JSU Faculty Senate Bylaws[1]

SECTION 1. THE ROLE OF FACULTY SENATE IN SHARED GOVERNANCE

1.1. The Faculty Senate is the permanent body representing the Faculty for the expression of the Faculty's position on University and Academic Affairs policies and procedures in matters pertaining to faculty welfare and morale, including the promotion of a safe and equitable working environment for all constituencies of the Faculty Senate; institutional purpose, strategic plan, and campus master plan; general academic considerations; curricular matters; degree requirements; admissions policies; awarding of honors; determining the allocation of resources insofar as they affect teaching and academic scholarly and creative activities; the delegation and use of University facilities for academic purposes; expanded degree offerings; department and college reorganization; those aspects of student life which relate to the educational process; and the oversight of policies and procedures for Faculty appointment, reappointment, dismissal, promotion, tenure, annual Faculty evaluation, sabbaticals, salary increases, faculty grievances, and the appeal of decisions in these areas. The Faculty Senate is the voice of the Faculty.

1.2. The Faculty Senate functions as the legislative body for the Faculty, enacting resolutions and recommendations, and casting votes on behalf of the Faculty in matters of shared governance, such as on Faculty Handbook revisions and University and Academic Affairs policies and procedures.

1.3. The Faculty Senate's authority stems from the will of the Faculty, as expressed through their elected representatives. These representatives collaborate with the University Administration, Academic Affairs Administration, and the Student Body to engage in shared governance and work towards achieving the University's goals.

1.4. Faculty Senate representation on committees for senior University administrators with responsibilities related to or impacting academic programs is defined in the Faculty Handbook (Section 3.1.3).

1.5. Issues of the Faculty at large may be presented to the Faculty Senate by its own members and committees, the University Administration, the Student Government, University or Academic Affairs Committees, Faculty petition, individual faculty members, and any other appropriate university body. The JSU President and Provost and Executive Vice President for Academic Affairs (Provost/EVPAA) will serve as the primary points of contact and conduits of information between the Faculty Senate and the University Administration. The Provost/EVPAA serves as the administrative liaison for the Faculty Senate, ensuring consistent and open communication. This includes attending Faculty Senate meetings, holding regular meetings with the Faculty Senate President, Vice President, and Executive Committee, and participating in Senate subcommittee meetings when requested.

[1] Revised 04/2020; 02/2024; 04/2024; 03/2025

1.6. To represent faculty voices and maintain transparency in decision-making, Senators shall maintain regular communication with their constituents on matters brought before Senate.

a. The Faculty Senate President is responsible for regularly updating the entire faculty on Senate matters through emails, newsletters, posting minutes on the Senate webpage, or called meetings of the Faculty. The University will provide the Senate with a university-hosted webpage, an email address for the Senate President, and an email distribution list for the entire faculty.

b. Individual Senators are responsible for updating their department and seeking feedback during faculty meetings, through email, or via other departmental communication methods.

1.7. Faculty Senators and Faculty Senate leadership are entitled to protection from retaliation for their participation in shared governance, as outlined in the Faculty Handbook (Section 2.2.6).

SECTION 2. FACULTY SENATE SUBCOMMITTEES

2.1. In order to accomplish the objectives of organizing the Faculty, the Faculty Senate shall be divided into subcommittees. The basic functions of the committees shall be to investigate and make recommendations to the executive leadership of Faculty Senate on matters pertaining to the academic affairs of the University. They may also work with administrators to craft University or Academic Affairs policies, catalog policies, or participate in other task forces and initiatives. They may do this on instruction from the Faculty Senate Executive Committee. They shall report to the Faculty Senate and summarize their yearly work in an annual written report. A chair of a standing committee may be recalled as chair by two-thirds vote of the committee membership.

2.2. The standing committees of the Faculty Senate shall be the Executive Committee, the Faculty Advocacy Committee, the Student Retention Committee, the Policies and Campus Planning Committee, and the Elections Committee.

2.3. The **Executive Committee** shall be composed of the officers of the Faculty Senate and chairs of the standing committees. The President of the Faculty Senate shall be the chair of the Executive Committee. The President and Vice President serve as voting members of the Executive Committee.

a. The Executive Committee shall appoint the members of all committees, standing and ad hoc, of the Faculty Senate.
b. It may serve as an ad hoc committee on issues that cannot be directed to a standing committee.
c. It may create and dissolve standing and ad hoc committees within Senate with the approval of a Senate majority.
d. It may recommend the creation or dissolution of University and Academic Affairs standing committees to the JSU President or Provost with the approval of a Senate majority.

e. It shall recommend, when requested, faculty members to serve on ad hoc committees, task forces, and commissions appointed by the JSU President or Provost/EVPAA.
f. It shall appoint the Faculty Senate *ex officio* representatives for standing University and Academic Affairs committees.
g. The Executive Committee shall regularly meet with the Provost/EVPAA to discuss matters brought forth by Senate Committees and individual Senators.
h. The Executive Committee members shall represent the Faculty Senate in meetings with deans, department heads, Staff Council, SGA, and Cabinet, when requested by these groups.

2.4. The **Faculty Advocacy Committee** shall review and provide recommendations for additions and revisions to the JSU Faculty Handbook and other related policies and procedures which affect faculty welfare and morale, such as salaries and benefits. The chair will be a member of the committee and will be elected by a simple majority of the committee members.

a. The Faculty Senate President will appoint members of the Advocacy Committee to the Faculty Handbook Committee, as needed.
b. Policies, procedures, and other proposals under consideration by Academic Affairs and University committees which relate to this committee's charge shall be directed to this committee for review.

2.5. The **Student Retention Committee** shall review and provide recommendations for additions and revisions to policies and procedures pertaining to students as they progress through their academic career. The chair will be a member of the committee and will be elected by a simple majority of the committee members.

a. This committee shall review and provide recommendations for additions and revisions to the policies housed in JSU's undergraduate and graduate catalogs. Such policies and procedures include, but are not limited to, academic standing/progress requirements, graduation requirements, class attendance and absence regulations, academic forgiveness, and credit for prior learning.
b. It shall all review and provide recommendations for additions and revisions to other policies and procedures related to, but are not limited to, admissions standards, retention, student advising, faculty mentoring of students, student mental and physical health services, and student safety.
c. Policies, procedures, and other proposals under consideration by Academic Affairs and University committees which relate to this committee's charge shall be directed to this committee for review.

2.6. The **Policies and Campus Planning Committee** shall review and provide recommendations for additions and revisions to the JSU Policies and Procedures Manual. Additionally, they will consider proposals and provide recommendations regarding the development and expansion of the university, such as outlined in the campus master plan and strategic plan, to include consideration of space needs and utilization, building of new buildings, parking, budgetary requirements, and expanded degree offerings. The chair will be a member of the committee and will be elected by a simple majority of the committee members.

a. Policies, procedures, and other proposals under consideration by Academic Affairs and University committees which relate to this committee's charge shall be directed to this committee for review.

2.7. The **Elections Committee** shall consist of a Senator from each college and the library. The chair will be a member of the committee and will be elected by a simple majority of the committee members.

a. This committee shall conduct a full investigation of all contested elections herein stated, including the election of Senators. It shall make written recommendations to resolve such elections to the Faculty Senate.
b. The Elections Committee shall notify departments in September of expiration of Senators' terms in the coming academic year and that departments should hold elections for new Senators by the regular meeting of the Faculty Senate in November. Although it is the responsibility of the Faculty Senate President to follow up with the heads of departments who fail to respond in a timely fashion to a call for the election of new Senators for their departments, this committee shall provide written notification to the Executive Committee before the regular meeting of the Faculty Senate in January of all new Senators and their alternates elected and of all Senate seats still needing new Senators elected to them. This notification shall include the names and departments represented of each Senator and alternate.
c. Beginning in the fall semester, this committee shall solicit Senators who are willing to serve as Faculty Senate officers during the following academic year if elected, and will make every effort to have at least one candidate in place for each office by the time officers are to be elected at the first regular meeting of the Faculty Senate in Spring Semester.
d. Starting with 2023, every three years this committee shall carry out, during September, the enumeration of the Faculty of the university required in Article 1, Section 2(3) of the JSU Faculty Senate Constitution for determining the apportionment of Senators among the departments of Jacksonville State University.
e. The Faculty Senate Elections Committee shall keep a running list of all faculty members who are appointed to University and Academic Affairs standing committees. It shall solicit committee preferences from all faculty and shall recommend appointment of faculty to these committees, as there are openings, to the Faculty Senate President, who will then either make appointments or recommend appointments to the JSU President or Provost, depending on the committee structure and appointment process. In so making recommendations, the Elections Committee shall first consider the recommendations of the committee chair regarding possible re-appointment, then solicit feedback from the department head regarding the suitability and availability of a potential faculty candidate, then approach the faculty candidate to see if they are willing and able to serve. They may also request recommendations for candidates from deans and department heads. When committee membership specifies that a representative from a particular college is needed, the Elections Committee member who is representing that college shall make the recommendation to the committee for the faculty representative from their college, following the procedure outlined above. For any committee requiring "faculty" representation, this shall refer to "regular full-

time faculty," excluding administrative faculty, unless otherwise specified. For any committees that require meetings in the summer, alternates should be appointed, following Faculty Handbook procedure.

SECTION 3. OFFICER DUTIES

3.1 The officers of the Faculty Senate shall consist of a President, a Vice President/President-elect, a Secretary, and a Historian elected by the Faculty Senate from among its members.

3.2 In performing their duties, the officers of Faculty Senate shall at all times maintain open channels of communication with the members of the Faculty Senate and strive to represent their will. Additionally, Faculty Senate officers shall, after consultation with the Senate, represent and advocate the interests, concerns, and needs of the collective faculty to the Trustees, JSU President, Provost/EVPAA, and other segments of the University community, and to the public. Further, while the Faculty Senate officers are primarily the representatives of and spokespeople for the Faculty Senate, they retain the right to express their own personal views, when described as such.

3.3 The President shall have the following rights, responsibilities, and compensation:

3.3.1 In the administration of the Faculty Senate:

a. preside at all meetings of the Senate (or designates an alternative) and called meetings of the entire faculty
b. serve as chair of the Executive Committee
c. set regular Executive Committee meetings
d. set the schedule of meetings for the year, in consultation with the Executive Committee
e. inform Senate members of meeting times
f. give timely notice of called meetings
g. call for a full Senate meeting during the summer (which can be held electronically) if critical issues need to be addressed that cannot wait
h. prepare the agenda for Senate meetings (in consultation with the Executive Committee)
i. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
j. acts as a facilitator of discussions and the voting process
k. declares a Senate meeting to be closed to all but voting members under certain conditions
l. invite special guests to Senate meetings
m. name, if needed, a parliamentarian for the Senate for a one-year term
n. announce the membership of all committees to the Faculty Senate
o. appoint the members of Faculty Senate Ad Hoc Committees
p. send a written report of Faculty Senate resolutions and recommendations to the Provost/EVPAA along with the timeline and expectation for a response and share the Provost's response with the Senate

q. provide written reports of actions taken by university committees on which the President serves as the Faculty Senate representative
r. prepare an annual report at the end of each academic year, containing the main activities and accomplishments of Senate for the year and recommendations on the key issues to be examined in the following year, to be submitted to the JSU President and Provost/EVPAA, and posted on the Senate website
s. maintain the physical archives of the Senate

3.3.2 In representing the collective faculty:

a. meet monthly, along with the Vice President of Senate, with the JSU President and Provost/EVPAA to discuss Senate matters and other issues of interest and concern to the Faculty (additionally with the Provost/EVPAA as needed)
b. represent the Faculty Senate and collective faculty at the University Board of Trustees meetings (or designate an alternate) and report to Senate any actions taken by the Board of Trustees which affect faculty
c. provide the Board of Trustees with a written report on Senate business and of all resolutions passed by the Faculty Senate
d. meet with the Chief External Affairs Officer to discuss legislative issues relevant to the collective faculty and Faculty Senate and provide updates to the Senate about these issues
e. represent the collective faculty on university committees for which the President serves as the Faculty Senate representative
f. professionally convey the concerns of the collective faculty to the Provost/EVPAA as an intermediary, and in so representing the Faculty, the President shall not suffer retaliation or adverse repercussions to their own careers
g. serve as a voting member of the University Executive Council and solicit feedback from Faculty Senate about all policies under development or review
h. appoint the members of university committees for which the President is asked to appoint faculty representatives
i. ensure there is adequate faculty representation on university committees in order to participate in shared governance
j. work on university initiatives that involve the collective faculty as directed by the JSU President or Provost/EVPAA
k. call meetings of the entire JSU faculty to discuss matters of concern to the whole faculty body
l. circulate to the collective faculty an electronic copy of minutes and relevant reports, resolutions, recommendations, and the Provost/EVPAA's responses to resolutions and recommendations

3.3.3 In fulfilling other duties:

a. serve as or designate the Marshal and/or Mace Bearer for faculty functions
b. represent Faculty Senate and the Faculty at official events as requested by Faculty Senate or Provost/EVPAA

c. participate in New Faculty Orientation, Faculty Senate Orientation, Faculty/Staff Convocation, Freshman Convocation, faculty and staff mixers, and all commencement ceremonies
d. Serve in a 12-month role, such that the President shall be available and involved in university committees, meetings with administrators (including the JSU President and Provost/EVPAA), Board of Trustees meetings, etc., for the full summer, as well as fall and spring semesters.
e. perform such other duties as directed by the Faculty Senate

3.3.4 The incoming President shall meet with the JSU President and Provost/EVPAA in April/May to discuss duties, expectations, major initiatives being undertaken by Faculty Senate and the university, committee assignments, and to create a service workload plan for the Summer, Fall, and Spring semesters. This plan may be modified by any of the three parties during the year, upon agreement of all three parties. Based on this service workload plan, the President shall have the following compensation:

a. a $7500 stipend in Summer Semester (12-week term/full Summer contract)
    i. More may be offered at the Provost/EVPAA's discretion based on the agreed upon service workload plan.
    ii. The Provost/EVPAA reserves the right to reduce the Summer compensation if the President is not fulfilling the agreed upon service workload plan.
b. Two-course release (typically 6 credit hours) in Fall semester (to be arranged with Department Head and Provost)
    i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
    ii. The Provost/EVPAA reserves the right to remove the Fall course release if the President did not fulfill the agreed upon service workload plan in Summer.
    iii. The Provost/EVPAA may also choose to offer additional course release time or compensation in the Fall semester, depending on the agreed upon workload plan.
c. One-course release (typically 3 credit hours) in Spring semester (to be arranged with Department Head and Provost)
    i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
    ii. The Provost/EVPAA reserves the right to remove the Spring course release if the President did not fulfill the agreed upon service workload plan in Fall.
    iii. The Provost/EVPAA may also choose to offer additional course release time or compensation in Spring semester, depending on the agreed upon workload plan.
    iv. When the President is chairing the Faculty Handbook Committee during a full Faculty Handbook revision, one additional course release in Spring semester shall typically be granted by the Provost/EVPAA.

3.4 The Vice President/President-elect shall have the following rights, responsibilities, and compensation:

3.4.1 In the administration of the Faculty Senate:

a. preside at meetings of the Senate if requested by the President
b. serve as a member of the Executive Committee
c. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
d. provide written reports of actions taken by university committees on which the Vice President/President-elect serves as the Faculty Senate representative
e. serve as an ex officio voting member of all standing Senate committees, with the possible exception of the Faculty Handbook Committee, of which the Vice President may or may not be a member
f. attend meetings of all standing Faculty Senate committees for which the Vice President serves as an ex officio voting member
g. execute the duties of the President when the President is absent or incapacitated
h. execute the duties of the President when directed by the President

3.4.2 In representing the collective faculty:

a. meet monthly, along with the President of Senate, with the JSU President and Provost/EVPAA to discuss Senate matters and other issues of interest and concern to the Faculty (additionally with the Provost/EVPAA as needed)
b. represent the collective faculty on university committees for which the Vice President serves as the Faculty Senate representative
c. bring concerns of the collective faculty to the Provost/EVPAA as an intermediary, and in so representing the Faculty, the Vice President shall not suffer retaliation or adverse repercussions to their own careers
d. work on university initiatives that involve the collective faculty as directed by the JSU President or Provost/EVPAA

3.4.3 In fulfilling other duties:

a. represent Faculty Senate and the Faculty at official events as requested by Faculty Senate or Provost/EVPAA
b. Serve in a 12-month role, such that the Vice President shall be available and involved in university committees, meetings with administrators (including the JSU President and Provost/EVPAA), Board of Trustees meetings, etc. for the full summer, as well as fall and spring semesters.
c. participate in New Faculty Orientation, Faculty Senate Orientation, Faculty/Staff Convocation, Freshman Convocation, and faculty and staff mixers, as requested by the President
d. perform such other duties as directed by the President or Faculty Senate

3.4.4 The incoming Vice President/President-elect shall meet with the JSU President and Provost/EVPAA in April/May to discuss duties, expectations, major initiatives being undertaken by Faculty Senate and the university, committee assignments, and to create a service workload plan for the Summer, Fall, and Spring semesters. This plan may be modified by any of the three parties during the year, upon agreement of all three parties. Based on this service workload plan, the President shall have the following compensation:

a. a $500 stipend in Summer (12-week term/full Summer contract)
    i. More may be offered at the Provost/EVPAA's discretion based on the agreed upon service workload plan.
b. One-course release (typically 3 credit hours) in Fall semester (to be arranged with Department Head and Provost)
    i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
    ii. The Provost/EVPAA reserves the right to remove the Fall course release if the President did not fulfill the agreed upon service workload plan in Summer.
    iii. The Provost/EVPAA may also choose to offer additional course release time or compensation in the Fall semester, depending on the agreed upon workload plan.
c. One-course release (typically 3 credit hours) in Spring semester (to be arranged with Department Head and Provost)
    i. If course releases cannot be arranged in the department, overload pay may be substituted, but course releases are preferred.
    ii. The Provost/EVPAA reserves the right to remove the Spring course release if the President did not fulfill the agreed upon service workload plan in Fall.
    iii. The Provost/EVPAA may also choose to offer additional course release time or compensation in Spring semester, depending on the agreed upon workload plan.

3.5 The Secretary shall have the following responsibilities:

a. serve as a member of the Executive Committee
b. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
c. represent the collective faculty on university committees for which the Secretary serves as the Faculty Senate representative
d. maintain the record of attendance
e. keep the minutes at all meetings and distribute electronic copies of the draft minutes to the Executive Committee no later than one week after previous Senate meeting
f. distribute to the Senate members a written copy of the minutes of each meeting
g. perform such other duties as directed by the President

3.6 The Historian shall have the following responsibilities:

a. serve as a member of the Executive Committee
b. receive resolutions or other business from Senate committees, Senators, other university committees, and constituents
c. represent the collective faculty on university committees for which the Historian serves as the Faculty Senate representative
d. research the Senate archives so the Senate can conduct its deliberations with as much relevant information as possible
e. upload copies of resolutions, recommendations, and other documents to Digital Commons and maintain the Senate's digital archives for ease of future use

f. perform such other duties as directed by the President

SECTION 4. MEMBERSHIP IN FACULTY SENATE

4.1. For purposes of determining representation in the Faculty Senate, any college not divided into departments shall be considered the same as an academic department. Each academic/library department with one to fifteen members shall elect one senator. An additional senator will be elected for every fifteen additional faculty, thereby giving each academic department and the library the maximum number of senators consistent with Article 1, Section 2(3), of the Constitution.

4.2. Any regular full-time, non-temporary faculty with less than 50% administrative duties are eligible for election to Faculty Senate. If, at any time, during a Senator's term of office their administrative duties become 50% or more, they will immediately resign from Faculty Senate. Department heads are not eligible for election as Faculty Senators and if a Senator moves into a Department head role, either interim or permanent, they will immediately resign from Faculty Senate.

4.3. The term of office for Faculty Senators will be three years beginning in April of the academic year elected. Senators are permitted to succeed themselves for one consecutive term for a maximum time served of six consecutive years. Faculty Senators serving two consecutive terms must wait a period of one year before serving additional term(s) on the Senate. If a person is elected to the Vice President/President-elect office, they move out of the role of a departmental representative, since they now represent the entire faculty.

4.4. If a Senator resigns or is elected as Vice President/President-elect or President before the completion of their term, their replacement will serve out the remainder of that term.

4.5. Departments shall hold elections before the November meeting of the Faculty Senate each year for any vacancies. Results of departmental elections shall be reported in writing to the Elections Committee.

4.6. Each department will also elect annually an alternate Senator, either as the runner-up in the regular election for Senator or in a separate election. An alternate must be elected for each Senator elected.

4.7. Faculty Senators may be removed by the department for good cause. A recall petition specifying the cause or causes in writing and signed by at least two-thirds of the departmental faculty will be sufficient to begin the removal process. Should a Faculty Senator be removed for cause or resign before the term is completed, the department shall conduct a special election to select a replacement to serve the remainder of the term. The election must be held within thirty days of the removal/resignation and the results reported promptly to the Elections Committee. Faculty Senators who are removed from Senate are not eligible to serve again on Senate.

4.8. The Director of Faculty Commons, a representative from Online@JSU, the SGA President (or representative), Staff Council President (or representative), Provost/EVPAA, and chair of the Department Head Council (or representative), shall be ex officio, non-voting members of Senate.

SECTION 5. ELECTIONS

5.1. The term of office for Secretary, Historian, and Vice-President/President-Elect is one year and these positions are elected annually. The Vice President/President-elect automatically assumes the office of the President at the end of the current President's 2-year term.

a. The President and Vice President/President-elect must be tenured or have received official notice of tenure before serving as President or Vice President/President-elect.
b. The President and Vice President/President-elect serve as ex officio, non-voting members of Faculty Senate, except in the case of a tie, in which case the President will cast the deciding vote.
    i. The President and Vice President retain de facto voting rights on any standing or ad hoc committees on which they serve, unless the committee membership structure dictates otherwise.

5.2. Elections of officers shall come at the regular Senate meeting(s) held in January of each year. The incoming officers shall serve at the April meeting(s).

5.3. Elections of officers shall be by a simple majority vote. No officer may serve more than two consecutive terms in the same office but may be elected again to a previously held office after a one-year break or may be elected to any other office with no break. It is preferred that the current Vice President/President-elect, following their first term, shall be re-elected to a second term.

5.4. Officers may be recalled for good cause such as dereliction of duty or failure to uphold the Constitution and Bylaws. Such recall shall be by two-thirds vote of the Senate membership.

5.5. In case an officer resigns or withdraws, the Faculty Senate shall elect, at the next regular meeting, a replacement for the unexpired term. The regular election rules in this case may be suspended with the approval of the majority of Senate.

5.6. If the Vice President/President-elect or President resigns or withdraws (or is not re-elected to a second term in the case of the Vice President/President-elect), they will no longer serve as members of Faculty Senate, unless re-elected by their department as a replacement member or during a regular Senate election cycle.

SECTION 6. MEETINGS

6.1. The Faculty Senate shall conduct all meetings in accordance with Robert's Rules of Order.

6.2. The first regularly scheduled meeting shall be held in August at a time and place to be designated by the President.

6.3. The schedule for all Senate meetings for the following year shall be announced before the end of the spring semester.

6.4. A copy of the minutes of each meeting shall be distributed to each Senate member at least one week prior to the next meeting of the Senate.

6.5. All Senators or their alternates shall attend all meetings, regular and called, of the Faculty Senate. When a Senator is unable to attend a Senate meeting, the alternate Senator will attend and participate with full debating and voting privileges.

6.6. Senate meetings shall be open to the university community and invited guests, unless specifically closed by the Senate President. No advance notice is required to close a meeting.

6.7. A quorum at regular Senate meetings shall be that number of members deemed necessary by the presiding officer. No lack of quorum may be declared if at least fifty percent of the Senate members are present.

Quorums at special meetings of the Senate called by the Senate President shall be at least fifty percent of the members.

6.8. The proposed order of business for Faculty Senate meetings is:
a. Call to order and approval of minutes,
b. Committee reports,
c. Unfinished business, and
d. New business.

This order may be modified, as necessary, by the President of the Faculty Senate.

SECTION 8. POLICY VOTING

8.1. In line with shared governance, the Senate has a vote on University policy additions or changes. The Senate's vote is determined by a vote of the Executive Committee following discussion with Full Senate, when appropriate. When Faculty Senate is presented a policy for consideration by an external body (e.g., by the University Executive Council, Extended Deans's Council, or Faculty Handbook Committee), members have 10 business days to provide feedback to the Executive Committee. At the end of the 10 business days the Executive Committee will compile the feedback and vote (either in person or electronically) to (a) table the policy until a full Senate discussion can be convened, (b) table the policy until a full University Executive Council meeting

can be convened (for UEC policies only), (c) approve the policy with minor revisions or edits, (d) approve the policy as written, or (e) not approve the policy.

a. A quorum of the Executive Committee is reached when 60% of members vote.
    i. If an Executive Committee member is unable to participate in this process (e.g., during the summer), they shall either nominate a replacement member for the duration of their absence or be excused from the quorum count if no replacement can be found.
b. This requires a simple majority vote.
c. In the case of the University Executive Council, the President will cast their vote in line with majority vote of the Executive Committee.
d. If a policy has been revised and sent back to Senate, the Executive Committee shall vote to either (i) accept the revised policy or (ii) send the policy out to full Senate to start the process over.
e. Exceptions to this timeline may be made by the Senate Executive Committee.

SECTION 9. BYLAWS REVISION

9.1 The Faculty Senate may amend these bylaws at any regular meeting by a simple majority vote of the members present. A proposal for amendment must be recommended by at least seven members of the Faculty holding faculty appointment in at least four different colleges, the proposal must be submitted to the Faculty Senate at a regular meeting of that body, and the vote by the Faculty Senate must be at their next regular meeting.

9.2 Bylaws changes that only affect the internal governance and structure of Faculty Senate (e.g., subcommittee changes, officer selection/roles) do not require administrative approval. Bylaws changes that affect Senate's relationship with the University (e.g., shared governance roles, changing of University/Academic Affairs committee appointment processes) or require financial support from the University require approval from the Provost/EVPAA.

a. If the Provost/EVPAA does not approve the portion of the bylaws related to Senate's relationship with the University, these shall be sent back to the Senate for consideration with feedback and/or proposed revisions.
b. If the Provost/EVPAA recommends changes, Executive Committee may choose to place the proposed revisions on the agenda for the next regularly scheduled Senate meeting or keep them within Executive Committee (or send them to an ad-hoc bylaws committee) for further deliberation and revision before being reintroduced to the Senate for consideration.
c. If the Executive Committee places the proposed changes made by the Provost/EVPAA on the agenda for the next regularly scheduled meeting, Senate may choose to vote on them at that meeting or table them until the following Senate meeting to allow more time for discussion.