Senate; and two student members appointed by the Associated Students Senate.

This committee shall make recommendations regarding University resources and policy that pertain to instructional and research technology, including computing and instructional media development and services. There shall be consultation and liaison with other appropriate Standing Committees.

### **Section 6.2. Educational Equity Committee**

This committee shall consist of twelve members: eight members elected by the Senate; two members appointed by the President of the University; and two student members, one graduate and one undergraduate, appointed by the Associated Students Senate.

This committee shall study educational equity policy and make recommendations affecting educational equity; review all existing University, College and departmental educational equity efforts; review all educational equity expenditures and allocations as necessary; and review proposals for new educational equity programs. The Director of the Educational Opportunity Program (EOP) shall serve as the executive secretary of the committee.

### **Section 6.3. Educational Policies Committee**

This committee shall consist of eleven members: eight members elected by the Senate, two members appointed by the President of the University, and one student member appointed by the Associated Students Senate.

This committee shall study policy areas and make recommendations affecting undergraduate curriculum, general education, and undergraduate academic standards.

### **Section 6.4. Educational Resources Committee**

This committee shall consist of ten tenured members of the Faculty: eight members elected by the Senate and two members appointed by the President of the University.

This committee shall make general policy recommendations in order to guide the allocation of all University resources that impact educational programs. In carrying out its charge, the committee may review and advise on current and proposed allocation of faculty positions; the allocation of and projected needs for space, support equipment and operating expense budgets; the allocation of resources for technology; the assignment of and projected needs for support staff; the recommendations of other faculty governance committees which have significant educational resource implications; and, at the request of an appropriate University committee or an Associate Dean, independently evaluate proposals for new programs with regard to their impact on the available educational resources of the University.

### **Section 6.5. Extended Learning Committee**

This committee shall consist of twelve members: nine members elected, one each, by and from the eight Colleges and the Library; two members elected by the Senate; and one member appointed by the President of the University.

This committee shall study policy areas and make recommendations affecting continuing education.

### **Section 6.6. Graduate Studies Committee**

This committee shall consist of thirteen members: ten members elected by the Senate, two members appointed by the President of the University, and one graduate student member appointed by the Associated Students Senate.

This committee shall study policy areas and make recommendations affecting graduate curricula and graduate academic standards. It shall maintain liaison with the Educational Policies Committee on curricular matters of mutual interest.

## **Section 6.7. Library Committee**

This committee shall consist of thirteen members: nine members elected, one each, by and from the eight Colleges and the Library; two members elected by the Senate; and two student members, one undergraduate and one graduate, appointed by the Associated Students Senate.

This committee shall make recommendations concerning the allocation of Library funds and the development of Library services and resources. There shall be consultation and liaison with other appropriate Standing Committees.

## **Section 6.8. Personnel Planning and Review Committee**

This committee shall consist of thirteen members, including the President of the Faculty and twelve members elected by and from the eight Colleges, the Library, and Student Affairs, each unit electing its own representatives. Only faculty in the rank of Professor, Librarian, or Student Services Professional III - Academically Related are eligible to serve on the Personnel Planning and Review Committee. If the President of the Faculty is not eligible to serve, the Faculty President shall appoint an eligible designee. The twelve elected members shall be apportioned annually among the Colleges, the Library, and Student Affairs by the Executive Committee of the Senate according to the number of full-time equivalent teaching faculty each employs during the semester of the election. The method of major fractions shall be used, provided that no represented unit shall have fewer than one member or more than four.

This committee shall make recommendations concerning academic personnel policies and procedures, including those which, if adopted, shall be incorporated in appropriate sections of the *Administrative Manual*. The committee shall interpret Section 600 of the *Administrative Manual* and other pertinent documents and directives with respect to personnel matters, shall hear appeals from personnel decisions of College committees and/or Deans, and shall carry out all other duties assigned to the committee in Section 600 of the *Administrative Manual*.

## **Section 6.9. Research and Grants Committee**

This committee shall consist of eleven members: nine members elected, one each, by and from the eight Colleges and the Library; and two members elected by the Senate. A University administrator associated with research shall serve as executive secretary and as a resource person for the committee.

This committee shall make recommendations concerning faculty and University research, including general policy recommendations, and shall recommend procedures for maintaining adequate records and preparing reports of research activity undertaken at the University.

## **Section 7. Advisory Committees**

### **Section 7.1. Learning Resource Advisory Committee**

This Advisory Committee shall consist of five members: four members elected by the Senate and one student member appointed by the Associated Students Senate. The Director of the Learning Resource Center shall serve as executive secretary.

This Advisory Committee shall make recommendations to the Director of the Learning Resource Center concerning the development and use of Learning Resource Center services and the allocation of Learning Resource Center funds.

## **Section 8. Committee Meetings**

All meetings of Standing and Advisory Committees, except the Personnel Planning and Review Committee when discussing individual personnel matters, are open.

### **Section 8.1. Voting**

All members of Standing and Advisory Committees are voting members. Executive secretaries of the committees are not committee members.

Committee decisions may be made by voice vote, except that on the request of any member present a countable vote or a roll-call vote shall be taken. Secret ballots may be used only in matters that involve considerations of specific individuals.

## **Section 8.2. Agenda of Committee Meetings**

The chair of each Standing or Advisory Committee, in consultation with the executive secretary, shall prepare an agenda prior to each meeting. Any items submitted by a committee member in sufficient time to be included shall be placed on the agenda. The executive secretary shall distribute the agenda at least three instructional days prior to the meeting to all members of the committee. The agenda of all Standing Committee meetings shall be posted electronically prior to the meeting.

## **Section 8.3. Minutes of Committee Meetings**

In consultation with the committee chair, the executive secretary of each Standing or Advisory Committee shall prepare approval copies of the minutes of each committee meeting and promptly distribute them to the committee. The approved minutes of all Standing Committee meetings shall be posted electronically. The approved minutes of all Advisory Committee meetings shall either be posted electronically or distributed to the committee and to the Senate.

Full proceedings and documentation of committee meetings shall be filed in the office of the executive secretary and, except for confidential personnel matters, shall be available for review to all members of the Faculty. The deliberations of the Personnel Planning and Review Committee regarding personnel matters shall remain confidential.

## **Section 9. Policy Recommendations from Standing and Advisory Committees**

Policy recommendations contained in the minutes of the Standing or Advisory Committees shall be extracted by the executive secretary of each committee and forwarded by separate addendum to the Executive Committee of the Senate. The Executive Committee shall review all such policy recommendations and place them on the agenda of the Senate in a timely fashion, with or without recommendation. The Executive Committee shall review all minutes of Standing and Advisory Committees. If the Executive Committee notes policy recommendations in the minutes which have not been forwarded by separate addendum, it shall place them on the agenda of the Senate. Any Senator may ask the Senate to consider any item from the minutes of a Standing or Advisory Committee as a policy matter.

## **Section 10. Annual Reports**

Each Standing Committee shall prepare by May 31 of each academic year a summary report of its activities during the year and its recommendations for future study. The annual report shall be submitted to the office of the Faculty President and shall be electronically posted with the approved minutes of the committee meetings held during the academic year.

## **Article VI**

### **Parliamentary Authority**

#### **Section 1. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

## **Article VII**

### **Amendments to the Bylaws**

#### **Section 1. Initiation of Amendments to the Bylaws**

Amendments to these Bylaws may be proposed by either of the following:

- a. any Standing Committee of the Faculty,
- b. the Faculty Senate,
- c. the Executive Committee of the Senate,

- d. a specially constituted subcommittee of the Senate, or
- e. at least five percent of the Faculty upon the submission of a signed petition to the President of the Faculty.

## **Section 2. Procedures**

### **Section 2.1. Executive Committee and Senate Review**

Once proposed, an amendment to the Bylaws must be considered by the Executive Committee, and its recommendation must be presented to the Faculty Senate for its review. A proposal emanating from the Senate must be reviewed by the Executive Committee and returned to the Senate by the next regularly scheduled Senate meeting. If the Faculty Senate approves an amendment, the Faculty President must forward it to the Faculty for a vote. Except for amendments proposed by Faculty petition, amendments that do not receive Senate approval shall not be forwarded to the Faculty.

### **Section 2.2. Amendments Proposed by Faculty Petition**

The Faculty President must forward to the Faculty an amendment originating from a petition signed by at least five percent of the Faculty, but if the Senate opposes the amendment, it may apprise the Faculty of its opposition on the ratification ballot.

### **Section 2.3. Notification to the Faculty**

The President of the Faculty must notify the Faculty directly, in writing or by electronic communication, at least ten instructional days prior to the vote on any amendment. The notification must include the actual wording of the amendment and a brief justification for it. A brief statement opposing the amendment must be solicited by the Faculty President and, if submitted, must be included with the notification. If, after solicitation, no opposition statement is submitted, the notification shall so indicate.

### **Section 2.4. Vote of the Faculty**

Following notification of the Faculty, these Bylaws shall be amended upon a two-thirds majority affirmative vote cast in a mail or electronic ballot submitted to the Faculty, provided at least twenty-five percent of the Faculty cast a ballot.

## **Section 3. Approval by the University President**

All amendments to the Bylaws are subject to approval by the President of the University.