

BYLAWS OF THE FACULTY SENATE
PRESIDENT'S DIVISION
UNIVERSITY OF NEVADA, RENO

Approved by the Faculty Senate on August 28, 2008
Approved by the President on February 25, 2009

Table of Contents:

Article 1. Name	1
Article 2. Authority, Purpose and Objectives of the Senate	1
Article 3. Membership Authority	1
Article 4. Senate Membership	1
Article 5. Vacancies	2
Article 6. Voting	3
Article 7. Executive Board	3
Article 8. Committees	5
Article 9. Meetings	5
Article 10. Parliamentary Amendment	6
Article 11. Authority	6
Article 12. Apportionment	6

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 with at least a .50 FTE authorized continuing contract, except that emeritus faculty shall not be eligible to vote. If a faculty member has a split appointment totaling .50 FTE or more, that faculty member may vote with the unit in which s/he has the larger FTE.

4.2 The president, provost, vice presidents, associate and assistant vice-presidents, and chief administrators of units, or their administrative equivalents, shall not be eligible to hold elective membership on the senate; however, these administrators may vote with their units in elections to the senate. Chief administrators of units are defined as assistant deans and above, or their equivalents. Individual units may further restrict eligibility to election to the senate. Questions regarding eligibility for senate election shall be referred to the senate office.

4.3 The president, provost, and the vice presidents shall be nonvoting consulting 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 Chair Elect or Chair, as they do not represent particular units to the senate.

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

4.7 The election process shall be supervised by the senate chair or designee(s) who shall operate under the following minimum standards.

4.7.1 Nominations and elections shall be by written ballot.

4.7.2 There shall be two (2) ballots: a nominating ballot and an election ballot.

4.7.3 Eligibility for nomination to membership on the senate shall be extended to all UNR faculty with at least a .50 FTE authorized continuing contract, except that emeritus faculty, faculty members who plan to be on leave for more than three months during their potential senate term, and administrators as defined in 4.2 of these bylaws shall not be eligible to serve. If a faculty member has a split appointment that totals .50 FTE or more, that faculty member will be eligible for nomination in the unit in which s/he has the larger FTE. Each faculty member may nominate as many candidates as there are vacancies to be filled in the unit to which the faculty member belongs. Nominees must indicate their willingness to serve before their names are placed on the election ballot.

4.7.4 Two faculty members for each vacancy (and ties, if applicable), who receive the most nomination votes, shall be represented for election to eligible unit faculty.

4.7.5 The faculty member with the majority of election votes shall be declared elected to senate membership.

4.7.6 In the event of a tie vote in the election 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 executive board shall notify the 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 "Extended time period" is defined as member 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 of 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. The chair of the senate is exempt from recall, but may be removed as chair as provided in article 5.5 of these bylaws.

5.5 The chair of the senate may be impeached and removed from office by at least a two-thirds vote of the senate membership. Vote shall be by a secret ballot.

5.6 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.

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

5.7.1 The regular member shall provide the secretary of the senate a dated statement of proxy representation, either by e-mail or signed memorandum.

5.7.2 The proxy representation shall in all respects be qualified for membership in the senate.

5.7.3 The proxy representation shall be appointed from 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.

Article 7 Executive Board

7.1 The Executive Board is composed of the Chair, Chair Elect, Parliamentarian, two at-large representatives, senate manager and immediate past chair. The Senate Manager and Immediate Past Chair serve in ex officio status.

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 chair of the senate or designee shall be the official representative of the senate 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 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 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 of Officers

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 may call for nominations from the floor.

7.2.4 Officers of the senate may be recalled by at least a two-thirds vote of the senate membership. Vote shall be by secret ballot. Should a chair/chair elect be recalled, 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 chair and chair elect shall not represent a specific unit, but rather the faculty as a whole. If the chair's or chair elect's term 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 executive board shall notify the unit. 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 length of the chair's term as chair unless the chair is recalled in 7.2.4. The temporary term may be filled by any faculty member who, in accordance with these bylaws, is otherwise eligible to serve. The election will be conducted in accordance with these bylaws.

Article 8 Committees

8.1 The following shall be the standing committees of the senate.

8.1.1 Nominating Committee: The committee shall include 5 members elected by and from the senate membership. The committee shall identify a slate of candidates for senate officers.

8.1.2 Policy Committees - Policy committees may be established by the executive board, subject to approval by the senate. Policy committees shall be ready to report at each meeting of the senate and shall submit a written annual report to the senate. The senate chair will present committee memberships and charges to the senate.

8.2 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. The senate chair will present committee memberships and charges to the senate.

8.3 The executive board may appoint up to two persons other than eligible faculty, including students, administrators, classified staff, or faculty on temporary letters of appointment, to serve as nonvoting consultants to each senate committee.

8.4 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 ordered by the senate upon petition of at least 25 percent of the senate membership, or by the executive board, or upon petition of at least ten percent of the faculty at large to the executive board of the senate. Senate meetings will be convened within two weeks of receipt of the petition.

9.2 A simple majority of the voting members of the senate shall constitute a quorum for transaction of business at any meeting of the senate.

9.3 Agendas and minutes of senate meetings shall be distributed to all faculty members.

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.

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 A successful amendment 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 chair, chair elect, senate manager and immediate past chair, who shall all be nonvoting members of the senate.

12.3 Apportionment shall be based on December 1 faculty FTE in units

12.4 Representation in the senate shall be afforded to each 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.