

Rowan University Senate

2020-21



New Senator Orientation

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A Brief Guide to the Rowan University Senate

1. What is the purpose of the Senate?

Founded in 1968, the Senate is a deliberative body designed to promote dialogue among faculty and professional staff, administrators and students. The Senate proposes, modifies, and reviews academic policies and also oversees the administration of personnel policies negotiated by the AFT. Our goal is to work together with other campus constituencies through shared governance to promote the well-being of the University.

2. Who are the members of the Senate?

The Senate consists of faculty, professional staff and library staff (anyone represented by and eligible for membership in the AFT bargaining unit). Each University department elects one senator for every sixteen department members. In addition, faculty, professional staff and library staff elect eight senators-at-large. Senators serve for two years, with officers elected each year. Senators and officers may be re-elected. For the 2018-19 academic year, the Senate has 90 members.

3. How is the Senate organized?

A. Senate Officers – Each year the Senate elects a President, Vice-President and Secretary; the President appoints a Parliamentarian as well.

B. Senate Executive Committee – At the May meeting, the Senate elects chairs of seventeen standing committees and two senators-at-large, all of whom comprise the Senate Executive Committee. The standing committees are listed below:

- Academic Integrity
- Academic Policies & Procedures
- Campus Aesthetics & Environmental Concerns
- Career Development
- Committee on Committees
- Curriculum
- Diversity
- Graduate Education and Global Learning and Partnerships
- Intercollegiate Athletics
- Learning Assessment and Rowan Core
- Professional Ethics & Welfare
- Promotion
- Recruitment, Admissions, & Retention
- Research
- Sabbatical Leave
- Student Relations
- Technological Resources
- Tenure & Re-contracting
- University Budget & Planning
- Six Senators-at-Large
- Senate Vice President
- Senate Secretary
- Senate Parliamentarian
- Chair of Department Chairs Council
- Director of Faculty Center

- C. In addition to the committees chaired by members of the Senate Exec, the University Senate oversees **six All-University Committees** (Awards, Bookstore, Chairs Council, International Education Council, Library and University Scholarship) as well as **ad hoc committees**.

4. What is the Senate's relationship with the AFT?

The Senate and the AFT have a cooperative working relationship. We confer on matters relevant to both bodies, especially tenure & re-contracting, promotion, career development and sabbatical leave. Note that the AFT and Administration are legal negotiators for personnel issues; the Senate then manages and oversees the negotiated process for faculty and professional staff. Many Senate committees include a member designated as an AFT representative.

5. How are Senate meetings run?

The Senate meets once a month and usually has the following agenda:

- A. The meeting includes an open period of no more than thirty minutes during which non-members of the Senate, such as administrators, may speak. The University President has made it a practice to address the Senate during the open period whenever his schedule permits.
- B. The Senate President reports on ongoing business.
- C. Committee chair present updates, if they have anything to report, or introduce resolutions.
- D. Members are encouraged to address ongoing issues or to advance new business for Senate consideration.

6. How is Senate business carried forward?

- A. Unless otherwise specified by the Senate Constitution, motions are carried by majority vote.
- B. The Senate President then puts in writing a formal resolution to represent the majority opinion of the Senate on an issue. This resolution is forwarded to the President, who reviews it and forwards it to the appropriate individual or constituency for review and implementation.

7. In what ways can other campus constituencies and the University Senate work together?

Much of the essential work of the University is accomplished through the Senate. The Senate oversees personnel issues through its Tenure & Re-contracting, Promotion, Career Development and Sabbatical Leave Committees. The Senate also oversees academic matters through its Academic Policies & Procedures and Curriculum Committees. The overall welfare and climate of the campus are addressed through Academic Integrity, Campus Aesthetics & Environmental Concerns, Intercollegiate Athletics, Learning Outcomes Assessment, Professional Ethics & Welfare, Recruitment, Admissions & Retention, Research, Technological Resources, Student Relations, and University Budget & Planning Committees. Those who have concerns or suggestions relating to any of these areas will find it advantageous to work through the Senate's already-established structure by contacting Senate committee chairs or officers as a first step in assessing a situation or initiating a proposal.

In addition, with prior notice to the Senate President, or by invitation, non-senators are welcome to address the Senate during its open period. This can be an efficient way of disseminating information and receiving feedback from a campus-wide community. The Senate welcomes the opportunity to work more closely with any and all campus constituencies in the spirit of shared governance.

**Code of Ethics
Faculty/Professional Staff**

Rowan University

Preamble

This code derives from two principles:

- (1) Faculty/professional staff status* at Rowan University implies a commitment to certain standards of professional conduct;
- (2) The faculty/professional staff alone is responsible for the definition and maintenance of the standards.

The code is a set of standards for professional ethics which the faculty/professional staff is determined to maintain. In order to guarantee all faculty/professional staff the right to confidentiality and due process, application of the code will be in accordance with procedures approved by the University Senate.

Matters of law or contract shall take precedence over the code. Furthermore, the university administration also has recognized responsibilities in matters of ethics.

CODE OF ETHICS

(Order of listings does not imply degree of seriousness. Violations of all parts are equally serious.)

I. Commitment to the Student – The faculty/professional staff member:

- a. encourages the free pursuit of learning;
- b. encourages students to study varying points of view and respects the students' rights to form their own views;
- c. demonstrates respect for the student as an individual and adheres to the proper role as intellectual guide and counselor;
- d. deals justly and considerately with each student;
- e. respects the confidential nature of the relationship between professor/staff member and student;
- f. avoids exploitation of students for private advantage;
- g. does not engage in harassment based on race, creed, color, national origin, religion, nationality, age, sex/gender, sexual orientation or disability;
- h. when necessary, shares with appropriate individuals information about students' educational needs;
- i. seeks constantly to improve learning facilities and opportunities;
- j. gives recognition and acknowledgement of significant contributions by students to one's work and research;
- k. respects students' rights to pursue individual life styles.

II. Commitment to the Institution – The faculty/professional staff member:

- a. observes the stated regulations of the institution with the opportunity of dissent;
- b. brings serious violations of professional conduct to the attention of the appropriate authorities;
- c. uses educational facilities for intended purposes consistent with applicable policies and regulations.

III. Commitment to Colleagues and the Profession – The faculty/professional staff member:

- a. respects and defends the right of free inquiry of one's associates;
- b. shows respect for the opinions of others;
- c. carries out one's academic obligations;
- d. strives to be objective in the professional judgment of colleagues and to render such;
- e. accepts one's share of faculty/professional staff responsibility for the governance of the institution;
- f. keeps trust under which confidential information is exchanged;
- g. acts responsibly in the development and implementation of policies affecting the institution;
- h. develops and improves one's scholarly competence;
- i. accepts the obligation to exercise critical self-discipline and judgment in using, extending and transmitting information;
- j. does not engage in harassment based on race, creed, color, national origin, religion, nationality, age, sex/gender, sexual orientation or disability;
- k. respects colleagues' rights in the pursuit of individual life styles.

IV. Commitment to Professional Employment Practices - The faculty/professional staff member:

- a. conducts professional matters through recognized appropriate channels;
- b. accepts no gratuities or gifts that might influence one's judgment in the exercise of one's professional duties;
- c. engages in no activity that impairs the effectiveness of one's professional service;
- d. adheres to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.

Approved by Senate 1/22/93

Amended by Senate 5/15/02

Procedures of the Senate Ethics Committee

The University Senate Ethics Committee has been assigned the task of reviewing allegations of unethical conduct made against members of the faculty/professional staff. Due to the delicate nature of the issues brought before the Committee, it is imperative that the procedures adopted by the Committee safeguard the confidentiality of all materials presented to it and guarantee the individual's right to due process.

1. An individual or group who believes that evidence of unethical conduct exists and feels that the Ethics Committee should review the matter must formally request the Committee to do so. This formal request must be a signed statement briefly outlining the allegation(s) and, if appropriate, indicating the specific section of the Code violated. If requests are received late in the academic year, there is a possibility that the case may not be resolved by the current committee within that academic year.
2. After a formal request is submitted, the Committee will meet to discuss the complaint, after which the Committee will meet with the complainant to discuss the allegation(s). The purpose of this meeting will be to thoroughly discuss the allegation(s) and to examine any supportive data the individual(s) may wish to submit.
3. The Committee will then meet without the complainant present to discuss the allegation(s) and make one of the following determinations:
 - a. The complaint deals more with working conditions and will be referred to both the bargaining agent and the university administration.
 - b. The complaint deals more with procedural matters and will be referred to the bargaining agent or administrative office.
 - c. The complaint, if of ethical concern, but may be resolved with the individual(s) concerned with the Committee acting as a mediator.
 - d. The complaint is of ethical concern and a formal review of the matter will be made.
 - e. The complaint is found to be without substance and the Committee finds no grounds for continuation.
4. If the committee determines that a formal review of the matter will be made, the committee will notify the individual(s) involved, send a copy of the allegation, and request an interview.
5. The Committee will interview others who might have information to contribute concerning the allegation(s).
6. Upon request, the secretary of the Senate will send a copy of the individual's testimony as reflected in the minutes and a copy of any report which concerns that individual by certified mail.
7. After the Committee has reviewed all the available information, and if the individuals found in violation of the Code of Ethics, the Committee will develop a list of recommendations, including whether or not the case is serious enough to report to the President of the University or his/her designee.

8. A copy of the Ethics Committee's preliminary confidential report will be given to the President of the Senate prior to being given to the individual found in violation of the Code of Ethics for his/her possible input. A copy of the Ethics Committee's final report will also be given to the Senate President.

9. If the Ethics Committee so recommends, the President of the Senate and the Chair of the Ethics Committee will meet with the President of the University or his/her designee to review the Ethics Committee's recommendations.

10. In extreme cases, the Senate Ethics Committee may recommend University Senate Censure. Censure is an official or public reprimand whereby the academic community wishes to disassociate itself from the unethical behavior of an individual or from a reprehensible act committed by the individual. The Senate Censure could be the result of a single act or repeated violation(s) of the Code of Ethics. In such cases, a censure report or recommendation would be forwarded to the Senate President and the Senate Executive Committee.

#9 and #10 approved 9/96

Addition to #1 and revision of #4 & #6 approved 5/14/03

Four Classifications of Motions – Listed in Order of Precedence

From Highest to Lowest

I. Privileged Motions

1. Adjourn
2. Recess
3. Point of privilege/Question of privilege
4. Orders of the day (stick to order of business)

II. Incidental Motions

****All of these are equal in order of precedence****

5. Point of Order (to enforce rules)
5. Appeal (“I appeal the decision of the chair” – to protest chair’s ruling)
5. Point of Information
5. Parliamentary Inquiry
5. Division/Count the Vote/Demand Verification of Vote
5. Suspend the Rules
5. Object to Consideration
5. Withdraw a Motion
5. Division of a Motion (vote separately on several parts of a motion)

III. Subsidiary Motions

6. To Lay on the Table
7. Previous Question/Call the Question (cut off discussion and force immediate vote)
8. Limit or Extend Discussion
9. Postpone to a Definite Time
10. Commit or Refer a Motion (send a committee)
11. Amend
12. Postpone Indefinitely (kills a motion without taking a vote)

IV. Main Motions

13. Reconsider (reconsider vote already taken)
14. Rescind, Repeal, or Annul (nullifies previously adopted motion)
15. Take from the Table, or Resume Discussion
16. To Create Orders (designate specific time or specific meeting to take up a motion)

I. Privileged Motion (usually Debatable)

1. Adjourn

Seconded; not debatable or amendable
May not interrupt speaker
Majority vote

2. Recess

Seconded; debatable if moved while no question is pending
Can be amended as to length of time of recess
May not interrupt speaker
Majority Vote

3. **Point of privilege/Question of privilege** (some conditions may arise that require immediate attention for the comfort or safety of the meeting or an individual member or group of members).
No second; not debatable or amendable
Chair rules
May interrupt speaker, but speaker gets the floor again after the question of privilege has been decided
4. **Orders of the day (stick to scheduled order of business)**
No second; not debatable or amendable
Chair rules
May interrupt speaker

II. Incidental Motions
(usually undebatable – except for Appeal and Suspend Rules)
(all equal in importance – deal with each as it arises)

5. **Points of Order (to enforce rules)**
No second; not debatable
Chair rules
May interrupt speaker
5. **Appeal (“I appeal the decision of the chair” – to protest ruling)**
Needs second; can be debated
Majority vote
May interrupt speaker
5. **Point of Information (request for information)**
No second; not debatable
Information provided by chair or other authority
May interrupt speaker
5. **Parliamentary Inquiry**
No second; not debatable
Information provided by chair, parliamentarian, or other authority
May interrupt speaker
5. **Division/Count the Vote/Demand Verification of Vote**
No second; not debatable
Goes into effect upon request of any member
Requires show of hands rather than voice vote
May interrupt speaker
5. **Suspend the Rules**
Needs second; can be debated
2/3 vote (preferable show of hands)
May not interrupt speaker
5. **Object to Consideration**
Needs second; can be debated

2/3 vote (preferable show of hands)

If this motion passes, the main motion which it “kills” can be restored (a move to reconsider) only by someone who originally voted for the “object to consideration.”

May interrupt speaker

5. **Withdraw a Motion**

No second; not debatable

No vote required if chair says, “If there is no objection, the motion will be withdrawn. (pause) There being no objection, the motion is withdrawn.

May not interrupt speaker

5. **Division of a Motion (group wishes to vote separately on several parts of a motion)**

Needs second; not debatable

Majority vote

Out of order unless each section of the motion is able to stand alone

Majority vote

III. Subsidiary Motions

6. **To lay on the Table (remove from consideration until motion carries to “take from the table”)**

Needs second; not debatable

Majority vote

Out of order when used to avoid dealing with a measure (in that case, should use “postpone indefinitely)

May not interrupt speaker

7. **Previous Question/Call the Question (to cut off discussion and force an immediate vote on pending motion)**

Needs second; not debatable

2/3 vote (preferable show of hands)

May not interrupt speaker

8. **Limit or Extend Discussion (to agree upon certain number of speakers on each side of an issue, each allotted a certain amount of time; or extend or limit the usual discussion time allotted to a motion)**

Needs second; not debatable

May be amended as to length of speeches or when vote will be taken

2/3 vote (preferable show of hands)

Chair appoints timekeeper/monitor (or can designate parliamentarian for these duties)

May not interrupt speaker

9. **Postpone to a Definite Time (not later than the next scheduled meeting)**

Needs second; can be debated (but only as to desirability of postponement, not debate on main motion)

Can be amended (but cannot be postponed past the next meeting)

Majority vote

If this motion passes, the item it refers to is scheduled under “unfinished business” on the next agenda.

May not interrupt speaker

10. **Commit or Refer a Motion (send to committee)**
 - Needs second; can be debated and amended
 - Majority vote
 - If passed, the motion and any pending amendments to the motion are also committed.
 - Chair should press the maker of the motion for specifics** (which committee the question should go to and when committee should report; if special or ad hoc committee needs to be created, how many members and how they will be selected)
 - May not interrupt speaker

11. **Amend**
 - Needs second; can be debated if attached to a debatable main motion
 - Majority vote
 - May be friendly or hostile amendment; friendly amendment strengthens by making minor changes; hostile amendment changes the intent of the main motion
 - Out of order if it does not relate to the main motion, is equivalent to a negative vote on the main motion, or would make the main motion incoherent**
 - May not interrupt speaker

12. **Postpone Indefinitely (kills a motion without taking a vote)**
 - Needs second; may be debated
 - Majority vote
 - May not interrupt speaker

13. **Reconsider (reconsider vote on a motion)**
 - Needs second; can be debated but not amended
 - Majority vote
 - Can be moved only by someone who voted on the prevailing (winning) side originally**
 - Must be moved on the same day as original motion (or next calendar day at a convention)**
 - May not interrupt speaker

14. **Rescind, Repeal, or Annul (nullifies a previously adopted motion)**
 - Needs second; can be debated but cannot be amended
 - 2/3 vote if no previous notice given**
 - Majority vote if notice given verbally or in writing at previous meeting**
 - Out of order if any action has already been taken as a result of the originally passed Motion**
 - May not interrupt speaker

15. **Take from the Table, or Resume Discussion**
 - Needs second; not debatable or amendable
 - Majority vote
 - May not interrupt speaker

16. **To Create Orders (special orders – create specific time to take up a motion; general orders – designate a specific meeting to take up a motion)**
 - Needs second; can be debated
 - Amendments can relate only to time when the matter will be discussed
 - Majority vote for general orders (designate meeting); 2/3 vote specific orders (designate specific time)**
 - Results in item being added to “unfinished business” on next agenda**

May not interrupt speaker

Summary of Main Motion:

Requires second; can be debated and amended

Majority vote

May not interrupt speaker

Motions that can be applied to a main motion:

Object to Consideration (2/3 vote)

Withdraw a Motion (made by motion-maker – no vote required if no one objects)

Division of Motion (when it can be broken into separate parts, each one able to stand on its own and therefore able to be voted on separately)

Lay on the Table

Previous Question/Call the Question (end discussion – 2/3 vote)

Limit or extend Discussion (2/3 vote)

Postpone to a Definite Time

Commit or Refer (to committee)

Amend

Postpone Indefinitely

Reconsider

Rescind (2/3 vote unless notice given at previous meeting)

Take from Table

**Rowan University Senate
Glassboro, New Jersey
PRACTICAL POINTERS ON PARLIAMENTARY PROCEDURES
(From Robert Rules of Order)**

The notions or pointes listed below, 1 through 9, are in order of precedence.

In other words:

- A. When any one of them is pending, you cannot introduce one that is listed below it;
- B. You can introduce one that is listed above it.

YOU WANT TO:	YOU SAY:	MAY YOU INTERRUPT SPEAKER TO MAKE THIS MOTION	IS A SECOND NECESSARY?	IS THE MOTION DEBATABLE?	CAN THIS MOTION BE AMENDED?	IS VOTE REQUIRED
1. Adjourn	I move we adjourn	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority Vote required
2. Recess	I move we recess until ...	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority Vote required
3. Register a complaint	Point of privilege (Mr./Ms.) Chair	Yes, you may interrupt	No second needed	Not debatable (any resulting motion is debatable)	Not amendable	No vote required (Chair decides)
4. Suspend further consideration of a matter (to table)	I move we table this matter	No interruption permitted	A second is necessary	Not debatable	Not amendable	Majority vote required
5. End discussions or further debating of a matter	I move the previous question	No interruption permitted	A second is necessary	Not debatable	Not amendable	Two-thirds required
6. Postpone consideration of a matter.	I move we postpones this matter until...	No interruption permitted	A second is necessary	Debatable	Not amendable	Majority vote required
7. Move further study on a matter	I move we move this matter to a committee	No interruption permitted	A second is necessary	Debatable	Not amendable	Majority vote required
8. Amend a motion	I move this motion be amended to read...	No interruption permitted	A second is necessary	Debatable	Not amendable	Majority vote required
9. Introduce a matter of business (a primary motion)	I move that...	No interruption permitted	A second is necessary	Debatable	Not amendable	Majority vote required

These are general points, proposals and motion and have no order of procedure over one another.

You may introduce any one of them at any time, except:

- A. When motion is adjourn is pending
- B. When motion to recess is pending
- C. When point of privilege is pending

YOU WANT TO:	YOU SAY:	MAY SPEAKER BE INTERRUPTED TO MAKE THIS MOTION?	IS A SECOND REQUIRED?	IS MOTION DEBATABLE?	CAN THIS MOTION BE AMENDED?	IS VOTE REQUIRED? WHAT PERCENT REQUIRED?
1. Object to error in procedure or to a personal affront	Point of order	May interrupt speaker	No second required	Not debatable	Not amendable	No vote required, chair decides
2. Request for information	Point of information	If urgent and to the point	No second required	Not debatable	Not amendable	No vote required
3. Verify a voice vote by taking actual count	I call for a division of the house	No interruption permitted but division must be called by chair before a new motion can be made	No second required	Not debatable	Not amendable	No vote required unless someone object THEN majority vote
4. Object to consideration of a matter you consider improper or undiplomatic	I object to consideration of this question	May interrupt speaker	No second required	Not debatable	Not amendable	Two-thirds vote required against consideration
5. Take up a matter which has been previously tabled	I move we take from the table...	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
6. Reconsider something already disposed of	I move we reconsider our action relative to...	May interrupt speaker for record only (business at hand takes precedence)	Must be seconded	Debatable if original motion was debatable	Not amendable	Majority required
7. Consider something out of its scheduled order	I move we suspend the rules and consider...	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
8. Vote on a ruling of the chair	I appeal the chair's decision	May interrupt speaker	Must be seconded	Debatable if original motion was debatable	Not amendable	Majority vote required

Rowan University
Senate Constitution

Revised April 2008

Preamble

The faculty and professional staff of Rowan University do hereby acknowledge the commendable actions of the former State Board of Higher Education, the local board of trustees, and the University president, in which the guarantee for meaningful and systematic involvement of the faculty, librarians, coaches, professional staff and students, in the governance of the University was adopted. Believing that such meaningful and systematic involvement is best accomplished through a soundly established, carefully deliberative representative body of the University community, this community does now create, sanction and empower such a body, which is to be called the Rowan University Senate. This Senate shall promote the vitality of the institution as an academic learning community through which the purposes and specific goals of the institution may be accomplished. Finally, recognizing the scope of responsibility and gravity of duties being assumed through the establishment of this Senate, this body does hereby enter into an agreement of shared governance with the University president and the local board of trustees. Participation in university governance shall be conducted hereafter in accordance with this constitution of the University Senate of Rowan University, revised in April 2008.

Article I: Name

The name of this body shall be the Rowan University Senate.

Article II: Functions, Duties and Procedures

1. The Senate may consider any University matter on its own volition or at the request of any member or organization of the University community.
2. Senate actions that relate to the carrying out of some policy by the University shall be sent, in writing, to the University president within seven (7) working days of the date when the action was taken. If the University president disapproves of a measure or takes no action, the Senate may then invite the University president to explain his/her position. The Senate may then refer the matter to the board of trustees if deemed necessary.
3. The Senate may review any University policies and make recommendations concerning them to the appropriate authority.
4. Senate actions not involving action by the University shall be communicated to appropriate persons or media as the Senate shall direct.
5. The Senate shall have complete control over its internal affairs.

Article III: Membership

1. Constituency. The University Senate constituencies are defined as follows:

a. Each academic department is one constituency. The number of members of that constituency shall be the number of full-time equivalent faculty (excluding adjuncts and overload) full-time equivalent librarians, and full-time equivalent coaches who are appointed to that department, plus the number of full-time equivalent professional staff appointed to that department. An individual with appointments in more than one department must select one of the departments as his/her constituency for the purposes of Senate membership.

b. The library is one constituency. The number of members of the library constituency shall be the number of full-time equivalent librarians, plus the number of multi-year, full-time professional staff appointed to the library staff.

c. The athletics department is one constituency. The number of members of the athletics department constituency shall be the number of full-time equivalent faculty, professional staff, and coaches appointed to the athletics department.

d. The professional staff is one constituency. The professional staff constituency shall consist of all the number of full-time equivalent members of the professional staff who are not members of an academic department, the athletics department, or the library constituency.

e. The Camden Campus is a constituency. The numbers of members of the Camden Campus constituency shall be the number of full-time equivalent faculty, multi-year professional staff, and librarians who spend more than 50% of their time working on the Camden Campus, who choose to be considered part of the

Camden Campus for Senate representation, and who choose not to be counted towards the membership of any other constituency.

2. Apportionment to constituencies. The number of Senators from each constituency is determined as follows:

a. The academic department, library, the athletics department, the professional staff, and Camden Campus constituencies shall be apportioned senators as follows:

Fewer than 16 constituency members: One (1) senator.

At least 16 but fewer than 31 constituency members: Two (2) senators.

At least 31 but fewer than 46 constituency members: Three (3) senators.

And so forth, in increments of fifteen (15).

b. The Senate is elected in the spring of the previous year for the next academic year based on the constituency members in the department at that time, not on projected or even expected numbers for the fall. Once the Senate is constituted it remains as is until the next election cycle regardless of numbers increasing or decreasing within a constituency in a given academic year.

3. At-Large Senators. In addition to Senators apportioned to the constituencies defined in III.2, there will be eight (8) Senators elected at-large from among the full-time faculty, librarians, coaches, and professional staff, with four (4) elected in each academic year.

4. Terms.

a. Senators will serve for two (2) years.

b. The Senate year (term) begins on July 1 and ends June 30, except for the organization meeting of the incoming Senate, which occurs in May.

c. Senators shall be elected with staggered terms, dividing the number elected in each year as evenly as possible into two election cycles. As senators are added, the elections committee shall, with the advice and consent of the Senate, determine the election cycle in which new senators will serve so to maintain the most even division of senators into staggered terms as possible.

d. Each department shall elect its senator(s) by a secret ballot supervised by the department chairperson by March 15 of the year the term expires.

e. Elections other than those for departments - professional staff, the library, and Camden Campus - shall be supervised by the Vice-President of the Senate in accordance with the bylaws of the University Senate by March 15 of each year.

f. Election of at-large senators shall be supervised by the Senate elections committee under provisions of Bylaws and chaired by the Vice-President of the Senate after all the department, library, professional staff, and Camden Campus constituencies have completed their elections.

g. Additional procedures for the conduct of the elections committee, not in conflict with any provisions in this constitution, may be adopted by the Senate as bylaws.

h. The new Senate shall meet at least once before the end of the academic year in progress to reorganize for the upcoming academic year, but may not conduct any other official Senate business.

i. For any urgent committee work not completed by June 30, Senator committee members may choose to continue to serve on that committee as non-voting observers between July 1 and August 30 in the year in which their terms ends, should that committee need to meet over the summer.

5. **Questions of eligibility.**

a. Individuals assigned more than 50% to out-of-unit responsibilities shall not count toward the membership of any constituency, nor shall they be eligible to vote for senate, nor shall he or she be eligible to serve in the senate.

b. Questions or disputes regarding Senate representation, eligibility or elections shall be decided by the Senate body upon recommendation of the Senate elections committee.

Article IV: Officers

1. Senate officers shall include a president, vice-president, secretary, and parliamentarian.

2. Except for the parliamentarian, officers shall be elected annually by the Senate from among its members at the organizational meeting, which must be held by the end of May following completion of elections. This may coincide with the end-of the-academic year Senate meeting. Officers may succeed themselves.

3. Notice of those candidates nominated for officers will occur after all the Senate representative elections are completed and prior to the election of officers. Call for nominations shall occur once Senate representative elections are concluded and the representatives are announced. The list of those nominated for officers shall be distributed by the elections committee at least two weeks before the meeting at which the elections will occur. Nominations may also be made from the floor.

4. The Senate president shall select the parliamentarian from within the Senate with the advice and consent of the Senate.

5. The Senate president shall preside over Senate meetings and Senate executive committee meetings, schedule regular meetings with the administration, appear before the Board of Trustees (BOT) and shall be responsible for the overall operation of the Senate.

6. The Senate vice president shall preside either in the absence of the Senate president or at the Senate president's request and shall perform other duties requested by the Senate president. The vice president will also chair the Senate elections committee. In the event that the Senate VP is running for election, the Senate shall select another Senator to chair the elections.

7. The Senate secretary shall be responsible for Senate minutes and records, electronic and web based, and all correspondence.

8. The unit that the Senate president represents may elect another senator for the duration of that president's term.

Article V: Committees

1. The Senate executive committee shall comprise the four (4) officers, the chairpersons of the Senate standing committees, the coordinator of the department chairs council, and two (2) senators elected to the executive committee at-large by the full Senate. The immediate Past-President of the Senate, provided that the immediate Past-President is eligible for Senate membership, shall be an ex-officio member of the executive committee of the Senate for a period of one (1) academic year. The Senate president may invite other chairpersons of special or ad hoc committees to regularly attend the executive committee meetings. The responsibilities of the executive committee are as stated in this constitution or in bylaws or resolutions of the Senate consistent with this constitution.

2. Standing committees shall be chaired by senators elected by the Senate at the annual organization meeting unless stipulated otherwise in Senate bylaws to comply with collective bargaining agreements. The Senate executive committee shall select other standing committee members with the advice and consent of the Senate.

3. The Senate president may appoint ad hoc and special committees as required by Senate resolution, and these committees shall report to the Senate as stipulated in the bylaws.

4. The President and the vice president of the Senate shall be ex-officio members to all standing committees provided that this is consistent with the collective bargaining agreement.

5. The President with the approval of two other officers may call summer meetings as needed in response to summer decisions and the state budget cycle.

Article VI: Meetings

1. The Senate shall meet at least once each month during the academic year. The Senate shall hold an end-of-the-year meeting after the spring semester ends but no later than the first working day after grades are due to accept final committee reports for the year. If both the Senate president and the vice president are unable to preside at any meeting, the Senate executive committee shall choose one of its members to preside. The Senate president with the approval of two other officers may call summer meetings as necessary.

2. Special Senate meetings shall be held at the call of the Senate president or a majority of the Senate executive committee or upon petition of one-quarter (1/4) of the senators. Notices of special meetings shall

be given to senators at least one (1) week in advance and shall include the reason for the meeting. No business shall be transacted at the meeting except that named in the notice.

3. Regular and special Senate meetings shall be open to Senate constituents and others who may be invited under rules established in the bylaws.

4. By majority vote of those present and voting, the Senate may at any meeting go into executive session, at which time all non-Senate members shall leave.

5. Regular meeting agendas shall be distributed to senators at least one (1) week in advance, but this does not prohibit other business from being considered and acted upon.

6. Non-members of the Senate will have the opportunity to speak during the open portion of the meeting. Non-members must ask the Senate president one week prior to the meeting to speak and provide a topic. Procedures for requesting to speak are provided in the By-Laws.

7. Quorum for Senate meetings shall be a majority of the total membership.

8. The number required for any Senate action, except when specified otherwise in this constitution, shall be a majority of those present and voting.

9. Senate proceedings shall be governed by provisions of Robert's Rules of Order, unless otherwise provided in this constitution or bylaws.

10. Senators shall attend Senate meetings, have one Senate assignment, and facilitate two-way communication between their constituencies and the Senate. Published Senate proceedings shall include the names of those present and absent. Senators who miss three (3) consecutive Senate meetings may be recalled by their constituencies or by the Senate by majority vote on a secret ballot.

11. Senate vacancies shall be filled at the earliest possible time by the original constituency and in the same manner as for regular elections of senators as under the provisions of Article III.

12. The Senate may, by majority vote, request that the University president call a meeting of the University Assembled. If the University president refuses to do so, a two-thirds (2/3) vote of the full Senate shall authorize the calling of a meeting of the University Assembled, at which the Senate president shall preside.

Article VII: Amendments

1. An amendment to this constitution may be proposed to the Senate by any senator or by petition of any ten (10) Senate constituency_members, hereafter referred to as eligible membership, as described under the provisions of Article VII.

2. A proposed amendment must be submitted to the eligible membership for approval when (1) it has been approved by a majority of senators or (2) the Senate has received a proposed amendment by a petition from 10 percent (10%) of the total eligible membership.

3. Copies of the proposed amendment must be made available to the eligible membership at least ten (10) days before the vote. Voting will take place by mail ballot or at a meeting of the University Assembly

4. A proposed amendment becomes effective when approved by both a majority of the membership and the board of trustees.