



Standard Administrative Policy and Procedure

Subject: Faculty Senate Bylaws

Number: 1

I. PURPOSE

The University of Wyoming (“University”) is committed to effective shared governance. This policy establishes the Bylaws under which the Faculty Senate shall operate, in accordance with other University of Wyoming Regulations governing Faculty Senate, in line with the spirit of concepts outlined in UW Regulation 1-4 “Shared Governance” and Shared Governance at the University of Wyoming: A White Paper, April 30, 2021.

II. FACULTY SENATE AUTHORITY

- A.** The Faculty Senate is established and governed by UW Regulation 2-301 and shall operate according to the authority and responsibilities outlined therein, such as establishing and reviewing curriculum and general requirements for conferring degrees and certificates, participating in formulating and implementing policies and procedures for Tenure and Promotion, physical and human resources, etc. (See 2-301 IV for Faculty Responsibilities and Authority)
- B.** The Faculty Senate shall be governed by the most recent Robert's Rules of Order Revised, in all cases to which they are applicable and when consistent with these Bylaws and special rules adopted by the Faculty Senate.

III. FACULTY SENATE MEMBERSHIP

- A.** The Faculty Senate shall consist of elected members and *ex officio* members. All voting members of the University Faculty as defined by UW Regulation 2-300 (University Faculty) and UW Regulation 2-1 (Academic Personnel) shall be eligible for elected membership of the Faculty Senate.
 - 1.** Ex officio members shall be the President of the University, the Vice Presidents of the University, University Deans, the Chair of the Staff

Senate, and the President of the Associated Students of the University of Wyoming or designated student representative, all having the same privileges as elected members except the right to vote.

B. Senators shall be elected by the University Faculty in accordance with the following provisions:

1. Representative Units of the University Faculty. The elected members shall be elected by the academic departmental units of the University Faculty. The number of full-time faculty in each department for the determination of apportionment by the Faculty Senate shall be obtained from the Office of Academic Affairs. If a Dean holds status as a faculty member in a department, the Dean is eligible to be elected and to vote. If a Dean is elected as a regular Senator, they will change in status from *ex officio* to voting member.
 - (a) Interdisciplinary units may have Faculty Senate representation if the number of faculty who have their tenure-track/fixed-term home department within that unit meets the minimum apportionment criteria.
 - (b) Units without Faculty Senate representation may petition for representation by completing a form located on the Faculty Senate website.
2. Apportionment. Each department with five or more full-time academic personnel lines shall be entitled to one faculty senator. Those departments having twenty or more full-time academic personnel shall be entitled to two faculty senators.
3. Election Procedures. Senators of the Faculty Senate shall be elected by their peers in accordance with the rules and procedures set forth in these bylaws, and in individual departments, insomuch as they are not contrary to these bylaws. Election of members shall be by ballot in accordance with procedures established by each department. Elections shall be held during the spring term of each academic year.
4. Term of Office. Senators shall be elected for a term of three years beginning effective with the August Trustees' meeting, with approximately one-third retiring each year. Senators are eligible for re-election with no term limits. Those elected midway through a term will serve out the duration of the term of the Senator who they replaced.
5. Vacancies may be filled by special election by the affected unit for the unexpired portion of the term vacated.

- C. Members of the Faculty Senate shall communicate with their constituents by such systematic means as may be available to them such as (but not limited to) regular college or academic unit meetings, meetings called for discussing Faculty Senate business, email, and by other means that will ensure effective communication.

IV. OFFICERS TERMS AND DUTIES

The officers of the Faculty Senate shall be selected from the elected Faculty Senators and shall consist of the following: (a) Chair, (b) Chair-Elect, and (c) Secretary. Voting for said officers shall occur at the March meeting of Faculty Senate. The incoming officers shall take office prior to the May Board of Trustees meeting and shall serve until the next elected officers take office. The officers shall continue to serve in their elected positions, notwithstanding their membership as an elected Faculty Senate representative, which may expire in the duration of their service. If any officer is unable to complete their term of service, the Faculty Senate may elect a new officer by special election to serve the remainder of the term. The Faculty Senate may declare an office to be vacant whenever an officer is unable, except temporarily, to carry out the duties of their office.

- A. Chair- The Chair shall preside at meetings of the Faculty Senate and of its Executive Committee. The chair will only vote in the case of breaking a tie vote in Faculty Senate or/and Executive Committee. Additionally, the Chair will coordinate with the Staff Senate and ASUW Presidents on topics of mutual interest.
- B. The Chair-Elect- The Chair-Elect shall preside at meetings of the Faculty Senate and of its Executive Committee in the absence of the Chair, or at their request, and shall take on such other Faculty Senate tasks as requested by the Chair. The Chair-Elect may vote on Executive Committee and Faculty Senate business. After serving for one year, the chair-elect shall then become chair of the Faculty Senate for the following year, unless re-elected as indicated above.
- C. The Secretary shall record the roll call, proceedings, and votes upon bills of the Faculty Senate, and shall receive and keep all communications and reports to and from the Faculty Senate. The Secretary may vote on Executive Committee and Faculty Senate business. The Secretary will be responsible for all Parliamentary responsibilities, in accordance with Robert's Rules.

V. OFFICER ELECTION PROCEDURES

The Chair-Elect shall be responsible for soliciting nominations for each of the offices to be filled. The Chair-Elect shall send a report of these nominations to the Faculty Senate Coordinator who shall cause the names of the nominees to be published at least one week prior to the Faculty Senate meeting preceding the election meeting.

Additional nominations of officers may be made from the floor at that meeting. All nominees, both from the nominating committee and from the floor, shall give a statement regarding background, Faculty Senate and University contributions, and goals for the position sought. At the meeting when elections are to be held, voting shall be carried out either electronically or in-person by secret ballot.

VI. EXECUTIVE COMMITTEE

- A.** The Executive Committee shall have general supervision of the affairs of the Faculty Senate and its standing committees, fix the time and place of meetings, prepare the agenda for the Faculty Senate meetings, perform such other duties as are specified in UW Regulation 2-301, and perform such other duties as are specified in the Bylaws or may be assigned to it by the Faculty Senate.
- B.** The Executive Committee shall consist of the following: The Chair, the Chair-Elect, the Immediate Past-Chair, the Secretary of the Faculty Senate, and four Members-at-Large with staggered two-year terms who shall be elected from the voting membership of the Faculty Senate. The Chairs of the Faculty Senate Standing Committees shall serve as ex officio members of the Executive Committee. Should the Faculty Senate term of any Executive Committee member (other than the Chair, Chair-Elect, or Secretary) expire before or during the period in which the member is serving on the Executive Committee, they shall remain a voting member of the Executive Committee for the remainder of their term on the Executive Committee, and shall attend Faculty Senate meetings but shall not vote on matters decided by vote of the Faculty Senate unless re-elected to a new term as a faculty senator by their department.
- C.** Formal meetings of the Executive Committee may be called by the Chair, Chair-Elect, or two of the members-at-large. All members of the Executive Committee shall be notified of the meeting within a reasonable time by reasonable means. A formal meeting shall consist of business that requires a vote. The Executive committee shall meet at least twice each month during the academic year, and otherwise as needed. A quorum shall consist of one half or more of the members of the Executive Committee.

VII. COMMITTEE ON COMMITTEES

The Committee on Committees shall be responsible for the following duties:

- A.** Appointment of faculty members to standing and standing advisory committees as described in the SAPP governing Faculty Senate Standing Committees “Establishment of Faculty Senate Committees”

- B. Nominate faculty members to serve on administrative committees or boards:
 - 1. For those committees or boards where members are to be selected by the Faculty Senate;
 - and
 - 2. For other committees when requested to do so by an appropriate administrative body.
- C. Be informed of the changes to, formation of, and charges to all committees appointed by the President, or a Vice President for consideration, advice, or action upon matters pertaining to general University operations and programs, as distinguished from matters under the cognizance of an individual college; and responsible for the coordination of the activities between Faculty Senate committees and the foregoing committees whenever it appears there may be conflict or duplication in assigned functions or purposes of committees.
- D. Preparation of appropriate bills for adoption by the Faculty Senate describing the duties, powers, membership and functions of all Faculty Senate standing committees and standing advisory committees; and
- E. Maintenance of a continuing review of the need and functioning of Faculty Senate standing committees and standing advisory committees.

Composition

The Committee on Committees shall consist of 12 members and approved by the Executive Committee of the Faculty Senate. Each college, the Libraries, the American Heritage Center, the Haub School of Environment & Natural Resources, and UW-Casper will be given the opportunity to be represented. If representation from any of these areas cannot be found, then the Committee on Committees is directed to select members in as representational a fashion as possible. The chair of the Committee on Committees shall serve as an ex officio member of the Executive Committee of the Faculty Senate. The chair-elect of the Senate shall be an ex officio member of the Committee on Committees.

VIII. MEETINGS

- A. Faculty Senate Meetings shall be held in accordance with the time and place selected by the Executive Committee and will be held regularly during the academic year. The Chair, or their designee, shall preside. Additional meetings can be called when deemed necessary or upon petition by ten or more Senators.

Meetings shall be open to attendance by any faculty member and they shall have the opportunity to be heard by a committee, or at the recommendation of that committee, by the Senate.

- B.** Notice of Meetings: Notice and agenda of all meetings of the Faculty Senate shall be published seven days prior to the time of regular meetings, and one day prior to emergency meetings.
- C.** Floor Privileges
 - 1.** Upon the recommendation of a Faculty Senate Committee or by approval of a majority of the members present, any person may address the Faculty Senate on a matter pending before it, subject to such time limitations as may be imposed by the presiding officer.
 - 2.** Upon recommendation of the ASUW President or their representative, ASUW Executive Assistants for Academic Affairs, Housing, and External Affairs shall be allowed to speak on the Faculty Senate floor; however, no student officer other than the President of ASUW, as ex officio member of the Senate, may introduce legislation to the Faculty Senate.
- D.** Joint Meetings: Upon recommendation of the Executive Committee or by a majority vote of members present at a Faculty Senate meeting or responding to a ballot (paper or electronic), joint meetings may be held with other bodies such as the Student Senate, Staff Senate, or the University Trustees.
- E.** Executive Session: Executive Session meetings may be called for as needed in accordance with Roberts Rules of Order. The chair of the meeting may invite ex-officio members as well as others consulting on a matter to remain in executive session.
- F.** Report of Meeting Actions: Following each Faculty Senate meeting, the Secretary shall publish a summary of bills introduced, matters under consideration by committees, actions on bills, members absent, and other significant matters.

IX. VOTING PROCEDURES

- A.** No vote on any matter pending before the Faculty Senate shall be taken unless a quorum of at least two-thirds of the voting members is present by electronic means and/or in person.
- B.** To be voted upon, a matter must be introduced at a prior meeting or circulated to Faculty Senate members one week prior to the introduction in the Faculty Senate meeting, unless the presiding officer views it as not legislative in nature. As occasion necessitates, a Bill or Resolution may

be introduced to the Faculty Senate that has not been circulated prior to a meeting upon consent of three-fourths of the members of the Faculty Senate present.

- C. An academic unit may elect an alternate, with voting privileges, to replace a Senator representing their academic unit for any Faculty Senate meeting which the elected Senator cannot attend. Any member attending a Faculty Senate meeting as an alternate for an elected Senator shall announce during the roll call that they are attending the meeting as an alternate. Such alternates will be counted in the two-thirds quorum required for a vote to be taken on any Faculty Senate matter.
- D. Any Senator may appoint any other Senator or faculty member from their department to act as a proxy and vote for them on any Faculty Senate matter. Any member attending a Senate meeting as a proxy for an elected Senator shall announce during the roll call that they are attending the meeting as a proxy. Senators with proxies acting in their behalf may not be counted toward the two-thirds quorum voting requirement.
- E. When voting on bills, any Senator may require a show of hands by requesting such action from the presiding officer. An undebatable roll call vote can be initiated by a motion with a second if the motion is sustained by at least 20 percent of the voting members present.

X. INTRODUCTION OF BILLS AND RESOLUTIONS

- A. Matters presented for consideration of the Faculty Senate shall normally be introduced in the form of a written bill, the purpose of which is to establish a rule or regulation, make recommendations to other authorities, or accomplish such other objectives as may be appropriate. Each bill shall identify the sponsoring Senator and shall contain a title descriptive of its content and purpose. The title shall be read at the time of introduction.
- B. The Faculty Senate Coordinator shall record the introduction of each bill and assign an appropriate identification number to it.
- C. In the absence of consent to vote at the time of introduction, the presiding officer may lay the bill over to a future meeting, refer it to a standing committee for consideration and report, refer it to Executive Committee for consideration, or take such action as directed by a motion from the floor.

XI. GENERAL FILE AND PROCEEDINGS

- A. All bills reported by committees or those laid over from prior meetings shall be placed in a general file maintained by the Faculty Senate Coordinator. Bills shall be voted upon in the order received by the Secretary

unless a majority of a quorum pass a motion to bring a specific bill from the general file before the Faculty Senate for vote.

- B.** At each meeting of the Faculty Senate, the presiding officer shall call for consideration of bills on general file in the order filed with the Secretary. Bills called from committees by the Executive Committee, or the Faculty Senate, and bills approved for vote at the time of introduction shall take precedence over general file bills. A bill returned with Presidential disapproval may be introduced for repassage by any member and shall be considered under "unfinished business."
- C.** Bills and reports of committees shall be read in their entirety, if a motion to such effect is passed by a majority vote.
- D.** Following the presentation of a bill and/or report, any member may move:
 - 1.** To postpone consideration to a certain date.
 - 2.** To recommit the bill to a committee.
 - 3.** To amend, the form of which motion may be the adoption of committee amendments or may be independent of such amendments. All amendments shall be reduced to writing if desired by the presiding officer or any member.
- E.** In the absence of any motions after reading of a bill on general file, or after disposition of motions, the presiding officer shall state the question thus: "This bill (naming it by number), having been read, the question is: 'Shall the bill pass?'" The ayes and nays shall be counted on the vote upon all bills.

XII. DISPOSITION OF APPROVED BILLS

All bills passed by the Faculty Senate shall be authenticated by the Secretary and transmitted to the President of the University of Wyoming for review in accordance with UW Regulations unless review provisions have been initiated by the University Faculty. Upon approval on review, such bills shall become effective for the purposes stated therein and shall be distributed in such manner as directed by the President of the University.

XIII. DISAPPROVED BILLS

- A.** Except as hereinafter provided, any bills which are disapproved by the Faculty Senate upon review shall be null and void, and the Secretary shall enter the disapproval in the record of proceedings relating to the bill.

- B. A bill disapproved by the President of the University may be returned to the Faculty Senate for reconsideration regarding specific matters stated by the President. In such event, it may be introduced for repassage by any Senator and shall be considered under “unfinished business.”
- C. Reconsideration of a bill does not require advanced circulation of the bill and can be introduced by any Senator (bill must be seconded and debatable), but the text cannot be changed in any manner. All disapproved or altered bills will be published in the agenda under announcements for one meeting and reconsideration will occur as unfinished business.
- D. If the Faculty Senate repasses a bill returned by the President by a three-fourths vote of the members present and voting, the President shall refer the proposed bill to the Trustees, at their next regularly scheduled meeting, for final approval, disapproval, or other disposition. At this meeting, the President shall present their views on the proposed bill to the Trustees, and the Chair of the Faculty Senate or their designated representative shall be invited by the Trustees to present the views of the Faculty Senate on the proposed bill.

XIV. COMMITTEE REPORTS ON BILLS

- A. At each meeting of the Faculty Senate, any committee possessing bills referred to it may make a report as to whether it desires to retain the bill for further study or report the bill for Faculty Senate action with its recommendations and any proposed amendment of the committee. The Executive Committee or the Faculty Senate may direct any committee to return a bill to the Faculty Senate for action, and all committees shall advise the Executive Committee, in advance of scheduled meetings, of the bills they will report to the Faculty Senate.

XV. AMENDMENTS TO BYLAWS

The Bylaws may be amended by the vote of two-thirds of the members present and voting, provided the amendment has been proposed by a committee of the Faculty Senate and has been circulated to the members of the Faculty Senate at least one week prior to the meeting at which action on the proposed amendment is to be taken.

Responsible Division/Unit: Faculty Senate

Source:

Links:

Associated Regulations, Policies, and Forms: 2-301, 2-300, 2-1

Approved: