

# THE GEORGE WASHINGTON UNIVERSITY FACULTY ORGANIZATION PLAN

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## Article I. Purpose and Power

### SECTION 1. OBJECTIVE

The objective of the Faculty Organization Plan is to enable the Faculty of The George Washington University, in keeping with sound principles of university organization and shared governance, to perform effectively its functions and responsibilities with respect to educational policy and objectives of the University and related matters in which the faculty has a legitimate concern or interest. The provisions of the Plan shall be interpreted and applied in accordance with the stated objective of the Plan.<sup>1</sup>

### SECTION 2. STRUCTURES AND POWER

The Faculty Organization shall consist of two bodies: the Faculty Assembly (hereafter “Assembly”), which shall consist of academic personnel holding the rank of university professor, professor, associate professor, assistant professor, or instructor who are in full-time service and the administrative personnel provided for hereafter; and the Faculty Senate (hereafter “Senate”), which shall be a representative body acting for the Faculty as the whole in legislative and advisory capacities. The powers, duties, and privileges of the Assembly and Senate shall be exercised in accordance with the Charter of the University and subject to the authority of the Board of Trustees, and they shall relate to matters that are of concern to more than one college, school, or division, or to the Faculty.<sup>2</sup>

## Article II. The Faculty Assembly

### SECTION 1. MEMBERSHIP

The Faculty Assembly shall consist of the academic personnel holding the rank of university professor, professor, associate professor, assistant professor, or instructor who are full-time employees (or, in the School of Medicine and Health Sciences, the equivalent as defined in affiliation agreements) of a degree-granting college, school, or division of the University. The Faculty Assembly shall further consist of the President, the Provost and Executive Vice President for Academic Affairs, the Executive Vice President for Financial Affairs and Chief Financial Officer, the Dean of Libraries and Academic Innovation, the Registrar, the Dean of Undergraduate Admissions, and the officers of the administration appointed by the President to the Senate. Vice Provosts, other academic personnel in full-time service, and professors and associate professors emeriti, may attend meetings of the Assembly and shall be privileged to speak; but they shall not have the right to make motions or to vote.<sup>3</sup>

### SECTION 2. OFFICERS

The President shall be Chair of the Assembly, the Provost and Executive Vice President for Academic Affairs shall be the Vice Chair, and the Registrar shall be the Secretary.<sup>4</sup>

### SECTION 3. MEETINGS

- (a) A regular meeting of the Assembly shall be held at least once during the academic year.<sup>5</sup> A regular meeting may be called by the President, by the Senate, or by the petition of twenty or more members of the Assembly. The agenda shall be prepared by the President and shall include any matter requested by the Senate or the Executive Committee of the Senate. The agenda shall also include any matter requested by petition of fifteen or more members of the Assembly. The call of a regular meeting shall contain the time, place (in-person, virtual, or both), and agenda of the meeting; and it shall be distributed not later than the tenth day preceding the day of the meeting.<sup>6</sup>
- (b) A special meeting of the Assembly may be called by the President (or in the President's absence, the Provost and Executive Vice President for Academic Affairs), by the Chair of the Executive Committee of the Senate, or by either of these at the request of fifty or more members of the Assembly, giving as much notice as the circumstances permit. The agenda for a special meeting shall be prepared by the person calling the meeting, in consultation with the Executive Committee of the Senate as far as practicable and, if applicable, with representatives of the member of the Assembly requesting such a special meeting.<sup>7</sup>
- (c) The President, or in the President's absence, the Provost, in consultation with the Chair of the Faculty Senate Executive Committee, may determine that a regular or special meeting of the Assembly is to be conducted virtually by electronic means in lieu of or in addition to meeting in-person.<sup>8</sup>
- (d) A quorum for any meeting shall consist of 125 members of the membership of the Assembly.
- (e) The Assembly shall act by affirmative vote of a majority of members present and voting, unless the action proposed is to review action taken by the Senate, in which case the affirmative vote of two-thirds of the members present and voting shall be required. Whenever a regular or special Assembly meeting is called at which virtual attendance is permitted, either exclusively or as an alternative to in-person attendance, members of the Assembly who are present in-person or virtually shall be deemed present for the purpose of counting the quorum and shall be permitted to vote.<sup>9</sup>
- (f) To the extent possible, the votes of members of the Assembly are public. The votes of individual members may not be recorded in the minutes of the Assembly.<sup>10</sup>
- (g) The bylaws and rules of procedure of the Assembly shall be subject to the provisions hereof and shall be prepared by the Executive Committee of the Senate, subject to confirmation and amendment by the assembly.

### SECTION 4. FUNCTIONS

The functions of the Assembly shall be to:

- (1) Receive information from the President, and such members of the University administration as the President may designate, of matters of general University interest or faculty concern.<sup>11</sup>
- (2) Receive reports from the Senate as to action it has taken and the activities of its committees, and, to the extent then anticipated, its proposed agenda and committee programs for the future. The Assembly shall have the power to direct the Senate to include in the agenda of the Senate or any of its committees, or to study and report back to the Assembly, or to take such other action as may be appropriate with respect to any matter of concern to the Assembly. The Assembly shall also have the power to review any action taken by the Senate and take such action on the basis thereof as the Assembly may deem appropriate.
- (3) Act as a referendum body on questions referred to it for that purpose by the Senate.

## Article III. The Faculty Senate

### SECTION 1. FUNCTIONS

The Faculty Senate, on behalf of the Faculty, shall, with respect to matters that are of concern to more than one college, school, or division, or to the Faculty:

- (1) Formulate principles and objectives and find facts, so as to recommend policies to the President;
- (2) Provide the President and the Board of Trustees with advice and counsel on such matters as they may request;
- (3) At the direction of the Assembly — or may, at the request of the faculty of any college, school, division or of individual faculty members, or on its own initiative — consider any matters of concern or interest to more than one college, school, or division, or to the Faculty, and make its recommendations or otherwise express its opinion with respect thereto, to the Assembly, the President, or to the Board of Trustees;<sup>12</sup>
- (4) Be the Faculty agency to which the President initially presents information and which the President consults concerning proposed changes in existing policies or promulgation of new policies.<sup>13</sup>

### SECTION 2. ORGANIZATION

#### (a) Membership

- (1) The President shall be a member of the Senate ex officio, and the President or, in the President's absence, the Provost as presiding officer may vote to break a tie vote.<sup>14</sup>

- (2) Persons who are otherwise eligible for election to and service in the Senate shall be members of the University and shall not be in a probationary status. Questions of eligibility for election and service shall be determined by the Senate.
- (3) The faculty members of the Senate shall be elected by and from their faculties as follows: The Columbian College of Arts and Sciences, 11 seats; the Graduate School of Education and Human Development, 3 seats; the School of Engineering and Applied Science, 4 seats; The School of Business, 5 seats; the School of Medicine and Health Sciences, 5 seats; the Law School, 4 seats; the Elliott School of International Affairs, 3 seats; the School of Public Health, 3 seats; and the School of Nursing, 2 seats. The faculty members eligible for election shall be professors, associate professors, or assistant professors in full-time service who have tenure as of the academic year succeeding the date of election. Vice presidents, assistant vice presidents, deans, associate deans, assistant deans, and other faculty members whose duties are primarily administrative in nature shall be ineligible for election as faculty members of the Senate.<sup>15</sup>

Exemptions to the foregoing rule regarding eligibility for service as a faculty member of the Senate are provided for the School of Medicine and Health Sciences to the extent that, from that school only, Regular Faculty with non-tenure-track appointments shall be eligible to serve in the Faculty Senate, provided that such Regular Faculty shall have completed at least three years of full-time service to the University and shall have attained the rank of Associate Professor or higher, and provided further, that at least half of the faculty members of the Senate from the School of Medicine and Health Sciences shall be tenured faculty members.<sup>16</sup>

- (4) In addition, the College of Professional Studies shall elect two of its faculty members as Delegates. These Delegates shall not have the right to vote in meetings of the Faculty Senate but shall otherwise enjoy all responsibilities, rights, and privileges of regular Faculty Senate members. From this School, any regular faculty with a non-tenure-track appointment shall be eligible to serve in the Faculty Senate, provided that such Regular Faculty shall have completed at least three years of full-time service to the University and shall have attained the rank of Associate Professor or higher. Their terms of office shall be the same as that of regular members of the Senate, as described in (c). Their election shall follow the same rules as that of regular faculty members of the Senate, as described in Section 3.<sup>17</sup>
- (5) The administrative members of the Senate shall consist of the Provost and Executive Vice President for Academic Affairs, the Registrar, and a number of officers of administration equal to the number of degree-granting colleges, schools, and divisions. Administrative members shall have the right to debate but not to make motions or vote. They shall be appointed by the President and shall serve until their successors are appointed, but not for less than one semester unless their service is terminated by separation from the University.<sup>18</sup>

#### (b) Officers

The President shall preside at meetings of the Senate and in the President's absence, the order of succession to preside shall be the Provost and Executive Vice President for Academic Affairs and the Chair of the Faculty Senate Executive Committee. The Registrar shall be Secretary of the Senate. The Bylaws may provide for other officers of the Senate.<sup>19</sup>

### (c) Terms of Office

The term of office for faculty members of the Senate shall be two years beginning on May 1 of the year in which they are elected. If necessary, the terms shall be adjusted by the Executive Committee, with the consent of the Senate, so as to elect approximately one-half of the faculty members from each school each year.<sup>20</sup>

## SECTION 3. ELECTION OF FACULTY MEMBERS

The election of faculty members of the Senate shall be held subject to the following requirements but otherwise pursuant to procedures determined by the faculty members eligible to vote in the school or group involved:

- (1) The nominating procedure shall permit nominations from the floor or by petition in addition to any other method adopted by the faculty of the school or group involved, and shall, unless otherwise determined at or prior to the election meeting by two-thirds vote of such faculty, require at least two nominees for each Senate seat to be filled.
- (2) Voting shall be by secret ballot.
- (3) Only members of the faculty in full-time service shall be eligible to vote.
- (4) The elections shall be held at meetings called by the academic deans of the respective schools prior to March 15 of each year. A quorum shall be that number which is determined by the faculty of the individual school, college, or division as the quorum required for its regular faculty meetings.
- (5) In the event that a vacancy occurs in the Senate membership or a member is on leave of absence or otherwise unable to participate for any period, the faculty of the school or group involved shall be entitled to elect another representative for the remainder of the term or pro tempore for the period of absence involved.

## SECTION 4. MEETINGS

- (a) Regular meetings of the Senate shall be held at stated intervals as determined by it but no less often than twice during each semester of the academic year. Special meetings shall be called by the President, acting on the President's own initiative, upon request of the Executive Committee or the Assembly, or by petition of 25 percent of the elected members of the Senate. The Chair of the Executive Committee in consultation with the President shall determine whether a regular or special meeting is to be conducted in-person, virtually, or both.<sup>21</sup>
- (b) A quorum shall consist of the next whole number greater than one-half of the faculty members. All power of the Senate shall be exercised by the affirmative vote of a majority of the faculty members present and voting, except where the Bylaws require an extraordinary

majority for particular business. Faculty members who attend virtually when permitted are to be counted toward the quorum and may vote electronically.<sup>22</sup>

- (c) The agenda for any meeting shall be made available in writing by the Senate Office to all members of the Senate at least seven days prior to the meeting in the case of regular meetings, and with the call in the case of special meetings, and shall be made available for inspection by all members of the Assembly. If, at any regular meeting, any item of business is deemed sufficiently urgent by a majority of the faculty members of the Senate, or by two-thirds of the faculty members present and voting, whichever is the greater, action may be taken with regard thereto by the Senate at such meeting without its previous inclusion in the agenda.<sup>23</sup>
- (d) A summary of the minutes of each meeting shall be furnished by the Senate Office to all members of the Assembly and such administrative officers as the President shall designate. A copy of the full minutes shall be made available by the Senate Office for inspection by any such member or officer.<sup>24</sup>
- (e) Except as otherwise provided herein, or required by the Assembly, the Senate may adopt such bylaws and other rules concerning its government and procedures as it considers appropriate.

## SECTION 5. COMMITTEES

### (a) General

There shall be three kinds of Senate Committees: the Executive Committee, standing committees, and special committees. The Executive Committee and all standing committees shall meet as directed by the Senate or as determined necessary by the committees themselves or their chairs, but not less than once a year. Committee meetings shall be conducted according to orderly procedure, records of deliberations shall be kept, and reports shall be made to the Senate as often as required, but at least annually. Copies of all formal reports shall be filed with the Senate Office and shall be available for inspection by members of the Assembly and the administrative officers of the University. Members of the Executive Committee and standing committees shall be elected for a term not exceeding one year. Members of the Executive Committee shall not immediately succeed themselves more than twice. The Senate shall establish such procedures for temporary replacement of members of the Executive Committee as shall seem necessary to assure that the Executive Committee would not be prevented from acting effectively in emergencies because of inability to assemble a quorum of its membership.<sup>25</sup>

### (b) The Executive Committee

The Executive Committee shall consist of nine faculty members of the Senate and one College of Professional Studies Delegate of the Senate. The President and Provost and Executive Vice President for Academic Affairs serve ex officio. The following ten schools shall have one representative each: the Columbian College of Arts and Sciences, the Elliott School of International Affairs, the Graduate School of Education and Human Development, the Law School, the School of Business, the School of Engineering and Applied Science, the School of Medicine and Health



Sciences, the School of Nursing, the College of Professional Studies, and the School of Public Health.<sup>26</sup> Any faculty member of the Senate shall be eligible to be elected to the Executive Committee.

At the first meeting of each Senate session, the first agenda item shall be the election of a new Executive Committee. At that first meeting, the Chair shall first be elected by the Senate and the Senate shall also elect the other nine elective members of the Executive Committee, subject to the restriction that no two members of the Executive Committee shall be elected to the Senate by the same school or faculty group. If at any time the Chair of the Executive Committee or any other voting member of the Executive Committee is unable to serve temporarily or indefinitely, the Executive Committee shall elect a replacement or replacements to serve until the next regular meeting of the Senate, at which time the Senate shall elect a replacement or replacements to serve for the remainder of the term of the Executive Committee or pro tempore for the period of absence involved. The term of the Executive Committee shall begin upon election at the first meeting of the Senate session and last until the election of the subsequent Executive Committee. The Committee shall:<sup>27</sup>

- (1) Arrange the agenda for Senate meetings, and shall serve as the channel through which any member of the Assembly may introduce matters for the consideration of the Senate. It shall include in the agenda for any meeting any matters requested by the President or by 20 percent of the members of the Senate.
- (2) Serve as the committee on committees for the Senate and in that capacity nominate the members and chairs of the standing and special committees and the nominating committee for the members and Chair of the Executive Committee. Individual faculty members of the Senate shall have the right to make additional nominations, by petition to the Executive Committee or nominating committee prior to the election meeting, or from the floor at such meeting. In the event of any questions or dispute as to the jurisdiction of any standing or special committee, the matter shall be referred to the Executive Committee for resolution.<sup>28</sup>
- (3) Assist in carrying into effect the actions of the Assembly and the Senate, and make regular progress reports with respect thereto to the Senate.
- (4) Prepare and submit progress reports and reports on the work of the Senate, and on any other matter directed by the Senate, to the President and to the Assembly. Each academic year, a report covering the entire year shall be prepared and distributed to all members of the Assembly.<sup>29</sup>
- (5) Receive reports prepared by or in any college, school, or division of the University that may be of concern or interest to any other college, school, or division, or to the faculty generally, and arrange for distribution of copies thereof to such other college, school, or division or the faculty.
- (6) Act on behalf of the Senate in emergencies on matters requiring immediate action when it is not feasible to call a special meeting of the Senate, such action to be reported to the Senate for confirmation at its next regular meeting.

(c) Other Committees

- (1) The committees of the Senate shall have power to inquire, hear, deliberate, advise, assist, and administer, and to receive and propose resolutions regarding all matters within the functions of the Senate set out in Section 1 of this Article. Advice given and action taken by Senate committees shall be reported to the Senate annually, or as otherwise required by the Senate.
- (2) The name, membership, scope, and duties of each standing committee of the Senate shall be set down in the Senate Bylaws. The majority of voting members of every standing committee shall be members of the Faculty in full-time service. Special committees may be established by the Senate, and subcommittees may be established by the Senate or by its committees, and special committees and subcommittees shall be composed of such members as the Senate or its committees may provide. The chair of every standing committee and subcommittee shall include at least one faculty member of the Senate.<sup>30</sup>
- (3) The Senate may elect any person to membership in any Senate committee. The President may appoint to nonvoting membership in any standing or special Senate committee any officer of administration whose duties fall within the committee's scope.

## Article IV. Amendments

Amendments to this University Faculty Organization Plan may be proposed to the Assembly by the President, by the Senate through petition to the President as Chair of the Assembly, or by 100 of the faculty members of the Assembly. Voting on a proposed amendment by the Assembly may be at a regular or special meeting. For adoption of a proposed amendment by the Assembly, a favorable vote of either two-thirds of those voting, or a majority of the voting members of the Assembly, whichever is the lesser, shall be required. Amendments so adopted shall be submitted to the Board of Trustees for its approval and shall become effective only when so approved.<sup>31</sup>

## APPENDIX I

### Rules of Procedure for Faculty Assembly Meetings

1. **NOTICE OF MEETING.** Notice of a meeting of the Assembly shall consist of the time, place and form of the meeting, the type of meeting, whether regular or special, the means by which the meeting has been called, and the Agenda prepared by the President. The Senate Office shall publish the Notice at least ten days (not including the meeting day) prior to the meeting day.<sup>32</sup>
2. **PRESIDING OFFICER.** The President shall be Chair of the Assembly and its presiding officer. In absence of the President, the Provost and Executive Vice President for Academic Affairs shall preside, and in the Provost's absence, the Chair of the Executive Committee of the Faculty Senate.<sup>33</sup>
3. **ORDER OF BUSINESS.** The ordering of business on the Agenda shall be done by the President, and matters may be taken up out of the announced order at the Chair's discretion. A matter for debate that does not appear in the Agenda may be taken up only by a majority vote suspending the Rules of Procedure for that matter.<sup>34</sup>
4. **MEETINGS.** Attendance at meetings of the Assembly shall be confined to members, except as individuals are invited by the President or Chair of the Faculty Senate Executive Committee to attend, and subject to the Assembly's right to declare the meeting closed to nonmembers by a majority vote.<sup>35</sup>
5. **DEBATE.** Debate and amendments (including substitute motions) must be germane to the question being debated. In order to raise the issue of germaneness, a member may interrupt debate to call for a ruling by the Chair, or the Chair may raise the issue; and the Chair's ruling on germaneness may be overturned by a majority vote.<sup>36</sup>
6. **RULES OF ORDER.** Except as otherwise specified in the Rules of Procedure, the Assembly shall govern itself according to *Robert's Rules of Order*. The Parliamentarian of the Senate shall advise the Chair on points of order.<sup>37</sup>
7. **VOTING.** The first vote on a question shall normally be by voice, and if members attend virtually, by equivalent electronic means, and the Chair shall announce the result. If the Chair or three members call for a division of the Assembly, the Chair shall appoint tellers and shall call for a show of hands, or an equivalent electronic and public method for any members attending virtually, announcing the number of affirmative and negative votes. No secret ballot shall be taken except by notice in the Agenda.<sup>38</sup>
8. **ADOPTION AND AMENDMENT.** The Rules of Procedure, having been prepared by the Executive Committee of the Senate according to Article II, Section 3(e), of the Faculty Organization Plan, may be adopted by the Assembly by majority vote. The Rules may thereafter be amended as an ordinary matter of business after appearing on the Agenda and being adopted by majority vote.

## APPENDIX II

### Bylaws of the Faculty Senate

Be It Resolved by the Faculty Senate of The George Washington University:

#### SECTION 1. MEETINGS AND SESSIONS

- (a) A “regular meeting” of the Senate shall be held on the second Friday of September, October, November, December, January, February, March, April, and May. The Executive Committee may change the date of a regular meeting in unusual circumstances. The Executive Committee may cancel any regular meeting for which there is not sufficient business. In urgent circumstances, the Executive Committee may determine that additional Regular Meetings are needed in shorter intervals and may act to arrange such Regular Meetings during each semester of the academic year or during the summer. The President may call a “special meeting” upon request of the Executive Committee or upon petition of 25 percent of the elected members of the Senate.
- (b) Meetings of the Senate shall be open for attendance and observation to all members of the Faculty Assembly, except that by a majority vote the Senate may declare an “executive session,” which only elected and ex officio members may attend.
- (c) The business year of the Senate shall be called a “session” and each session shall commence with the call to order of the regular meeting in May.

#### SECTION 2. ORDER OF BUSINESS AND AGENDA

- (a) The order of business for regular meetings of the Senate shall be as follows:
  - (1) Call to order
  - (2) Approval of the minutes of the previous meeting
  - (3) Special business; for example, matters postponed to this meeting
  - (4) Resolutions reported out of Committees, with reports if any
  - (5) Resolutions
  - (6) General business; for example, announcements, nominations, elections, appointments, and Committee reports unaccompanied by Resolutions
  - (7) Brief Statements
  - (8) Adjournment

- (b) The minutes of the previous meeting shall not be read aloud prior to their approval if written copies have been previously circulated to members of the Senate, unless the Senate shall by majority vote, without debate, order them to be read.
- (c) The Executive Committee shall include in the Agenda for any meeting any matters requested by the President or by 20 percent of the members of the Senate. Arrangement of the Senate's business upon the Agenda within the above categories shall be the duty of the Executive Committee. Matters on the Agenda may be taken up out of order by a majority vote.
- (d) The Agenda for a regular meeting shall be available to members in writing on the Senate's website, and a link to that Agenda shall be sent to all members on or before the seventh day before the meeting day.<sup>39</sup>
- (e) The Agenda for a regular meeting shall be accompanied by copies of reported Resolutions scheduled for debate, including those that originate in Committees and have not theretofore been introduced, and copies of Committee Reports submitted with Resolutions. If, at any regular meeting, any items of business is deemed sufficiently urgent by a majority of the faculty members of the Senate, or by two-thirds of the faculty members present and voting, whichever is the greater, action may be taken with regard thereto by the Senate at such meeting without its previous inclusion in the Agenda.
- (f) The Agenda for a special meeting shall be prepared by the Executive Committee and may be incorporated in the call for the meeting. The minutes of a special meeting shall be approved at the next regular meeting. No Resolution, nor any items of business, not on the Agenda for the special meeting shall be considered by the Senate.
- (g) The Senate should normally convene at 2pm and adjourn at 4:30pm. A motion to adjourn, if offered, shall require a majority vote as usual. It is the sense of the Senate that members should have a reasonable advance expectation of the latest time that a Senate meeting will adjourn so that members can plan other activities. Members should keep the time of the day in mind in framing their remarks.<sup>40</sup>

### SECTION 3. RESOLUTIONS

- (a) A "Resolution" shall consist of a statement that, if adopted by the Senate, will announce the policy of the Senate with regard to some matter within its competence.
- (b) A Resolution shall consist of these parts: the Title, the Preamble (if any), the Resolving Clause, and the Text. The Title shall briefly describe the content and purpose of the Resolution, which should be confined to a single topic; the Title shall commence, "A Resolution to (or for)..." The Preamble, if any, shall describe the background of the Resolution. Following the Preamble, if any, and immediately preceding the Text shall appear this Resolving Clause: "Be It Resolved by the Faculty Senate of The George Washington University." The Text may set forth more than one policy, each policy being stated in a separate numbered section.

- (c) In order to “introduce” a Resolution, a member shall read its Title and move its adoption, another member shall second the motion, and the first member shall present one copy to the presiding officer and one copy to the Secretary. The presiding officer shall then read the Resolution aloud and refer it to the Chairman of the Executive Committee for assignment to an appropriate Committee. Resolutions shall be numbered by the Secretary consecutively in the order of their introduction or reported as original Resolutions from Committees; for example, “Resolution No. 66-5”; and Resolutions may be referred to by number in the Minutes, in Reports, and in debate.
- (d) The presiding officer shall declare a Resolution “adopted” by the Senate upon passage of its Resolving Clause and Text by a majority vote.

#### SECTION 4. COMMITTEE ACTION ON RESOLUTIONS

- (a) A Resolution introduced at a meeting shall be assigned by the Chairman of the Executive Committee to an appropriate Standing Committee or to the Special Committee created by motion for the purpose. Resolutions may also be originated by Committees without prior introduction in a Senate meeting, and such Resolutions need only be reported by the Committee to become the business of the Senate. A Resolution that is assigned to a Standing Committee and is neither reported during the session nor attached to a Standing Committee’s Annual Report shall be listed by the Executive Committee’s Annual Report as “defeated in Committee,” and the Resolution must be reintroduced or originated in a Committee in order to be taken up in a subsequent session. Resolutions assigned to Special Committees shall survive from session to session without Committee action.
- (b) A Resolution shall be “reported” to the Senate for its action when the Committee’s chairman presents a copy of the Resolution to the Chairman of the Executive Committee for inclusion on the Agenda. A Special Report of the Committee may accompany the Resolution.

#### SECTION 5. COMMITTEE REPORTS

- (a) Committee reports shall be of three kinds: Annual Reports, Final Reports, and Special Reports.
  - (1) Each Standing Committee and the Executive Committee shall submit an “Annual Report” of activities during the session. Resolutions attached to an Annual Report shall be the business of the Committee in the next session, and with the consent of the Committee’s Chairman, the Resolutions may be put upon the Agenda of any meeting in the next session.
  - (2) Each Committee shall submit a “Final Report” to the Senate at the conclusion of its activities and shall, with submission of the Final Report, move to be discharged.
  - (3) A “Special Report” may be submitted by any Committee at any time, either in support of its reporting a Resolution, or by way of information to the Senate on the Committee’s activities.

- (b) A Committee Report must be adopted by a majority of the Committee and shall be submitted over the name of the Chairman, whether he concurs in the Report or not. The Chairman and members of the Committee may submit their separate views for attachment to the Committee Report over their separate names. A Committee Report shall be “submitted” when it is delivered in writing to the Chairman of the Executive Committee. Each Committee Report more than three double-spaced typewritten pages in length shall commence with a “Summary” not more than one such page in length for distribution to the Faculty Assembly.
- (c) The submitted Committee Report shall be circulated to the members of the Senate and shall be included in the minutes at the next appropriate meeting, but it shall not be read aloud unless requested by a majority vote. No Senate action regarding a Committee Report as such shall be in order, whether to receive, adopt, or accept it. The appropriate manner of securing debate and adoption of a Committee’s proposals shall be to frame them as Resolutions.

## SECTION 6. VOTING

- (a) Elected members of the Senate shall be the voting members, except as provided below to break a tie vote. Delegates of the College of Professional Studies do not have voting rights in regular and special meetings of the Faculty Senate and are not counted towards a quorum. Delegates of the College of Professional Studies shall have voting rights in the Faculty Senate committees on which they serve, excluding the Executive Committee. The lack of voting rights in regular and special meetings of the Faculty Senate and the Faculty Senate Executive Committee shall be reviewed within three years after seating the first College of Professional Studies Delegates.<sup>41</sup>
- (b) A “majority vote” shall be one vote more than one-half of the elected members present and voting, and “quorum” shall consist of one-half of the elected members; and if “one-half” equals a fraction, the number required for a majority vote or a quorum shall be the next higher whole number.
- (c) Voting shall ordinarily be by voice, with the presiding officer calling for the Ayes and Nays and declaring the result; except that any member, elected or ex officio, may call for a division of the Senate.
- (d) Voting in a division of the Senate shall ordinarily be by show of hands, with the presiding officer appointing nonvoting tellers and announcing the Ayes and Nays. In a division of the Senate the presiding officer may, when he announces a tie vote, vote orally to break the tie vote.
- (e) Upon the call of six elected members a roll call vote shall be taken. The Secretary shall call the roll alphabetically, recording beside each name “Aye,” “Nay,” “Not Voting,” or “Absent,” and the presiding officer shall vote last and only if he wishes to break a tie vote between the Ayes and the Nays. The presiding officer shall announce all the results of a roll-call vote.

- (f) By a majority vote a secret ballot may be taken. The Secretary as teller shall record the Ayes and the Nays and inform the presiding officer, who shall announce them; and if there is a tie vote between the Ayes and the Nays, the presiding officer, if an ex officio member, may vote orally to break the tie.

## SECTION 7. DEBATE

- (a) The entry of a Resolution upon the Agenda as reported by a Committee puts that business before the Senate for debate, and no second or other motion is required. A spokesman for the position of the Committee, ordinarily the Chairman, shall have the privilege of opening and closing debate on the merits.
- (b) Debate and amendments must be germane to the Resolution or other motions, and rulings of the presiding officer upon calls for order of the question of the germaneness shall be appealable by a majority vote.
- (c) Upon request of an elected member, and upon a majority vote if demanded by any member, the privileges of the floor for a germane statement not to exceed ten minutes in length may be extended to any person.

## SECTION 7A. STATEMENTS AND DISCUSSIONS

- (a) At the close of all business brought before the Senate at a regular meeting, a member or any other person, within the procedures set out in Section 7(c) may deliver a statement upon any subject within the competence of the Senate, and any other members may join in discussion of the statement. Other statements and discussion may follow. A statement shall not be considered a Resolution, and discussion of a statement shall not be considered debate. The order of appearance of persons delivering statements may be set in advance of the meeting by arrangement with the President and may, but need not, be set forth in the Agenda. The subjects of statements and motions of referral, but not the details of discussion, shall be recorded in the minutes.
- (b) A statement or discussion may be interrupted by the following motion: "I move to refer the subject to the Senate Committee on...(naming an appropriate committee)." Because a function of the motion is to terminate discussion of the subject, the motion shall be undebatable, and it shall be amendable only in respect of the committee designated.

## SECTION 8. RULES OF ORDER AND PARLIAMENTARIAN

- (a) Except as specifically provided to the contrary in the Bylaws, the Senate shall govern itself according to *Robert's Rules of Order*.
- (b) A Parliamentarian shall be appointed at the first regular meeting of each session by the President with the advice and consent of the Senate. The Parliamentarian shall not be a member of the Senate. The Parliamentarian shall advise on parliamentary procedure for meetings and shall assist in the drafting of Resolutions.



- (c) Rulings announced by the presiding officer shall govern the Senate unless appealed and overruled by a majority vote. It shall be the duty of the Parliamentarian to frame issues of procedure as proposed amendments to the Bylaws.

## SECTION 9. AMENDMENTS

Amendments to the Bylaws may be introduced and referred to the Executive Committee, or they may be originated within the Executive Committee at the suggestion of the Parliamentarian, and they shall be treated as nearly as may be as Resolutions. Enactment shall be by a majority vote. Amendments shall not be considered under a suspension of the rules of order.

## SECTION 10. STANDING COMMITTEES

There shall be standing committees for the following areas: Appointment, Salary, and Promotion Policies; Athletics and Recreation; Educational Policy and Technology; Fiscal Planning and Budgeting; Honors and Academic Convocations; Libraries; Physical Facilities and Campus Safety; Professional Ethics and Academic Freedom; Research; and University and Urban Affairs.<sup>42</sup>

Although members of standing committees are elected for terms not exceeding one year, it is the sense of the Senate that a greater degree of continuity and consistency in the transaction of committee business will be assured if elected members consider it an obligation to stand for re-election to the same committee at least once.

All standing committees shall hold at least one meeting at the beginning of each Senate Session.

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<sup>1</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>2</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>3</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>4</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>5</sup> Amendment by action of the University's Board of Trustees, March 21, 1991

<sup>6</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>7</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>8</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>9</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>10</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>11</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>12</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

<sup>13</sup> Amendment by action of the University's Board of Trustees, February 2, 2024, pursuant to Faculty Assembly resolution 24/1

