

## **Faculty Senate Bylaws**

**Article 1** The name of this association of faculty shall be the UNR Faculty Senate, hereinafter referred to as the senate.

**Article 2** The authority, purpose and objectives of the senate are established within the traditional concept of faculty organization in American universities, and shall be as defined in section 1.4.7 of the Nevada System of Higher Education Code and in the University of Nevada, Reno Bylaws. The senate is authorized to act on questions and issues properly brought before it by the faculty of the several colleges, schools, and components, hereinafter in these bylaws called "major units," of the university. The senate is authorized to take appropriate actions not in conflict with these bylaws, the bylaws of the University of Nevada, Reno, the Nevada System of Higher Education Code, and the laws and statutes of the State of Nevada and the United States.

### **Article 3 Membership Authority**

3.1 Membership and membership rights to the senate shall be extended to all faculty members elected to membership in the senate in accordance with article 4 of these bylaws.

3.2 Faculty members elected to the senate are authorized and have responsibility to represent faculty on matters of primary concern to the faculty of the university.

### **Article 4 Senate Membership**

4.1 Eligibility to vote in nominations and elections to the senate shall be accorded to all UNR faculty on regular annual contracts of 0.50 FTE or more. Emeritus faculty, adjunct faculty, and employees on letters of appointment shall not be eligible to vote. If a faculty member has a split appointment, that faculty member may vote with the unit in which s/he has the larger FTE.

4.2 Faculty who are eligible to vote in section 4.1 are also eligible for nomination to membership on the senate, excluding those faculty who plan to be on leave for more than three months during their potential senate term, or who will have served more than one year on the senate in the past two academic years, and those who serve as chief administrators of the university or its major units. Chief administrators of the university include the president, the executive vice-president & provost, and other vice-presidents, as well as associate and assistant vice-presidents and vice-provosts. Chief administrators of the major units are defined as deans or their administrative equivalents, as well as associate and assistant deans. Faculty members are only eligible to represent the unit in which they are allowed to vote. Questions regarding eligibility for senate election shall be referred to the senate office.

4.3 The president, the executive vice-president & provost, the immediate past chair of the senate, and the senate manager shall be nonvoting, ex officio members of the senate.

4.4 The term of office in the senate shall be three (3) years. Insofar as possible, an equal number of terms shall expire each year.

4.5 Members of the senate may not serve two full consecutive terms. No person shall represent a unit as a senator for more than four years in any five consecutive years. This limitation does not apply to service as senate chair, chair-elect, or past chair, as they do not represent particular units.

4.6 Election to membership in the senate shall be held in early spring of each year, or as prescribed in article 5 of these bylaws.

4.7 The election process shall be run by the major unit and supervised by the senate office under the following minimum standards.

4.7.1 Nominations and elections shall be by secret ballot in each of the units.

4.7.2 There shall be three (3) ballots: a nominating ballot, an election ballot, and, if necessary, a run-off ballot.

4.7.3 Each faculty member eligible to vote may nominate as many candidates as there are vacancies to be filled in the major unit to which the faculty member belongs.

4.7.4 All eligible nominees who have indicated their willingness to serve shall be placed on the election ballot for their major unit.

4.7.5 The nominee with the majority of election votes shall be declared as elected to senate membership to represent their unit. If no nominee receives a majority of votes, then the two nominees who received the most votes shall be placed on a run-off ballot. In the event of a tie vote in the run-off ballot, a new vote shall be taken until a majority is achieved.

## **Article 5 Vacancies**

5.1 When a member of the senate is for any reason absent from called and regularly scheduled senate meetings over an extended time period, then the senate office shall notify the major unit. The faculty of the unit may conduct a special election to fill such vacancy as is created by the absent senate member. If no such election is held, then the member shall remain on the senate.

5.2 An "extended time period" is defined as the member being absent for more than three consecutive regularly scheduled senate meetings where no provision for proxy

representation is provided, or where the absence of the member exceeds one academic semester.

5.3 Special elections to fill vacancies shall adhere to the procedures of article 4 of these bylaws.

5.4 A member of the senate may be recalled by petition to the executive board from at least 25 percent of the faculty members in the unit of the senate member; and upon the approval of a majority of the faculty members from such unit who vote in a secret ballot. The senate chair, chair-elect, and past chair are exempt from recall, but may be removed from office as provided in article 7.2.4 of these bylaws.

5.5 A senate member may appoint a proxy to serve at any senate meeting. Only one proxy may be exercised by any individual at any time.

5.6 A proxy is extended all the prerogatives of a regularly elected member of the senate, provided that:

5.6.1 The senate member shall provide the senate chair or the chair's designee a dated statement of proxy representation, either by e-mail or signed memorandum.

5.6.2 The proxy representation shall in all respects be qualified for membership in the senate, and shall be a faculty member of the same unit of representation as the senate member

## **Article 6 Voting**

6.1 All members present at any meeting of the senate where the business of the senate is being transacted shall be entitled to cast one vote on any questions properly brought before the senate, and shall be entitled to cast in addition one proxy vote so long as a quorum is present.

6.2 Voting shall at all times conform to procedures established in *Robert's Rules of Order*, Newly Revised, except as specified above.

6.3 All members of the senate are eligible to initiate or second motions, and may participate in senate discussions. The chair-elect and past chair may not vote. The senate chair may only vote to break a tie.

## **Article 7 Executive Board**

7.1 The executive board is composed of the senate chair, the chair-elect, a parliamentarian, two at-large senate representatives, the senate manager and the immediate past chair.

- 7.1.1 Each year, the senate shall elect from among its members, a chair-elect, a parliamentarian, and two representatives at large to the senate's executive board.
- 7.1.2 The senate chair or the chair's designee shall be the official representative of the senate and the university faculty at all functions. The chair shall preside at meetings of the senate and the executive board, and may serve in other capacities as prescribed by the NSHE Code or the UNR Bylaws.
- 7.1.3 The chair-elect of the senate shall assume the position of senate chair in the absence of the chair. The chair-elect shall advance to chair upon completion of the term of the chair.
- 7.1.4 The parliamentarian shall make recommendations to the senate chair on matters of parliamentarian procedures.
- 7.1.5 The executive board may serve as an ombuds group at the request of any faculty member and use its influence to resolve issues in an amicable manner.
- 7.1.6 The executive board shall meet regularly to develop agendas for meetings of the full senate, to appoint senate committees, to respond to requests for information or advice, and to develop goals and policies which the senate chair will, with appropriate help from the board, seek to implement.
- 7.2 Election and Removal of Officers shall be as follows:
- 7.2.1 Any elected member of the senate is eligible to become chair-elect. Any elected member of the senate whose term extends through the coming senate year is eligible to become one of the other officers of the senate.
- 7.2.2 Election of officers shall be by secret ballot and supervised by the members of the senate.
- 7.2.3 The Nominating Committee will identify a slate of candidates who are willing to run for office. The slate of candidates will be presented to the senate prior to the last meeting of the senate. The new officers will be elected at that last meeting, at which time the chair shall call for nominations from the floor.
- 7.2.4 Officers of the senate may be removed by at least a two-thirds vote of the senate members who vote in a secret ballot. The request to consider removal shall be placed on the senate agenda at the request of a majority of the executive board, or by a petition signed by at least 25 percent of the voting members of the senate. Should the senate chair, chair-elect, or immediate past chair be removed, they will not return to the senate and the representative elected to fill their term shall complete the term as the unit representative.

7.2.5 If a vacancy occurs mid-term for any officer except senate chair, the executive board will serve as the nominating committee, and will present a slate of candidates willing to run for the vacancy at the next senate meeting.

7.2.6 While serving, the senate chair, chair-elect, and past chair shall not represent a specific unit, but rather the faculty as a whole. If the election of the senate chair or chair-elect creates a vacancy in the representation of a unit, that unit shall elect a substitute to serve during that period for the remainder of that senator's term. The senate office shall notify the unit of the vacancy, and the faculty of the unit will conduct a special election to fill the vacancy. The vacancy will be filled on a temporary basis, for the remainder of the original member's term. The election shall otherwise be conducted in accordance with Article 4 of these bylaws.

## **Article 8 Committees**

8.1 A nominating committee shall be elected annually, and shall include 4 members elected by and from the senate membership, plus the immediate past chair of the senate, who shall serve as chair of the nominating committee. The committee shall identify a slate of candidates for senate officers.

8.2 Standing committees may be established by the executive board, subject to approval by the senate. These committees shall be ready to report at each meeting of the senate and shall submit a written annual report to the senate.

8.3 Ad hoc committees may be established by the senate executive board, subject to approval by the senate. Ad hoc committees shall be ready to report at each meeting of the senate until discharged by the senate.

8.4 only faculty who have either served on the senate or are eligible for nomination to the senate shall be eligible to serve as chairs or voting members of senate committees. The executive board may appoint up to two persons other than eligible faculty, including students, chief administrators, classified staff, or faculty on letters of appointment, to serve as nonvoting consultants to each senate committee.

8.5 The executive board shall develop procedures to select chairs and members for both policy and ad-hoc committees, and present these selections to the senate for information. The executive board shall also propose charges for committees, and present these to the senate for approval.

8.6 All senate committees shall be named and charged for periods not to exceed one calendar or academic year. Exceptions shall require approval by the senate.

8.7 Joint committees of the senate and other administrative or campus governing bodies shall be formed upon agreement by the senate chair and the appointing authorities of the units of the other bodies. The senate shall elect faculty members to joint committees to

study and to make recommendations on matters of concern to both groups. The senate may request interim reports of a joint committee's progress and the senate shall receive copies of all final reports and recommendations.

### **Article 9 Meetings**

9.1 In addition to regularly scheduled meetings, special meetings may be called by the executive board, and must be convened within two weeks of receipt of a written petition signed by either 25 percent or more of the senate membership or at least ten percent of the university faculty

9.2 A simple majority of the voting members of the senate, not including any members with additional proxies, shall constitute a quorum for transaction of business at any meeting of the senate.

9.3 Agendas shall be distributed to members of the senate at least five calendar days prior to any meeting of the senate, and minutes shall be distributed at least five calendar days prior to the following meeting. Agendas and minutes of senate meetings shall also be made available to all members of the university faculty.

### **Article 10 Parliamentary Authority**

10.1 The latest edition of *Robert's Rules of Order, Newly Revised* shall govern the senate in all cases where these bylaws are silent.

10.2 The senate chair may announce temporary rules for senate debate or votes upon unanimous consent of the voting members present at any senate meeting.

### **Article 11 Amendment**

11.1 A proposed amendment to these bylaws may be introduced by any member of the senate. Presentation of the amendment must be in writing.

11.2 The proposed amendment will be adopted upon approval by a two-thirds majority of the total voting membership of the senate. This vote will be conducted at the next regularly scheduled senate meeting following the meeting at which the amendment is introduced. There shall be at least two weeks between the introduction of an amendment and the vote.

11.3 An amendment to these bylaws approved by the senate shall become effective upon the approval of the president.

## **Article 12 Apportionment**

12.1 The senate shall reapportion itself at least once every five years, or more often if deemed necessary by the Senate. Reapportionment shall require approval by two-thirds of the voting senate membership.

12.2 The total body of the senate shall equal between 30 and 33 voting members, plus the senate chair, chair-elect, senate manager and immediate past chair, who shall all be nonvoting members of the senate, except that the senate chair may vote to break a tie.

12.3 Apportionment shall be based on the total FTE of those faculty eligible to vote in senate elections, as defined in section 4.1 of these bylaws, on the December 1 prior to reapportionment.

12.4 Representation in the senate shall be afforded to faculty of each major unit in the university. Units other than colleges and schools may be combined or divided for purposes of representation as the senate deems appropriate, provided (1) such combination or division is approved by two-thirds of the voting senate membership, (2) the unit created by any division is operating separately under its own approved bylaws which are exclusive of any college or school, and (3) that it be done only at the time of reapportionment.