

Faculty & University Senate Bylaws

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DOCUMENT CONTENT

The Policies of the Board of Trustees of the State University of New York establish a framework for shared governance and consultation at SUNY Fredonia (and throughout the SUNY system) and our Bylaws function as a constitution and operating system for institutional communication and decision-making that involves the Faculty and its official representatives.

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PREAMBLE

The Faculty of the State University of New York at Fredonia enacts the following bylaws to provide for the organization and procedures by which this faculty may effectively exercise its rights and fulfill its responsibilities within the framework established by the Policies of the Board of Trustees of the State University of New York (Article X, Sections 4 and 5).

ARTICLE I: DEFINITIONS

As used in these bylaws, unless otherwise specified, the following shall mean:

- a. "Trustees" refers to the Board of Trustees of the State University of New York.
 - b. "Policies" refers to the Policies of the Board of Trustees of the State University of New York, 2009 (and/or subsequent revisions).
 - c. "Chancellor" refers to the Chancellor of the State University of New York.
 - d. "University" refers to the State University of New York at Fredonia.
 - e. "President" refers to the Chief Administrative Officer of the University.
 - f. "Academic Staff" refers to those members of the Staff holding any academic rank or qualified academic rank (see Policies, Article II).
 - g. "Professional Staff" refers to those members in the Professional Services Negotiating Unit other than members of the Academic Staff.
 - h. "Faculty" refers to (1) the Chancellor; (2) the President; (3) the Provost and Assistant Provost, the Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Academic Deans, and (4) Directors; (5) the Academic Staff; (6) the Professional Staff; and (7) those members of the Professional and Academic staff holding Management Confidential appointments.
 - i. "Voting Faculty" refers to the members of the Faculty, as defined in Section h above, who are all eligible to cast one vote each to ratify Amendments to these bylaws (see Policies, Article VI, Section 2 and Article X, Section 3; see also in these bylaws Article II, Section 3, Part a, Item 3).
 - j. "Senator" refers to the voting members of the University Senate: non-ex officio Academic Staff, Professional Staff, and Student representatives.
 - k. For the University Senate and its standing committees, "ex officio" refers to a non-voting member who is a member due to the position or office held by that member.
 - l. "Shared governance" refers to the processes by which the Trustees, Chancellor, University Faculty Senate, College Council, and SUNY Fredonia administrators, academic staff, professional staff, and students formally and openly communicate, share responsibility, and take cooperative action on matters not subject to collective bargaining processes. Shared governance consists of the meaningful, informed, engaged, and timely involvement of multiple campus constituencies, with different kinds of expertise, responsibility, authority, and accountability, into various phases of institutional decision-making processes.
 - m. "Consultation" refers to a mutual, public shared governance process of deliberation between the President and/or his or her official designee(s) and the Faculty (either through the University Senate or through a stated or special faculty meeting), which may be initiated by either party and is concluded when the President, as a matter of record, no sooner than ten instructional days after receiving written notification from the Faculty Secretary and normally no later than fourteen, either approves the Faculty's formal recommendation (thereby making it official policy); vetoes it, gives a substantial explanation of her or her reason(s) for overruling it, and announces the policy (thereby making it official policy); or announces his or her intention of referring it to a local labor-management process with the leadership of the Fredonia Chapter of United University Professions (UUP) because it affects terms and conditions of employment and is thus a mandatory subject of negotiation (thereby removing the matter from consultation).
- Note: In certain special cases required by the Policies and/or Fredonia's Handbook on Appointment, Reappointment, and Promotion, the Faculty has delegated its consultative authority to the academic staff in a department, on a department personnel committee, or on the Academic Personnel Committee (for the precise conditions of delegation, see Article II, Section 3, Part a, Items 2a through 2c, and Article II, Section 6).
- n. "Term" refers to the span of time during which a senator, or his or her replacement, serves on the Senate.

ARTICLE II: POWERS AND FUNCTIONS

Section 1: Overview

The Policies of the Board of Trustees of the State University of New York establish a framework for shared governance and consultation at SUNY Fredonia. Drawing as well on principles set forth in a statement from the SUNY Chancellor and recommendations from the Middle States Commission on Higher Education and the American Association of University Professors (see Section 2 below), these bylaws define the ways in which the Faculty at SUNY Fredonia shall exercise their powers and functions: through faculty meetings (see Article III), the University Senate (see Section 3 and Article IV), through Senate committees and task forces (see Sections 3 through 5 and Articles V and VI), and through other established shared governance or consultative bodies (see Sections 3 and 6).

Section 2: Framework and Guiding Principles

a. According to the Policies, the Faculty "shall have the obligation to participate significantly in the initiation, development, and implementation of the educational program" of the University (Article X, Section 4); they shall be responsible for the conduct of the University's "instruction, research, and service programs" (Article VI, Section 3). In addition, the Policies require the Faculty at SUNY Fredonia to craft and follow bylaws:

(a) The faculty of each college shall prepare and adopt bylaws which shall contain: (1) Provisions for committees and their responsibilities; (2) Procedures for the calling and conduct of faculty meetings and elections; and (3) Provisions for such other matters of organization and procedure as may be necessary for the performance of their responsibilities.

(b) Bylaws shall be consistent with and subject to the Policies of the Board of Trustees of State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York, and the certified employee organization established pursuant to Article 14 of the Civil Service Law. Provisions of bylaws concerning consultation with the faculty shall be subject to the approval of the chief administrative officer of the college. All actions under bylaws shall be advisory upon the Chancellor and the chief administrative officer of the college. (Article X, Section 5)

b. In a statement by the Chancellor on 9 April 1973, SUNY reaffirmed the "validity of governance as the appropriate and organic process for the involvement of constituent groups in campus decision-making" (UFS Governance Handbook, June 2008, Appendix 6). This statement, which has been endorsed by the current Chancellor, explains that

Article X of the Policies, among other provisions, empowers and directs the faculty to develop Bylaws for the conduct of its affairs. Substantive actions taken in the course of that conduct are advisory upon the campus President and are a recognition of his [or her] legal authority. Furthermore, those provisions of Bylaws concerning consultation—how, when, and where the campus President consults with his [or her] faculty—are subject to his [or her] approval....

When the campus President accepts provisions of local bylaws concerning consultation, the Trustees, through Article X, and the Chancellor respect this endorsement and these provisions become, thereby, part of local policy and must provide a reliable framework for campus governance. In this regard, a campus President is expected to adhere to policies which he [or she] has accepted for his [or her] administration. Since governance must remain responsive to changing conditions on each campus, the validity of the Bylaws rests firmly upon the continuing confidence in which they are held. Bylaws, once approved, should not be used to require adherence to outmoded or bad practices by either the faculty or the campus President. The campus community must remain ready to recognize legitimate objections to practices or procedures which no longer adequately meet the needs for which they were designed. (63-64)

c. The Middle States Commission on Higher Education also addresses expectations for shared governance:

The primary goal of governance is to enable an educational entity to realize fully its stated mission and goals and to achieve these in the most effective and efficient manner that benefits the institution and its students. Institutional governance provides the means through which authority and responsibility are assigned, delegated, and shared in a climate of mutual support and respect.

The Commission on Higher Education expects a climate of shared collegial governance in which all constituencies (such as faculty, administration, staff, students and governing board members, as determined by each institution) involved in carrying out the institution's mission and goals participate in the governance function in a manner appropriate to that institution. Institutions should seek to create a governance environment in which issues concerning mission, vision, program planning, resource allocation, and others, as appropriate, can be discussed openly by those who are responsible for each activity. Within any system of shared governance, each major constituency must carry out its separate but complementary roles and responsibilities. Each must contribute to an appropriate degree so that decision-makers and goal-setters consider information from all relevant constituencies. (Characteristics of Excellence in Higher Education, 12th ed. [2006], p. 12)

d. The American Association of University Professors has called for "appropriately shared responsibility and cooperative action among the components of the academic institution" ("Statement on Government of Colleges and Universities," Policy Documents and Reports, 9th ed. [2001], p. 217). Because the "variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students, and others," the AAUP calls for "adequate communication among these components" and "full opportunity for appropriate joint planning and effort" (218). The AAUP suggests that "two general conclusions regarding joint effort seem clearly warranted": "(1) important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and (2) differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand" (218).

In light of these principles, the AAUP holds that

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the president or board. Budgets, personnel limitations, the time element, and policies of other groups, bodies, and agencies having jurisdiction over the institution may set limits on the realization of faculty advice.... The governing board and president should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail. (221)

The AAUP further holds that "since the faculty has primary responsibility for the teaching and research done in an institution, the faculty's voice on matters having to do with teaching and research should be given the greatest weight" and recommends that even for decisions that "bear less directly on the teaching and research conducted in the institution" but "plainly can have a powerful impact on the institution's teaching and research," the decision-making process "must include the faculty" and "its voice on these matters must be accorded great respect" ("On the Relationship of Faculty Governance to Academic Freedom," Policy Documents and Reports, 9th ed. [2001], p. 225). The AAUP identifies the "framing and execution of long-range plans," "decisions regarding existing or prospective physical resources," and "the allocation of resources among competing demands" as crucial internal operations of the institution that demand joint communication and effort from those with differing responsibility and authority ("Statement on Government of Colleges and Universities," 219).

Section 3: Agreements and Processes

a. Agreements

1. Shared Governance. At SUNY Fredonia, shared governance means that decisions have been inclusively, deliberatively, and openly considered and effectively communicated across the campus (see Article I, Section I). It means that the President and University Senate Executive Committee have agreed on the appropriate governance process for different kinds of decisions (see Part b and Sections 4 and 5, below). It means that, for each decision, all relevant, appropriate, and involved campus constituencies have made sincere, sustained, and systematic efforts to exchange information, advice, and recommendations, to encourage participation, engagement, and accountability, and to assign, delegate, and share responsibility and authority in a climate of mutual support and respect.

2. Consultation. At SUNY Fredonia, the President and the Faculty agree that consultation can occur only when there is direct communication between the President and/or his or her designee(s) and either the University Senate or the entire Faculty on a matter that meets SUNY, MSCHE, and/or AAUP criteria (see Article I, Part m).

In certain special cases, the Faculty at SUNY Fredonia has delegated its consultative authority:

- a) to search committees formed by the University Senate when the President selects certain administrative officers (see Policies, Article IX, Title B, Section 2; and Article VI, Section 1, Part b, below);
- b) to the academic staff in a department and other "appropriate faculty" when the President appoints or reappoints a department chair (Policies, Article IX, Title C, Section 2; and Section 6, below); and
- c) to departmental personnel committees and the Academic Personnel Committee when the President appoints, reappoints, or promotes an academic staff member (see Policies, Article XI, Title A, and Article XII, Title B; HARP, Article II, Sections E and F; and Section 6, below).

At SUNY Fredonia, the President and the Faculty agree that recommendations from committees, task forces, working groups, and any other bodies charged solely by an administrator or administrators neither constitute nor substitute for consultation via the Senate and its committees (see Part b, Item 2, and Sections 4 and 5, below, as well as Articles IV through VI), through stated or special faculty meetings (see Article III), or in the above special cases (see also Section 6, below).

3. Applicability and Prevailing Policies. These bylaws establish voting eligibility and procedures

- a) for votes to amend these bylaws (see Article I, Section i, and Article VII);
- b) for votes during stated and special faculty meetings (see Article III);
- c) for elections to the University Senate and Senate committees (see Articles IV through VI); and
- d) for votes within the Senate (see Article I, Sections j and k).

The other established bodies (Senate affiliate committees, academic departments) that participate in shared governance processes at SUNY Fredonia shall determine their own voting eligibility rules, means for academic and/or professional staff participation in decision-making processes, and policies and procedures in their own written bylaws, handbooks, and/or policy manuals (see Article I, Part I; Item 1, above; Part b, below; and Sections 4 and 6, below). These shall be consistent with and subject to these bylaws, current university policies, the Policies, the laws of the State of New York, and the current Agreement between UUP and the State of New York (see Policies, Article X, Section 5, Part b, and Article XIX, Title A, Section 1).

b. Processes

1. Shared Governance. Our normal shared governance process may vary, depending on the joint judgment of the President and University Senate Executive Committee as to best practices consistent with these bylaws. In general, the President has broad discretion to assign and delegate authority, responsibility, and accountability to his or her designee(s) so as to establish effective and efficient administrative structures, management practices, and communication procedures. Although all institutional decisions require Presidential approval, some are delegated to chairs or supervisors and primarily take place within a department or unit, while others are delegated to Directors, Deans, or Vice Presidents and primarily take place within a school, college, or division. As a general rule of thumb, then, the President and the Executive Committee distinguish between the following levels of shared governance processes:

- a) Unit-/Department-Level Shared Governance. When the President has delegated primary decision-making authority to a supervisor in a unit within the Administration, Student Affairs, or University Advancement division, the routine, customary, and usual exchanges among supervisors, professionals, staff, and others during the decision-making process and communication of decisions made to those inside and outside the unit constitute a basic level of shared governance. When the President has delegated primary decision-making authority to a chair in Academic Affairs, similarly routine, customary, and usual decision-making and communication processes within his or her department or program, as defined by that department's or program's bylaws, handbooks, and/or policy manuals, also constitute a basic level of shared governance. These kinds of shared governance processes typically do not require input or approval from the Senate or Senate committees, unless explicitly stated otherwise in these bylaws, agreed upon by the President and the Executive Committee, or requested by the chair or supervisor.

b) Division-Level Shared Governance outside Academic Affairs. When the President has delegated primary decision-making authority to a Vice President in the Administration, Student Affairs, or University Advancement division, the routine, customary, and usual exchanges among administrators, professionals, staff, and others during the decision-making process and communication of decisions made to those inside and outside the division constitute a normal level of shared governance. This kind of shared governance process typically does not require input or approval from the University Senate, unless explicitly stated otherwise in these bylaws, agreed upon by the President and the Executive Committee, or requested by the Vice President. At times, the President may direct Vice Presidents in these divisions to communicate with and/or seek formal feedback from one or more Senate affiliate committees and/or the Planning and Budget Committee. In each of these cases, the President shall inform the Executive Committee of such direction; the chairs of such Senate committees shall be permitted to discuss their committee deliberations with the Executive Committee and seek input or direction from the Senate before concluding communications with or offering formal feedback to the Vice President on the decision in question.

c) Shared Governance within and/or Affecting Academic Affairs. When the President has delegated primary decision-making authority on a significant non-contractual matter identified by SUNY, MSCHE, and/or AAUP to a Director, Dean, or Vice President in the Academic Affairs division, or when decisions by the President or by Vice Presidents in other divisions substantially affect Academic Affairs, enhanced levels of shared governance activity are both warranted and expected. These may range from a Director, Dean, or Vice President seeking input from established governance bodies like Senate committees and academic departments, among others (see Sections 4 and 6, below), to a chair seeking approval from a Senate standing committee for a proposal relating to his or her department's or program's portion of the University's educational program (see Section 6, below), to a Director, Dean, or Vice President initiating formal consultation with the Senate or vice versa (see Part a, Item 2, above, and Item 2, below). The Senate may also choose to form task forces, either on its own or jointly with the President, to achieve shared governance or consultation goals (see Section 5, below, and Article VI, Section 2). These kinds of shared governance processes require the most careful communication and coordination between the President and the Executive Committee.

2. Consultation. Our normal consultation process may vary, depending on the joint judgment of the President and University Senate Executive Committee as to best practices consistent with these bylaws. For example, the President may make a recommendation and invite a response from the Senate, the President may invite a recommendation from the Senate and respond to it, or the Senate may initiate a recommendation and seek a response from the President. In all such normal processes,

a) The Executive Committee shall determine which Senate committee(s), if any, are to be charged to make a motion to the Senate.

b) Upon receiving such a motion, the Senate shall deliberate and vote on its formal recommendation to the President.

c) In response, the President, as a matter of record, no sooner than ten instructional days after receiving written notification from the Faculty Secretary and normally no later than fourteen, either approves the Faculty's formal recommendation (thereby making it official policy); vetoes it, gives a substantial explanation of her or her reason(s) for overruling it, and announces his or her policy (thereby making that policy official); or announces his or her intention of referring it to a local labor-management process with the Fredonia Chapter of UUP because it may affect terms and conditions of employment and is thus a mandatory subject of bargaining (thereby removing the matter from consultation and into the realm of negotiation). For any Senate recommendation, the President may instead choose to reset the consultation process by either requesting that the Senate revise and resubmit its recommendation or by proposing a counter-recommendation of his or her own to the Senate and seeking its formal response.

d) For any Senate recommendation that may affect terms and conditions of employment as defined in the current Agreement between UUP and the State of New York, the Faculty Secretary shall simultaneously transmit it to the President of SUNY Fredonia and the President of the Fredonia Chapter of UUP, who will normally use local labor-management meetings to decide what course of action should be taken in response to it (see Article I, Section I; Article IV, Section 5, Part d, Items 4 through 6; and Article V, Section 3, Part b, Item 3).

In certain circumstances, the Executive Committee may call a stated faculty meeting to initiate consultation with the President or the President may call a special faculty meeting to initiate consultation with the Faculty (as specified in Article III and Article IV, Section 12). When consultation has been initiated by the President and/or his or her designee(s), the Senate or faculty should have a reasonable amount of time to provide a meaningful response. Normally a minimum of 30 days should be allowed. In special circumstances, the President may require a shorter time for response. In emergencies, the Executive Committee shall act on behalf of the Senate (see Article IV, Section 6, Item 13).

When the Faculty has delegated its consultative authority (as specified in Section 3, Part a, Items 2a through 2c, above, and Section 6, below), the body consulting with the President shall follow the appropriate processes, whether established by their charge from the Senate (Item 2a), established by the relevant department or program bylaws, handbook, and/or policy manual (Item 2b), or from the Provost and UUP Chapter President (Item 2c).

Section 4: Senate Committees

a. Function. Senate committees are the usual and preferred means for developing motions (whether at the behest of the Senate or the Executive Committee or on the committee's own initiative) that will eventually need to be voted on by the Senate and become recommendations to the President as part of the formal process of consultation (see Article I, Part m, and Section 3, above). The Executive Committee shall work collaboratively with Senate committees to maximize the quality, legitimacy, and eventual support of their motions to the Senate. Senate committees are also the usual and preferred means for engaging in certain levels of normal and most kinds of enhanced shared governance activity (see Article I, Part I, and Section 3, above).

b. Types. There are two kinds of Senate committees, standing committees and affiliate committees, each of which performs a different mix of consultation and governance functions.

1. The core function of standing committees is to facilitate consultation between the Faculty and the President of SUNY Fredonia and/or his or her designee(s) by recommending policies or policy changes to the University Senate in a timely manner. They also perform such other governance functions as are specified by these bylaws and/or further delineated by the Senate or Executive Committee (see in Article V: Section 1, Part a; Section 2, Part a; and Section 3).

2. The core function of affiliate committees is to facilitate shared governance at SUNY Fredonia by working with and advising the President and/or his or her designee(s) and informing the Senate about their activities in a timely manner. At their discretion, they may facilitate consultation between the Faculty and the President at SUNY Fredonia and/or his or her designee(s) by recommending policies or policy changes to the Senate. They also perform such other functions as are specified by these bylaws and/or charged by the President and/or his or her designee(s) (see in Article V: Section 1, Part b; Section 2, Part b).

Section 5: Task Forces

Task forces may be created from time to time to supplement the work of the Executive Committee and Senate committees and achieve shared governance or consultation goals (see Article VI, Section 2, Part a). Task forces may not make motions directly to the Senate; rather, the Executive Committee shall coordinate the review, deliberation, revision, and approval process for their proposals. The Executive Committee shall seek to develop an efficient, fair, collaborative process aimed at maximizing the quality, legitimacy, and support of the motions derived from their proposals that will eventually be voted on by the Senate (see Article VI, Section 2, Part b).

Section 6: Academic Departments

a. Standing. The Faculty at SUNY Fredonia has a compelling interest in the creation, substance and status, and changes (including termination or deregistration) in the substance and status of academic departments, for they typically provide the primary "home" for members of the academic staff and perform the first line of review and approval of proposed changes to those parts of the University's curriculum and educational program for which they are primarily responsible. Just as the President delegates primary decision-making authority to chairs of academic departments on certain matters, the Faculty delegates certain powers and functions to academic staff in their own home departments (see Article I, Parts l and m; Section 3, above; and Parts b and c, below).

b. Powers. The Faculty at SUNY Fredonia delegates limited and specific kinds of consultative authority to the academic staff in their home department (as mandated by the Policies and HARP; see Section 3, above). In addition, the Faculty authorizes the non-Management Confidential members of the academic staff to participate in shared governance processes within and through their home department, provided that:

1. their department has established its own voting eligibility rules, means for academic staff participation in decision-making processes, and other policies and procedures by developing and approving its own written bylaws, handbook, and/or policy manual;
2. their department's written bylaws, handbook, and/or policy manual is consistent with and subject to these bylaws, current university policies, the Policies, the laws of the State of New York, and the current Agreement between UUP and the State of New York (see Policies, Article X, Section 5, Part b, and Article XIX, Title A, Section 1); and
3. their department shares its written bylaws, handbook, and/or policy manual with the Governance Officer and with new hires during the first week of their appointment to the academic staff.

c. Functions. Members of the academic staff shall:

1. be responsible for the conduct of their home department's research, instruction, and service programs (Policies, Article VI, Section 3).
2. participate significantly in the initiation, development and implementation of their home department's educational program (Policies, Article X, Section 4).
3. consult with their department chair as he or she supervises the personnel and educational program of their home department (Policies, Article IX, Title C, Section 4).
4. participate significantly in the initiation, development and implementation of their home department's governance structure (Policies, Article X, Section 5).
5. consult, alongside other "appropriate faculty," with the President as he or she appoints or reappoints their department chair (Policies, Article IX, Title C, Section 2); and
6. consult, through departmental personnel committees (if eligible to serve on them), with the President as he or she makes appointment, reappointment, or promotion decisions on their fellow academic staff members (see Policies, Article XI, Title A, and Article XII, Title B; see also H ARP, Article II, Section E).

ARTICLE III: FACULTY MEETINGS

Section 1: Stated Faculty Meetings

a. At the discretion of the Executive Committee of the University Senate, there shall be two stated meetings of the Faculty, the first toward the beginning of the Fall semester and the second toward the beginning of the Spring semester. The Executive Committee shall set the dates for these meetings. A written agenda shall be distributed to the faculty no fewer than five days prior to each meeting by the President's Office.

b. Quorum. A quorum shall consist of a simple majority of the Faculty. If such a majority is not present, members may vote to suspend the quorum provisions by a two-thirds vote of those present.

c. Voting. Adoption of any motion shall require an affirmative vote of a majority of those present and voting. A written ballot shall be used when requested by at least ten members of the Faculty.

d. Presiding Officer. The Chairperson of the University Senate, or in the absence of the Chairperson, the Vice Chairperson of the Senate, shall preside at stated faculty meetings.

Section 2: Special Faculty Meetings

a. Special faculty meetings shall be called by the President when he or she deems them necessary. The President shall also call a special faculty meeting within two weeks of a request for such a meeting by the University Senate or by a petition signed by at least ten percent of the Faculty. A written agenda shall be prepared by (1) the President, or (2) the Senate, or (3) the petitioners and submitted to the President with the request. Such an agenda shall be distributed to the Faculty at least five days prior to the meeting unless such advance notification is precluded by emergency conditions.

b. Quorum. A quorum shall consist of a simple majority of the Faculty. If such a majority is not present, members may vote to suspend the quorum provisions by a two-thirds vote of those present.

c. Voting. Adoption of any motion shall require an affirmative vote of a majority of those present and voting. A written ballot shall be used when requested by at least ten members of the Faculty.

d. Presiding Officer. The Chancellor or the President shall preside over those meetings called by the President and those meetings in which a petition by the Faculty challenges a resolution passed by the University Senate (Article IV, Section 12). The Chairperson of the Senate shall preside over those meetings requested by the Senate and those meetings which have been petitioned by the Faculty except as noted above.

Section 3: Conduct of Meetings

Faculty meetings shall be conducted according to Robert's Rules of Order.

ARTICLE IV: UNIVERSITY SENATE

Section 1: Composition, Function, and Responsibilities

a. The University Senate shall be composed of representatives of the Academic Staff, the Professional Staff, and the Students, as well as ex officio members.

b. The University Senate functions as the representative body of the Faculty acting on behalf of the Faculty in carrying out the responsibilities of the Faculty as specified in Article II of these bylaws. Members of the Senate and of all Senate committees, even when selected as delegates of their representational areas, shall act in the interests of the University as a whole. Senators are to attend all Senate meetings, to report Senate business and issues to their constituents, and to solicit Senate business and issues from their constituents.

c. In exercising its general powers and responsibilities, the University Senate shall, among other things, monitor the responsibilities of all committees specified under these bylaws and be informed of the operations of all such committees, receive policy change recommendations from such committees and act on them, and initiate recommendations to such committees where appropriate.

d. In its capacity as the primary consultative body of the Faculty, the University Senate shall also be kept informed of the proceedings of all other University-wide committees (except Labor-Management Committees) and shall receive from such committees notice of actions and recommended changes prior to their implementation.

Section 2: Representation

a. Eligibility. All non-Management Confidential members of the Academic and Professional Staff (full-time or part-time) are eligible to serve as representatives. Any member of the University Senate whose campus duties change, involving at least half that person's time, shall be reviewed by the Executive Committee to determine the appropriate constituency of that member, and may be relieved of his or her seat on the Senate because of change of constituency.

b. Electoral Units.

1. Within the Academic Area, there shall be seven electoral units: (1) Arts, (2) Business, (3) Education, (4) Humanities, (5) Music, (6) Natural Sciences, and (7) Social Sciences. In elections to be held annually in May, each academic electoral unit that would otherwise have an open seat on July 1 shall elect one at-large representative from among its non-Management Confidential Academic Staff members. In addition, all non-Management Confidential Academic Staff shall elect seven at-large representatives from among their members as terms of sitting representatives are due to expire. Each department may field a maximum of three candidates per at-large election and each school may field a maximum of six. Furthermore, there shall be one Senator per academic department, except for the School of Music, which shall have 3 representatives. And, all contingent faculty shall elect five at-large representatives from among their members, preferably one from each of the following areas: College of Liberal Arts and Sciences, the College of Education, the College of Visual and Performing Arts, the School of Business, and Athletics (such as a coach), but in any case with no more than two representatives from any single area. By May 15 each year, the Chairperson of every academic department that would otherwise have an open seat on July 1 shall report to the Governance Officer his or her department's representative and election or selection procedure. Similarly, when a seat would otherwise be open on July 1, the Director of Reed Library shall report the Library Faculty's representative and election or selection procedure, the Associate Vice President for Academic Affairs shall report the Interdisciplinary Studies representative and election or selection procedure, and the Chairperson of the Contingent Faculty Subcommittee shall report the contingent faculty representatives and election or selection procedure to the Governance Officer by May 15.

2. Within the Professional Staff Area, there shall be four electoral units: (1) Academic Affairs, (2) Administration, (3) Student Affairs, and (4) University Advancement. In elections to be held annually in May, all personnel in the Professional Staff Area shall elect three at-large representatives from among their members as terms of sitting representatives are due to expire. Furthermore, there shall be one Senator from each professional electoral unit. By May 15 each year, the Vice President of every division that would otherwise have an open seat on July 1 shall report to the Governance Officer his or her division's representative and election or selection procedure.

3. Each February, the Executive Committee shall report to the Senate the current assignment of departments, schools, and administrative divisions to the various electoral units, and may propose changes to this assignment, subject to amendment and approval by the Senate. See Appendix A for the current Senate membership template based on this system of representation.

c. There shall be six undergraduate student members, including the President of the Student Association, and one graduate student member.

d. Ex officio members of the University Senate are:

1. President
2. Provost and Vice President for Academic Affairs
3. Vice President for Engagement and Economic Development
4. Vice President for Finance and Administration
5. Vice President for Student Affairs
6. Vice President for University Advancement
7. Associate Vice President for Academic Affairs
8. Associate Vice President for Enrollment Services
9. Associate Vice President for Finance and Administration
10. Associate Vice President for Information Technology
11. Associate Vice President for Student Affairs
12. Associate Vice President for University Development
13. Assistant Provost
14. Chief Diversity Officer
15. FSA Executive Director
16. Dean of the College of Education
17. Dean of the College of Liberal Arts & Sciences
18. Dean of the College of Visual & Performing Arts
19. Dean of the School of Business
20. Registrar
21. Chairperson of the Senate
22. Vice Chairperson of the Senate
23. Faculty Secretary
24. University Faculty Senator
25. Governance Officer

e. If and when administrative changes alter an electoral unit or a component of an electoral unit (e.g., a new department is created, departments merge, departments split, etc.), the Executive Committee of the Senate will recommend to the Senate a representational plan and appropriate language to alter this section to reflect those changes. The Senate shall approve a plan and appropriate language for this section. A two-thirds affirmative vote shall be required to pass the plan and to revise the language. These changes shall not require a separate vote by the Faculty as a whole.

Section 3: Elections

a. As vacancies on the University Senate occur within the departments of the academic electoral units or within the Professional Staff electoral units, each of those departments/electoral units shall be responsible for choosing the senator(s) who will represent it, subject to election rules in Article IV, Section 2, Part b, and eligibility requirements described in Article IV, Section 4, Parts b-d. If a representative from an academic department must resign, his or her replacement shall complete that term.

b. Each Spring semester, the Governance Officer shall determine the number of at-large positions open for the subsequent academic year and shall conduct the necessary elections in those electoral units in May to assure full at-large representation. All non-Management Confidential members of the Academic Staff are eligible to vote in elections for at-large positions. If a vacancy occurs during the term of an at-large senator, the candidate with the next largest number of votes in the most recent election for that area shall represent that area, completing the term of elected senator. If there is no runner-up of record, the Governance Officer shall hold a new election for that area to determine who shall complete the term. If there are no nominees for this election, the Governance Officer shall appoint an individual to complete the term, following consultation with the Executive Committee.

c. The six undergraduate student representatives on the University Senate shall consist of the President of the Student Association and five full-time registered undergraduate students to be chosen for a term of one year by the Student Association. The graduate student representative shall be nominated by Graduate Council and approved by the Senate.

d. The Faculty-Student Association bylaws (Article III, Section 3) require that

Three (3) faculty directors, at least two (2) of whom shall be instructional/teaching faculty members, shall be selected by a method determined by the faculty and written in its bylaws. The faculty directors shall hold office for two-year terms beginning September 1 of the year of their selection and ending August 31 two years hence, or until their successors have been duly selected and qualified. The Chairperson of the University Senate shall certify the selection of the faculty directors to the president of the Corporation with a copy to the Executive Director of the Corporation who shall thereupon immediately notify said persons in writing of their selection.

The Senate Governance Officer shall be responsible for running elections in May for any FSA Faculty Director seats that the FSA President or Executive Director informs him or her would otherwise be vacant on September 1. The entire voting faculty is eligible to vote in these elections. The Chairperson of the Senate shall certify the election results to the President and Executive Director of FSA.

Section 4: Terms of Office

a. The normal term of office of all senators, except student representatives and the adjunct and contingent faculty representative, shall be three years. The term of the student representatives shall be one year and the term of the adjunct and contingent faculty representative shall be two years. Terms begin on July 1 and end on June 30.

b. Each non-student senator shall be limited to two consecutive terms on the Senate. After two consecutive terms, a non-student senator must wait a full term before serving again in the same representative capacity (departmental or at-large) or one year less than a full term before serving again in the opposite representative capacity (departmental or at-large) on the Senate. Under extraordinary circumstances, departments may petition the Executive Committee for a waiver.

c. When a non-student senator is unable to serve for one semester, he or she shall be considered to have resigned from the Senate unless he or she petitions the Governance Officer to appoint a substitute for that semester only. When a non-student senator is unable to serve for any longer than one semester during a term, he or she shall be considered to have resigned from the Senate. Vacancies due to resignation will be filled as described in Article IV, Section 3, Parts a-b. For one-semester substitutions, the Governance Officer shall consult with the Executive Committee before making any appointment.

d. Any senator who resigns from his or her seat is ineligible to serve on any position in the Senate again until the equivalent of a full term (for that seat) has elapsed from the date of resignation. Under extraordinary circumstances, departments may petition the Executive Committee for a waiver.

e. Academic or professional staff who are on leave are eligible to be nominated for and elected to service on the University Senate provided that their term of service would normally begin at or after the time of their expected return from leave.

f. In the event an elected member of University Senate shall be absent from regularly scheduled Senate deliberations for two consecutive meetings or a total of three meetings for the academic year, the Executive Committee, after holding a prompt review to determine if any extenuating circumstances exist, shall be empowered to declare the seat vacant and to order a replacement.

Section 5: Officers

a. Chairperson. The Chairperson shall be elected to a one-year term. A serving Chairperson is eligible for re-election up to three more consecutive years, for a total of up to four consecutive years, after which the Chairperson shall not serve in that office again until an academic year has passed. The current Chairperson must state at the first Spring semester meeting of the Senate whether or not he or she intends to pursue re-election. Candidates for the office may be nominated by any member of Senate or by the Executive Committee no later than the March Senate meeting. At that meeting, if there is more than one nominee, each nominee must give a brief campaign statement to the Senate. The Senate shall vote on the next year's Chairperson at the April meeting. At the discretion of the Governance officer, these deadlines may be extended, but the next year's Chairperson shall be voted in no later than the May Senate meeting. The Chairperson shall assume office on July 1. (See current Governance Compensation policy.)

The Chairperson shall:

1. Coordinate the activities of the Senate and Senate committees so that consultation and shared governance are conducted efficiently and effectively (see Article II, Sections 3 through 5; Article IV, Section 1; and Article V, Section 1).
2. Plan for, lead the agenda-setting process for, call, and preside over Senate meetings.
3. Chair the Senate's Executive Committee, and plan for, lead the agenda-setting process for, call, and preside over its meetings.
4. Propose to the Executive Committee that they vote to act on behalf of the Senate in the event of an emergency (see Article II, Section 3, Part b, Item 2, and Article IV, Section 6).
5. Request a motion during a Senate meeting authorizing an electronic vote of the Senate before the next meeting (see Article IV, Section 10, Part b) or make a motion to the Executive Committee between any two Senate meetings that they propose an electronic vote of the Senate before the next meeting (see Article IV, Section 10, Part c).
6. Serve as the Faculty and the Senate's representative in meetings with the President and/or his or her designee(s) and meetings of the University Council.
7. Serve as the Executive Committee and Senate's representative at SUNY Faculty Senate meetings.
8. Appoint the Parliamentarian at the first Senate meeting of the academic year.

b. Vice Chairperson. The Vice Chairperson shall be elected by the Senate during a meeting in May for a one-year term, and shall be allowed to stand for reelection in following years without any term limit, on the same schedule as the Governance Officer and Faculty Secretary. Candidates for the position may be nominated at any time prior to the election by any member of Senate or by the Executive Committee. The Vice Chairperson shall assume office on July 1.

The Vice Chairperson shall:

1. Assist the Chairperson in his or her responsibilities.
2. Substitute for the Chairperson when necessary.
3. Work on special projects at the discretion of the Executive Committee, such as coordinating revisions of these bylaws, coordinating regular meetings with Senate committee chairs, or serving as a non-voting ex officio member of any Senate standing or advisory committee or subcommittee.

c. Governance Officer. The Governance Officer shall be elected by the Senate during a meeting in May for a one-year term, and shall be allowed to stand for reelection in following years without any term limit, on the same schedule as the Vice Chairperson and Faculty Secretary. Candidates for the position may be nominated at any time prior to the election by any member of Senate or by the Executive Committee. The Governance Officer shall assume office on July 1.

The Governance Officer shall:

1. Review the operations of these bylaws and propose amendments of these bylaws to the Executive Committee.
2. Prepare slates of candidates and conduct elections for at-large senators, the University Faculty Senator, the University Faculty Senator Alternate, the faculty representatives to the Faculty Student Association, and representatives on various standing committees.
3. Notify all candidates and the campus of election results.
4. Regularly review the responsibilities and actions, or lack thereof, of Senate standing committees, and propose changes to the Executive Committee.
5. Declare, under certain circumstances and after appropriate review, a standing committee member's seat vacant and order a replacement (see Article V, Section 2, Parts d, e, h).
6. Design, revise or replace, and test an electronic system for deliberation of and voting on motions between any two Senate meetings.

d. Faculty Secretary. The Faculty Secretary shall be elected by the Senate during a meeting in May for a one-year term, and shall be allowed to stand for reelection in following years without any term limit, on the same schedule as the Vice Chairperson and Governance Officer. Candidates for the position may be nominated at any time prior to the election by any member of Senate or by the Executive Committee. The Faculty Secretary shall assume office on July 1. In the Faculty Secretary's absence, the presiding officer shall appoint a secretary pro tempore.

The Faculty Secretary shall:

1. Distribute drafts of Senate minutes promptly to all voting and ex officio members of the Senate for corrections.
2. Post corrected minutes on the Senate official electronic site(s).
3. Send to the University Archives and Special Collections in Reed Library one hard copy of all Senate minutes, all Senate committee minutes, and all stated and special Faculty meetings' minutes.
4. Send to the campus President a listing of formal recommendations made and substantive actions taken by the University Senate within one week of the Senate meeting in which they were approved.
5. Post, once a signed ratification or veto (with substantive explanation) has been received from the campus President, a copy to the official electronic site(s) of the Senate and send one hard copy to the University Archives and Special Collections in Reed Library.
6. Send to the President of the Fredonia Chapter of UUP any Senate recommendations that may affect terms and conditions of employment, as defined in the current Agreement between United UUP and the State of New York, within one week of the Senate meeting in which they were approved.
7. Inform all other appropriate parties of actions taken by the Senate within one week of each Senate meeting.
8. Act as teller when secret ballots are called for, designating assistant tellers as necessary.

e. University Faculty Senator. The University Faculty Senator shall be elected to a three-year term in an election conducted by the Governance Officer in October, and assume office on the following July 1. An election for University Faculty Senator and University Faculty Senator Alternate shall be conducted on one ballot, with the University Faculty Senator Alternate being the individual with the second-highest number of votes. If there is no runner-up of record, the Governance Officer shall appoint the University Faculty Senator Alternate, following consultation with the Executive Committee. The University Faculty Senator shall be eligible for re-election to a second consecutive term, but will then not be eligible to serve again as a member of the SUNY Faculty Senate until the expiration of one year from the end of the last preceding term. In the event that the University Faculty Senator shall be unable to meet the duties of that position, the University Faculty Senator Alternate shall serve in his or her stead. The University Faculty Senator shall serve as the faculty's representative on the SUNY Faculty Senate and, as such, serves as a liaison between the University and the SUNY Faculty Senate.

f. Parliamentarian. A Parliamentarian, not necessarily a member of the Senate, shall be appointed by the Chairperson at the first meeting of each academic year. The Parliamentarian shall be prepared to advise the Chairperson, any senator, or the Senate. The Parliamentarian shall also be prepared to advise the presiding officer or any faculty member at stated and special faculty meetings.

Section 6: Executive Committee

The Executive Committee is composed of the Senate's Chairperson, Vice Chairperson, Governance Officer, Faculty Secretary, and University Faculty Senator. The Committee shall:

1. Advise, assist, amend, and approve the Chairperson's coordination of Senate and Senate standing committee activities to help ensure that consultation and shared governance are conducted efficiently and effectively (see Article II, Section 3; Article IV, Section 1; Article IV, Section 5, Part a, Item 1; and Article V, Section 1).
2. Approve the agenda for Senate meetings (see Article IV, Section 5, Part a, Item 2, and Article IV, Section 11).
3. Give advice and feedback to each officer as requested (see Section 5 above).
4. Conduct an orientation for Senators at the start of each academic year.
5. Serve as the nominating committee for the election of the Senate Vice Chairperson, Governance Officer, and Secretary by preparing a list of at least one candidate for each office and reporting its slate to the Senate in time for elections to be held in the May Senate meeting.
6. Serve as a nominating committee if any Senate officers are unable to perform the duties of their offices (see Section 7 below).
7. Propose to Senate revisions to these bylaws (see Article VII).
8. Meet regularly with the President and/or his or her designee(s).
9. Nominate, after consultation with the President and/or his or her designee(s), members of the Planning and Budget Advisory Committee as vacancies arise (see Article V, Section 4, Part a, Item 1).
10. Nominate the members and chairperson of search or selection committees for certain administrative positions as vacancies arise (see Article VI, Section 1, Part b).
11. When authorized by SUNY policies and procedures, recommend to the President the members and chairperson of the screening committee for awards from the Chancellor's Office, after consultation with the President and the University Senate (see Article VI, Section 1, Part d).
12. When requested, appoint Senate representatives to newly-formed committees and task forces and inform the University Senate of the appointments.
13. Consult with the President of SUNY Fredonia and Chairperson of the University Senate as they jointly appoint and charge the members of administrative review committees (see Article VI, Section 1, Part c).
14. Call stated faculty meetings as needed (see Article III, Section 1).
15. Act on behalf of the Senate in emergency situations, after voting on a motion from the Chairperson to that effect (see Article II, Section 3, Part b, Item 2; and Article IV, Section 5, Part a, Item 4).
16. Propose an electronic vote of the Senate between any two Senate meetings, after voting on a motion from the Chairperson to that effect (see Article IV, Section 5, Part a, Item 5, and Article IV, Section 10, Part c).
17. Propose, during a Senate meeting, the implementation, revision, or replacement of an electronic system for deliberation of and voting on motions between any two Senate meetings (see Article IV, Section 10, Part d).

Section 7: By-Election of Officers

a. If the University Senate Chairperson is unable to perform the duties of that office, the Vice Chairperson shall complete the Chairperson's term of office. In such a case the Executive Committee shall serve as a nominating committee for Vice Chairperson pro tempore. The Vice Chairperson pro tempore shall complete the remainder of the former Vice Chairperson's term. Until a Vice Chairperson pro tempore is elected, the Governance Officer shall serve as Vice Chairperson of the Senate.

b. If the University Senate Vice Chairperson is unable to perform the duties of that office (except as indicated in Part a above), the Executive Committee shall serve as a nominating committee and shall report its slate for Vice Chairperson no later than the Senate meeting after the inability of the former Vice Chairperson to perform the duties of that office has been determined. The newly elected Vice Chairperson shall complete the term of the former Vice Chairperson. Until a Vice Chairperson is elected, the Governance Officer shall serve as Vice Chairperson of the Senate.

c. If the University Senate Faculty Secretary is unable to perform the duties of that office, the Executive Committee shall serve as a nominating committee and report its slate for Faculty Secretary no later than the Senate meeting after the inability of the former Faculty Secretary has been determined. The newly elected Faculty Secretary shall complete the term of the former Faculty Secretary.

d. If the University Senate Governance Officer is unable to perform the duties of that office, the Executive Committee shall serve as a nominating committee and report its slate for Governance Officer no later than the Senate meeting after the inability of the former Governance Officer has been determined. The newly elected Governance Officer shall complete the term of the former Governance Officer.

Section 8: Meetings

The University Senate shall have monthly meetings during the academic year. Meetings shall be conducted in accordance with Robert's Rules of Order, unless explicitly stated otherwise in these bylaws. Meetings need not be held when the University is not in regular session. The Chairperson of the Senate may call special meetings and shall call a special meeting at the written request of five Senate members. All meetings of the Senate shall be open to all members of the campus community.

Section 9: Quorum

During meetings of the University Senate, a quorum shall consist of a simple majority of the voting members of the Senate. Between any two Senate meetings, a virtual quorum shall consist of two-thirds of the voting members of the Senate at the time of each electronic vote.

Section 10: Voting

a. During meetings of the University Senate, adoption of any main motion shall require an affirmative vote of a majority of those voting members present and voting. Written or electronic voting shall be used during meetings when required by the bylaws, requested by at least five voting senators, or decided by the Chairperson.

b. During any Senate meeting, the Chairperson may request a motion from the floor for an electronic vote of the Senate before the next meeting; voting Senators may also initiate such a motion.

c. Between any two Senate meetings, motions to hold an electronic vote on a particular subject may be initiated by any voting Senator (with a second) or Senate committee (without the need for a second) by contacting the Executive Committee. The Executive Committee shall utilize the Senate-approved electronic voting system for deliberation of and voting on such motions (see Part d, below). Adoption of any main motion shall require an affirmative vote by two-thirds of those voting members participating in the electronic vote, provided that a virtual quorum has been reached (see Section 9, above).

d. The Governance Officer shall design an electronic system for deliberation of and voting on motions authorized in Part b, above, and initiated by the process described in Part c, above. Once it has been designed and tested, the Executive Committee shall propose its implementation to the Senate and it shall be discussed and voted upon during Senate meetings. Any substantive changes to this system, including its replacement by a different system, shall be proposed by the Executive Committee and discussed and voted upon during Senate meetings.

Section 11: Agenda

The agenda for the University Senate shall be formulated and approved by the Executive Committee. It shall include all items requested by the President, the Senate, the Executive Committee, and Senate standing and affiliate committees, as well as those matters stated in a petition signed by ten or more of the voting Academic or Professional Staff. Requests for inclusion of items on the agenda shall be in the hands of the Executive Committee not less than one week prior to the meeting. The agenda shall be posted to the faculty no fewer than three days prior to the meeting.

Section 12: Decision and Challenge

University Senate recommendations to the President shall be distributed to each senator and ex officio member by the Faculty Secretary as soon as possible after each Senate meeting. During the ten instructional days after the date of posting of the recommendations of the Senate meeting, a special faculty meeting to challenge a Senate decision may be called (see Article III, Section 2). If the stipulated petition is not received by the President during that time period, the action of the Senate becomes the official recommendation of the Faculty to the President.

ARTICLE V: SENATE COMMITTEES

Section 1: Types and Responsibilities

a. Standing Committees

1. There shall be standing committees of the Senate whose core function is to facilitate consultation at SUNY Fredonia by recommending policies or policy changes to the University Senate in a timely manner. They also perform such other governance functions as are specified by these bylaws and/or further delineated by the Senate or Senate Executive Committee. Standing committees appoint ad hoc subcommittees as working committees on an as-needed basis, following their own Policies and Procedures Manual.

2. The five standing committees are Academic Affairs, Faculty and Professional Affairs, General Education, Graduate Council, and Planning and Budget.

3. Each standing committee is responsible for keeping the Senate informed of its activities by:

- a) Submitting a copy of the minutes of each meeting of the committee to the Faculty Secretary.
- b) Posting their minutes in their committee folder on the Senate electronic site.
- c) Submitting an annual report of all activities to the Senate according to the schedule specified by these bylaws.
- d) Preparing and following its own Policies and Procedures Manual. Upon creation or revision of the manual, it shall be transmitted to the Governance Officer for posting on the Senate web site.

b. Affiliate Committees

1. There shall be affiliate committees of the Senate whose core function is to facilitate shared governance at SUNY Fredonia by working with and advising the President and/or his or her designee(s) and informing the Senate about their activities in a timely manner. At their discretion, they may also facilitate consultation between the Faculty and the President at SUNY Fredonia by recommending policies or policy changes to the Senate. They also perform such other functions as are specified by these bylaws and/or charged by the President and/or his or her designee(s). Affiliate committees appoint ad hoc subcommittees as working committees on an as-needed basis, following their own Policies and Procedures Manual.

2. The eight affiliate committees are Affirmative Action, Campus Safety, Enrollment Management, Information Technology Advisory Board, Institutional Effectiveness, Student Affairs, Student Learning Assessment, and Sustainability.

3. Each affiliate committee is responsible for keeping the Senate informed of its activities by:

- a) Submitting a copy of the minutes of each meeting of the committee to the Faculty Secretary.
- b) Posting their minutes in their committee folder on the Senate electronic site.
- c) Submitting an annual report of all activities to the Senate for the Senate's May meeting.
- d) Preparing and following its own Policies and Procedures Manual. Upon creation or revision of the manual, it shall be transmitted to the Governance Officer for posting on the Senate web site.

Section 2: Eligibility and Service Requirements

a. Standing Committees

1. Members of all standing committees, although typically elected as delegates of their representational areas by the non-Management Confidential members of the Academic or Professional Staff, shall act in the interests of the University as a whole.

2. Except where electoral unit representation limits standing committee membership, all non-Management Confidential members of the Academic or Professional Staff are eligible to serve as voting members on any standing committee or subcommittee.

3. Except where explicitly stated otherwise in these bylaws, student members of standing committees and their subcommittees shall be chosen according to procedures developed by the Student Association and approved by the University Senate and shall serve one-year terms.

4. If a standing committee member fails to attend two consecutive meetings without due excuse, the Chairperson of that committee shall report the absences to the Governance Officer, who, after holding a prompt review to determine if any extenuating circumstances exist, shall be empowered to declare the seat vacant and order a replacement.

5. When a member of a standing committee is unable to serve on that committee for one semester of his or her term, he or she shall be considered to have resigned from that committee unless he or she petitions the Governance Officer to elect or appoint a substitute for that semester or indicates to the Governance Officer in writing that he or she will continue to meet the obligations of membership on that committee during the leave. If the member has indicated the desire to continue service but does not meet the obligations of membership on that committee during the leave, the Governance Officer shall be empowered to declare the member's seat vacant and order a replacement. When a committee member is unable to serve for any longer than one semester during a term, he or she shall be considered to have resigned from that committee. Both one-semester substitutes and vacancies due to resignation will be filled as described in Item 8, below.

6. Academic Staff members who are on leave are eligible to be nominated for and elected to standing committee service, provided that their term of service would normally begin at or after the time of the return from leave.

7. Any standing committee member whose campus duties change, involving at least half that person's time, shall be reviewed by the Executive Committee to determine the appropriate constituency of that member and may be relieved of his or her seat on the committee because of change of constituency.

8. A standing committee vacancy occurring due to resignation, retirement, emergency, death, or situations as described in Items 4 and 5 above shall be filled by the runner-up in the most recent election in the appropriate representational area. If there is no runner-up of record, the Governance Officer may appoint a replacement from or hold a special election in that representational area, following consultation with the Executive Committee. The length of term for such a replacement shall be the completion of the original term.

9. If a standing committee position is vacant because of a lack of candidates from an electoral unit, the Governance Officer may appoint a representative from that electoral unit to fill that vacancy, following consultation with the Executive Committee. If no one from that electoral unit is able to serve, the Governance Officer may appoint a representative from any other electoral unit, following consultation with the Executive Committee. However, no electoral unit shall have more than two members on the Committee.

10. Willingness to be nominated for standing committee elections normally presupposes willingness to serve as an officer of the standing committee(s) on which one has been elected to serve. In the event that no member from a standing committee is eligible and/or willing to serve as committee chair, the Executive Committee shall appoint an ex-officio interim chair for a limited one-year term. Members of the Executive Committee may serve as interim chairs.

b. Affiliate Committees

1. Members of all affiliate committees, although elected or selected according to their own committee's Policies and Procedures Manual, shall act in the interests of the University as a whole.

2. Except where an affiliate committee's Policies and Procedures Manual limits membership eligibility, all faculty members are eligible to serve on any affiliate committee or subcommittee.

3. Student members of affiliate committees and their subcommittees shall be chosen according to their own committee's Policies and Procedures Manual.

4. Affiliate committee membership, participation, or leadership issues relating to attendance, leaves, campus duty changes, resignation, retirement, emergency, or death shall be handled according to each committee's own Policies and Procedures Manual.

Section 3: Standing Committees

a. Academic Affairs Committee

1. Membership and Terms. This Committee shall have one representative elected by and from the Professional staff, by and from the Library Faculty, and by and from each of the following areas: Arts, Business, Education, Humanities, Music, Natural Sciences, and Social Sciences. These representatives shall serve staggered three-year terms. Members of the Committee shall be elected in the Spring of the academic year. The Committee shall have two student representatives, and the Provost and Vice President for Academic Affairs or his or her designee shall be an ex officio member of the Committee. These latter members shall serve one-year terms.

2. Officers. By the end of the Spring semester of each academic year, there shall have been elections for officers as deemed appropriate by the committee. Such officers will be reported to the Governance Officer, the Faculty Secretary and the Chairperson of the University Senate. Officers may be re-elected.

3. Responsibilities. The Academic Affairs Committee is responsible for policy development and oversight of all academic matters on campus such as curricula and the establishment and scrutiny of procedures for course and program changes. It recommends programs, program changes, and policies and policy changes to the University Senate. The Committee serves as the Senate's liaison to the administration on academic matters. The committee also serves as an advisory board for the Provost and Vice President for Academic Affairs, who shall be informed of all forthcoming agenda items.

4. Subcommittees. In order to discharge its responsibilities more effectively, the Academic Affairs Committee may establish subcommittees by its own procedures. The responsibilities, membership, procedures, and duration of subcommittees are left to the discretion of the Committee, subject to review by and consultation with the University Senate Executive Committee. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report to Senate, as provided in Item 5 below.

5. Report. Following each meeting of the Committee, a report of all (1) actions taken (2) policies recommended, and (3) future agenda items, shall be sent to the University Senate Executive Committee, the President of the Student Association, and such others as the Committee may designate. The Chairperson of the Committee shall submit an annual report to the Senate for the Senate's May meeting.

b. Faculty and Professional Affairs Committee

1. Membership and Terms. The Committee shall be composed of one Academic Staff member elected from each of the Senate's seven academic electoral units (Arts, Business, Education, Humanities, Music, Natural Sciences, and Social Sciences) as well as one elected from the Library Faculty, one Professional member elected from each of the Senate's four Professional Staff electoral units (Academic Affairs, Administration, Student Affairs, and University Advancement), and one Contingent Faculty representative elected from any one of the seven academic electoral units. There shall be no student members. Members of the Committee shall serve staggered three-year terms and shall be elected in the Spring of the academic year.

2. Officers. By the end of the Spring semester of each academic year, there shall have been elections for officers as deemed appropriate by the Committee. Such officers will be reported to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate. Officers may be re-elected.

3. Responsibilities. The Faculty and Professional Affairs Committee is responsible for recommending policy on all matters on campus relating to the welfare of the faculty and professional staff except for those matters which contractually are the responsibility of the union representing the academic faculty and professional staff (in which case any eventual Senate recommendation derived from an FPAC motion must be transmitted by the Faculty Secretary to the President of the University and the President of the Fredonia Chapter of United University Professions; see Article II, Section 3, Part b, Item 2d). The Committee also serves as an advisory board for the President of the University.

4. Subcommittees. In order to discharge its responsibilities more effectively, the Faculty and Professional Affairs Committee may establish subcommittees by its own procedures. The responsibilities, membership, procedures, and duration of subcommittees are left to the discretion of the Committee, subject to review by and consultation with the University Senate Executive Committee. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report to Senate, as provided in Item 5 below.

5. Report. The Chairperson of the Committee shall submit an annual report to the University Senate for the Senate's May meeting.

c. General Education Committee

1. Membership and Terms. There shall be one representative elected from each of the Senate's academic electoral units (Arts, Business, Education, Humanities, Music, Natural Sciences, and Social Sciences), one elected from the Library Faculty, and one student representative appointed by the group. Members of the Committee shall serve staggered three-year terms. Representatives may serve for only two consecutive three-year terms (6 years), but may seek re-election in the future. Members of the Committee shall be elected in the Spring of the academic year. The Director of the General Education Program shall serve as an ex officio member.

2. Officers. All voting Committee members shall be eligible to serve as an officer. Each academic year, the Committee shall elect the officers of Chairperson and Secretary by the end of the Spring semester. The duties of the Chairperson and Secretary shall be those normally associated with such titles, with the exception that the Secretary shall also serve as Vice-Chairperson in the absence of the Chairperson. Each officer shall serve a one-year academic term and may be re-elected. The slate of elected officers shall be reported to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate. The Director of the General Education Program shall not serve as an officer of the Committee.

3. Responsibilities. The General Education Committee is responsible for the integrity of the General Education Program and its implementation. The Committee shall receive, consider and approve courses proposed for inclusion in the General Education Program. The Committee shall also be responsible for recommending to the University Senate any changes to the requirements of the General Education Program. Further, the Committee shall engage in and actively share in assessment of the General Education Program.

4. Subcommittees. In order to discharge its responsibilities more effectively, the General Education Committee may establish subcommittees by its own procedures. The responsibilities, membership, procedures, and duration of subcommittees shall be left to the discretion of the Committee, subject to review by and consultation with the University Senate Executive Committee. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report to Senate, as provided in Item 5 below.

5. Report. The Chairperson of the Committee shall submit an annual report to the University Senate for the Senate's May meeting.

d. Graduate Council

1. Membership and Terms. The Graduate Council shall consist of the following sixteen voting members. Voting members will represent programs rather than departments; thus, EDU and Music shall have voting clusters to represent multiple degree programs, as follows:

- four voting representatives from the College of Education (Curriculum & Instruction, Literacy, Education Leadership, TESOL);
- three voting representatives from the School of Music (Music Education, Music Therapy, one from the "performance" areas offering M.M. degrees: composition/theory/performance);
- one voting representative each from Biology, English, Math Education, Science Education, Speech Pathology;
- four additional voting representatives (one Graduate Studies professional; one graduate student recommended by the Council; and two invited or elected at-large seats, representing emergency areas of graduate programming).

Program Coordinator representatives shall serve one-year terms, renewable indefinitely, at the discretion of the program and department/area faculty. At-large representatives shall serve one-year terms, renewable for up to three years, at which time they may be voted in as a program representative. Student representatives shall serve one-year terms, renewable for up to two years and as long as they are students in good academic standing. All above-named representatives shall cast equal votes whenever decisions are made. Ex officio members from each College and other areas of the campus may be invited to sit on the Council; they shall not have voting privileges. Review of the process for voting and membership will be reassessed by the Council every two years.

2. Officers. A chair, drawn from the pool of voting program coordinators and elected by the entire voting constituency, shall serve as the presiding officer of the Council, who will work in conjunction with the Associate Provost. The graduate student representative, Associate Provost, and Graduate Studies professional staff representative are not eligible to serve as chair or vice chair. The chair shall serve a one-year term, renewable for up to three consecutive years. A vice chair shall be nominated in a similar fashion as the chair; there is no expectation that the vice chair will automatically become the chair. The chair and vice chair shall not represent the same program/department. The chair will attend meetings and prepare minutes; minutes may be delegated by the chair to someone else on the council. Attendance at University Senate meetings and meetings of the Senate Executive Board with standing committee chairs may be delegated by the chair to the vice chair or other Graduate Council member.

3. Responsibilities. The Graduate Council, working closely with the Provost, is responsible for developing policy for all Master's degree and graduate-certificate programs at Fredonia and for maintaining their quality. The Council is charged with supporting a sound educational experience for graduate students, leading to advanced qualification in the professions and disciplines, and generating new knowledge through the research and publication of its faculty and students. The Council's primary functions are to discuss and approve changes in the graduate curriculum, develop standards for admission, oversee matriculation and graduation standards, and recommend new and/or revised graduate programs and policies to the Provost and the University Senate.

4. Subcommittees. In order to discharge its responsibilities more effectively, the Graduate Council may establish subcommittees by its own procedures. The responsibilities, membership, procedures, and duration of subcommittees are left to the discretion of the Council, subject to review by and consultation with the University Senate Executive Committee. The Council shall cause an adequate record of each subcommittee's activities to be included with the Council's annual report to Senate, as provided in Item 5 below.

5. Reports. Minutes of Council meetings shall be posted on the Council ANGEL site or other appropriate forum accessible to all members. Action items shall be reported to the appropriate administrator/office. The Chairperson of the Council shall submit an annual report to the Senate for the Senate's May meeting and to the Provost at the conclusion of the academic year.

e. Planning and Budget Committee

1. Membership and Terms. The Executive Committee shall nominate and the University Senate shall approve the membership of the Planning and Budget Committee. The Committee shall have one representative each from the Arts, the Humanities, the Natural Sciences, the Social Sciences, Education, Business, and the Library. There shall further be one representative of the Professional Staff. Committee members shall serve staggered three-year terms, with a limit of two consecutive terms. Members of the Committee shall be appointed in the Spring of the academic year. The Executive Committee shall nominate its slate of members on the basis of their leadership experience and/or expertise in fiscal matters. Members must have continuing or permanent appointment.

2. Officers. By the end of the Spring semester of each academic year, there shall have been elections for a Chairperson, a Vice Chairperson, and a Secretary. Such officers will be reported to the Governance Officer, the Faculty Secretary, and the Chairperson of the University Senate. Officers may be re-elected.

3. Responsibilities. The Committee shall act in an advisory role to the President upon matters relating to University planning and budget. The Committee shall be consulted by the President or his/her designees throughout the entire process of creating the annual University budget. The Committee shall be consulted regarding all significant organizational/reorganizational and resource decisions. The Committee shall initiate and develop goals and long-range plans for the University, as embodied in the University Mission and Vision Statements. These shall be submitted to the University Senate for consideration. Confidential matters shall be excluded from the minutes of the Committee.

4. Functions. The Committee shall monitor and make recommendations on budget decisions during the decision-making process in accordance with the calendar of the University budget processes. The Committee shall recommend changes in budget formulation and allocation procedures necessary to achieve the short- and long-term goals of the academic programs of the University. The Committee shall provide systematic thought about the evolving educational mission and educational needs of the University, and their present and future budgetary implications, as well as useful early warnings of potential problems and early information on potential opportunities. The Committee shall confer on an ad hoc basis with the Strategic Planning Committee, Enrollment Management Committee, the Professional Development Center, the Graduate Council, Deans, Directors and Chairs, and appropriate University Senate committees, groups, and individuals as needed to prepare for regular meetings of its Long-Range Planning Subcommittee.

5. Subcommittees. In order to discharge its responsibilities more effectively, the Planning and Budget Committee may establish subcommittees by its own procedures. The responsibilities, membership, procedures, and duration of subcommittees are left to the discretion of the Committee, subject to review by and consultation with the University Senate Executive Committee. Subcommittees shall report to the parent committee at its regular meetings. The Committee shall cause an adequate record of each subcommittee's activities to be included with the Committee's annual report to Senate, as provided in Item 6 below.

6. Reports. The Committee shall send reports of its activities and proposals for action to the University Senate. The Chairperson of the Committee shall submit an oral report at the Senate's December meeting and a written annual report for the May meeting. Confidential matters shall be excluded from the reports of the Committee.

ARTICLE VI: AD HOC COMMITTEES OF THE FACULTY

Section 1: Ad Hoc Committees

a. Selection of the President

Representatives and/or committees of the academic and professional staff to participate in the selection and recommendation of a candidate for President shall be elected by their respective constituencies in an election to be supervised by the Governance Officer.

b. Committees for the Selection of Certain Administrative Officers

Committees to participate in the recruitment and selection of a Vice President, Associate Vice President or Dean shall be established by the University Senate as soon as its normal meeting schedule permits after the announcement of an impending vacancy, or the existence of a vacancy in any of these offices, or after the announcement that such an office is newly established.

In the case of all other administrative offices at the level of director or above, the Executive Committee shall be informed immediately by the President or divisional Vice President of an impending vacancy or the existence of a vacancy or after the decision that such an office is to be newly established. Upon such notification, the Executive Committee shall consult with the President and/or his or her designee regarding the vacancy. If the Executive Committee recommends to the Senate that there be a selection committee appointed by the Senate and if the Senate approves that recommendation, a selection committee shall be appointed. Such committees are not necessary when the position in question is a temporary, faculty-development position.

After consulting with the President and/or his or her designee, the Executive Committee shall nominate the members and the Chairperson of such committees with the approval of the Senate. Committee representation shall be appropriate for the area of responsibility of the office in question.

These selection committees shall function in accordance with guidelines adopted by the Senate and published in the Faculty Handbook.

These selection committees shall have the opportunity to:

1. Suggest candidates;
2. Have access to all candidates' papers;
3. Request that invitations to visit be extended to selected candidates;
4. Interview all appropriate candidates;
5. Transmit their recommendations to the appropriate authority.

c. Administrative Review Policy

Each Vice President and his or her division shall be reviewed by an Evaluation Committee whose members are jointly appointed and charged by the Chairperson of the University Senate and the President of the University, in consultation with the Executive Committee, after joint review of any previous Evaluation Committee reports on that Vice President and division. Both the composition and charge of the Evaluation Committee shall be subject to an up-or-down vote by the Senate. These reviews shall occur in the spring semesters of the second and fifth years of every Vice President's service, and every five years thereafter. The Faculty Secretary shall keep a schedule of the aforementioned reviews, and shall have the responsibility of reminding all concerned parties of upcoming reviews near the start of the preceding fall semester.

Each Evaluation Committee shall review the activities of the Vice President and his or her division since the last review, their performance on the tasks and goals with which they have been charged, the problems, challenges, and current issues they face, and their immediate future needs. Each committee shall work closely with the Vice President being evaluated, using that Vice President's administrative portfolio as the basis for interviews with leaders of that division. Each committee shall also solicit from faculty, staff, and students specific feedback on the portfolio, responses to a survey or surveys, and open-ended comments. Each committee shall hold all such communications from the campus community in strict confidence. To promote responsibility, however, those providing written feedback must identify themselves to or be clearly identifiable by Evaluation Committee members. The Evaluation Committee shall be responsible for producing an objective and comprehensive report, tabulating quantifiable results, and editing prose comments to remove erroneous responses. Upon completion of the Evaluation Committee's final report, the Chair of the Evaluation Committee shall simultaneously submit one hard copy to the Vice President under review and one hard copy to the President of the University and notify the Executive Committee that the hard copies have been submitted. Upon receipt of the report, the President shall invite the Executive Committee to read the report in the President's Office. The Vice President under review shall have one week to send to the President one hard-copy response to the report. The President shall ordinarily have two weeks from receipt of the Vice President's response to complete a summary of the report, following consultation with the Chair of the Evaluation Committee, the Vice President under review, and the Executive Committee. This summary, along with a statement signed by the other individuals certifying that they have read the report, shall be submitted to the Executive Committee and distributed by them to Senators in advance of the next Senate meeting. At that meeting, the President shall be available to respond to questions from Senators. Before this meeting, the Chairperson of the Evaluation Committee shall destroy all raw data gathered for the report, including but not limited to written memos or letters, electronic or written survey responses, emails, and recordings of interviews. Within a week after the aforementioned meeting of the University Senate, the Chairperson of the Evaluation Committee shall hold a confidential discussion of the report with the Executive Committee and the President of the University.

d. Screening Committees

These committees shall receive nominations for such special University awards as may be designated by the Chancellor's Office. From the names furnished, these committees may recommend campus nominees for these awards to the campus President, in accordance with procedures established by the Office of the Chancellor. Membership, terms, and officers of such committees may be designated by the Chancellor's Office, or, when options are available, shall be determined by the University Senate Executive Committee, after consultation with the President and the University Senate.

Section 2: Task Forces

a. Task Force Types and Activities

1. The University Senate shall establish such task forces as are necessary to assist in carrying out its responsibilities. The Executive Committee shall designate and the Senate shall approve the size, composition, function, membership, and charge of these task forces. These task forces shall submit their reports and/or proposals directly to the Executive Committee.

2. The Executive Committee and the President may also jointly submit for Senate approval the size, composition, function, membership, and charge of a joint task force. These task forces shall submit their reports and/or proposals simultaneously to the Executive Committee and to the President.

3. Task forces formed by the President and/or Vice Presidents submit their final reports and/or proposals directly to the administrator(s) who formed them. The decision as to what parts, if any, of these task force reports and/or proposals should be referred to the Executive Committee as a formal recommendation to the Senate is at the discretion of the administrator(s) who formed them, subject to the criteria listed in Article II, Section 3.

b. Senate Response

1. The Executive Committee is responsible for coordinating the Senate's review, deliberation, revision, and approval process for all task force submissions and presidential or vice presidential referrals described in Part a. Options for this process include:

- a) The Executive Committee may decide to put the submission or referral on the agenda as a discussion item at the next Senate meeting;
- b) It may decide to first edit the submission or referral, or write a response to it, or recommend a vote on it, before putting it on a future Senate meeting agenda;
- c) It may charge one or more Senate committees with advising it on specific aspects of the submission or referral before deciding how and when to bring it to the Senate floor;
- d) It may decide to confer with task force chairs, one or more Senate committee chairs, and/or the President and/or his or her designee(s) before doing any of these things.

When making these coordination decisions, the Executive Committee shall seek to develop an efficient, fair, collaborative process aimed at maximizing the quality, legitimacy, and support of the motions that will eventually be voted on by the Senate.

2. Depending on the Executive Committee's coordination decisions, motions derived from task force reports and/or recommendations may be brought to the Senate floor by one or more Senate committees and/or by the Executive Committee (see Article II, Sections 3-5). Task forces may not bring motions directly to the Senate floor.

ARTICLE VII: AMENDMENT PROCEDURES

Section 1: Proposal

Amendments to these bylaws may be recommended to the University Senate by one of the following methods:

- a. The Executive Committee, following a recommendation from any officer, senator, faculty member, or group of faculty members and an affirmative vote by the Committee, may propose revisions to the bylaws.
- b. Any senator may propose revisions from the floor during New Business.

Section 2: Ratification

At the discretion of the University Senate Executive Committee, proposed amendments shall be ratified either by mail ballot or electronic ballot, where ratification is to occur upon receipt of affirmative votes equal to two-thirds of the number of faculty who return ballots, provided that at least one-quarter of the faculty return their ballots; or at a meeting of the faculty, provided that at least one-third of the faculty is in attendance, ratification to occur with an affirmative vote equal to two-thirds of those present and voting. Changes to the language of these bylaws to reflect minor editorial corrections, or changes in the current departments or other structure of the University, or changes in the current unit structure of Senate representation, shall be ratified only by an affirmative vote of two-thirds of the Senate.

Section 3: Amendment by Petition and Special Meeting

- a. Faculty members may petition for a special faculty meeting to consider amendments proposed in petition (see Article III, Section 2, Part a). Such a petition requires the signatures of at least 10% of the faculty.
- b. The amendment is to be adopted upon an affirmative vote by written ballot of two-thirds of those present and voting, a quorum being present.

Section 4: Implementation

Proposed amendments to these bylaws shall be categorized by the Governance Officer in one of two classes: those that affect provisions concerning consultation between the President and the Faculty and those that do not.

Amendments that affect consultation between the President and the Faculty will, upon ratification by the Voting Faculty, be transmitted to the President by the Chairperson of University Senate. Within ten [10] business days, the President will submit a written statement of veto or approval to the Chairperson. Failing this written response, amendments will become effective ten [10] business days after transmittal to the President.

Amendments that do not affect consultation between the President and the Faculty will go into effect upon ratification by the Voting Faculty and written notice of voting results by the Chairperson to the President.

APPENDIX A

Senate Representation: Voting Senators (60)

Revisions approved by the University Senate, 3/2015

At large (17)

From academic electoral units (7)

- Arts
- Business
- Education
- Humanities
- Music
- Natural Sciences
- Social Sciences

From any academic electoral unit (7) – Each department may field a maximum of 3 candidates per election (maximum of 6 from a school).

- Academic 1
- Academic 2
- Academic 3
- Academic 4
- Academic 5
- Academic 6
- Academic 7

From any professional electoral unit (3)

- Professional 1
- Professional 2
- Professional 3

from departments, schools, and professional electoral units (29)

Arts (2)

- Theatre & Dance
- Visual Arts & New Media

Education (2)

- Curriculum & Instruction
- Language, Learning, & Leadership

Humanities (5)

- Communication
- English
- History
- Modern Languages & Literature
- Philosophy

Natural Sciences (6)

- Biology
- Chemistry & Biochemistry
- Computer & Information Sciences
- Geosciences
- Mathematical Sciences
- Physics

Social Sciences (4)

- Communication Disorders & Sciences
- Political Science
- Psychology
- Sociology, Anthropology, Social Work, & Criminal Justice

School of Business (3)

- Applied Professional Studies
- Business Administration
- Economics

School of Music (3)

- Music 1
- Music 2
- Music 3

Professional Electoral Units (4)

- Academic Affairs
- Administration
- Student Affairs
- University Advancement

Miscellaneous (14)

- Library faculty member
- Contingent faculty representatives (5)
- Interdisciplinary Studies faculty member
- Undergraduate Student (SA President)
- Undergraduate Student
- Undergraduate Student
- Undergraduate Student
- Undergraduate Student
- Undergraduate Student
- Undergraduate Student
- Graduate Student

FAQ's											
Keywords											
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