

## MEMORANDUM

Date: November 18, 2011  
To: University Faculty Senators  
From: Bylaws Committee (Karen Breitbart, Chris Neuhaus, Scott Peters, Jesse Swan)  
Re: Proposed revisions to Senate Bylaws

The ad-hoc Bylaws Committee was charged by the Chair of the Senate with reviewing the Senate's bylaws and recommending changes. Our committee was further charged by the Chair with recommending reforms related to faculty committees, especially the relationship between the Senate and committees. We continue to discuss the issues related to committees and plan to have concrete proposals before the Senate soon.

At this time, we have reached agreement on a set of amendments that respond to changes in the Faculty Constitution, in the standard practices of the Senate, or in the name of other entities on campus. We also suggest a couple of changes that we hope will clarify sources of ambiguity.

Attached you will find two documents. One summarizes *in seriatim* the proposed amendments. The other is a copy of the Bylaws with all proposed changes. These proposals:

- 1) *Update language to reflect the recent constitutional amendment regarding Senate representation and clarify what happens if a college falls perfectly in-between the cut-off points for an additional representative. (See Section 2)*
  - a. **Section 2.1** applies the new representation schema and specifies that if a college falls evenly in-between a multiple of 30, the college will be rewarded an additional representative.
  - b. **Section 2.2** specifies that the Committee on Committees is charged with determining the proper apportionment of representation on the Senate. This has been common practice, though it has never been specified in the bylaws.
  - c. **Section 2.3** allows a college to petition the Senate to request additional representation should it determine that its numbers justify it and the Committee on Committees has failed to adjust.
- 2) *Clarify the procedures used for electing the Chair and Vice Chair, the starting date of their terms, and the start date of the terms of senators.* Discussion within the committee revealed that the Senate's practice of electing new officers has not been consistent. Sometimes newly elected senators have participated; other times they have not. Our sense is that newly elected senators should be able to participate. What's more, they should be eligible to be nominated to office. Not all newly elected senators are new to the Senate—some have served before and may wish to be considered as Chair or Vice Chair. Toward these ends:
  - a. **Section 3.0** specifies that the election of the Chair and Vice Chair take place at the last regularly scheduled meeting of the Senate in the spring and that those eligible to vote

shall be all returning and newly elected senators. The nominating system remains unchanged.

- b. We recognized that a senate might need an extra meeting at the end of the year to finish its business, so we specified that although elections of the officers for the coming year are held at the last meeting of April, terms do not start until May 15. (**Section 2.4, Section 3.0**). This will allow the newly elected senators to participate in selecting their officers, but will also permit returning and outgoing senators to wrap up the Senate's business with an emergency meeting, if necessary.
- 3) *Clarify the appointment and duties of the Secretary*
- a. **Section 3.0** specifies that the Chair of the Senate shall appoint a secretary. This removes the old language that indicated that the Registrar would be the Senate's secretary.
  - b. The powers of the Secretary are largely unchanged, except that **3.3.1** has been changed to reflect that, since the Senate began using an administrative assistant, the Secretary oversees the production and distribution of the minutes without actually taking minutes.
- 4) *Reflect changes in Senate practices.*
- a. Update procedures of posting and distributing the calendar, minutes, and other business of the Senate. **Section 7.5, Section 7.6.**
  - b. Reserve the 2<sup>nd</sup> and 4<sup>th</sup> Mondays from 3:30-5:00 p.m. as times for regular meetings. (**Section 4.1**). This reflects settled practice today that the Senate meets regularly at these times. The committee proposes meeting start times of 3:30 rather than 3:15 because some faculty teach from 2-3:15 on Mondays and Wednesdays.
- 5) *Reflect the change in the name of UNI's student government. (Sections 3.1.7, 3.3.1, 3.3.4, 7.9)*