

## BYLAWS APPROVAL INSTRUCTIONS FOR COLLEGES AND OTHER MAJOR UNITS OF THE UNIVERSITY

Bylaws of each major unit must be reviewed by the Faculty Senate, approved by the faculty of the major unit, approved by the dean or the designated administrator of the major unit, and approved by the President. Faculty approval of the initial adoption of bylaws requires a simple majority of those voting. Subsequent amendment of bylaws requires a two-thirds majority of those voting.

The approval process relies on Sharepoint to create an automatic paperless process with an auditable trail. Once the process has begun, no party has authority to modify the bylaws undergoing review. The major unit may end the process at any time by notifying the Faculty Senate Office electronically. When the process results in approval of the bylaws, these are uploaded to this Repository and any previously approved version is archived in Sharepoint.

Responsibility	Action
Dean or major unit administrator	<ol style="list-style-type: none"> <li>1. Assures bylaws comply with <a href="#">format standards</a>.</li> <li>2. Sends Faculty Senate Office an email, attaching the bylaws. If these are entirely new, states so in the email and attaches no other documents. If, instead, they consist of amendments, also attaches a document in which the bylaws display new text in bold and deleted text in brackets.</li> </ol>
Faculty Senate Office	<ol style="list-style-type: none"> <li>3. Provides the University Bylaws and Code committee the bylaws and any appurtenant documents via Sharepoint.</li> </ol>
Chair of the University Bylaws and Code Committee	<ol style="list-style-type: none"> <li>4. Shares the committee's comments and recommendations with the Faculty Senate via Sharepoint.</li> </ol>
Faculty Senate Chair	<ol style="list-style-type: none"> <li>5. Submits the Faculty Senate's comments and recommendations to the dean or major unit administrator.</li> </ol>

Dean or major unit administrator	<p>6. Takes one of the following actions:</p> <ul style="list-style-type: none"> <li>a. Ends the current approval process in order to revise the proposed bylaws or amendments in light of the Faculty Senate's recommendations, and notifies the Faculty Senate Office accordingly via Sharepoint and email.</li> <li>b. Via email and Sharepoint authorizes the Faculty Senate Office to submit the proposed bylaws or amendments to the college or major unit faculty for a vote.</li> </ul>
Faculty Senate Office	<p>7. If action 6.b. has been taken, submits the bylaws to the college or major unit faculty for a vote and reports the results to the dean or administrator via Sharepoint and to the unit faculty via email.</p>
Dean or major unit administrator	<p>8. If faculty approve the bylaws, takes one of the following actions:</p> <ul style="list-style-type: none"> <li>a. Approves the bylaws and notifies the Faculty Senate Office accordingly, via email and Sharepoint.</li> <li>b. Rejects the bylaws and notifies the Faculty Senate Office accordingly, with an explanation, via email and Sharepoint.</li> </ul>
Faculty Senate Office	<p>9. If action 8.a. has been taken, submits the bylaws to the President for approval.</p>
President	<p>10. Takes one of the following actions:</p> <ul style="list-style-type: none"> <li>a. Approves the bylaws and notifies the Faculty Senate Office accordingly, via email and Sharepoint.</li> <li>b. Rejects the bylaws and notifies the Faculty Senate Office accordingly, with an explanation, via email and Sharepoint.</li> </ul>
Faculty Senate Office	<p>11. If approved, uploads the bylaws to Repository and archives the previous bylaws in Sharepoint.</p>

**FORMAT STANDARDS FOR COLLEGES AND OTHER MAJOR UNITS**

- File type: Word document. Use 12-point Times New Roman throughout.
- Just below the title, state the University's name, the date faculty approved the bylaws, the title of the major unit's approval authority and the date of approval, and the date the President approved the bylaws. For example:

BYLAWS OF THE COLLEGE OF XYZ  
UNIVERSITY OF NEVADA, RENO  
Approved by the College Faculty on November 12, 20XX  
Approved by the Dean on January 23, 20XX  
Approved by the President on February 20, 20XX

- Two spaces below the title, include a Table of Contents.
- The heading of each subsequent page must include the name of the major unit, the University, the page number, and the date of final approval. For example:

College of XYZ Bylaws  
University of Nevada, Reno

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January 23, 20XX