

**Faculty Senate**

**Constitution and By-Laws**

**Transitional Document**

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**ALBANY STATE UNIVERSITY**

*A Unit of the University System of Georgia*

**Albany, Georgia**



**Arthur Dunning**

**PRESIDENT**

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**(Revised March 24, 2017)**

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**THE FACULTY SENATE BY-LAWS**  
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## **ARTICLE I: FUNCTIONS OF THE FACULTY SENATE**

The representative body of the General University Faculty shall be known as the Albany State University Faculty Senate. The Faculty Senate functions under the authority of the Board of Regents as prescribed in the Board of Regents Policy Manual Section 302.06 Faculty Rules and Regulations.

### **Section A: Actions and Duties of the Faculty Senate**

The Senate shall act on behalf of the General University Faculty in:

1. Formulating general rules and regulations for all academic programs of the University and its students.
2. Making recommendations and providing advice and counsel to the President of Albany State University and to the General University Faculty.
3. Considering written requests or petitions of a unit faculty (department or school) or an individual faculty member about matters within the realm of legitimate consideration of the General University Faculty and making recommendations regarding such matters to the President of Albany State University.

### **Section B: Shared Governance**

A strong tradition of shared governance is essential to the excellence of any institution of higher learning. Shared governance allows all stakeholders to have a role in the decision-making process of the college. Shared governance is based on the following principles: (1) informed and inclusive decision making; (2) transparency; (3) open and continuous communication between and among all constituency groups; (4) accountability; and (5) mutual respect and trust. Therefore, the purpose of the Faculty Senate is to ensure that the institution's faculty has the means to give effective advice with respect to the question of academic policy and institutional governance with particular emphasis upon the highest quality in matters of curricula, degree requirements, instructional standards, and grading criteria, and that the appropriate means of giving such advice is through an elected Faculty Senate. As a key partner in institutional governance, the senate has advisory responsibility for: 1. General academic policies of the college; 2. Establishment of standing, ad hoc, and special committees; 3. Policies regarding faculty promotion and tenure; 4. Institutional planning and priorities; 5. Institutional policies and practices regarding student success including retention and graduation; 6. Policies and procedures related to faculty development; 7. Revisions and maintenance of the Faculty Handbook. As such, the Senate shall execute the requests of the General University Faculty and make recommendations

to that body about those matters, which must be voted on directly by the General University Faculty

**Section C:** Faculty Governance

Faculty Governance: A significant and integral responsibility of the Faculty Senate is to ensure faculty governance at the university. Embodied in the language throughout the Board of Regents' Policy Manual is the notion of meaningful faculty involvement in decision and policy issues at the university.

**ARTICLE II: ACADEMIC FREEDOM**

**Section A:** Faculty Rights under Academic Freedom

The common and primary commitment of every faculty member at Albany State University is respect for the following rights:

1. the right of all to search for truth and knowledge without obstruction or restraint,
2. the right of all to attempt to persuade by reasoned argument or peaceful processes and
3. the right of all to form judgments based on full and free exploration, exposition, and discussion without reprisal from any individual, office or agency.

**Section B:** Unacceptable Action

Deliberately violent, obstructive, or disruptive action of groups or individuals which is prejudicial to academic freedom and destructive to the pursuit of learning at this university is unacceptable.

**Section C** The Faculty Senate Academic Freedom Affirmation Statement

Statement Regarding Academic Freedom

Institutions of higher education exist for the common good, and the common good depends on academic freedom: the free search for, and the free exposition of, truth. Academic freedom applies in both research and teaching. Freedom in research is essential for the true advancement of knowledge, which advances a free society; academic freedom in teaching is essential for the protection of the rights of both the professor and the student in the free interchange of ideas and knowledge.

Academic freedoms are the right of every faculty member, tenured or not. These freedoms include:

1. Freedom in research and in the publication of results.

This freedom does not relieve the faculty member of the responsibility for carrying out other duties of the position.

2. Freedom in teaching to discuss a field of competence relative to an assigned course without restrictions on content or method.

In the exercise of this freedom, the faculty member should be careful not to introduce controversial matters, which have no relation to the subject matter of the course. The faculty member is also obligated to encourage the free pursuit of learning by students. The faculty member adheres to a proper role as intellectual guide and counselor. Every reasonable effort is made to foster appropriate and honest academic conduct and to assure that evaluation of students reflects the true merit of their work. The confidential nature of the relationship between faculty member and student is respected. Significant assistance from students is acknowledged in publication of the results of research.

3. Freedom as a private citizen to speak out on public issues.

The special position of the faculty member as a person of learning and an educational officer in the community, however, imposes the special obligation that he or she must understand and remember that the public may judge the profession and the university on the basis of such public utterances. The faculty member measures all rights and obligations as a citizen against rights and responsibilities to the field of specialization, to students, profession, and the university. When speaking, writing, or acting as a private person, the faculty member must clearly acknowledge that he or she is not speaking for the university and further avoid creating the impression that he or she is speaking for the university.

4. Freedom to be judged by one's colleagues, in accordance with fair procedures, in matters of promotion, tenure, and discipline, on the basis of the faculty member's professional qualifications, professional conduct, and productivity.

### **ARTICLE III: ORGANIZATION OF THE FACULTY SENATE**

#### **Section A: Membership**

1. The Membership of the senate is comprised of elected representatives from the full-time faculty as designated by the Bylaws of the senate
2. Each Department and the Library is represented in the senate as provided by the bylaws
3. Members of the general faculty eligible to be elected to the senate are

general faculty as specified in the bylaws.

4. Each member of the general faculty is eligible to vote for senate representatives from the academic unit of which he or she is a member as designated by Section 3.4.1 of the Bylaws. General faculty is defined by the Bylaws, Article II, Section 2.1. Visiting faculty and adjuncts are not eligible to vote regardless of rank or duration of appointment or contract.
5. Terms of senate representatives will be two years as set forth in the Bylaws, section 3.5.3
6. An annual election will be held in the spring of each year as specified in the Bylaws, section 3.3
7. There shall be the following continual non-voting associate members of the Senate: The Provost/Vice President for Academic Affairs, Assistant Provost, the Vice President for Fiscal Affairs, the Vice President for Student Affairs, the Vice President for Institutional Advancement, the Vice President for Technology, the University Registrar, the Head Librarian, the Dean of Graduate Studies, Each Dean of an Academic College or School, the Legal Counsel of the University, the chairperson of each academic department, the President of the Student Government Association and one other student representative (at most two student representatives), and as in Article III, Section 3.1.1 of the By-Laws.

## **Section B: Officers**

1. The By-Laws to the Faculty Senate will provide for the election and maintenance of Senate officers. The officers will consist of a Faculty Senate President (Chair of the Executive Board), a Secretary, a President-Elect who will serve as Parliamentarian during his or her term, and a Logistic Officer. A senator must have completed at least one year as a senator in order to hold any office of the Faculty Senate other than Chair of the Executive Board (Senate President). The Chair of the Executive Board (Senate President) must have completed one two-year term of service as a senator prior to holding the office of Chair of the Executive Board and President of the Senate.
2. The Executive Board will be made up of: Faculty Senate President (who will serve as Chair of the Executive Board), Faculty Senate President-Elect, Secretary, and senators to represent each College (to include the library) of the University.
3. Annual election of officers shall be conducted only in regular meetings of the Senate and must be completed prior to March 31, preceding the beginning of the term of office.

## **Section C: Meetings of the Senate**

1. The President of the Faculty Senate must provide for the scheduling and

conducting of regular meetings of the Senate.

2. The senate shall establish a schedule of regular meetings for the year at its organizational meeting to be held before April 26th. The schedule will be promptly published and distributed to all members of the senate, general faculty, and to appropriate administrative and staff personnel of the college. The University President may request (through the Faculty Senate Executive Board) a call meeting (or special meeting) of the Faculty Senate or the Executive Board as provided in the By-Laws (Article III, Section A-1, 2).
3. The Faculty Senate reserves the right to meet in executive session. Such sessions will consist of voting members only. Executive sessions may be requested by any voting member of the Senate, and must be approved by a majority vote. At its discretion, the senate may invite specific individuals to attend and participate in closed meetings. The Secretary shall keep a record (regular minutes) of the executive session.
4. The Chairperson of the Faculty Senate Executive Board shall declare the bounds of the Faculty Senate meeting area prior to the start of each regular meeting of the Senate, as provided in the By-Laws (Article III, Section A- 1, 2).

#### **Section D: Committees**

1. Senate Standing Committees: The Executive Board of the Senate designates standing committees of the senate. The Executive Board appoints each Senate Committee for the period of one year. All committees can initiate proposals and recommendations through their reports. Member for the standing committees will be recommended by the Nominating Committee. The Nominating Committee is a subcommittee of the Executive Board chaired by the chair-elect. The purpose of the Nominating Committee is to nominate senators and other college personnel for committee membership to the executive board. Members for the standing committees will be elected by the Faculty Senate at large.
2. Senate ad-hoc Committees: Temporary ad-hoc committees can be appointed for specific purposes as the senate or Executive Board sees fit.

### **ARTICLE IV: AMENDMENT AND APPROVAL**

#### **Section A: Amendment**

The Constitution of the Faculty Senate may be amended by vote of the Senate and the General University Faculty as prescribed for approval under, Article IV, of the By-Laws.

#### **Section B: Approval**



Amendments to the Constitution of the Faculty Senate must be recommended to the General University Faculty for approval by at least two-thirds (2/3) affirmative vote of the elected membership of the Senate and approved by at least two-thirds (2/3) affirmative vote of the General University Faculty.

#### **ARTICLE V: SUBORDINATION OF CONSTITUTION**

The Constitution or By-Laws of the Albany State University Faculty Senate shall in no part be in conflict with the Statutes of Albany State University, the University faculty handbook or the Policies of the Board of Regents of the University System of Georgia.

## **The Albany State University Faculty Senate By-Laws**

### **The By-Laws Prefatory Statement**

The By-Laws of the Albany State University Faculty Senate (The By-Laws) shall support the Constitution of the Albany State University Faculty Senate (The Constitution): (1) by providing recordings of the Albany State University Faculty Senate's (The Senate's) current interpretations of the Constitution, and (2) by providing recordings of the Senate's current rules and regulations covering the functions, organization, and proceedings to the Senate. These By-Laws shall not in part or as a whole be in contradiction to either the Constitution, the Albany State University Statutes (the Statutes), or the Policies of the Board of Regents of the University System of Georgia (the Policies). In matters of contradiction or potential conflict between the Constitution or By-Laws and the aforementioned policy documents, the University's Legal Counsel(s) shall be consulted for interpretation and advice.

### **ARTICLE 1: FUNCTIONS OF THE SENATE**

#### **Section 1.1: Duties and Purpose**

**1.1.1** The Faculty Senate is the Representative Body of the General University Faculty.

**1.1.2** The Faculty Senate shall be the highest governance body for faculty regarding all issues involving teaching faculty and all related academic issues at the University.

**1.1.3** The Senate shall be the representative body of the General University Faculty and shall act for that body when the General University Faculty is not in session. The Senate's acts on behalf of the General University Faculty are constrained by those functions of the General University Faculty as authorized by the Statutes and the Policies. The Senate, in this respect shall:

1. Recommend to the University President policies pertaining to any academic matter or area of the University, including but not limited to the following: admission policies; graduation requirements; the establishment, merger, or discontinuation of departments, schools and Colleges; the elimination or consolidation of degree programs.
2. Approve or disapprove curricular changes recommended by academic departments and Colleges of the university and approved by the Curriculum and New Programs Standing Committee, including but not limited to the following:

- establishment of individual new courses (traditional, hybrid or fully online delivery); the establishment of new degree programs (including online programs); the substantive changes to majors or degree programs.
3. Advise and make recommendations to the President on all matters, which affect the general faculty (or the individual faculty member) in effectively discharging faculty duties and responsibilities.
  4. Advise and make recommendations to the President on long-range planning, distribution of funds, and budgetary matters that affect the general university faculty.
  5. Make rules and regulations for the students of the University regarding admission, dismissal, discipline, scholarship, classes, courses of study, requirements for graduation, class attendance and other rules and regulations as may be necessary or proper for maintaining high educational standards.
  6. Make rules regarding faculty conduct and Inform the General University Faculty and appropriate administrators of its actions by written document and or by:
    - a. Written newsletters or electronic means developed and distributed by the Executive Board of the Albany State University Faculty Senate (the Executive Board ) to the General University Faculty at least once per regular academic Semester.
    - b. Written annual report developed by the Executive Board and presented by its University either in writing or electronically to the General University Faculty at the last regular meeting of each academic year.
  7. The Senate shall establish and maintain standing and other committees of the General University Faculty and shall make rules and regulations for their establishment, duties, maintenance, and reporting.
  8. At the direction of the General University Faculty, the Senate shall consider concerns of interest to the General University Faculty, to an academic department, or to a College and make recommendations or express an opinion, with reason, to the General University Faculty, to the University President, and to the Board of Regents (via the University President).

## **Section 1.2: A Recommending and Advisory Body**

**1.2.1** The Senate shall make recommendations to the General University Faculty on those matters that must be voted on directly by the total faculty. The Faculty Senate shall also advise the total faculty concerning all academic matters and programs, including those matters that affect the general operation and status of the university.

**1.2.2** The Senate shall advise the University President on any matter that may directly or indirectly affect any academic area of the University or any aspect of the general or academic image of the University.

## **Section 1.3: Senate Autonomy**

The Albany State University Faculty Senate is a self-governing representative body of the general teaching faculty. The Senate, via these By-Laws, shall make rules and regulations for its own governance and proceedings.

## **ARTICLE II: SENATE MEMBERSHIP**

### **Section 2.1: Definition of Faculty**

**2.1.1** Persons employed full-time by Albany State University during the regular academic year are considered members of the general faculty if they hold one of the following academic titles:

1. Professor, Associate Professor, Assistant Professor
2. University Librarian, Associate Librarian, Assistant Librarian
3. Instructor

**2.1.2** University employees who hold the academic titles stated in Section 2.1 of Article II of the Bylaws are considered members of the general faculty unless those employees hold college or central administrative appointments whose duties are judged to be primarily administrative. In such instances, these employees are ineligible to serve as senators; included are titles that contain the term president, vice president, dean, and department chair with three or more direct reports as their primary descriptor. Whenever a senator assumes an administrative position that meets the above criteria, the senator will resign immediately, and the vacancy will be filled according to procedures in Section XX of Article XX of the Bylaws.

**2.1.3** The senate will consider the following to resolve ambiguous cases for college employees within an academic unit whose titles or positions do not appear in the Bylaws, Section 2.1.1.

- (1) They are hired through a competitive process.
- (2) They are retained and promoted according to the college criteria.
- (3) They participate primarily through teaching.
- (4) They are eligible for tenure, or they are fulltime faculty as designated by contract.
- (5) Their primary employer is Albany State University.
- (6) They have the required number of graduate hours in their teaching field.

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

### **Section 3.1: Senate Membership**

**3.1.1** The Senate shall have two classes of members as follows:

- a. Regular Members: The elected representatives of the academic departments of the university shall be known as SENATORS and shall have voting rights. In addition, the University President shall be considered a regular member of the Senate and shall have voting rights.
- b. Associate Members shall be all non-elected persons identified below by University office appointment and who hold such appointed office at the pleasure of the University President. These persons shall hold associate Senate membership, which does not include voting rights. With the exception of two designated student representatives (usually the SGA President and one other student), all associate Senate members shall hold Senate associate membership consistent with the terms of their University offices. Associate members may provide the Senate with information related to their office for the improvement of the university's overall operations. The Senate will deliberate and act on such information from any nonvoting associate member, as it deems appropriate and within seven business days, provide written notification as appropriate to the Provost/Vice President for Academic Affairs and to the University President regarding its actions and position on any such matter presented.

The Offices of all Faculty Senate Associate members are:

1. Provost/Vice President for Academic Affairs
2. Assistant Provost
3. Vice President for Fiscal Affairs
4. Vice President for Student Affairs
5. Vice President for Institutional Advancement
6. Academic Deans of Colleges or Schools
7. Academic Department Chairpersons
8. Dean of Graduate Studies & ORSP
9. Director of University Technology
10. President of the Student Government Association and one additional student (SGA), or two Student(s) appointed by the SGA if not its President (at most two student associate representatives)
11. Legal Counsel for the University

## **Section 3.2: Eligibility**

**3.2.1** Those defined as members of the general faculty in section 1.1 and 1.2 of the Bylaws will be eligible to be elected to the senate provided that they have also served as full-time faculty at the university for at least two consecutive academic years. A full-time faculty member holding a joint appointment across departments may be elected as a representative of only one of those appointments.

**3.2.2** Every academic department of the University must have at least one senator. The department chair may impartially conduct the election but in no way intimidate, or influence the election process. Any such influence or interference on the part of department chair or other party would render the election null and void. In such a reported case another election must be held within 10 days. The new election must be witnessed and certified by two senators from different academic departments and different Colleges of the university. The President of the Faculty Senate shall appoint both election witnesses. The witnesses must report their evaluation of the process to the Faculty Senate President upon request.

## **Section 3.3: Elections / Voting Procedures**

**3.3.1** At no time should a department chairperson or College dean appoint a faculty senator. The faculty members of each academic department in an open and fair election process must determine all senators by majority vote from among its qualified faculty members.

**3.3.2** Department faculty members must elect senators annually during the month of April following receipt of the annual notification of Senate reapportionment from the Chairperson or the Executive Board. Upon request from the Faculty Senate President, Chairpersons of academic departments shall, annually in March, prior to March 31, and by letter to the Chairperson of the Executive Board, certify the outcome of the election of the department faculty senators and their qualifications as established by the Faculty Senate Constitution and By-Laws. A chairperson's letter must also certify that each elected person has been so notified and that such elected person has been requested to honor the standing invitation of the Senate for Senators-Elect to attend the regular April meeting of the Faculty Senate when its principal officers are elected for the following term of the Senate.

**3.3.3** All regular Senate membership vacancies shall be filled by elections within the corresponding unit faculty. All associate memberships except the President shall be ex-officio.

**3.3.4:** By February 1st of each academic year, the department secretary shall provide each academic department and library with a list of faculty eligible for election to the senate and the number of seats to be filled.

**3.3.5 :** Once eligible faculty are determined, each academic department and library shall initiate a nomination process by March 1st. All faculty eligible to vote are eligible to make nominations in writing for the senate seats to be filled. The nomination process will be open for a minimum of one week.

**3.3.5a:** Faculty may decline a nomination at any time during the nomination process.

**3.3.6:** A faculty member holding a joint appointment across academic departments or the

library may be a nominee in any given election in only one of the departments in which he or she holds appointment.

**3.3.7:** After the minimum one-week nomination process, all nominees must be publicized to the voting faculty. Nominees must be publicized at least one week prior to the commencement of the election.

**3.3.8:** Each academic department and library shall hold elections by secret ballot. Secret ballot may be written or electronic. Electronic ballots must ensure the secrecy of electors and provide a means for write-in votes.

**3.3.9:** A full time faculty member holding a joint appointment across academic departments or libraries may vote for representatives in only one of the departments in which he or she holds appointments.

**3.3.10:** The period for casting ballots must stay open at least six class days after ballots are distributed to voters.

**3.3.11:** The candidate(s) receiving the greatest number of valid votes will be declared the representative(s). In the event of a tie, a second round of balloting will be required between the tied candidates for votes to determine the representative.

**3.3.12:** Upon the determination of the representative(s), the department chair must contact the senate secretary with the election results within seven days.

### **Section 3.4: Apportionment**

**3.4.1** Each academic department and library of the university are allotted the number of senators that corresponds to the number of fulltime faculty members as defined by Section 1.1 and 1.2, using the following table:

Number of Senators	Full Time Faculty Members
1	1- 6
2	7 - 12
3	12 - 18
4	19 - 24
5	25 - 30
6	31 and above

The senate will be comprised of members from the following departments: Criminal Justice, Sociology & Psychology, Social work, English & Modern Languages, Mass Communication, Fine Arts, History & Political Science & Public Administration, Military Science, Business Administration, Accounting & Business Information Systems & Marketing, Nursing, Allied Health, Health & Human Performance, Teacher Education, Counseling & Educational Leadership, Mathematics & Computer Science, Chemistry & Forensic Science, and Biology. The library will also be entitled to senate representation based on the number of faculty as defined in these Bylaws.

The total Faculty Senate membership shall consist of not fewer than 36 voting senators

elected by department faculty members plus all designated associate (ex officio) members. Minimally, the elected membership shall consist of approximately one-fourth (1/4) of the total number of full-time faculty members in the general university teaching faculty. The ratio of the number of senators from each academic department to the total number of elected regular (voting) members of the Senate shall be proportional to the ratio of the number of full-time faculty members employed in the academic department to the total number of full-time faculty members employed within the general university faculty. No academic department shall be without Senate representation.

**3.4.2** In order to maintain the relative ratios of this section, during the month of October the Executive Board shall assign the reapportionment of the regular membership of the Senate, as provided by the Constitution of the Faculty Senate.

### **Section 3.5: Term limits**

**3.5.1** The Chair of the Executive Board (President) of the Faculty Senate shall not serve the office of Chairperson and President for more than two consecutive terms (i.e., two academic years). After serving the office of Senate President for two consecutive terms the President shall be rendered ineligible to serve the office again until at least one subsequent term of the office has expired as prescribed in the By-Laws, Article X, Section X, number X. His or her term will begin on August 1 of the next academic year. The Chairperson of the Executive Board shall also be known as the President of the Faculty Senate.

**3.5.2** The Secretary of the Senate will be elected annually by a majority vote of the senators in the April meeting. His or her term will begin on August 1 of the next academic year. He or she shall prepare, process, keep and disseminate to the President, Senators, Provost/Vice President of Academic Affairs, University Registrar, the Dean of each College or School, and any other academic officer as necessary, the minutes of each meeting for appropriate administrative action. The Secretary will also communicate electronically with members of the Senate as necessary.

**3.5.3** The term of office of regular members of the Faculty Senate shall be two academic years, beginning on August 1, of the academic year following election so long as they continuously maintain the designation of full-time faculty during those years. A senator's term of office ends with the conclusion of the final Summer Session of a senator's second year of service. Senators may be re-elected for one additional two-year term. A senator cannot be re-elected for a third term unless they take one term of absence from the senate or their department requests an additional term (and receives approval) from the Faculty Senate President before the elections in April. The terms of office of members of the Senate shall be so adjusted (staggered) as to require the election of approximately one-half of the senators each year. The intent is to have approximately one-half of the Faculty Senate membership having at least one year of experience in the Senate. Elections for new senators will be held in March of each year.

### **Section 3.6: Duties of Senators**

A senator shall:

- (1) Serve for the designated two year term as elected at the departmental level,



representing the department and serving the college as a whole;

(2) Attend the scheduled and called meetings of the senate in the designated locations at the determined times;

(3) Complete the proxy voting process to ensure representation in any decision making in the event that a meeting of the senate cannot be attended;

(4) Participate and serve in other roles as requested and/or assigned by the Executive Board of the senate;

(5) Interact with department faculty members regarding matters that impact the college as a whole that concern constituents;

(6) Seek feedback and input from the constituents from the department to add perspective to senate deliberations;

(7) Serve as the representative of the faculty members of the department in senate deliberations;

(8) Participate in the nomination process of the department for elected positions on the senate and make recommendations for ad hoc and other special purpose committees.

### **Section 3.7: Installation of New Senators**

Senators-Elect shall be installed in the first meeting of their service term within the Senate. The Executive Board's Chairperson (or a designee) shall present identification cards (voting placards) to each new senator. The Chairperson (or a designee) shall charge the new senators and instruct them in the use of their voting cards.

## **THE CHARGE TO NEW SENATORS**

The Albany State University Faculty Senate is the highest legislative and faculty governance body of the faculty set forth in the Bylaws of the Board of Regents of the University System of Georgia.

The Faculty Senate formulates and must approve all general rules and regulations for all academic programs.

It makes recommendations and provides for shared governance and advice to the President concerning all matters that affect its cadre of faculty.

It considers written requests or petitions from the University's Colleges, departments or individual faculty members concerning matters of the University and makes recommendations about the same to the University's President.

As a Faculty Senator elected by fellow professors, you are hereby charged to execute with diligence the duties of the Senate as prescribed within its Constitution and By-Laws.

You are charged as a faculty leader to attend all Faculty Senate meetings, commit to the

betterment of this University, protect its image and programs, influence decisions and guarantee due process in all matters of faculty governance.

Authorized by the Executive Board of the Faculty Senate, the Faculty Senate, and the President of the University; This Charge is now given to each senator.

Do you accept this charge? (Senators-Elect should respond in the affirmative)

### **Section 3.8: Vacancies and Leave of Absence**

**3.8.1:** A vacancy in the senate which occurs between regularly scheduled annual elections will be filled in the interim by an appointment from eligible faculty of the affected academic department or library by the president of the senate with recommendations from the department experiencing the vacancy and advice and consent of the executive board.

**3.8.2:** If the vacancy for one year or more from the senate is forecasted at the time of annual elections, the vacancy will be filled by the regular election procedures as prescribed by these Bylaws.

**3.8.3:** If a senator takes a leave of absence for one year or less, he or she shall appoint a proxy from the respective academic department or library who is eligible for membership as an elected representative.

**3.8.4:** If an elected representative on leave fails to designate a proxy, or if the leave of absence extends beyond one year, the position will be declared vacant by the senate chair and filled in the interim by an appointment from eligible faculty of the affected academic department or library by the senate president with the advice and consent of the executive board.

**3.8.5:** If an elected senate representative fails to attend two consecutive regularly scheduled meetings without supplying a proxy, the senator will be notified in writing by the senate president that the position will be declared vacant in the event of a third, consecutive absence. Upon a third, consecutive absence, his or her position will be declared vacant by the senate president and filled in the interim by an appointment from eligible faculty of the affected academic department or library by the senate president with the advice and consent of the Executive Board

### **Section 3.9: Committees of the Faculty Senate**

The Senate shall establish and maintain standing and other committees of the General University Faculty and shall make rules and regulations for their establishment, maintenance, and reporting.

**3.9.1** Selection of Standing Committee Members. The Nominating Committee shall, in the month of April, recommend the memberships of Senate standing committees to the Senate. The Senate's approval of such recommendations shall constitute the Senate's recommendation of committee memberships to the Provost/Vice President of Academic Affairs who upon review and consultation with the Senate approves the memberships shall report the same to the University President. The following constraints are established for the

Executive Board in recommending standing committee membership:

1. The Executive Board shall consult with the university administrator corresponding to the area of concern of each standing committee prior to finalizing its recommendations of memberships for that standing committee of the Senate.
2. The Provost/Vice President for Academic Affairs shall be the Chairperson of the Committee on Curriculum and New Programs. The membership of this committee will consist of: (1) the Vice President for Academic Affairs, who shall serve as Chair of the Committee (2) The Deans of the Academic Colleges, (3) The University Registrar, (4) The Head Librarian (5) the Chair of each academic department, (6) one faculty member from each academic department (7) the Chair of the Faculty Senate
3. There shall be only two standing members of the Faculty Grievance Committee, its chairperson and the alternate (co-chair) chairperson, who must both be elected annually by the Faculty Senate during its first meeting of the academic year. Members of this committee must be tenured faculty but not necessarily members of the Faculty Senate. The Grievance Committee is activated at the request of the University President and the balance of the membership is determined according to the grievance procedure within the Board of Regents Policy Manual, Section 803.11.
4. The Admissions and Academic Evaluation Committee will consist of the following members: (1) The Registrar, (2) an Admissions and Financial Aid Officer, (3) a Center for Student Development Officer, (4) the director of advisement, (5) one faculty representative from each College or School, (6) and two Senators elected by the Faculty Senate. The Vice President for Academic Affairs shall be an ex officio member of this committee.

**3.9.2 Selection of Other Committee Memberships.** Ad hoc or special committees and their memberships may be established by a majority vote of the Senate. The purpose and scope of such committees may be decided by a simple majority vote of the Senate, but their function is limited to the special assignment for which the committee is created. Ad hoc or special committees shall be dissolved once the task at hand is completed or after one year of existence, whichever comes first.

**3.9.3 Terms of Committee Memberships:** The term of membership on standing committees of the Senate shall be one year, beginning August 1. The term of membership of special committees shall be as defined by the Senate at the time that such committees are created.

**3.9.4 Standing Committee Reports.** All Senate members must receive all committee reports at least five (5) business days prior to the Faculty Senate meeting. These reports may be written or electronically submitted. The Senate, via its Executive Board, may require a written report of a standing committee or special committee by agenda item of a Senate meeting. Oral reporting shall be done by the reporter standing and reporting from the front (facing senators) of the Senate meeting location (a written copy of the report must be provided to the Faculty Senate Secretary).

**3.9.5 Senate Standing Committees:**

## 1. The Executive Board .

The Executive Board shall be composed of one senator from each of the academic colleges, the library, the Senate President, who shall serve as chairperson, the President-elect, the Recording Secretary, and the University President as ex-officio member. The Chairperson of the Executive Board must be a regular senator who has completed at least one two-year term period in the Senate prior to beginning a term as Chair on the Executive Board . Other members of the Executive Board must have completed at least one year of service as a regular senator prior to service on the Executive Board . If a School or College is unable to meet these criteria, a waiver to this rule may be requested by a simple majority vote of the Senate, but not as it pertains to the Chairperson of the Executive Board .

**Election of Executive Board Members:** During the month of March of each year, the Chairperson of the Executive Board of the Senate will notify the senators from each academic College of the university that they must caucus among themselves only at least one week prior to March 31 of each year and elect a qualified senator from their College to serve as a member of the Executive Board . The results of their election must be reported to the Executive Board Chairperson prior to March 31 of each year.

Should a vacancy occur on this committee, a qualified senator elected through the appropriate College and approved by the Senate should fill the vacancy immediately. In the case of the vacancy of the Chairperson of the Executive Board , the entire Senate must use the same election process as before (see section b above) to elect a new chair at the next scheduled Senate meeting, in the interim, the Executive Board will identify a temporary chair.

### Duties of the Executive Board :

- a) Arrange the agenda for Senate meetings and shall serve as a channel of communication to and from the Senate.
- b) Recommend to the Senate, the chairperson and members of the Senate standing committees. This committee may recommend the chairperson of the Executive Board but it may not recommend the remaining four members of that committee.
- c) Supervise the election of senators in departments, to the extent that it sends to each academic department reminders of Senate elections and the method of certifying senators-elect, and report the results of such elections to the full Senate. The president of the Faculty calls for faculty caucuses and shall notify each College's dean and each academic department that it should hold Senate elections without influence from any administrator including the department chairperson. Elections may take place during a department's regular meeting or a call meeting at which the chair presides.
- d) Annually compute the proper number of Senate representatives for each academic department and report in writing its findings in a regular meeting of the Senate, in the month of November, for Senate

approval and subsequently to transmit such information to the academic departments as specified in the, Article II, Section E, 2.

- e) Present senators-elect to the Senate, install such new senators at the first meeting of their new Senate term with a proper charge (Article II, Section C of the By-Laws), and present new senators with voting cards along with Instructions of their use.
- f) Develop and distribute the Senate's Newsletter and make an annual report to the General University Faculty.
- g) Execute requests of the Senate that aid it in the performance of its functions as Identified herein.
- h) Act on behalf of the Senate on matters requiring immediate action when it is not feasible to call a special meeting of the Senate. Such actions must be reported to the Senate for confirmation at its next meeting.
- i) Serve as faculty leader in situations and matters where faculty representation is expected or required.

## 2. The Curriculum and New Programs Committee:

This committee shall review, evaluate and make recommendations to the Senate relative to the following:

- a. New programs of Instruction.
- b. Changes of major curricula, such as addition and deletions of course offerings, revised catalogue descriptions, and changes in course number, content or credit hours.
- c. Pedagogic methods and techniques designed to improve instructions.
- d. All reports from this committee must be written (or electronically reported) and received by all Senate members at least 3 days prior to the Senate meeting.

## 3. Library and Educational Media Committee:

This committee shall act as liaison between the Head Librarian and the faculty. This committee shall study the needs of the library and media center and present recommendations concerning such needs to support and to enrich the instructional programs of the University. The committee shall also assume the responsibility for advising the Head Librarian as to the allocation of book funds designated to the various departments of instruction, and all other matters which may enhance the status of the library.

## 4. The Admissions and Academic Evaluation Committee:

This committee shall serve in an advisory capacity to administrative officers it shall review records of students applying for readmission and shall make recommendations regarding this matter. It shall also review cases of appeal regarding admission or academic evaluation and

present related recommendations to the Vice President for Academic Affairs

5. Faculty Grievance Committee:

This committee shall activate itself only at the request of the University President, through the President of the Executive Board and then only for the purpose of a specified filed grievance. This committee shall not stand or operate as a receiver of complaints or an ombudsman group hearing and acting on informal expressions of dissatisfaction. The committee must proceed and be constrained by the detailed specifics identified in the Albany State University Statutes and the Board of Regents Policies. A chair and co-chair shall be elected annually.

6. Evaluations Committee:

The Faculty Senate Evaluations Committee will work in consultation with the Director of Institutional Research who shall be resource member of this committee. The initial charge of the committee will involve determining when, how, and what courses and other academic instructional activities will be evaluated as a means of strengthening best practices in our instructional processes and course offerings, and ascertaining objective feedback from those we teach in order to compile immediate and longitudinal data for aiding in retention and student successes. Primarily, this is what amounts to our current students' evaluation of faculty and course.

Additionally, the committee will be charged to work with the Institutional Research Director to establish and evaluate instruments and procedures (including timelines) for evaluating Department Chairs, College Deans, Vice President for Academic Affairs, and the President as a means of providing objective and appropriate feedback from faculty regarding their professional stewardship as a university administrator.

7. Planning and Budgeting Committee:

The Planning and Budgeting Committee shall serve in an advisory capacity to the University President and to the appropriate university administration that deals with planning and budgeting. The initial charge of this committee is to advise the administration and inform the Faculty Senate regarding the university's long-range planning, preparation of budgets, and distribution of funds with a particular focus on faculty matters. The Planning and Budgeting Committee consults with the Faculty Senate Executive Board and makes reports to the Faculty Senate on matters of the university's long-range planning and budgetary policies.

The composition of the Planning and Budgeting Committee shall consist of one faculty senator from each college. The Vice President for Fiscal Affairs and the President of the Faculty Senate shall be Ex Officio members of the committee. The committee shall elect its officers from within the committee membership.

8. The Nominating Committee is a subcommittee of the Executive Board chaired by the chair-elect. The purpose of the Nominating Committee is to nominate senators and other college personnel for committee membership to the executive board. The Nominating Committee shall consist of no fewer than eight individuals representing different disciplines.

9. Calendar Committee (which is a joint committee) To establish guidelines for the development of a two-year calendar that will involve faculty, staff, and student input. To recommend to the Executive Council a two-year calendar that includes all dates and deadlines that impact faculty, staff, and students. To review all recommended changes to the calendar and forward a plan of action for each to the Executive Council. To annually review and update the calendar to help the institution publish a two-year calendar annually. Minutes of the committee shall be posted for faculty and staff review

10. Adult Learning Committee (which is a joint committee): This committee ensures that the institution adheres to the Council on Adult and Experiential Learning Ten Standards for Assessing Learning, implements and coordinates Prior Learning Assessment (PLA) at the institution, acts as liaison to the University System of Georgia Adult Learning Consortium, and serves as an advisory board for internal issues pertaining to eMajor.

11. Tenure and Promotion Committee (which is a joint committee): This committee will have responsibility for conducting Pre-Tenure, Tenure, and Post-Tenure reviews. The committee will complete the review of faculty in accordance with the policy under this section of the Faculty Handbook. Both the faculty member and the Dean will receive written summaries of the review.

**3.9.6** The senate may establish such other standing committees as its business may require. The members and officers of these committees will be appointed by the Nominating Committee and approved by the senate.

**3.9.7** The senate may establish such other ad hoc committees as its business may require. The members and officers of these committees will be appointed by the senate chair with the advice and consent of the Executive Board

**3.9.8** Senate ad hoc committees as authorized in 3.9.7 are defined as those senate committees established by the senate to accomplish specific tasks or to perform specific functions that are not continuing in nature to accomplish the business of the senate.

**3.9.9** Each senate ad hoc committee shall receive specific instructions from the chair of the senate with regard to its responsibilities at the time of appointment.

**3.9.6** Evaluation of Senate Standing Committees:

It shall be the duty of each chairperson of each Senate Standing Committee, except the Grievance Committee, to annually submit in the month of April, a written evaluation of both (1) the performance of each committee member, and (2) the committee's operations. Such evaluative report is to be submitted to the Executive Board of the Faculty Senate in a form prescribed by the Executive Board of the Faculty Senate.

## **ARTICLE IV: Officers of the Senate**

### **Section 4.1: Designation of Officers**

The regular officers of the Senate are as follows:

University President

Senate President & Chairperson of the Executive Board

Secretary of the Senate (Elected from Senate Membership)

Senate President Elect / Parliamentarian

Logistics Officer

Each member of the Executive Board

### **Section 4.2: Election of Officers**

**4.2.1** During the month of March of each year the Senate President shall call for the senators of each academic College of the University to caucus among themselves and determine which senator from their College shall be named to the Executive Board for the next year. All officers of the Senate, except the University President, shall be senators determined in the regular April meeting that precedes the beginning of the term of such officers. Each College shall select one representative to the Executive Board at the April meeting. Elections of other officers who are not members of the Executive Board shall be by majority vote of the senators present and voting at the April Meeting. The Faculty Senate president shall be elected at large from among the Senate membership by majority vote of the senators present and voting during the regular April meeting. A Senate President may serve for a maximum of two consecutive terms and will be ineligible to serve again until at least one term of the office of Senate President has expired. The Academic College from which the new Faculty Senate Executive Board chair (Senate President) belongs to shall caucus and then name another senator to serve on the Executive Board. The Executive Board must be ratified by a majority vote of the Senate. The Secretary of the Senate shall be the election teller and certify all final vote counts. Senators-elect are not permitted to vote during the April meeting that immediately precedes their elected term of their tenure as a senator. However, senators-elect may be voted into office if they have served at least one full year in the Senate prior to the term of their current election and otherwise meet all qualifications for holding office within the Faculty Senate.

**4.2.2** Vacancies of unexpired terms of officers of the Senate shall be filled by majority vote of the senators present and voting in the regular meeting in which the vacancies are filled.

### **Section 4.3: Duties of the Faculty Senate Officers**



## 1. The University President.

The University President shall be the presiding officer of the Senate. The University President may delegate the task of presiding over the Senate to the Chairperson of the Executive Board (President of the Faculty Senate). The University President may present non-agenda Information to the Senate and may request consultation or advice of the Senate on either academic or non-academic matters. The University President may veto any action of the Senate by written notification to the Chairperson of the Executive Board . In the event of a veto, subsequent proceedings must follow, consistent with Article IV, Section 5-I of the Albany State University Statutes and Article X of the of the Board of Regents.

## 2. Chairperson of the Executive Board (Faculty Senate President)

The Chairperson of the Executive Board shall:

- a. have completed at least one two-year term of previous senatorial service, and his or her service as Chairperson of the Executive Board and President of the Faculty Senate shall be for a term of one year of service.
- b. Preside over the Executive Board ;
- c. Serve as faculty executive officer of the Senate;
- d. Call the meeting to order at the appointed time, preside over all meetings , announce the business before the assembly in its proper order, state and put questions properly brought before the assembly, preserve order and decorum, and decide all questions of order (subject to an appeal);
- e. Receive communications for the Senate and shall construct and transmit for the Senate communications authorized by the Executive Board ;
- f. Serve as faculty representative in situations and matters where faculty representation is expected or required;
- g. Exercise discretionary ex-officio participation on any standing or special committee of the Senate;
- h. Transmit to academic departments the information of annual Senate reapportionment as constructed by the Executive Board in the month of October and approved by the Senate in the month of November;
- i. Compute the total number of Senate seats to be added or deleted for a department and the total number of senators to which the department is entitled;
- j. Report final results of Senate elections and election certification to the Senate;
- k. Present, install and charge senators-elect in the first meeting of their new term of office;
- l. refer within five business days to the President, Provost/Vice Presidents,

Registrar, Deans, Chairs and any other academic officer as necessary any changes in Policy or curricula ratified by the Senate for appropriate administrative action.

### 3. The Recording Secretary of the Senate.

The Secretary of the Senate shall record, transmit, preserve and have custody of the minutes of the Senate meetings. The secretary shall receive from the Executive Board the agenda of Senate meetings, reproduce and distribute the agenda along with the minutes of the previous Senate meetings to all senators and associate members at least seven days prior to the Senate meeting. Upon request by the Executive Board the secretary shall notify the Senate of any meeting location, time, and date, or changes there to.

The secretary shall maintain the minutes of the Senate in a manner that is (1) very well organized, (2) easily researchable and (3) available to members and officers of the Senate. The secretary shall act as vote teller at all meetings of the Senate. Following approval of the minutes of a Senate meeting, it shall be the responsibility of the secretary to transmit, within seven business days of approval, signed official copies of the minutes to the Board of Regents, via the University President.

### 5. President-Elect/ Parliamentarian.

In addition to electing a President, the faculty senate shall also elect a President-elect, a senator who will serve as Parliamentarian until it is their turn to serve as President.

The Senate's Parliamentarian shall settle matters of debate regarding questions of order placed before the Senate assembly, which have been appealed by bona fide members of the assembly. The President-Elect will also serve as chair of the Nominating committee and assume the duties of the President if the President is unable to perform those duties.

### 6. Senate Logistics Officer

It shall be the duty of the Senate Logistics Officer to secure the meeting location for the Senate and oversee recording the attendance of senators whenever the Senate meets for a session and to report to the Executive Officer of the Senate the roll call of the assembly. As Logistics Officer it will be his or her responsibility to act as liaison with the appropriate service units of the University to ensure that the meeting site for Senate is properly equipped, prepared, and available prior to the hour scheduled for the meeting. The Faculty Senate Executive Board may choose a senator from one of its members or from the Senate assembly to serve as the Logistics officer, in which case the Chairperson of the Executive Board shall inform the Senate who will serve in this capacity.

## **Section 4.4: Vacancies and Leaves of Absence**

**4.4.1:** The terms of senate officers will be for one year or less. The terms of elected officers will begin and end with the consecutive organizational meetings of the senate in April. The terms of senate officers appointed or elected to fill vacant positions will begin at the time of their appointment or election to office and end with the adjournment of the

senate at its organizational meeting in August.

**4.4.2:** The term of a senator elected as president-elect or with one year or less remaining on his or her term as representative at the time of election will be extended for one year, if required, to ensure his or her eligibility for service as senate president or as secretary the following senate year.

**4.4.3:** If the office of senate president becomes vacant, the president- elect shall become the chair of the senate for the remainder of that term and remain senate chair for the following term.

**4.4.4:** If the office of president-elect becomes vacant before the January meeting of the senate, the senate at its next meeting shall elect a representative from its membership to serve as president-elect for the remainder of that term. The newly elected president-elect shall serve as chair of the senate the following term.

**4.4.5:** If the office of senate president becomes vacant when the office of president-elect is also vacant, the secretary shall convene a special meeting of the senate within fourteen days (unless the regular election meeting will occur sooner) to elect a senate president from its membership to serve the remainder of the term. Such a person will be eligible for election as senate president or for any other senate office open the following term. The office of president-elect will remain open until the regular election meeting.

**4.4.6:** If the office of secretary becomes vacant, the senate at its next meeting shall elect a representative from its membership to serve as secretary-elect for the remainder of that term.

**4.4.7:** If an elected officer of the senate takes a leave of absence or is physically incapacitated for more than three consecutive months, the office shall be considered vacant and shall be filled according to the provisions in these Bylaws.

## **ARTICLE V: PROCEEDINGS OF THE FACULTY SENATE**

### **Section 5.1: Meetings of the Senate**

**5.1.1** The Senate shall meet on a regular monthly basis during the academic year.

**5.1.2** The senate shall establish a schedule of regular meetings for the year at its organizational meeting to be held before April 25th. The schedule will be promptly published and distributed to all members of the senate, general faculty, and to appropriate administrative and staff personnel

**5.1.3** The senate may invite any person to attend at any of its meetings. Meetings will be

open, except when, by majority vote, the senate deems it necessary to restrict meetings to senators only. The senate chair may also call a closed meeting with 48 hours' notice before the meeting. At its discretion, the senate may invite specific individuals to attend and participate in closed meetings.

**5.1.4** Agenda for meetings will be prepared by the executive board of the senate, which will establish the priority of items on the agenda.

**5.1.5:** Copies of the agenda for all regular and special meetings will be distributed by the secretary to all senate members at least 48 hours in advance of such meetings.

**5.1.6** Agenda prepared by the executive board for a meeting may be changed at the meeting by a majority vote of the voting membership present. A call for non-agenda items will be made at each meeting.

## **Section 5.2: Meeting Proceedings**

**5.2.1** A **quorum** is required in order to hold a Senate meeting and conduct the business of the Senate. A **quorum** shall consist of one more than fifty percent (50%) of the elected senators. **Here (50%) is calculated as one half (1/2) the number of voting senators rounded up to the nearest whole number.** All powers of the Senate shall be exercised by the affirmative vote of a majority of elected senators present and voting except that any amendment of the Constitution or By-Laws shall require at least a two-thirds (2/3) affirmative vote of the elected senators. An amendment of the Constitution or By-Laws must take place at a regular Senate meeting.

**5.2.2** The Chairperson of the Executive Board of the Faculty Senate shall declare the boundary of the Senate-meeting hall prior to each Faculty Senate meeting. All faculty senators must reside within the declared bounds of the Senate meeting. Any senator residing outside of the meeting boundary will not be recognized as attending the meeting and should not take part in any issue of the Senate meeting, by vote or discussion.

### **5.2.3: Voting**

**5.2.3a:** Voting will be by voice or show of placards unless a roll call or secret ballot is requested by a voting member. Voting for the election of officers, however, will be by secret ballot.

**5.2.3b:** Any senator may request a secret ballot on any issue.

**5.2.3c:** Proxies will be allowed for senators who are unable to attend senate meetings. Proxies must be senators or eligible for election as a senator. Proxies must be submitted in writing to the secretary of the senate at least 24 hours prior to senate meetings. Senators can hold no more than one proxy at any given meeting and hold no more than two total votes.

**5.2.3d:** Actions of the senate which require voting, except amendments to the Constitution or Bylaws, may be enacted by a majority vote of the members present

#### **5.2.4: Meeting Protocol**

**5.2.4a:** Resolutions brought before the senate for a vote must be distributed at a regularly scheduled meeting and presented for a vote at the next regularly scheduled meeting.

**5.2.4b:** All motions and resolutions for senate consideration must be introduced by a senate committee or an individual senator, but senators may do so on behalf of others.

**5.2.4c:** The order of business at faculty senate meetings will be as follows:

- (1) Call to Order
- (2) Approval of Minutes
- (3) Visitors approved by the Executive Board
- (4) Unfinished Business
- (5) New Business
- (6) General Discussion
- (7) Adjournment

**5.2.4d:** With the exception of special meetings, the following procedures will be used for all reports, recommendations, proposals, and other items submitted to the senate at its regularly scheduled meetings.

- (1) Committee reports, recommendations, and proposals must be submitted in writing to the senate chair at least one week before the next scheduled meeting of the senate.
- (2) Upon receipt of these materials, the senate chair will call a meeting of the Executive Board for the purpose of setting the agenda for the next scheduled senate meeting.
- (3) Debate on any one question or issue will be limited to 30 minutes.
- (4) During general discussion, the right of the floor shall be afforded to (a) a senator, (b) heads of administrative departments of the university or persons designated by them to present agenda items, (c) other persons invited by the senate to address specific items on the agenda, any other persons recognized by the senate chair.
- (5) During general discussion, persons noted in 4.3.3d (4) shall be allowed to speak for a specific purpose for no more than five minutes.

**5.2.4e:** Except proposals contained in the report from the academic committee, the senate may amend from the floor any recommendation or proposal. Normally, the reports of the academic committee will be voted on in its entirety by the senate. Any senator, however, may request that a specific proposal be detached from the report for individual consideration.

**5.2.4f:** If a policy or question is endorsed (passed) by the senate, the decision is sent to the president of the university for approval within seven days of passage. A minority report may be filed by a senator who does not vote with the majority. The president of the college will inform the Executive Board of action taken on the matter within thirty days of the senate's recommendation.

**5.2.4g:** If a vote is not taken on a question, it will be held over to the next scheduled meeting or remanded to the appropriate committee for consideration.

**5.2.4h:** If a question receives an unfavorable vote from the senate, it will be dropped until resubmitted.

**5.2.4i:** Meetings of the senate shall be conducted according to the latest edition of *Robert's Rules of Order* (as interpreted by the President-elect), except insofar as these

Bylaws make expressed provisions to the contrary.

#### **5.2.5: Visitors/Guests**

All meetings will be conducted in accordance with the Georgia Open Meetings Law. Representatives of student government, administrators, any member of the general faculty, or other interested parties may attend any meetings of the senate as nonparticipating observers unless a meeting is closed as provided by 5.1.3. The right of the floor shall be extended as directed by 5.2.4d(4) and 5.2.4d(5).

### **Section 5.3: Special Meetings**

Special meetings of the Faculty Senate may be called by the University President by communicating with the Executive Board . Special meetings will also be held upon call of the senate chair, executive board, or when requested by at least one third of the senate.

### **Section 5.4: Minutes**

Minutes of each meeting and any matters of record will be properly recorded and archived as designated by these Bylaws.

## **ARTICLE VI: AMENDMENT OF THE FACULTY SENATE BY-LAWS**

**6.1:** Any voting member of the senate may propose additions, deletions, or amendments to the Bylaws. Additions, deletions, and amendments may also be proposed by at least twenty percent of the fulltime faculty. Such changes must be submitted in writing and circulated to the full senate at least fourteen days before a regular meeting at which it is to be considered.

**6.2** Any and all amendments to the Faculty Senate Constitution or By-Laws shall require at least a two-thirds (2/3) affirmative vote of a quorum of the elected senators, and only at a regular meeting, provided that the proposed Amendment is a part of the written agenda of that meeting and that the procedures of Article V, Section 5.1 and 5.2, of the By-Laws have been strictly followed. The amendment(s) must also be approved by at least a two-thirds (2/3) affirmative vote of the General University Faculty.

## **ARTICLE VII: COMPLIANCE**

The provisions of these Bylaws are not to be construed or enacted in any manner as to conflict with the laws of the State of Georgia, the policies of the Board of Regents, or the policies of the University System of Georgia.

**Special Notes and Amendments:** The current Executive Board will continue to operate as the Executive Board for the senate until elections are held for the 2017-2018 Executive Board.