

# **CONSTITUTION and BYLAWS of the FACULTY SENATE of the TEXAS WOMAN'S UNIVERSITY**

## **PREAMBLE**

The Texas Woman's University system comprises a community of academics engaged in the pursuit and sharing of knowledge through teaching, scholarship, and service. This Constitution and Bylaws of the Faculty Senate of the Texas Woman's University are established in the spirit of shared governance, that all components of the University may freely and creatively work together in the pursuit of truth and the advancement of the institution.

## **CONSTITUTION**

### **ARTICLE I: NAME AND ESTABLISHMENT**

Section 1. The name of this organization shall be the Faculty Senate of the Texas Woman's University.

Section 2. The Faculty Senate is established in accordance with Texas Education Code Sec. 51.3522 and applicable TWU policies.

### **ARTICLE II: RESPONSIBILITIES, FUNCTIONS. AND PROCEDURES**

Section 1. The purpose of the Faculty Senate is to act as a deliberative assembly and advisory body in matters of general concern to the University and to serve as an organized voice for the faculty of Texas Woman's University. This body shall consider with due regard the requests and needs of faculty and shall represent the faculty of all components of the university. To accomplish these purposes, the Faculty Senate shall serve as a forum for exploration of issues that pertain to the university and address those issues that influence faculty welfare and productivity. The Faculty Senate shall initiate, participate and advise in the formulation and implementation of policies relating to scholarly pursuits and to academic freedom and responsibilities. Such policies, to become official, shall require the approval of the Chancellor/President of the University and the Board of Regents, when appropriate. Furthermore, the Faculty Senate shall participate in shared governance of the university with the administrative officers and the Chancellor/President of the University, under the authority of the Board of Regents of Texas Woman's University, in accordance with applicable laws and regulations of the State of Texas and the Texas Higher Education Coordinating Board, as well as applicable University policies. The Faculty Senate does not serve as a complaint hearing or review agency in any grievance procedure or matter.

Section 2. To provide a means by which the Chancellor/President of the University may communicate University business to the Faculty Senate, a time period shall be made available to the Chancellor/President of the University at each meeting as may be requested by the Chancellor/President. This time may be used, at the discretion of the Chancellor/President of the University, to brief the Senate on a topic under study, for an interchange of views on any

topics of mutual interest, and to inform the Faculty Senate of the status of its recommendations.

Section 3. In order to ensure that the Faculty Senate is informed on the status of its recommendations, the Speaker of the Senate shall communicate regarding these matters with the Chancellor/President of the University as appropriate.

Section 4. The Faculty Senate shall regularly report its activities to the faculty of the University. Notice of the agenda of all meetings will be given, and minutes of meetings shall be made readily available to the faculty.

Section 5. The Faculty Senate shall establish its own rules of procedure and bylaws, except that such may not be in conflict with this Constitution or with University policies or applicable laws or regulations. The business of the Faculty Senate shall be conducted according to the most recent edition of *Robert's Rules of Order*, unless otherwise specified by this Constitution or the Bylaws.

### **ARTICLE III: COMMITTEES OF THE SENATE**

#### Section 1. Standing Committees

The Faculty Senate shall establish within the Senate the following standing committees:

- Academic Freedom and Responsibility
- Academic Standards
- Administrator Evaluation
- Budget and Planning
- Committee Selection (See Article III, Sect.2)
- Constitution and Bylaws
- Elections
- Faculty Affairs
- Faculty Handbook

Other Senate standing committees may be added as deemed necessary by amending the Constitution and Bylaws.

#### Section 2. Committee Selection Committee

The Senate Committee Selection Committee shall be composed of one Senator from each voting unit and shall be formulated in May as a first order of business in the newly seated Senate. The Committee Selection Committee shall distribute a committee preference list to ~~new~~ members of the Senate for indication of choice of preferred committee. The Committee Selection Committee will collate the preferences and submit the slate of Committee membership to the incoming Senate at the May meeting. The Committee Selection Committee will recommend, for Senate approval, faculty members for appointment to the various University Committees as specified in the Faculty Handbook and in Article VIII, Section 2.

### Section 3. Nominating Committee

A Nominating Committee shall be convened by the Committee Selection Committee no later than the regular April Senate Meeting.

### Section 4. Executive Committee

The Speaker, the Speaker Pro Tempore, the Secretary, the immediate past Speaker, the Delegate to the Texas Council of Faculty Senates, and the Chairs of the Standing Committees of the Faculty Senate shall serve as the Executive Committee. The Speaker shall preside over monthly meetings of this committee.

### Section 5. Ad hoc Committees

The Speaker of the Senate may establish ad hoc committees as needed for a defined purpose. Ad hoc committees may also be created by motion or resolution of the Senate.

## **ARTICLE IV: FACULTY SENATE MEMBERSHIP, QUALIFICATIONS, RESPONSIBILITIES, AND ELECTIONS**

### Section 1. Membership

The Faculty Senate shall be made up of Senators who are representing the voting faculty. Each College shall have at least two Senators; the University president will appoint one senator from each College, and all other senators will be elected by the voting faculty of their respective Colleges.

### Section 2. Qualifications of Senators

Senators shall:

- (a) Be employed full-time by the University at the time of election.
- (b) Maintain voting faculty status
- (c) Have at least two years of membership (exclusive of summer terms) in the voting faculty at this University as of the date of election
- (d) Be below the administrative level of department chair or the equivalent thereof

### Section 3. Responsibilities of Senators

Each Senator shall represent the interests and concerns of his/her component during or within the Faculty Senate Meetings.

### Section 4. Election of Senators

Senators shall be elected by the voting faculty of each voting unit by a simple majority of votes cast. The Elections Committee shall conduct all elections of Senators as identified in Article V of the Constitution.

### Section 5. Terms of Office

The term of office of each elected Faculty Senator shall be two years, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term. The members of the faculty senate appointed by the University President may serve up to

six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.

#### Section 6. Voting Units

The voting units for the purpose of electing members to the Faculty Senate shall be as follows:

College of Arts & Sciences

College of Health Sciences

College of Nursing

College of Professional Education

Merrilee Alexander Kick College of Business and Entrepreneurship

#### Section 7. Apportionment.

The Senate shall reapportion itself for each annual election of Senators in accordance with the Constitution and Bylaws. In order to maintain a constant number of members in the Senate, an apportionment ratio of the number of voting faculty to the number of Senators shall be set before each regular annual Spring election using the following formula:

$$\text{apportionment ratio} = \frac{\text{total number of voting faculty}}{\text{total number of senators}}$$

The resulting apportionment ratio shall be rounded to the nearest whole number. The voting faculty of each voting unit shall elect one Senator for each apportioned group of voting faculty members, or major fraction thereof, as determined by the apportionment ratio, but not fewer than one Senator. In recognition of the multi-campus nature of the University, voting units having voting faculty assigned to two or more campuses shall elect Senators from those respective campuses according to the apportionment ratio, but the representation of the voting unit shall not exceed the total number of Senators to which the voting unit as a whole is entitled.

#### Section 8. Vacancies.

Vacancies in the membership of the Senate shall be declared by the presiding officer of the Senate upon the death, resignation, ineligibility, or removal from office of a Senator. A vacancy in the Senate is not created by the absence of a Senator during the summer or by a faculty leave of absence of less than one semester during the long session; however, Senators are not able to vote in the Senate while on leave of absence from the University.

#### Section 9. Removal.

The absence of a Senator from three regular meetings of the Senate during the academic year, without reasonable cause, shall constitute cause for removal of the Senator from the Senate. A senator may be immediately removed from the faculty senate for failing to fulfill their responsibilities within the senate's parameters, neglecting to attend meetings, or engaging in other similar misconduct. A member of the Senate may be removed upon the recommendation of the Provost and with the approval of the University President.

#### Section 10. Resignation

Senators who are leaving the University or who can no longer serve as Senators shall submit to the Speaker, as much in advance as possible, a written letter of resignation indicating the effective date of resignation.

#### **ARTICLE V: NOMINATIONS, ELECTIONS, AND APPOINTMENTS OF SENATORS**

Section 1. Regular elections for Senators shall be held each Spring semester. The voting faculty shall nominate and elect members to the Faculty Senate in all the voting units in which the terms of Senators are expiring. The elections shall be completed by the date of the regular May meeting of the Senate. Elections may be held either by paper ballot or by using electronic means.

Section 2. All Senators elected in the regular election shall take office at the regular May meeting of the Senate. The terms of office for Senators shall begin with this meeting. The term of office of a Senator shall expire upon the seating of his or her successor.

Section 3. Senators elected or appointed to fill unexpired terms shall take office immediately upon election.

#### **ARTICLE VI: OFFICERS, APPOINTMENTS AND DUTIES; DELEGATE TO THE TEXAS COUNCIL OF FACULTY SENATES, DUTIES, AND ELECTION**

##### Section 1. Officers

The appointed officers of this association shall be the Speaker, Speaker Pro Tempore, and the Secretary. The Faculty Senate elects the Delegate to the Texas Council of Faculty Senates. Appointed and elected officers of the Senate have the same right as other members to initiate business before the Senate, to participate in its discussions, and to vote.

##### Section 2. Duties

###### *Speaker*

The University President appoints the Speaker of the Faculty Senate. The Speaker shall be the facilitator for the Faculty Senate and preside over general sessions and executive meetings. The Speaker is expected to attend the Chancellor's Cabinet and Academic Council meetings, the Board of Regents meetings, and to meet regularly with the Chancellor and Provost, typically once a month during the Fall and Spring terms. The Speaker is also responsible for representing the Faculty Senate in official communications with the institution's administration and any system administration.

###### *Speaker Pro Tempore*

The University President appoints the Speaker Pro Tempore of the Faculty Senate. The Speaker Pro Tempore shall assume the duties of the Speaker of the Senate in the absence of the Speaker. When possible, the speaker pro tempore is expected to attend the regular meetings with the Chancellor and Provost.

###### *Secretary*

The University President appoints the Secretary of the Faculty Senate. The Secretary of the Faculty Senate shall maintain the essential records of the Faculty Senate. The Secretary is responsible for calling the roll at general session meetings and taking the official minutes of the meeting. When possible, the secretary is expected to attend the regular meetings with the Chancellor and Provost.

#### *Delegate to the Texas Council of Faculty Senates*

The Delegate to the Texas Council of Faculty Senates shall represent Texas Woman's University Faculty Senate at meetings of the Texas Council of Faculty Senates and shall provide Faculty Senators with information related to higher education issues. The Delegate must be a sitting Faculty Senator when first elected. The Delegate may continue to represent TWU at up to four semi-annual meetings of TCFS after leaving the Faculty Senate.

#### Section 3. Appointment of Officers

Officers shall be appointed annually by the University President. Any Senator interested in serving as Speaker, Speaker Pro Tempore, or Secretary must submit their name directly to the University President for consideration by the Friday of the Faculty Senate's April general meeting for the academic year. Interested Senators must include a biographical sketch and a signed consent form. The biographical sketch must include a mandatory Conflict of Interest Statement that explicitly discloses any existing or potential conflicts, including familial relationships (by consanguinity or affinity) with university administrators. The University President shall review the submissions and appoint Faculty Senate officers from the pool of interested candidates.

#### Section 4. Terms of Office

Faculty Senate Officers are appointed for a one-year term. The Delegate to the Texas Council of Faculty Senates is elected for a three-year term.

#### Section 5. Vacancies

Vacancies in offices of the Senate shall be declared by the presiding officer of the Senate upon the death, resignation, ineligibility, or removal of such officers.

#### Section 6. Removal of Officers

Officers of the Senate may be removed for cause by a vote of two-thirds of the members present, with the University President's approval.

### **ARTICLE VII: MEETINGS**

#### Section 1. Regular Meetings

The Faculty Senate shall hold regular meetings at least once a month during the academic year. The Faculty Senate shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with university procedures.

#### Section 2. Special Meetings

Special meetings of the Senate may be called by the Speaker of the Senate as needs arise. A special meeting must be called by the Speaker of the Senate if petitioned in writing by at least twenty percent of the Senators holding office at that time.

### Section 3. Public Notice

The Faculty Senate shall conduct its business in a way that promotes transparency and accountability. All regular and special meetings of the Faculty Senate must be announced to the public at least seven days in advance, in accordance with established laws and university policies. Agenda and related materials for the Senate's business should be made available to the public when the meeting is announced.

### Section 4. Quorum

A majority of those holding membership in the Faculty Senate shall constitute a quorum for the transaction of business. Based on information provided by the Secretary, the Speaker rules on the existence of a quorum. In the case of no quorum, the Speaker may adjourn the meeting.

### Section 5. Agenda

The agenda shall be set by the Executive Committee and made available to the University Community, in accordance with Section 3 above. Senators who wish to propose new business shall apply to Senate officers for a place on the agenda for consideration of such business. Any member of the university community may bring a matter of university concern to the attention of the Senate by indicating such, in writing, to the Secretary of the Senate, who will advise as to the necessary procedures to be followed. The order of business may be altered at any meeting by a majority vote of the members present. Faculty members and University administrators in attendance at Senate meetings may seek recognition by the Speaker of the Senate to address agenda items. The Speaker may recognize such persons to speak at times that are consistent with the agenda. The Chancellor/President and the Provost/Vice President for Academic Affairs shall have the right to address the Senate.

### Section 6. Conduct of Business

The business of the Faculty Senate includes policy matters and non-policy issues. Those items having significant effect on all faculty members require first and second readings. Issues not involving policy do not require first and second readings. The usual parliamentary rules as set forth in the most recent edition of Robert's Rules of Order shall govern all deliberations of the Faculty Senate when not in conflict with the Senate Constitution and Bylaws or with established policies of the University.

### Section 7. Closed Session

The Senate may declare a closed session by a vote of two-thirds of the members present.

## **ARTICLE VIII: UNIVERSITY COMMITTEES**

Section 1. The Chancellor/President of the University establishes and defines the nature of University ad hoc or Faculty Committees or councils on any one of the campuses, or joint

committees of the above, and determines if members are to be elected or appointed. The Speaker shall designate the representatives of the Faculty Senate to ad-hoc committees. In the case of appointed Faculty Committees, the Faculty Senate shall designate the faculty appointees, unless otherwise provided by University policy or presidential designation.

Section 2. Subject to the approval of the Faculty Senate, the Committee Selection Committee of the Senate shall make nominations to the Faculty Senate for the Faculty Committee designees referred to in Section 1 of this Article.

Section 3. The Faculty Senate shall work cooperatively with the Chancellor/President of the University to assess the roles and functions of the University committees and the extent to which these committees may be integrated into the committee structure of the Faculty Senate or otherwise assist the Senate in the discharge of the responsibilities allocated to it under this Constitution.

Section 4. University Committees with Elected Representation

The Elections Committee shall conduct the elections to the University faculty committees that require the election of members, unless otherwise provided by University policies or presidential designation.

**ARTICLE IX: AMENDMENT OF CONSTITUTION AND BYLAWS**

Section 1. An amendment to the Constitution may be initiated by the Senate or by members of the voting faculty.

Section 2. The Speaker refers the proposed amendment(s) to the Constitution and Bylaws Committee for study and for preparation of a written report to include recommendations and rationale for changes. The ratification of the proposed amendment shall follow the procedures set forth in Section 2 of the Bylaws.

Section 3. Amendments and additions to the Constitution and/or Bylaws, which have been ratified by two-thirds of the faculty voting in the election, will be submitted to the Chancellor/President of the University for approval.

## **BY-LAWS**

### **ARTICLE I: NAME**

Section 1. The name of this organization shall remain as stated unless the University acquires a different name. Should the name of the University change, this organization shall be renamed to reflect the current name of the University.

### **ARTICLE II: RESPONSIBILITIES, FUNCTIONS, AND PROCEDURES**

#### Section 1.

(a) On matters before the Senate other than routine matters or procedural matters, and subject to the applicable provisions of (b) below, a proposal shall have one reading in final form followed by a preliminary vote by the Senate. If the measure passes that vote, it shall be held over until a final vote is taken at the next regular meeting of the Senate. Two readings permit time for informing the faculty of pending actions. If the measure is sustained in the final vote (with or without amendment), it shall be deemed approved by the Senate.

(b) A proposal for academic policy, at the meeting at which it is introduced, will be offered for explanation, enquiry, and possible debate. A vote will not be taken at this point; instead, the proposal will be referred by the Speaker of the Senate to an appropriate committee for study, report and recommendation. The committee will be responsible for submitting the proposal for review and comment to the departments, divisions, schools, and colleges affected; to the Chancellor/President of the University; to any other University officers directly concerned; and to any applicable University committees. A reasonable time shall be allowed for the receipt of comments, but in no event will the Senate take final action on such a proposal until at least four weeks have elapsed from the date of submission for review and comment. When finally approved by the Senate, such a policy shall be submitted to the Chancellor/President of the University for consideration and action, subject to applicable regulations.

(c) For the limited purpose of the Senate vote, the determination of whether a matter before the Senate is a proposal for academic policy, a routine matter, or a procedural matter, or some other matter within the competence of the Senate, shall be made by the Speaker of the Senate, in consultation with the Parliamentarian, and subject to override by a majority vote of the Senators present.

(d) When the Senate takes final action on any matter except routine or procedural matters, the number of ayes, nays, and abstentions occurring on the final vote will be recorded in the minutes and transmitted along with any resulting policy proposal or expression of views.

(e) The names of the Senators in attendance must be recorded at a meetings in which the Faculty Senate conducts business related to: (a) a vote of no confidence regarding a university or system administrator; or (b) policies related to curriculum and academic standards.

Section 2. [NO BYLAWS PROPOSED]

Section 3. [NO BYLAWS PROPOSED]

Section 4. Reporting to the faculty; minutes available on the Faculty Senate webpage.

(a) The Secretary of the Senate shall distribute to the faculty and officers of the University copies of the agenda for each meeting of the Senate at the same time that the agenda is distributed to the Senators. Copies of the agenda will also be available from the Secretary upon request.

(b) Promptly after each meeting of the Senate, the Secretary shall prepare and distribute to the faculty generally a report summarizing the business transacted and listing the names of Senators who were absent. Minutes of each Senate meeting will be available in the Faculty Senate office and at each campus in the library or learning resource center thereof.

#### Section 5. Rules of procedure

Voting that requires documentation of the number of ayes, nays, and abstentions shall be through a show of hands or by standing, at the discretion of the presiding officer. A roll-call vote shall be conducted on any issue when requested by any three Senators. The results of such a roll-call vote, with the individual votes reflected, shall be published in the minutes of the meeting.

### **ARTICLE III: COMMITTEES OF THE SENATE**

#### Section 1. Standing Committees

(a) A brief description of the purposes of the standing committees is as follows:

*Academic Standards* - Addresses issues regarding the academic functioning of the University. The issues might include areas of concern with respect to admission standards, academic progression, academic support services, academic programs and academic integrity. These issues, however, are not considered all inclusive.

*Academic Freedom and Responsibility* - Addresses issues related to the conditions of faculty employment and faculty practice, as well as faculty's civil, academic, and intellectual rights.

*Administrator Evaluation* - Responsible for all aspects of the evaluation of administrators by faculty, including developing new forms and revising current forms, making recommendations related to either the policy and/or procedures, arranging for statistical analysis of the results, recruiting faculty in addition to Senators to help implement evaluations, maintaining security of the forms, ordering materials, submitting budget requests, and overseeing the Committee's budget.

*Constitution and Bylaws* - Interprets the Constitution and Bylaws for the Senate; considers, recommends, and ratifies amendments; may be called upon to draft Senate resolutions.

*Budget and Planning* - Coordinates the ongoing Senate process of shared governance with administration as it relates to budget and planning; works with the Speaker to prepare the annual budget request for the Faculty Senate.

*Elections* - Responsible for conducting the Faculty Senate elections (see Bylaws, Article IV, Sections 4-8, and Bylaws, Article V) and elections of faculty to serve on designated University committees as specified by the TWU Faculty Handbook.

*Faculty Affairs* - addressing faculty concerns and reviewing policies and procedures related to faculty issues at the University.

*Faculty Handbook* - Responsible for managing all aspects of the TWU Faculty Handbook which is designed "to provide new and continuing faculty information about TWU". This committee will

work with the Provost/Vice President for Academic Affairs to ensure that information in the Faculty Handbook and the University Policies are similar.

*(b) Membership*

Members have one-year terms on standing committees of the Senate, but are eligible for re-election or reappointment. A term on a committee begins at the time of selection during the May organizational meeting of the new Senate, and a term expires with the selection of new committees following the Spring elections or with the resignation or removal of the Senator from the Senate. The members of a standing committee may include others in addition to Senators with the approval of the Senate. The chair of the committee, however, must be a member of the Senate.

Committee membership typically consists of 4-6 Senators. The Elections Committee, however, will consist of five Senators, from among those Senators whose seats will not be at issue in the next immediate regular elections of the Senate. As nearly as practicable, the members of this committee will be from the different voting units and campuses.

*(c) Meetings*

Meetings of the standing committees shall be called by chairpersons as needed.

*(d) Quorum*

A quorum of a Senate committee shall be a majority of the membership. Only with a quorum present will a vote be considered binding. The Speaker of the Senate holds ex officio (nonvoting) membership on all committees. The Speaker will not be counted, however, in determining the quorum requirement of a committee.

*(e) Reporting*

All reports, recommendations, and motions of standing committees to the Senate will be in writing and distributed to Senate members in advance of each regular meeting. In addition to the written reports, committee chairs or designees at the regular Senate meeting may present orally as provided by the published agenda.

Section 2. Committee Selection Committee

As a first order of business in the newly seated Senate in the spring, Senators representing each voting unit will caucus briefly to select a representative to serve on the Committee Selection Committee. No more than one member of the Committee Selection Committee may be elected from any one voting unit during the year.

The Senate Committee Selection Committee will then as soon as practicable, but with due deliberation, nominate for Senate approval the members and temporary chairs of the other standing committees, except those filled under other provisions of these Bylaws.

Section 3. Nominating Committee

A Nominating Committee shall be convened by the Committee Selection Committee no later than the regular April Senate Meeting.

Section 4. Executive Committee

The Executive Committee provides leadership and makes recommendations to the Faculty Senate regarding procedural, financial, and management issues affecting the Senate. This Committee serves to improve the efficient discharge of Senate business and can make

immediate or emergent decisions without the approval of the Faculty Senate, but such decisions must be presented to the Faculty Senate at the next meeting. Executive Committee decisions will be made by majority vote of those members present. The Executive Committee will meet monthly, preceding regular Senate meetings. A quorum shall be a majority of the committee members. The University Chancellor/President and/or other members of the administration may be invited to discuss University business at the Executive Committee meetings. Executive Committee meetings will be open to attendance by all members of the University community. The Committee may choose to go into closed session during discussions of certain issues.

#### Section 5. Ad hoc Committees

Ad Hoc committees shall have Senate representation and may include other members of faculty and/or administration of the university. The Chair of the Ad hoc Committee shall be determined by that committee's membership.

Each Ad Hoc committee shall terminate automatically when its final report has been received by the Senate unless the Senate gives other instructions.

### **ARTICLE IV: FACULTY SENATE MEMBERSHIP, QUALIFICATIONS, RESPONSIBILITIES, AND ELECTIONS**

#### Section 1. Membership

For the purpose of electing Senators, the voting faculty of the Texas Woman's University shall consist of all faculty holding appointment of at least one-half time in the tenure or non-tenure track. All other faculty such as visiting professors and adjunct faculty are not eligible to vote in Senate elections. In elections of Senators, persons on leave of absence are not eligible to vote. Department chairs who hold the rank of professor, associate professor, assistant professor, instructor, or lecturer are eligible to vote. Administrators above the level of department chairs are not eligible to vote.

#### Section 2. Qualifications of Senators

(a) In the event of a voting unit having no candidate meeting the aforementioned criteria (Section 2), the Senate shall define alternate criteria for determining eligibility of a candidate(s) by a 2/3 majority of Senators present

(b) Members of the Senate assuming administrative positions, as described in Article IV, Section 2d, of the Constitution, during their term of office shall not be eligible to continue as members of the Senate, and the respective voting units will be notified by the Elections Committee to elect a replacement to complete the term of office.

#### Section 3. Responsibilities of Senators

Responsibilities of each Senator include:

- (a) Attending all meetings of the Faculty Senate and participating actively until adjournment;
- (b) Reporting to and seeking information and input from members of the voting unit;
- (c) Reviewing existing or proposed academic policy;
- (d) Exploring general concerns/issues related to faculty of the university;
- (e) Initiating policy proposals for consideration by administration;

- (f) Advising the administration on the formulation and implementation of policies relating to scholarly pursuits and to academic freedom and responsibilities;
- (g) Participating in shared governance of the university through its representation of the University faculty and advisory role to the administration;
- (h) Actively seeking and conveying the needs, desires, and wishes of the voting unit to the total Senate;
- (i) In the event a Senator cannot attend a Senate meeting, the Senator may designate one of their fellow Senators as their proxy vote by notifying the Speaker and the Coordinator of the Faculty Senate Operations; Senators may serve as a proxy for only one other Senator and a proxy vote does not count towards quorum;
- (j) Advising the Secretary of the Senate of his/her current mailing addresses

#### Section 4. Election of Senators

Election of Senators shall be completed for the upcoming year during the Spring semester each year, preferably beginning the elections' process no later than February, as identified in Article V of the Bylaws.

#### Section 5. Terms of Office

The terms of office for Faculty Senators will be staggered so as to permit the election of one-half of the Senate (or, if the Senate size is an odd number, as close to one-half as possible) each year. An elected member of the Faculty Senate may serve a two-year term. If a Senator is elected by special election to fill an unexpired term having less than one year remaining, that Senator may be elected for a two year term. The Senate Elections Committee will have the responsibility of ensuring that the terms of service are staggered. A member of the faculty senate appointed by the University President may serve up to six consecutive one-year terms, if reappointed. Once senators have reached their term limits, they may only be reelected or reappointed after the second anniversary of the last day of the member's most recent term.

#### Section 6. Voting Units

Should a reorganization of the University result in the addition, merger, or elimination of any of the schools or colleges, the Faculty Senate shall have the power to add, delete, or reconfigure representation from voting units to conform with the reorganization of the university.

#### Section 7. Apportionment

- (a) The census of the voting units shall be determined by the number of qualified voting faculty as defined in the Constitution. Seats will then be apportioned to voting units in accordance with the census. The apportionment for each regular annual Spring election of Senators shall be made on the basis of the voting faculty census that Spring, unless otherwise determined by the Senate. The apportionment shall be determined by the Elections Committee.
- (b) For the purpose of determining the apportionment ratio, academic faculty and clinical faculty with the rank of professor, associate professor, assistant professor, instructor, and lecturer are counted, as long as they are employed a minimum of one-half time. Faculty members having an appointment of as much as one-half time will count as one-half toward the

unit's census in determining the apportionment ratio; faculty with an appointment of more than one-half will count as one person in the voting unit census. Other faculty are not counted.

(c) Persons having joint appointments in more than one division or schools shall vote and be counted in the census of the voting unit in which the highest percentage of their time is assigned; persons whose appointment is 50 per cent in each of two voting units will be assigned to a voting unit by the Elections Committee unless that Committee is notified of a choice prior to an apportionment.

(d) A voting unit may not elect more than one Senator from any one academic unit unless it exceeds the apportionment ratio by a major fraction (greater than 50%).

(e) Elected Senators shall not be removed from their Senate seat prior to the end of the term to which they were elected because of a decline in the census of the voting unit by which they were elected.

(f) Questions or appeals relating to the actions taken under the Constitution and Bylaws of the Faculty Senate regarding elections shall be directed to and settled by the Senate Elections Committee, subject to appeal to the Senate. An individual who wishes to appeal a decision made by the Elections Committee must submit a letter to the Speaker of the Faculty Senate with a rationale for requesting said appeal within 14 calendar days of notification of the Elections Committee's decision. The Elections Committee will then submit within 14 calendar days its report and justification for its decision to the Faculty Senate, which will discuss the report at the next regular meeting of the Faculty Senate and render a final decision.

(g) Whenever a component is established, eliminated, or merged within a college or school, the Faculty Senate shall then reapportion members according to the method of apportionment established in the Constitution and Bylaws of the Faculty Senate.

#### Section 8. Vacancies

Special elections will be held as needed to fill vacancies. When such vacancies occur, the Elections Committee shall notify the affected voting unit within seven days of the determination of the vacancy, and the voting unit involved shall elect the replacement within a time schedule established by the Elections Committee and following the nomination and election procedures prescribed herein for regular elections. If a voting unit contains multiple departments, components, programs or schools, then Faculty Senator nominees shall be sought from all unrepresented elements (departments, components, programs, or schools) within that voting unit.

#### Section 9. Removal

Reasonable cause for absence from regular Senate meetings is defined as university business, illness, or unusual personal business as determined by the three elected officers of the Senate officers. The secretary shall notify any Senator who has two absences. A Senator who is so removed has the right to appeal to the Senate, which may reinstate the Senator by majority vote. If a Senator is asked to be removed by the Provost, approval from the University President is required. In all cases, the Senator facing removal shall have the opportunity to review the reasons and submit a written or oral rebuttal before a final decision is made. This process ensures fairness and due process.

## Section 10. Resignation

When a Senator resigns from the Senate, the Speaker shall notify the Secretary and the Chair of the Elections Committee of the resignation and the effective date. If the resignation will be effective at the end of an academic year, the election of a Senator to fill the vacant position will occur as part of the regular Spring Senate elections, if possible. At other times of the year, the replacement Senator will be elected by special election within two months of the resignation, excepting summer months. Should no letter of resignation be received from someone who is known to no longer be a member of the faculty, then the Speaker can declare the vacancy.

## **ARTICLE V: NOMINATIONS, ELECTIONS, AND APPOINTMENTS OF SENATORS**

### Section 1. Nominations

(a) The Elections Committee will conduct all Senate elections as specified below.

(b) Following the apportionment of seats by the Senate in the Spring, the Elections Committee will notify each voting unit in which Senators' terms are expiring as to the number of Senators to be elected and will provide a list of the persons within the voting unit who will be eligible for election to the Senate. The Elections Committee will establish deadlines for nominations for Senators in each voting unit in which Senators are to be elected. The committee will specify which, if any, positions are to be filled from any particular campus.

(c) The Elections Committee will request the voting faculty of each voting unit to nominate candidates for the Senate positions to be filled in that voting unit. Nomination is made by sending the name of the nominee, along with a consent-to-serve form signed by the nominee, to the chair of the Elections Committee. When asking for nominations, the Elections Committee will notify the voting units of the deadline for making such nominations.

### Section 2. Elections

(a) The Elections Committee will oversee this election process, using either paper ballots or electronic means. In either format, names of all nominees who under the constitution are eligible to serve in the Senate shall be included.

(b) The Elections Committee will conduct the elections in each voting unit, with the assistance, if necessary, of additional voting faculty. The Election Committee shall ensure that election is secret, whether the election employs paper or electronic. Notification will be sent to each voting unit of the time and place for the counting of ballots, and one representative of the voting unit may observe the counting of the ballots. This representative will be determined by the members within the voting unit; the method used will be at the discretion of the voting unit. Prior to tally of the ballots, the Elections Committee must be notified in writing by the component head as to the selection utilized and the individual selected.

(c) In voting units where only one Senator is to be elected, the vote will be by simple majority. In the event no candidate receives a majority, the names of the candidates with the highest and next highest number of votes shall remain on the ballot and a second secret-ballot vote will be taken. In case of a tie vote in the second election, the winner will be determined by lot. In voting units or campuses where more than one Senator is to be elected, voters may vote for as many candidates as there are positions to be filled. The votes received by each candidate will be tallied, and those candidates receiving the largest number of votes will be declared elected, subject to the possibility of a run-off election if two or more candidates tie in votes for a

position to be filled, and subject further, when applicable, to the provision of Article IV, Section 7d of the Bylaws. When this section applies, after all the candidates permitted to be elected from a single department have been elected, other candidates from that department receiving votes that would otherwise be sufficient for election will be stricken from the list of those being elected.

(d) The Elections Committee will inform the voting unit of the names of the persons elected, will inform the persons elected, and will give the same information to the Secretary of the Senate. In the event of a demand for a recount of the votes within a specific voting unit, by a faculty member eligible to vote, a written request must be submitted to the Elections Committee. Such request must be made within three (3) days following the notification of the results of the election, and must state the reason for the demand. Notification of the results of the recount will be announced at the following Faculty Senate meeting.

(e) The Secretary of the Senate shall verify at the beginning of each long term whether elected Senators continue to be eligible and if they are still members of the faculty. The Secretary shall notify the Speaker of the Senate and the Chair of the Elections Committee of vacancies, according to the voting unit, within ten days of the beginning of each long term.

### Section 3. [NO BYLAWS PROPOSED]

### Section 4. Appointment of Senators

(a) The University President shall appoint one Faculty Senator from each College.

(b) The President may consult with the current Faculty Senate leadership before making appointments.

(c) The appointed Senators must meet the same eligibility criteria as elected Senators and will serve a one-year term, with the possibility of reappointment at the University President's discretion.

(d) The appointed senators shall have full voting rights and responsibilities equal to those of elected senators during their term of service.

## **ARTICLE VI: OFFICERS, DUTIES, AND ELECTIONS; DELEGATE TO THE TEXAS COUNCIL OF FACULTY SENATES, DUTIES, AND ELECTIONS**

### Section 1. [NO BYLAWS PROPOSED]

### Section 2. Duties

*The Speaker shall:*

(a) Serve as chair of the Faculty Senate Executive Committee and report on the actions of the Faculty Senate Executive Committee to the Senate at each regularly scheduled meeting of the Faculty Senate.

(b) Schedule the regular meetings for the Senate year.

(c) Prepare an agenda for all Faculty Senate sessions in collaboration with the Faculty Senate Executive Committee.

(d) Preside at all meetings of the Faculty Senate.

(e) Appoint ad hoc committees of the Faculty Senate.

(f) Represent the Faculty Senate at University functions and activities

- (g) Communicate Faculty Senate business to appropriate parties.
- (h) Appoint a Parliamentarian to be confirmed by the Senate.
- (i) Serve as an ex officio (non-voting) committee member in all Faculty Senate Committees.
- (j) Serve as a voting member of the Faculty Senate.
- (k) Serve as consultant to the newly elected Speaker in his/her capacity as a member of the Executive Committee for one year after the end of the term of office.
- (l) Declare vacancies of Senators.
- (m) Set annual goals and priorities for the Faculty Senate.
- (n) Prepare an annual report available to the Faculty regarding progress made in achieving goals.
- (o) Serve as Chair of Annual Fall Faculty Meeting
- (p) Meet regularly with the Chancellor/President of the University to discuss Faculty Senate issues and/or concerns.
- (q) Assign duties to Standing Committees, as appropriate.
- (r) With the other elected officers, approve the job description and review the job performance of the Faculty Senate Coordinator of Operations.
- (s) With the other elected officers and in consultation with the Executive Committee and recommend to the Senate employment and salary level of the Administrative Assistant.
- (t) In consultation with the Executive Committee and the Budget and Planning Committee, shall be responsible for submitting the annual Faculty Senate Budget Request to the TWU administration.

*The Speaker Pro Tempore shall:*

- (a) Serve as a voting member of the Faculty Senate.
- (b) Assume duties of the Speaker of the Senate in the event of a vacancy in the office of Speaker and serve the remainder of the Speaker's term.
- (c) Maintain a record of the status of all Faculty Senate documents and actions by working with the Senate's Coordinator of Operations to maintain the Senate tracking document, which tracks the progress of approved proposals and resolutions.
- (d) With the other elected officers, approve the job description and review the job performance of the Faculty Senate Coordinator of Operations.
- (e) With the other members of the Executive Committee, recommend to the Senate the employment and salary level of the Faculty Senate Coordinator of Operations.

*The Secretary of the Faculty Senate shall:*

- (a) Serve as a voting member of the Faculty Senate.
- (b) Maintain the official roster of the members of the Faculty Senate.
- (c) Verify the continued eligibility of Senators to serve as specified in Article V, Section 2e of Bylaws.
- (d) Complete roll call and advise the Speaker of the presence of a quorum throughout each meeting.
- (e) Report vacancies by name, date, and voting unit to the Speaker of the Faculty Senate and the Chair of the Elections committee.

- (f) Record and distribute minutes of Senate meetings to all Senators at least six calendar days prior to the next monthly session.
- (g) Make available approved minutes of each Faculty Senate session to all faculty and administrators and, to the public, as required by law and policy.
- (h) Furnish each Senator, upon his or her election, with a copy of the Constitution and Bylaws, a current membership roster, and any other appropriate materials.
- (i) With the other elected officers, approve the job description and review the job performance of the Faculty Senate Administrative Assistant.
- (j) With the other members of the Executive Committee, recommend to the Senate employment and salary level of the Administrative Assistant.

*The Delegate to the Texas Council of Faculty Senates shall:*

- (a) Be a voting member of the Faculty Senate upon election. Service as Delegate to TCFS may be continued for up to two years after service on the Senate has terminated.
- (b) Report to the Faculty Senate on both emerging issues at State and national levels as well as on current issues at the State and national level.
- (c) Attend biannual meetings of Texas Council of Faculty Senates.
- (d) Attend relevant meetings of the Texas Higher Education Coordinating Board.
- (e) Monitor activities and discussions of legislature and Coordinating Board that are related to higher education.
- (f) Assist Speaker of the Faculty Senate in preparing a report of Texas Woman's University activities and concerns to the Texas Council of Faculty Senates.
- (g) Cast one of the two votes allocated to Texas Woman's University by the Texas Council of Faculty Senates.
- (h) Shall not vote on Faculty Senate matters unless the Delegate also currently serves as a Faculty Senator.
- (i) Shall have the right to vote on matters before the Faculty Senate Executive Committee.

Section 3. Appointment of Officers

- (a) Any eligible Senator interested in serving as a Faculty Senate Officer, including Speaker, Speaker Pro Tempore, or Secretary, for the academic year, must submit their name directly to the University President for consideration by the Faculty Senate's April general meeting.
- (b) Submissions must include a signed consent form and a one-page biographical sketch. The biographical sketch must contain a mandatory Conflict of Interest Statement, as outlined in the Constitution, which explicitly discloses any existing or potential conflicts, including familial relationships (by consanguinity or affinity) with University administrators.
- (c) The University President shall review the submitted materials and appoint Faculty Senate Officers from the pool of eligible candidates.
- (d) Upon notification from the President, the appointed officers shall be announced to the Faculty Senate.

Section 4. Terms of Office

Faculty Senate Officers are appointed for a one-year term. The Delegate to the Texas Council of Faculty Senates is elected for a three-year term.

#### Section 5. Vacancies

- (a) In the event of a vacancy in the office of Speaker, the Speaker Pro Tempore shall assume that office.
- (b) If a vacancy for the Speaker Pro Tempore and/or Secretary positions is declared, the Faculty Senate must promptly inform the University President of the vacancy. Eligible Senators interested in being considered for the appointment to the vacant position should submit their names directly to the University President. Submissions must include a signed consent form and a biographical sketch that contains the necessary Conflict of Interest Statement, as specified in Article VI, Section 3(c)(4). Materials should be submitted with enough time for the University President to make an appointment before the next scheduled Faculty Senate General Meeting.
- (c) Vacancies shall be filled for the remainder of the term

#### Section 6. Removal of Officers

- (a) To remove an officer of the Senate from the duly elected position, one of the Officers of the Senate must have received a petition signed by a minimum of 15% of Senators. The petition must be distributed to all Senators prior to the meeting at which the vote will be taken.
- (b) The vote will be conducted by the Speaker, unless that individual is the one subject to removal, in which case the vote will be conducted by the Speaker Pro Tempore. Removal will occur if two-thirds of Senators present so vote.
- (c) Any removal of an officer approved by the Faculty Senate must also be submitted to the University President for final review and approval. The removal will not be considered final until the President has confirmed the action.

### **ARTICLE VII: MEETINGS**

#### Section 1. Regular Meetings

The regular meeting of the Faculty Senate shall be held at 10 a.m. on the second Friday of each month during the academic year, or if a University holiday occurs on that date, on the next Friday which is not a holiday. The Faculty Senate shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the Senate if more than 50 percent of the members of the Senate are in attendance. The broadcast link will be published on the Faculty Senate webpage.

#### Section 2. Special Meetings

Written notice and agenda, posted at least seven calendar days prior to that meeting, shall be given to each Senator, and published on the Faculty Senate Institutional webpage.

#### Section 3. Public Notice

- (a) The following shall be made available to the public on the Faculty Senate's institutional webpage not later than the seventh day before a meeting of the Faculty Senate:

- (i) an agenda for the meeting with sufficient detail to indicate the items that are to be

discussed or that will be subject to a vote; and

(ii) any curriculum proposals reviewed by the Faculty Senate that will be discussed or voted on at the meeting.

(b) The Faculty Senate Secretary, in coordination with the Speaker and the Senate's Coordinator of Operations, shall ensure the timely preparation and electronic posting of the agenda and related materials.

#### Section 4. Quorum

A majority of Faculty Senate members shall constitute a quorum for the transaction of business. Vacant or vacated positions shall not be counted in determining the requirements for a quorum. In the absence of a quorum, business cannot be transacted; however, the Speaker of the Senate may make announcements and allow discussion. The Speaker has the discretion to recess the Senate for a short period in order to attempt to secure a quorum. If a quorum is not obtained in a reasonable time, the meeting is declared adjourned by the presiding officer.

#### Section 5. Agenda

The Executive Committee shall prepare an agenda for each meeting. The Speaker shall be responsible for distributing the agenda to all Senators at least seven calendar days in advance of each regular meeting, excluding the day of the meeting, and it will be posted on the Faculty Senate Institutional webpage no later than the seventh day before the meeting.

#### Section 6. Conduct of Business

Matters of policy are discussed by the Senate and assigned by the Speaker to the appropriate committee for study, report, and recommendations. The committee brings the issue to the Senate floor for discussion and vote, which shall be designated a first reading. The Senate may accept, amend, or defeat the proposal. In the case of an acceptance, with or without amendments, the proposal is forwarded to the total faculty, administration, and any appropriate committee for comments. The proposed policy returns to the Senate floor for a second reading and a final vote. (Refer to Bylaws Article II, Section 1 for further delineation of process.)

#### Section 7. Closed Session

Meetings of the Faculty Senate are ordinarily open to the public; however, the Senate may choose to go into closed session. No official vote or action item shall be taken while a meeting is conducted in closed session.

### **ARTICLE VIII: UNIVERSITY COMMITTEES**

Section 1: Each Spring, in anticipation of the appointment by the Chancellor/President of the University of members of the Faculty Committees of the University for the regular academic year beginning the following Fall, the Faculty Senate shall submit to the Chancellor/President of the University a list of faculty members designated for appointment to the respective committees.

Section 2. In March, a list of University Committees is sent to all eligible faculty members from the Chancellor/President's office. Faculty are asked to indicate their preferences for serving on University Committees. The Faculty Senate Committee Selection Committee will receive the preferences for the following four Faculty Committees: Curriculum, Intellectual Property, Library & Media Services, and Research Support. Based on these preferences, the Committee Selection Committee will submit the list of committee designees for confirmation by the Faculty Senate at its May meeting.

Section 3. [NO BYLAWS PROPOSED]

Section 4. University Committees with Elected Representation

Each Spring, the Elections Committee shall determine upcoming vacancies for University committees that require election of members, solicit nominees from the components of the University, and conduct the election of committee members.

## **ARTICLE IX. AMENDMENT OF CONSTITUTION AND BY-LAWS**

Section 1. The initiation of an amendment to the Constitution may be introduced by a Senator or by a written petition addressed to the Faculty Senate and signed by at least twenty per cent of the voting faculty. When the Senate receives such a petition, the Speaker of the Senate may request the petitioners to appear before the Faculty Senate for a discussion on their proposal for the purpose of effecting language clarification or substantive changes in the petitioners' proposed amendment. Regardless of the outcome of such discussion, the Speaker of the Faculty Senate will refer the proposed amendment to the Constitution & Bylaws Committee phrased in the language of the petitioners.

Section 2. The report of the Constitution and Bylaws Committee, if accepted, will be considered a first reading of the proposed amendment(s). The recommended changes are then sent out to faculty for their feedback. At a subsequent regular meeting, the proposed amendment will undergo a second reading and may be approved by a vote of two-thirds of the Senators present. Following second reading approval, amendments are to be voted on by the voting faculty in an election conducted by the Faculty Senate Elections Committee and shall be ratified if approved by two-thirds of those voting in the election.

Section 3. The approved amendment is forwarded for consideration to the Chancellor/President of the University. The Chancellor/President will ordinarily respond by the first regularly scheduled Faculty Senate meeting being held after receiving the amendment, unless the Chancellor/President's office notifies the Speaker that an extension is necessary to the second regularly scheduled Faculty Senate meeting. Should changes to the amendment be recommended by the Chancellor/President, the amendment is returned to the Senate for consideration of the modifications. Once an amendment is approved by the Faculty Senate and the Chancellor/President, the Faculty Senate Constitution and Bylaws committee shall ensure that the Constitution and Bylaws are updated to reflect the newly adopted amendment(s).