

6-6-2013

## AY 12-13 Meeting 2013-06-06

Faculty Senate

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**Faculty Senate  
Special Meeting  
June 6, 2013  
Room B2203**

**Minutes**

**Senators in Attendance:**

	E. Alozie (AL/CAS)	X	O. Ijose (CBPA)		B. Parin (AL/CAS)*
X	K. Boland-Prom (CHHS)	X	R. James (CHHS)		V. Person (COE)
X	Y. Brown (CAS)	X	E. Johnson (CAS)	X	A. Tamulis (CAS)*
X	D. Cortese (CAS)*		V. Jones (CAS)		F. Tian (CBPA)*
X	E. Essex (CHHS)*	X	M. Kasik (COE)	X	C. Tymkow (CHHS)
	S. Gandy (AL/COE)*	X	J. Klomes (COE)*		R. Washington (CHHS)*
X	L. Geller (UL)*		C. Luo (CBPA)	X	B. Wilson (CAS)
X	D. Hechenberger (AL/COE)	X	R. Muhammad (AL/CAS)*	X	B. Winicki (COE)*

\* = Faculty Senate Executive Committee

**Guests:** No guests attended this special meeting of the Faculty Senate.

1. Call to order at 12:37 with quorum by Senate President Muhammad.
2. Approval of agenda. The agenda was approved without additions/changes.
3. Senate President Muhammad called for Executive Session for the entire special meeting. Cortese made the motion for Executive Session; Kasik seconded; Executive Session was approved by unanimous voice vote.

Senate President Muhammad announced the results of elections. She noted that Senate run-offs elections will be conducted in early August. There are two run-offs, one for At Large and one for COE.

4. The remainder of the meeting was devoted to revising the Faculty Senate By Laws and reviewing the proposed Faculty Senate Standing Rules. (See attached for resulting documents.)

## BY LAWS

Faculty Senate President Muhammad led the discussion of the proposed By Laws. The following are the points discussed and decisions made regarding the document. The exact wording of revisions/edits was recorded by Faculty Senate Vice President Cortese and is reflected in the attached document. Note: The attached document was approved as GSU Faculty Senate By Laws during this meeting.

Article I. Definitions: 5. Contigent faculty; 7. Coordinators; 11. Resource faculty.

Article II. Functions: 3. Representatives of the faculty; 5. Role in Administrative Reviews; 6. Role in Senior Administrative Search Committee.

Article III. Membership:

1. Apportionment, After discussion, there was agreement to keep the Senate representation at 12.5% of Unit A faculty.
4. Elections
  - C. Nominations
  - D. Balloting, After discussion, there was agreement to add only the word "voter."
6. Service on Committees, There was extensive discussion of contingent faculty and staff acting as ex-officio and non-voting members. The statement pertaining to this was moved to Article VII Standing Committees.
7. Attendance at Senate, There was extensive discussion regarding excused absences and capacity to serve. There was agreement that the real issue is that repeated absences prevent senators from representing constituencies they were elected to represent. There was agreement to end the second sentence at the comma ( i.e., deleting, "and the Senate President shall ask the Faculty Sentate to excuse the missing Senator").

Article IV. Impeachment, There was a brief discussion of declaration of vacancy vs. impeachment and of the use of "their" with singular referents. Also discussed were: 1.A., Removal from Senate; 1.C., Removal from Committee.

Article V. Officers, There was a brief discussion of the length of officers' term of office; it was agreed that these terms should coincide with those of senators. There were minor edits in sections 3 and 4.

Article VI. Meetings, The language in the following sections was edited for clarity: 1. Regular Meetings; 2. Special Meetings; 3. Notification.

6. Length, There was agreement that this should be clarified in the Standing Rules.
8. Voting on Motions, B. Electronic Voting on Time-Sensitive Motions: There was a question regarding 2/3 vote requirement rather simple majority. The decision was to change this to simple majority in order to correspond with other Senate votes.

Article VII. Standing Committees:

General: Discussed items: 1. C., Mid-term Vacancies; 1.D. Meetings; 1. E. Attendance; 1. G. Reporting

4. Liason Responsibilites, There was agreement on adding statement regarding liasons' status as guests.

Executive Committee: There was discussion of the role of administrators; the decision was to clasify administration representatives as liason between the Faculty Senate and Administration, rather than ex officio members. In addition, it was agreed that the Parliamentarian be a nonvoting ex officio member of the Executive Committee.

Educational Policies Committee: A statement regarding shared responsibility was added.

Article IX. Standing Rules: After discussion, it was agreed that the 2/3 vote requirement for changing the Standing Rules should be kept, not reduced to simple majority.

*Approval of Faculty Senate By Laws:* There was a motion by Kasik to adopt the Faculty Senate By Laws as ammended; Washington seconded. The motion was approved by unanimous voice vote of 14 senators.

## STANDING RULES

Faculty Senate President Muhammad led the discussion of the proposed Faculty Senate Standing Rules. The following are the points discussed and decisions made regarding the document. The exact wording of revisions/edits was recorded by Faculty Senate Vice President Cortese and is reflected in the attached document. Note: The attached Faculty Senate Standing Rules document is a draft and was not adopted during this meeting.

Article I. Rules of Procedure:

Section 1. C., There was agreement to reduce the vote requirement to simple majority, as specified in the newly revised Senate By Laws. to coincide with By Laws; delete because already in B Laws

Section 2. A., After brief discussion, language was edited for clarity.

Section 5., The end of the last sentence was edited.

*Extension of meeting:* At 3:00 p.m., Hechenberger made the motion to extend the special meeting by 10 minutes; Kasik seconded. The motion was approved by unanimous voice vote. Note: Quorum was maintained until the end of the special meeting.

Section 10., It was agreed that draft minutes should be sent to senators only.

Article II. Senate Committee Structure:

Section 1: After a brief discussion, it was agreed that the stated size of committees should remain “at least seven.”

Section 4: Temporary increase in committee size was discussed, and it was decided that such increases must be approved yearly by Faculty Senate.

5. Continued work on Standing Rules: Cortese made the motion to ask senators to provide further comments and suggestions via email by next Wednesday and then vote electronically on the proposed Standing Rules. The motion was seconded by Kasik and was approved by unanimous voice vote.
6. Adjourn at 3:10 p.m.

Next meeting of the Faculty Senate: August 15, 1:00 to 3:00 p.m., Hall of Honors

Respectfully submitted,

Barbara Winicki  
Faculty Senate Secretary

Attachments:

- Faculty Senate By Laws (6/6/13; adopted)
- Faculty Senate Standing Rules (6/6/13; draft)

## GOVERNORS STATE UNIVERSITY FACULTY SENATE BYLAWS

The Faculty of Governors State University, in establishing and ratifying these bylaws, do recognize and embrace the rights and responsibilities required to support a robust system of shared governance at Governors State University. These bylaws formalize the structure of the Faculty Senate and direct how decisions are made and business is conducted in the Faculty Senate. Standing Rules are the rules for selected operations within the Faculty Senate.

### Articles:

#### I. Definitions

#### II. Functions.

#### III. Membership.

#### IV. Impeachment.

#### V. Officers.

#### VI. Meetings.

#### VII. Standing Committees.

#### VIII. Bylaws.

#### IX. Standing Rules

#### X. Relation To Bargaining Unit.

#### XI. Relation To External Organizations.

#### XII. Matters Pertaining to Contingent Faculty

#### XIII. Supremacy And Parliamentary Authority

#### XIV. Ratification, Amendments, Waivers, And Nullification

### ARTICLE I. DEFINITIONS

- Section 1.** **Academic Rank** shall refer to the ranks of Instructor, Assistant Professor, Associate Professor, and Professor, specifically **Unit A** tenured and tenure-track Faculty, as defined in the **Agreement**.
- Section 2.** **Ad Hoc Committee** shall mean a committee formed by the Senate President for a specific task or objective and dissolved after the completion of the task or achievement of the objective.
- Section 3.** **Administrators** shall mean the persons responsible for departments, divisions, colleges, and/or equivalent units, continuing up organizational command through the President of the University.
- Section 4.** **Agreement** shall mean the current binding contract between University Board of Trustees and the University Professionals of Illinois.
- Section 5.** **Contingent Faculty** shall mean temporary employees as described in the Agreement, including Unit B Faculty. For the purposes of these Bylaws, Contingent Faculty also includes adjuncts, until these positions are defined in the

Agreement.

- Section 6.** **Days** shall mean calendar days unless otherwise specified.
- Section 7.** **Faculty** shall mean the body of full-time staff engaging in teaching and research who hold academic rank (**Unit A Faculty**). Instructors, Program Coordinators and Resource Faculty who are Tenured/Tenure Track are considered Faculty.
- Section 8.** **Guest** shall mean any person who is not an elected member of the Faculty Senate.
- Section 9.** **Instructor** shall mean a Tenure-Track Employee who has completed all requirements for a terminal degree other than the dissertation (ABD), thesis, or final project on a limited term contract pending the award of his/her terminal degree.
- Section 10.** **Lecturer and Senior Lecturer** shall mean temporary non-tenure track Faculty, referred to as **Unit B** in the Agreement.
- Section 11.** **Liaison.** Liaison implies information sharing. Those who serve as liaisons to the Faculty Senate, University, Bargaining Unit, Board of Trustees, or other Committees shall prepare periodic reports for the Senate. The liaisons may report on matters of importance to the Faculty, but are Guests to the Faculty Senate and its Committees.
- Section 12.** **Resource Faculty** shall mean Tenured/Tenure Track: Librarians, Student Development Outreach Counselors, and Instructional Designers.
- Section 13.** **Standing Committee** shall mean a permanent committee, either elected or appointed, to address a specified subject, task, or objective.
- Section 14.** **Task Force** shall mean a temporary group formed under the recommendation of the Faculty Senate for the purpose of carrying out a continuing specific task or objective and dissolved after the completion of the task or achievement of the objective.

## **ARTICLE II. FUNCTIONS**

- Section 1.** **Authority.** All actions taken by the Faculty Senate shall be considered as actions taken for the Faculty and in no case as actions of an autonomous body.
- Section 2.** **Primary Functions.** The Faculty Senate is the elected and representative body of the Faculty. The Faculty Senate shall consider, make recommendations, and pass resolutions concerning matters of university interest, including policies and processes regarding curriculum, academic programs, research, and Faculty status, and other responsibilities and obligations necessary for shared governance of Governors State University.
- Section 3.** **Representatives of the Faculty.** The Faculty Senate speaks as representative of the Faculty, and shall report the views and the collective wisdom of the Faculty

on issues related to the University or education, to whatever audience it deems appropriate.

**Section 4. Role in University Governance.** A primary function of the Faculty Senate is to protect academic freedom and shared governance. The Faculty Senate shall participate in University governance in three ways:

**Section 5. Consultative Body.** As a body of the whole, the Faculty Senate may have a consultative or an advisory role in all other matters concerning the mission, welfare, and performance of the University.

- A. Advisory.** The Faculty Senate may recommend policies to any administrator.
- B. Shared Responsibility.** The Faculty Senate, as a whole or through chairs of the standing committees on curriculum and program review, may make policy recommendations to the President, Provost, and other senior Administrators. If the Faculty Senate and the Administrator disagree, then they or their representatives must confer in an attempt to resolve the differences. Any failure to resolve must be addressed by the Senate President and communicated in writing.
- C. Role in Administrative Reviews.** The Faculty Senate shall have a consultative role in developing criteria for and the summary publication of periodic reviews of university Chairs, Deans, and other Administrators, up to and including the Provost and President, with the goal of improving performance of Administrators during their tenure of office.
- D. Role in Senior Administrative Search Committees.** The Faculty Senate shall be responsible for selecting a slate of Faculty candidates to serve on Presidential, Provost, and Deans Search Committees. The Search Committees shall include at least one Faculty member from this slate. Each search may lead to the creation of a new slate of candidates.
- E. Resolutions to Board of Trustees.** On its own initiative, the Faculty Senate may submit recommendations and resolutions to the Board of Trustees, transmitted through the President of the Faculty Senate or its designee, on any matter affecting the interests of the University.

### **ARTICLE III. MEMBERSHIP**

**Section 1. Apportionment.** The elected membership of the Faculty Senate shall consist of twelve-and-a-half percent (12.5%) of the Unit A full-time tenured and tenure track Faculty of each college and support units. An additional five (5) seats will be elected At Large. In applying the forgoing percentages, fractional memberships of one-half (1/2) or more shall be rounded to one (1).

**Section 2. Eligibility.** Faculty are eligible for election immediately upon their University

appointment, with the exception of Instructor. Students, staff, Administrators, instructors, and contingent Faculty are ineligible for election to the Faculty Senate.

**Section 3. Terms.** Terms of membership for full-time tenured or tenure-track seats shall coincide with the academic biennial, except that the term of a member elected to fill an existing vacancy shall begin on the date of election and terminate when that term expires. If, due to attrition, the number of Senators serving in the second year of their terms falls to less than thirty-five percent (35%) of allotted college membership on the Senate, a special election will be held to elect new members to serve for the remainder of the academic year.

**Section 4. Elections.** Regular elections to fill prospective vacancies due to expiration of terms and special elections shall be held in May prior to the last Faculty Senate meeting of the academic year, when the Faculty Senate shall certify the election results.

- A. Voting Eligibility.** Only Unit A Faculty are eligible to nominate and vote for prospective or current vacancies.
- B. Procedures.** Nominations, balloting, election duration, voting procedures, results, handling ties, certification, and election disputes shall be codified in the Standing Rules, as specified in Article VIII of the Bylaws.
- C. Nominations.** Prospective Faculty senators shall submit by the deadline set by the Senate President a nomination form that includes support from at least five Unit A Faculty members from the same constituency, unless the position sought is at-large or the same constituency has fewer than five Faculty members.
- D. Balloting.** Ballots must ensure both voter eligibility and confidentiality of votes. The handling of paper and electronic balloting shall be codified in the Standing Rules. The Faculty Senate is empowered to conduct electronic balloting if it is satisfied this can be done in a reasonably secure manner.
- E. Election Duration.** Voting periods shall be specified in the Standing Rules.
- F. Voting.** Votes for a position shall not exceed the number of vacancies to be filled. Voting is limited to Faculty members from the same constituency, unless the position sought is at-large. Those receiving the greatest number of votes shall be declared elected. If there are no competing nominations for any particular vacancy, the Faculty member shall be seated without further note.
- G. Results.** The Senate President shall report results to the Faculty Senate in a timely manner.

**H. Ties.** The group counting the ballots shall resolve ties through a run-off election amongst the tied candidates, which shall be conducted in a timely manner.

**I. Certification.** The ballots shall be counted and certified by Officers of the Faculty Senate prior to the commencement of the subsequent term.

**Section 5. Vacancies.** Vacancies in the Faculty Senate caused by other than normal expiration of terms may occur through resignation, through termination of Faculty status within the University, through extended leave, or by reason of persistent absenteeism from meetings of the Senate. The Executive Committee shall appoint a temporary member from the same constituency as the vacating member to serve until the vacancy is filled by election, either through a special election or regular election in the following May, whichever occurs first.

**Section 6. Service on Committees.** Except under pressing personal and professional circumstances, all members of the Faculty Senate are expected to serve on one of the Faculty Senate's committees, whether standing, ad hoc, or task forces.

**Section 7. Attendance at Senate.** Attendance at Senate meetings is expected of all Faculty Senators not on sabbatical. Faculty Senators are expected to notify the Senate President of their absence in advance of a Senate meeting. The Secretary shall keep a record of attendance at all meetings and enter it in the minutes. At the end of each semester the Secretary shall give the Senate President a summary of attendance of each Senator during the semester. The Faculty Senate may take any action it considers appropriate for excessive absenteeism, including declaration of vacancy.

#### **ARTICLE IV. IMPEACHMENT**

**Section 1. Impeachment.** Any Senator, Officer, or Committee member from a Faculty Senate Standing, Ad Hoc, or Task Force committee may be impeached for failure to perform the specified duties and/or behavior incompatible with the status of duties of the position. Removal of an Officer from office, a Committee member from committee, and Senator from their seat, are separate procedures and shall be conducted as such.

**A. Removal from Senate.** The removal process is initiated when one-third (33%) of Faculty Senators sign a petition calling for the removal of the Senator from their seat and forward the petition to the Senate. This proposed action will then be placed on the next Faculty Senate agenda. At the meeting during which the item is considered, the Faculty Senators who presented the petition will state their charges and the Senator will be allowed, but is not required, to address the charges. A two-thirds (67%) vote of the Faculty Senate by secret ballot is necessary to remove the Senator from their seat, and the position from which they are removed declared vacant. A removed Senator may not run for Senate for four (4) years after removal.

**B. Removal of Officers from Office.** The removal process is initiated when

one-third (33%) of Faculty Senators sign a petition calling for the removal of the Senator from Office, and forward the petition to the Senate. This proposed action will then be placed on the next Faculty Senate agenda. At the meeting during which the item is considered, the Faculty Senators who presented the petition will state their charges and the Senator will be allowed, but is not required, to address the charges. A two-thirds (67%) vote of the Faculty Senate by secret ballot is necessary to remove the Senator from Office, and the position from which they are removed declared vacant. A removed officer may not be considered for an Officer for a period of four (4) years after removal.

- C. Removal from Committee.** The removal process is initiated when one-third (33%) of a Faculty Senate Standing, Ad Hoc, or Task Force Committee signs a petition calling for the removal of the Faculty from the Committee, and forwards the petition to the Senate Executive Committee. This proposed action will then be placed on the next Faculty Senate agenda. At the meeting during which the item is considered, the Committee members who presented the petition will state their charges and the member will be allowed, but is not required, to address the charges. A two-thirds (67%) vote of the Faculty Senate is necessary to remove the member from the Committee, and the position from which they are removed declared vacant. A removed Committee member may not be considered for another Faculty Senate Committee for a period of four (4) years after removal.

## **ARTICLE V. OFFICERS**

- Section 1. Elected Officers.** The elected officers of the Faculty Senate shall be a Senate President, Senate Vice-President, and a Senate Secretary. The officers will be elected at the first meeting of the Faculty Senate in the academic year of which the Officer positions are vacant. The outgoing Senate President conducts the election.
- Section 2. Terms.** Terms of office of the Senate President, Vice-President, and Secretary shall be for two (2) academic years, and run from the August Faculty Senate meeting in which they were elected, and end upon the election of the next officer in the August Faculty Senate meeting in their second year. No individual shall serve more than two (2) consecutive terms as Senate President or two (2) consecutive terms as Senate Vice-President or two (2) consecutive terms as Senate Secretary.
- Section 3. Duties.** The primary duties of elected officers are listed below. In addition, Standing Rules governing the Senate meetings may include additional duties and responsibilities.
- A.** The Senate President shall chair all meetings of the Faculty Senate at which the individual is present and shall carry out such additional duties and responsibilities as are prescribed for the Senate President in the Standing Rules and in these Bylaws. The Senate President shall serve as Marshal in all academic processions.

- B. The Senate Vice-President shall assume the responsibilities of the Senate President in the former's absence or incapacity, and shall serve as Senate President when the Senate President is not present during the meeting. If the former's Senate seat is declared vacant, the Vice-President shall immediately schedule an election to elect a new Senate President.
- C. The Senate Secretary shall be responsible for keeping accurate minutes of all Senate activities including motions acted upon and their disposition. The Senate Secretary shall preside at Senate meetings when neither the Senate President nor Vice-President is present.

**Section 4. Parliamentarian.** The Senate President, subject to the approval of the Senate, shall appoint a parliamentarian yearly who is conversant with these bylaws, University regulations and policies, and *Robert's Rules of Order Newly Revised*. The Parliamentarian will be responsible, upon request, for advising the Senate President and members of the Senate on matters of order. Standing Rules shall specify whether the Parliamentarian must be a Faculty Senator.

## ARTICLE VI. MEETINGS

**Section 1. Regular Meetings.** The Faculty Senate shall hold regular monthly meetings according to a schedule adopted and published to Faculty and appropriate Administrators prior to the outset of each academic year.

**Section 2. Special Meetings.** Special meetings of the Faculty Senate shall be convened by the Senate President on motion of the Senate or on petition of at least fifteen percent (15%) of the total Faculty constituency, provided at least seven (7) days advance notice is published to that constituency. The purpose of the meeting must be announced at the time of notification.

**Section 3. Notification.** The Senate President shall notify the Faculty of the date, time, and location of regular meetings no less than 48 hours prior to the meeting. Agenda shall be sent at the time of notification.

**Section 4. Meeting Cancellation.** Any regularly scheduled meeting of the Faculty Senate may be canceled no less than 24 hours in advance by unanimous approval of the Executive Committee provided that notice of the cancellation is made to the university community. If matters have been submitted to the Executive Committee for that particular meeting, the Executive Committee must place those matters on priority for the subsequent meeting.

**Section 5. Location.** Faculty Senate meetings shall be held on the campus of Governors State University.

**Section 6. Length.** Regular meetings shall be limited to two hours in length and may be extended by a simple majority of voting members present. Special meetings shall continue until completion of the agenda or a motion to adjourn carried by a simple majority of voting members present.

**Section 7. Rights.**

- A. Floor Rights.** All current Senators shall have floor rights at Senate meetings. Floor rights for Guests in attendance may be extended at the discretion of the voting members of the meeting.
- B. Voting Rights.** All current Senators shall have voting rights at Senate meetings. Guests shall not have any voting rights.

**Section 8. Voting On Motions.**

- A. Voting in Meetings.** Voting on motions in the Faculty Senate shall be by voice vote, except whenever the Senate President or any member requests a vote by secret ballot or roll call. In the case of a request for a secret ballot or roll call vote, the Senate President shall ask for consent of the majority of Senators present. When a vote by roll call or secret ballot is taken, the record of the vote shall be entered in the minutes.
- B. Electronic Voting on Time-Sensitive Motions.** The Senate President, under consent of the Faculty Senate, may from time to time request an electronic vote on time-sensitive and non-emergency motions that are limited to items that have already been considered in a Senate meeting and/or require a swift and non-controversial decision. The Senate President shall electronically obtain consent for each individual request with a simple majority from Senators. A simple majority of all Senators is required to pass the motion.
  - 1.** If the motion fails to either obtain consent or pass, then the motion shall be placed on the agenda for the next Senate Meeting.
  - 2.** Quorum shall be considered met according to a simple majority of Senators.
  - 3.** In order to respect and protect shared governance, the Faculty Senate shall be empowered to limit as strictly as necessary the qualifications and timing of utilizing electronic methods of voting.
- C. Absentee and Proxy Votes.** Absentee ballots from any Senator and proxy votes on behalf of any Senator shall not be accepted in any tally of votes in the Faculty Senate.
- D. Electronically Present.** Senate Standing Rules may permit Senators to participate as present by audioconference or videoconference.

**Section 9. Order of Business.** Unless amended by the Senate at the meeting, regular meetings will follow the order of business as specified in the Standing Rules.

**Section 10. Special Meeting Order of Business.** The agenda of special meetings will be

limited to the items which generated the need for the meeting. New business items will be based on requests made by the Senators present. New business items tabled or not discussed due to adjournment will constitute old business at the next regular meeting.

**Section 11. Quorum.** A simple majority of the members of the Faculty Senate shall constitute a quorum for a Senate meeting. In the absence of a quorum, discussion may occur at the discretion of the Senate President, but no action may be taken except adjournment to a specified future time.

**Section 12. Addition of New Matters.** After the agenda is certified at the beginning of the Senate meeting, any new matter except resolutions of respect, commendation, or regret shall not be acted upon at the same session in which it is introduced, except by consent of two-thirds of those present.

**Section 13. Open Meetings.** The published agenda for all Faculty Senate meetings shall include an invitation to members of the Faculty to attend Faculty Senate meetings. Guests of the Senate and members of the University community who are not members of the Senate may be granted the privilege of the floor and attendance in meetings in accordance with the Standing Rules established by the Senate.

**Section 14. Minutes.** The Faculty Senate shall maintain meeting minutes open for review by the general public and University, and housed in a repository as listed in the Standing Rules.

## **ARTICLE VII. STANDING COMMITTEES**

### **Section 1. General Guidelines.**

- A. Composition.** Each Standing Committee of the Faculty Senate, with the exception of the Executive Committee, shall have their composition as specified in the Standing Rules. Incumbency of membership on standing committees, with the exception of the Executive Committee, shall be for staggered terms of two years.
- B. Ex-Officio Membership.** Contingent Faculty, Administrators, and Staff shall not serve as voting members on any Faculty Senate standing or ad hoc committee, but may serve as voting members on task forces if the Faculty Senate deems it appropriate.
- C. Term Expiration Vacancies.** Vacancies due to expiration of terms shall coincide with Senate elections in May.
- D. Mid-term Vacancies.** Mid-term vacancies through attrition shall be filled by the Senate upon recommendation of the Executive Committee for the remainder of the vacated term.
- E. Meetings.** Each Standing Committee of the Faculty Senate shall meet at least monthly during Fall and Spring semesters.

- F. Attendance.** Attendance at Senate Standing, Ad Hoc, and Task Force committee meetings is expected of all committee members not on sabbatical. The Committee shall report to the to the Executive Committee cases of excessive absenteeism for any member, including the Chair. The Faculty Senate may take any action it considers appropriate for excessive absenteeism, including declaration of vacancy.
- G. Records.** Each of the Standing Committees, with the exception of the Executive Committee, shall maintain its own records, and shall periodically render summaries to the Senate of its actions and notices of upcoming proposals and deadlines. The Chair shall deliver an annual written report of the committee activities to all Faculty Senators prior to the first Faculty Senate meeting of the academic year. The Faculty Senate may accept by majority vote, from time to time, electronic versions of summaries in lieu of delivery in person.
- H. Reporting.** Upon introduction, the Faculty Senate may refer an issue to a Senate Standing Committee, Ad Hoc Committee, or Task Force for its recommendation. This committee or task force shall be responsible for making a formal recommendation to the Faculty Senate. The Faculty Senate may take any action it considers appropriate for inconsistent or absent reporting.
- 1. Procedure.** All reports and recommendations from Senate Standing Committee, Ad Hoc Committee, or Task Force concerning the University's academic operations of teaching, research, extension and outreach shall be submitted to the Faculty Senate. The Senate President or designee will inform the appropriate Administrator of the status of Faculty Senate actions on committee reports and recommendations.
  - 2. Process.** The Faculty Senate may approve or disapprove a report or recommendation, either in whole or in part, or may withhold action while requesting additional study by the reporting committee or task force, or by the Faculty Senate.
  - 3. Committee Reports.** When a committee report is placed on the Faculty Senate agenda and presented, the Faculty Senate automatically receives the report and no further action is necessary (i.e., for information only). If the Faculty Senate wishes to adopt a committee report, a motion to do so must be made and, if passed, indicates that the Faculty Senate adopts the entire report. The Faculty Senate may adopt, amend, or fail to adopt any recommendation made by a committee in its report.
  - 4. Liaison Responsibilities.** Liaison implies information sharing. Faculty Senators who serve as liaisons to University, Bargaining Unit, Board of Trustees, or other Committees will prepare written reports for the Senate each semester. The liaisons may report on matters of importance to the Faculty.

5. **Promptness in Reporting.** Committee reports for Faculty Senate action shall be submitted to each Senator at least three days prior to the meeting date on which the committee's report will be discussed.

**Section 2. Executive Committee.** The Executive Committee is subject to the orders of the Senate and none of its actions shall conflict with actions taken by the Senate.

- A. **Composition.** The Executive Committee shall consist of: Eight (8) elected members: the President, Vice-President, Secretary, and one Senator elected from and by each of the major constituencies of the Faculty Senate, and Chairs of the Standing Committees (nonvoting *ex officio*), the Parliamentarian (nonvoting *ex officio*), and one of the administrative representatives (non-voting liason).
- B. **Duties.** The Executive Committee shall have general supervision of the affairs of the Senate between its meetings, shall set Senate agendas, and shall perform such other duties as are set forth elsewhere in these Bylaws and the Standing Rules.
- C. **Meetings.** Regular meetings of the Executive Committee shall be held once a month in advance of the regular Senate meetings, as noted in the Standing Rules, for the setting of Senate agenda and for other purposes. A quorum shall consist of a simple majority of the Executive Committee.
- D. **Governance.**
  1. **Supervisory Role.** The Executive Committee shall supervise nominations and elections to the Faculty Senate, University-wide committees, and other such bodies as the Senate is charged with filling.
  2. **Resolutionary Role.** The Executive Committee, under advisement of the parliamentarian, shall be responsible for resolving conflicting interpretations of the Standing Rules and/or these Bylaws.

**Section 3. Educational Policies Committee.** The Educational Policies Committee shall perform the following duties, as well as others as specified in the Standing Rules:

- A. **Primary Task.** The Educational Policies Committee shall serve as a clearinghouse for University educational policy originating from the administration or Faculty, and review, for consistency, existing University and collegial educational policies and recommend appropriate changes.
- B. **Evaluative Role.** Receive, evaluate, and recommend educational policy proposals and/or revisions from Faculty and/or administration.
- C. **Advisory Role.** Recommend new policies designed to serve the needs of the institution.

- D. **Expert Testimony.** Conduct hearings and obtain expert testimony to help the Committee form University policy recommendations when advisable.
- E. **Shared Responsibility.** The Educational Policies Committee shall present its policy recommendations to the Faculty Senate for approval.

**Section 4. The Academic Program Review Committee.** The Academic Program Review Committee shall perform the following duties, as well as others as specified in the Standing Rules:

- A. **Primary Task.** Review, in depth, the requests for New and Expanded Program Proposals and make appropriate recommendations. In addition, review, in depth, annual program reviews, status categories recommended by academic units, and any other reviews of similar nature and make appropriate recommendations.
- B. **Advisory Role.** Develop criteria for recommending internal and external program reviews. Review proposals for academic reorganization and make appropriate recommendations. Academic reorganization, for this purpose, is defined as a shift in any or all programs from one division, school, or college to another division, school, or college.
- C. **Shared Responsibility.** The Academic Program Review Committee shall forward all recommendations concerning graduate studies to the Executive Committee, and the committee shall present all major proposals to the Senate prior to approval.

**Section 5. The University Curriculum Committee.** The University Curriculum Committee shall perform the following duties, as well as others as specified in the Standing Rules:

- A. **Primary Task.** Recommend approval, modification, or rejection of proposed academic curricula on a periodic basis, including use of criteria on the scope, level, and sequence of work, internal and external evaluation, admission requirements, culminating experiences, and qualification of teaching Faculty. The Committee review shall exclude analysis of cost, need, and allocation of resources.
- B. **Advisory Role.** Recommend approval, modification, or rejection of all new courses, all changes to existing courses, and existing courses on a periodic basis. The Committee shall use sets of criteria to evaluate program inclusion of minimal competency levels at the undergraduate and graduate level, relevancy to program objectives, overlap with existing courses, and student demand.
- C. **Evaluative Role.** Periodically recommend approval or modification of academic advising procedures including evaluating programs on consistency, assessment of effectiveness, and availability. In addition, the

Committee shall periodically review the cumulative experiences of each graduate program, and use evaluation criteria to assess the relevancy of curriculum to program objectives, assessment procedures, extent of Faculty involvement, and record keeping.

- D. Shared Responsibility.** The University Curriculum Committee shall forward all recommendations concerning graduate studies to the Executive Committee, and the committee shall present all major proposals to the Senate prior to approval.

**Section 6. Budget and Planning Committee.** The Budget and Planning Committee shall perform the following duties, as well as others as specified in the Standing Rules:

- A. Primary Task.** Provide fiscal recommendations and concerns to the Faculty Senate. Provide liaisons to Planning and Budget Advisory Committee (PBAC).
- B. Advisory Role.** Recommend specific budget items to the Faculty Senate. Review and comment on items presented by PBAC.
- C. Evaluative Role.** Evaluate and Review the annual budget presented by PBAC, and report it to the Faculty Senate. Participate in the budget and planning process. Attend the PBAC open sessions.
- D. Shared Responsibility.** Forward all concerns and recommendations concerning fiscal and budget concurrently to the Executive Committee and to PBAC.

## ARTICLE VIII. BYLAWS

**Section 1. Bylaws.** The Faculty Senate shall adopt bylaws that it deems necessary to conduct its business, including rules regarding the conduct of elections.

## ARTICLE IX. STANDING RULES

**Section 1. Creation.** At the start of each new academic year, the Faculty Senate shall affirm, with or without amendments, the set of Standing Rules from the previous academic year to establish specific procedures and content areas for governance.

**Section 2. Adoption.** Standing Rules can be adopted by a simple majority vote of the Faculty Senators to establish governance procedures and content areas with respect to matters that are too specific to be described in the Bylaws.

**Section 3. Suspension.** The Standing Rules, in part or in whole, may be suspended or changed by a two-thirds (67%) majority of members of the Faculty Senate.

**Section 4. Amendments.** Amendments to the Standing Rules may be adopted at any meeting of the Senate by a simple majority vote of Senators, provided that the

amendments have been presented in writing in the agenda for that meeting.

**Section 5. Consistency.** The Standing Rules must be consistent with the University's Statutes and the Faculty Senate's Bylaws.

#### **ARTICLE X. RELATION TO BARGAINING UNIT**

**Section 1. Limitations.** The Faculty Senate shall discharge such duties as are assigned it as a result of collective bargaining agreements between the Board of Trustees and the approved bargaining agent for the Faculty.

#### **ARTICLE XI. RELATION TO EXTERNAL ORGANIZATIONS**

**Section 1. Representation.** The Faculty Senate shall elect, from volunteers and nominees solicited from its constituency, representatives to serve with the Illinois Board of Higher Education Faculty Advisory Committee and other approved external organizations seeking representation from the Faculty Senate.

**A. Term Limits.** The term limits for the Illinois Board of Higher Education is four (4) years upon which a new person and alternate must be elected.

**B. Representation.** Representatives need not be senators, but are expected to report to the Senate on a regular basis.

#### **ARTICLE XII. MATTERS PERTAINING TO CONTINGENT FACULTY**

**Section 1. Contingent Faculty.** Standing rules shall clarify the procedures for addressing the concerns or issues of contingent Faculty, if and when a representative from contingent Faculty presents the Senate with such matters.

#### **ARTICLE XIII. SUPREMACY AND PARLIAMENTARY AUTHORITY**

**Section 1. Supremacy.** These Bylaws supersede any Bylaws heretofore adopted by this Senate, and shall in no way supersede applicable federal or state law, Governors State University Board of Trustees Bylaws, University Regulations and Policies, Presidential Interim Policies, College or Division Bylaws, or current or future collective bargaining agreements.

**Section 2. Parliamentary Authority.** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Faculty Senate and of its committees, in all cases where they are applicable and in which they are not inconsistent with the Standing Rules and/or with these Bylaws.

#### **ARTICLE XIV. RATIFICATION, AMENDMENTS, WAIVERS, AND NULLIFICATION**

**Section 1. Ratification.** Ratification of these bylaws shall follow their approval by a two-thirds majority of the Faculty Senate.

**Section 2. Amendments.** Amendments of the Bylaws may be adopted at any meeting of the

Senate by a two-thirds (67%) vote of Senators, provided that the amendments shall have been presented in writing at a preceding regular meeting.

**Section 3. Waivers.** Upon application to the Executive Committee, a Senator or committee chair may request a temporary or one-time waiver of any specific rule or procedure contained in these bylaws (other than those pertaining to quorum and voting rights at meetings). Such waivers must appear in the Executive Committee's report at the next regular or special meeting. A simple majority of those present and voting at a Senate meeting may overrule any waiver.

**Section 4. Nullification.** Upon the completion of ten years following ratification, this document shall be considered null and void unless ratified again, with or without amendment, following the same procedure as outlined in "Ratification" above.

**GOVERNORS STATE UNIVERSITY  
DRAFT FACULTY SENATE STANDING RULES**

**Articles:**

**I. Rules of Procedure.**

**II. Senate Committee Structure.**

**III. Records.**

**IV. Amendments.**

**ARTICLE I. RULES OF PROCEDURE**

**SECTION 1**

- A. The rules of procedure for the meetings of the Faculty Senate, except as may be otherwise specified in the Senate Bylaws, shall be those of Robert's Rules of Order, Newly Revised.
- B. All definitions in the Standing Rules shall reflect those definitions set forth in the Bylaws.
- C. All motions, except as may be otherwise specified in these documents, shall be determined by a simple majority of the votes cast. The role of the Parliamentarian is advisory only, unless the individual is a Senator.
- D. Election of officers of the Senate shall be by secret ballot during the first Faculty Senate Meeting of the academic year during which a new term of office begins. In the event of a tie, the Parliamentarian shall report the results, and a revote shall be immediately recast until a winner is determined.
- E. Each academic voting unit eligible under the provisions of Article III of the Bylaws shall elect its Senate Executive Committee member from among its elected faculty senators present at the first meeting of the academic year.
- F. Senators may not speak more than 5 minutes at a time. If the Senator goes over the limit, the Senate President, with advice from the Parliamentarian, will call time. If the Senator requests additional time, an exception shall be approved by a majority vote of Senators present.
- G. Announcements and Reports from Guests shall be limited to no more than 10 minutes, upon which the floor shall be opened for discussion. If the Guest goes over the limit, the Senate President, with advice from the Parliamentarian, will call time. If the Guest requests additional time, an exception shall be approved by a majority vote of Senators present.
- H. Guests, other than the Provost or their designee, wishing to report to the Faculty Senate shall provide the Senate a one-page summary of their announcement to the Executive Committee, and the Guest shall be present at the Faculty Senate meeting of which their item is placed on agenda to answer any questions.

## SECTION 2

- A. The President shall set the order of business at each regular meeting of the Senate. The recommended order of meetings is the following, and the order of business may be altered upon simple majority of Senators attending:
  - a. Call to order by presiding officer
  - b. Approval by vote of the agenda, and communications to the Senate from Senators
  - c. Approval by vote of previous minutes
  - d. Action items
- B.
  - a. Announcements by the Senate President, excluding Executive Committee reports
  - b.
  - c. Announcements including correspondence accepted without vote
  - d. Unfinished old business
  - e. Approval by vote of the reports of all committees
  - f. Approval by vote of the report of the Executive Committee
  - g. New business
  - h. Announcements and Reports by the University President, Provost, or their designee
  - i. Comments and recommendations
- C. Order and adjournment is called by the presiding officer.

## SECTION 3

The Senate shall appoint Ad Hoc or Task Force committees to consider subjects not already assigned to Standing Committees of the Senate. These Committees shall be terminated when the specific task or objective is completed, and the Faculty Senate shall reaffirm their duties no later than the end of the Senate year by a majority vote. Reports of actions taken by the Senate, including its Committees, shall be included in the Senate record.

## SECTION 4

New Standing Rules of the Senate and amendments to these rules may be voted upon only after they have been presented in writing to the Faculty Senate President six days before a regular meeting of the Senate Executive Meeting, except that this section may be suspended by unanimous consent of the Senators present.

## SECTION 5

The Senate President has the discretion to invite any person to attend a Senate or Executive Committee meeting and to speak within limits set by the Senate. Guests do not have voting rights. If the presence of a guest is disruptive or a hindrance to the order of business, or limits the discussion by Senators due to the nature of the topic, the Senate has the discretion to ask the guest to leave.

## SECTION 6

The University President, Provost or their designee shall meet with and provide written reports to the Executive Committee for consideration by the Faculty Senate. The Provost, as the chief academic officer, or his/her designee, is a liaison between Administration and the Faculty Senate, and therefore is extended the privilege of floor rights, but does not have voting rights.

## SECTION 7

The Senate and its Executive Committee have the right by its simple majority vote to go into executive session. When an executive session is approved, all guests must leave the meeting place unless particular guests are invited to stay by simple majority vote.

## SECTION 8

The Bargaining Unit President or their designee shall meet with and provide written reports to the Executive Committee for consideration by the Faculty Senate. The Bargaining Unit President, as representative of the faculty's interests as a collective bargaining group, or his/her designee is a guest of the Faculty Senate, and extended the privilege of floor rights, but does not have voting rights.

## SECTION 9

The Senate may periodically request written or oral reports from Committees to update the Senate on its work.

## SECTION 10

The Senate President shall prepare the agenda of each meeting and circulate a draft to the Senators no fewer than 48 hours prior to the meeting, together with electronic copies of the minutes of the last preceding regular meeting and of any intervening special meeting, and any written reports from Standing, Ad Hoc, or Task Force Committees.

## SECTION 11

Senators participating via teleconference or videoconference shall be considered present and in attendance for purposes of determining the existence of a quorum and vote on motions.

## SECTION 12

Meeting Minutes for Faculty Senate and those submitted from its Standing, Ad Hoc, and Task Force reports and minutes shall be housed electronically on the Faculty Senate website.

# **ARTICLE II. SENATE COMMITTEE STRUCTURE**

## SECTION 1

Each Standing Committee, with the exception of the Executive Committee, shall be composed of at least seven (7) regular members with one representative from each College, one member from the Library, and two At-Large.

## SECTION 2

The membership of Standing Committees may include faculty other than persons currently serving as Senators, but only a Senator shall be eligible to chair such a committee without the authorization of the Faculty Senate by two-thirds (67%) majority.

## SECTION 3

All Standing Committees may add to their membership (consistent with the Bylaws, and with the recommendation of the Executive Committee and approval of the Faculty Senate) nonvoting

resource personnel on the basis of their position, interest, expertise, or membership in a particular sector of the University community. Committees may add resource personnel on either a continuing or an ad hoc basis depending on the issues before the committee.

#### SECTION 4

With approval of the Executive Committee, a Standing Committee Chair may request a temporary increase in voting membership of the Committee, certified yearly by the Faculty Senate. Incumbency of membership on standing committees, with the exception of the Executive Committee, shall be for staggered terms of two years.

#### SECTION 5

- A. The Executive Committee and the Senate Officers are subject to the orders of the Senate and none of their acts shall conflict with action taken by the Senate.
  
- B. Although the Executive Committee does not have the responsibility of initiating Faculty Senate action, it shall have the responsibility of developing long-range plans for Faculty Senate activities.

#### SECTION 6

Regular meetings of the Executive Committee shall be held once a month at least ten calendar days before the regular Senate meeting.

#### SECTION 7

The Parliamentarian may be from the Faculty as defined in Article I of the Bylaws, and may also simultaneously be a Senator. Upon appointment to Parliamentarian, their seat shall not be declared vacant.

### **ARTICLE III. RECORDS**

#### SECTION 1

The Standing Rules adopted for the current academic year shall be published on the Faculty Senate website, replacing previous versions.

#### SECTION 2

Previous versions of Standing Rules shall be archived electronically on the Faculty Senate website.

### **ARTICLE IV. AMENDMENTS**

#### SECTION 1

Amendments to the Standing Rules may be adopted at any meeting of the Senate by a simple majority vote of Senators, provided that the amendments have been presented in writing in the agenda for that meeting.