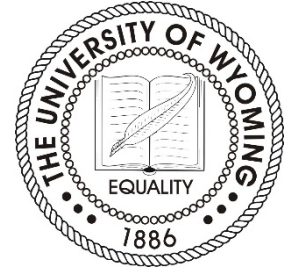

UNIVERSITY OF WYOMING REGULATIONS

Subject: Faculty Senate Bylaws

Number: UW Regulation 2-301



I. PURPOSE

To establish the Faculty Senate Bylaws.

II. THE UNIVERSITY FACULTY SENATE

- A. The Faculty Senate is established by Bylaws of the University Faculty and vested, subject to limitations contained therein, with the powers conferred upon the University Faculty by the Board of Trustees.
- B. Pursuant to such Bylaws of the University Faculty, the Faculty Senate shall seek to determine and establish educational and academic policies which promote and protect the interests and welfare of the University community and further the full and free development and preservation of scholarly learning, teaching, and research.

III. MEMBERSHIP

The membership of the Faculty Senate is to be determined in accordance with the Bylaws of the University Faculty.

IV. OFFICERS

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. The incoming officers shall take office effective with the May Board of Trustees meeting, and their voting privileges shall be as described below. (In the following paragraphs, the term "Executive Committee" refers to the Executive Committee described in Section 9 of this Regulation.)

Chair. If the chair's term as a faculty senator expires during the chair's term as chair, the chair's Faculty Senate term shall be extended to last for the remainder of the chair's term as chair. While serving as chair, the chair of the Faculty Senate shall not vote on matters decided by vote of the Executive Committee or on matters decided by vote of the Faculty Senate, unless the chair's vote is necessary to break a tie.

Chair-Elect. After being elected and taking office as chair-elect, the chair-elect shall serve for one year; the chair-elect shall then become chair of the Faculty Senate for the following year. While serving as chair-elect, the chair-elect shall be entitled to vote on matters decided by vote of the Executive Committee and matters decided by vote of the Faculty Senate. If the Faculty Senate term of the chair-elect expires before or during his/her term as chair-elect, the Faculty Senate term of the chair-elect shall be extended to last until the chair-elect has become chair and completed his/her term as chair.

Secretary. If the secretary's Faculty Senate term does not expire while he/she is serving as secretary, the secretary shall be entitled during his/her term as secretary to vote on matters decided by vote of the Executive Committee and matters decided by vote of the Faculty Senate. If the secretary's Faculty Senate term expires before or during his/her term as secretary, the secretary for the remainder of his/her term as secretary shall remain a voting member of 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 his/her academic unit.

V. OFFICERS' DUTIES

The duties of the officers shall be such as are specified in these Bylaws and as directed by the Faculty Senate. The primary duties of the officers shall be as follows:

- A.** The Chair shall preside at meetings of the Faculty Senate and of its Executive Committee.
- B.** The Chair-Elect shall preside at meetings of the Faculty Senate and of its Executive Committee in the event of the absence of the Chair, or at his/her request, and shall take on such other Senate tasks as requested by the Chair.
- 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.

VI. ELECTION PROCEDURES

The Chair-Elect shall be responsible for soliciting nominations of at least two candidates for each of the offices to be filled. If the Chair-Elect is unable after good faith effort to identify at least two candidates for each office to be filled, the Senate may proceed with an election for any office for which there is only one candidate nominated. 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 Senate meeting preceding the election meeting. Additional nominations of officers may be made from the floor at that meeting. All nominations, both from the nominating committee and from the floor, shall be accompanied by a written statement from the candidate regarding

background, Senate and University contributions, and goals for the position sought. Such statements should be distributed at the time the candidate is nominated or within one week. At the nominating meeting, candidates for all offices will be introduced and, if time permits, given a chance to speak to the nomination. At the meeting when elections are to be held, voting shall be carried out by written, secret ballot.

VII. TERM OF OFFICE

Officers shall be elected at the February meeting of the Faculty Senate, and shall serve for one year beginning at the first regular meeting of the next academic year or at the first summer session meeting, if held, and until, a successor has been duly installed. Any officer may be re-elected for one additional term in the same office. If an officer is filling the unexpired term of a previous officer, the officer's service during that partial term does not count toward the two-term limit. The Faculty Senate may declare an office to be vacant whenever an officer is unable, except temporarily, to carry out the duties of his/her office. A vacancy shall be filled for the period to complete the term by special election.

VIII. EXECUTIVE COMMITTEE

- A.** 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 who shall be elected from the voting membership of the Faculty Senate for staggered two-year terms. Any sitting member of the Faculty Senate is eligible to be elected as member-at-large to the Executive Committee for the following two-year term. Should the Faculty Senate term of any Executive Committee member other than the Chair or Chair-Elect expire before or during the period in which the member is serving on the Executive Committee, he/she shall remain a voting member of the Executive Committee for the remainder of his/her 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 his/her academic unit. The Chairs of the Academic Planning Committee, the Budget Planning Committee, the Committee on Committees, the FASR&R Committee, the Faculty Development Committee, the Graduate Council, the Library Council, the Student Interaction Committee, the Academic Information Technology Committee, and the University Course Review Committee shall serve as ex officio members of the Executive Committee, with voting rights as specified in UW Regulation 2-302(III)(J).
- B.** The Chair of the Faculty Senate shall serve as the Chair of the Executive Committee.
- C.** The Executive Committee shall have general supervision of the affairs of the Faculty Senate and its standing committees; fix the hour and place, and prepare the agenda for the Faculty Senate meetings; and perform such other duties as are specified in the Bylaws or may be assigned to it by the Faculty Senate.

IX. FACULTY SENATE COORDINATOR.

- A.** The University shall appoint a staff member to serve as the Faculty Senate Coordinator. The role of the Faculty Senate Coordinator is the coordination, management, and execution of the administrative support functions of the Faculty Senate, the Faculty Senate chair, the Executive Committee, and the Committee on Committees.
- B.** The Faculty Senate Coordinator shall be a non-voting member of the Executive Committee and the Committee on Committees.

X. COMMITTEE ON COMMITTEES

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

- A.** Appointment of faculty members to standing committees as described in UW Regulation 2-302, subject to ratification by the Faculty Senate.
- B.** Appointment of faculty members to those standing advisory committees as described in UW Regulation 2-303.
- C.** 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.
- D.** 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.
- E.** 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
- F.** 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 11 members selected by this committee and approved by the Executive Committee of the Faculty Senate. Each of the seven colleges (two from Arts and Sciences), the Libraries, the American Heritage Center, and the Office of Distance Education Support/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 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.

XI. STANDING COMMITTEES

Standing committees shall be established and disestablished by the Faculty Senate, and they shall be responsible for duties as may be determined by the Faculty Senate.

XII. AD HOC COMMITTEES

The Executive Committee may appoint ad hoc committees from time to time as it deems necessary and proper for furthering the business of the Faculty Senate. Such ad hoc committees may be temporarily assigned as a subcommittee of one of the existing Faculty Senate standing committees.

XIII. COMMITTEE REPORTS

The chair of each Faculty Senate committee or an appointed representative shall be present at each Faculty Senate meeting, and the Executive Committee may require reports in such form and at such times from any committee as it deems necessary and proper for furthering the business of the Faculty Senate. The Executive Committee of the Faculty Senate shall send the agenda and minutes of each Faculty Senate meeting to the chair of each committee.

XIV. COMMITTEE MEETINGS

All standing committees, with the exception of the Reappointment, Tenure and Promotion Committee, shall notify the Faculty Senate Executive Committee, in advance, their meetings and the matters they may have under consideration. These announcements shall be distributed to the Vice Presidents, the Deans, the Department and Division Heads/Chairs, and to all Faculty Senators. Any member of the University Faculty shall be entitled to appear before any standing committee and be heard upon any pending matter or upon matters within the functions and duties of the committee.

XV. CHAIRS OF STANDING COMMITTEES

Chairs of Faculty Senate committees shall be ratified by the Faculty Senate upon nomination by the committee members and upon presentation to the Committee on Committees.

XVI. MEETINGS

The Executive Committee shall establish in September of each year the time and place for its regular meetings during the academic year, and shall call additional meetings when it deems necessary or upon petition by ten or more Senators.

XVII. 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.

XVIII. JOINT MEETINGS.

Upon recommendation of the Executive Committee or by a majority vote of members present at a Senate meeting or responding to a mail ballot, joint meetings may be held with other bodies such as the Student Senate, Staff Senate, or the University Trustees.

XIX. VOTING LIMITATIONS

- A.** No vote shall be called for in the Faculty Senate upon any matter unless the substance thereof has been introduced in written form at a prior meeting or circulated to the Faculty Senate not less than one week prior to a meeting by a Senator for action by the Faculty Senate unless it appears to the presiding officer that the matter is not legislative in nature. 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.
- B.** No vote on any matter pending before the Senate shall be taken unless at least two-thirds of the voting members be present.
- C.** An academic unit may elect an alternate faculty member, with voting privileges, to replace a Senator representing their academic unit for any Senate meeting at which the Senator cannot attend. Any member attending a Senate meeting as an alternate for an elected Senator shall announce during the roll call that he or she is 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 Senate matter.
- D.** Any Senator may appoint any other Senator to act as a proxy and vote for him/her on any Senate matter. Any member attending a Senate meeting as a proxy for an elected Senator shall announce during the roll call that he or she is 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 member may require a show of hands by requesting such action to the presiding officer. A roll call vote can be initiated by a motion with second, undebatable, if the motion is sustained by at least 20 percent of the voting members present.

XX. INTRODUCTION OF BILLS (THE TERM "BILL" SHALL INCLUDE "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 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 which 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 the next meeting, refer it to a standing committee for consideration and report, refer it to the Executive Committee for consideration, or take such action as directed by motion from the floor.

XXI. COMMITTEE REPORTS ON BILLS

At each meeting of the Faculty Senate, any committee possessing bills referred to it shall 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.

XXII. 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 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 on general file. 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. Thereafter it shall be in order for any member to 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.

XXIII. 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.

XXIV. DISAPPROVED BILLS

- A. Except as hereinafter provided, any bills which are disapproved 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 disapproved bill may be returned to the Faculty Senate by the President of the University for reconsideration with regard to specific matters stated by the President. In such event, the bill shall be considered as a newly introduced bill.
- C. Repassage 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 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 her/his views on the proposed bill to the Trustees and the Chair of the Faculty Senate or her/his designated representative shall be invited by the Trustees to represent the views of the Faculty Senate on the proposed bill.

XXV. PARLIAMENTARY AUTHORITY

The rules contained in the most recent Robert's Rules of Order Revised shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

XXVI. REPORT OF SENATE ACTIONS

Following each Faculty Senate meeting, the Executive Committee shall publish a summary of bills introduced, matters under consideration by committees, action on bills, members absent, and other significant matters.

XXVII. COMMUNICATION BY MEMBERS

Members of the Faculty Senate shall communicate with their constituents by such systematic means as may be available to them such as regular college or academic unit meetings, or meetings called for discussing Faculty Senate business.

XXVIII. FLOOR PRIVILEGES

- A.** Upon the recommendation of a 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.
- B.** Upon recommendation of the ASUW President or his/her representative, ASUW Executive Assistants for Academic Affairs, Housing, and External Affairs shall be allowed to speak on the 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.

XXIX. BYLAW AMENDMENTS

The Bylaws may be amended by the vote of two-thirds of the members present and voting, provided that 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: Office of the Provost and Vice President for Academic Affairs

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: UW Regulation 2-300 (Bylaws of the University Faculty); UW Regulation 2-302 (Establishment of Faculty Senate Committees); UW Regulation 2-303

History:

University Regulation 701, Revision 11; adopted 9/17/2010 Board of Trustees meeting
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Revisions adopted 3/23/2017 Board of Trustees meeting
Revisions adopted 1/18/2018 Board of Trustees meeting
Reformatted 7/1/18: previously UW Regulation 6-701, now UW Regulation 2-301