

## BYLAWS APPROVAL INSTRUCTIONS FOR DEPARTMENTS AND OTHER BASIC UNITS OF THE UNIVERSITY

Bylaws must be approved by the department faculty, reviewed by a college (or major unit) committee, and approved by the dean or equivalent administrator of the major unit. 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 department 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
Department chair or basic unit administrator	<ol style="list-style-type: none"> <li>1. Assures bylaws comply with <b>format standards</b>.</li> <li>2. Sends Faculty Senate Office an email, attaching the bylaws, and noting the date they were approved by faculty. If bylaws are entirely new, states so in the email and attaches no other document. 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. Contacts the dean or major unit administrator for the names of the committee members responsible for reviewing the bylaws.</li> <li>4. Provides the committee the bylaws and any appurtenant documents via Sharepoint.</li> </ol>
Chair of major unit committee reviewing the bylaws	<ol style="list-style-type: none"> <li>5. Submits the committee's comments and recommendations to the dean or major unit administrator via Sharepoint. Does so within 90 days, unless specified otherwise in major unit's bylaws.</li> </ol>
Dean or major unit administrator	<ol style="list-style-type: none"> <li>6. Takes one of the following actions within 30 days:             <ol style="list-style-type: none"> <li>a. Approves the bylaws and notifies the Faculty Senate Office and the department chair (or basic unit administrator) accordingly, via email and Sharepoint.</li> <li>b. Rejects the bylaws and notifies the Faculty Senate Office and the department chair (or basic unit administrator) accordingly, with an explanation, via email and Sharepoint.</li> </ol> </li> </ol>
Faculty Senate Office	<ol style="list-style-type: none"> <li>7. If approved, uploads the bylaws to the Repository and archives the previous bylaws in Sharepoint.</li> </ol>

If the bylaws are not approved, the department may choose to revise them and start the process over. Or it may choose to appeal the dean's decision to the President, if a majority of the department faculty votes to do so in a written secret ballot, with sufficient notice to allow all eligible faculty to participate. For more information on this or other aspects of the approval process, please refer to the **University Bylaws** or contact the **Faculty Senate Office**.

#### **FORMAT STANDARDS FOR DEPARTMENTS AND OTHER BASIC 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 final approval authority, and the date of approval. For example:

BYLAWS OF THE DEPARTMENT OF XYZ  
UNIVERSITY OF NEVADA, RENO  
Approved by the Department Faculty on November 12, 20XX  
Approved by the Dean of the College of ABC on January 23, 20XX

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

Department of XYZ Bylaws  
University of Nevada, Reno

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January 23, 20XX