

**TEXAS A&M UNIVERSITY FACULTY SENATE**  
**BYLAWS**

*Revised April 13, 2009*

# TEXAS A&M UNIVERSITY FACULTY SENATE BYLAWS

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## **Chapter I. Officers of the Senate**

- A. The elected officers of the Faculty Senate shall be Speaker, Speaker-Elect, and Secretary-Treasurer, each elected annually from the Senate membership.
1. In addition to the duties specified in the Constitution, the Speaker shall represent the Senate at official functions. The Speaker shall also present an annual budget report to the Senate.
  2. The Speaker-Elect shall act in the absence of the Speaker. This officer shall also be a member of the Executive Committee.
  3. The Secretary-Treasurer shall provide for minutes of meetings of the Senate and of the Executive Committee. This officer shall administer the financial matters of the Senate. This officer shall also be a member of the Executive Committee.
  4. In the absence of the Secretary-Treasurer the Speaker shall designate a substitute. This individual should have previous experience with the duties of the office if possible.
- B. Procedures for Electing Senate Officers
1. The Speaker of the Senate for the next Session will be the individual serving as Speaker-Elect in the current Senate Session. The Speaker of the Senate may serve in this office even if the term as Faculty Senator expired during service as Speaker-Elect. If the Speaker-Elect cannot or will not serve as Speaker for the next Senate Session, an election for Speaker for the next Senate Session will be held.
  2. Nominations for officers Speaker-Elect and Secretary-Treasurer shall be submitted by Senators to the Election Committee no later than May.
  3. Nominations from the floor are in order if and only if no nominations are submitted by May 1. Nominations from the floor require prior consent of the nominees.
  4. A biographical sketch and brief statement, from each consenting candidate, shall be submitted to the Election Committee which shall distribute them to the Senators.
  5. The order of election shall be Speaker, Speaker-Elect, followed by, Secretary-Treasurer, and Executive Committee.

6. Unsuccessful candidates for Speaker or Speaker-Elect or Secretary-Treasurer shall be considered nominees for members-at-large of the Executive Committee unless they withdraw.
7. At a regularly scheduled meeting in May, each Senator may vote for one candidate only for each office.
8. Candidates receiving a majority vote from those Senators present and voting shall be elected to the office.
9. If no candidate receives a majority vote, the top two candidates shall be placed in a runoff. When a tie exists for the runoff positions, the tie shall be promptly determined by lot.

#### C. Appointed Officers

1. The Speaker shall annually appoint a Parliamentarian and a Deputy Parliamentarian who need not necessarily be Senators.
2. The Speaker shall annually appoint a Sergeant-at-Arms from members of the Senate.

## **Chapter II. Committees of the Senate**

### **A. Standing Committees**

1. The standing committees of the Senate shall be the Executive Committee, the Election Committee, the Bylaws Committee, the Committee on Committees, the Academic Affairs Committee, the Budget Information Committee, the Personnel and Welfare Committee, the Planning Committee, the Research Committee, the Core Curriculum Council, and the Legislative Affairs Committee.
2. Except as otherwise provided by these Bylaws, the size of standing committees shall be determined by the Senate.
3. Except as otherwise provided in the Constitution, voting members of the Senate standing committees shall also be members of the Senate. Ex-Officio non-voting members who are not members of the Senate may be appointed to any standing committee.
4. Except as otherwise provided, each standing committee shall elect its own chairperson.
5. Each standing committee may form subcommittees. The chairpersons of subcommittees shall be appointed by the standing committee from among its members. Membership of subcommittees may also include persons not members of the Senate.
6. Members of all Senate standing committees shall be elected or appointed annually.
7. Outgoing chairs of all standing committees, including the Speaker on the Executive Committee, unless the outgoing chair is serving as a regular committee member, shall remain as Ex-Officio non-voting members of the respective committees for a period of one year to promote continuity of purpose.

### **B. The Executive Committee**

1. Organization and Functions
  - a. The Executive Committee shall have nine members, consisting of the Speaker, the Speaker Elect, Secretary-Treasurer, and six elected members-at-large. The Dean of Faculties shall serve as a non-voting Ex-

Officio member of the Executive Committee. The Speaker shall chair this committee.

- b. The Executive Committee of the Faculty Senate shall advise the Speaker of the Senate, assist in the administration and planning of Senate meetings, be responsible for the budget, implement the decisions and programs of the Senate, and act as directed by the Senate. The Executive Committee shall have the power to act for the Senate in case of an emergency. All such actions shall be reported to the Senate at its next meeting.
- c. The quorum of the Executive Committee shall be five.

## 2. Election Procedures

- a. Nominations for members-at-large shall be submitted by Senators to the Election Committee no later than May 1.
- b. Nominations from the floor are in order if and only if an insufficient number of nominations are submitted by May 1. Nominations from the floor require prior consent of the nominees.
- c. A biographical sketch and brief statement, from each consenting candidate, shall be submitted to the Election Committee which shall distribute them to the Senators.
- d. At a regularly stated meeting in May, each Senator shall vote for not more than six candidates following the election of Speaker-Elect and Secretary-Treasurer.
- e. The six candidates receiving the largest majorities from those Senators present and voting shall be elected to the committee. In the case of ties among candidates receiving majority vote, the winner(s) shall be promptly determined by lot, at the meeting at which the votes are canvassed. The following guidelines apply:
  - (1) As required by the Constitution, no electoral unit (here after unit) may have more than two members on the Executive Committee. The Speaker, the Speaker-Elect, and the Secretary-Treasurer shall each count as one member of the Executive Committee in addition to those elected as Member-at-large.
  - (2) For units with more than two nominees, only the two receiving the highest majority votes are eligible to be elected.

- f. If there are unfilled seats, the number of unfilled committee seats shall be multiplied by two and that number of candidates shall be placed in a runoff. When ties exist for the final run-off position(s), the candidate(s) shall be promptly determined by lot.
- g. Senators shall then vote for no more than the number of unfilled seats, with those candidates receiving a majority vote being elected, subject to the guidelines in paragraph e.
- h. If seats on the committee remain unfilled, the process outlined in paragraphs e. and f. above shall be repeated.
- i. If the result of a runoff is a deadlock, i.e., no one is elected nor eliminated, the candidate receiving the lowest number of votes shall be eliminated. An ensuing runoff shall occur.

#### C. The Election Committee

- 1. The Election Committee shall consist of one Senator from each unit. The Senators from each unit shall elect one member from that caucus to serve in this position. In the event of a vacancy during the academic year, the Faculty Senate caucus of the unit lacking representation shall nominate, and the Executive Committee shall ratify, a senator as a replacement to fill the unexpired term.
- 2. The Election Committee shall conduct elections of the Senate, of Senate officers, and of Senate Executive Committee members, consistent with the Constitution and Bylaws. The Election Committee shall develop election procedures consistent with the Constitution and other bylaws for the consideration of the Senate. These procedures shall provide for a secret ballot except when the number of nominees for Senate officers or committees is equal to the number of positions to be filled. When the number of nominees is equal to the number of positions to be filled, the nominees may be elected by voice vote.

#### D. The Bylaws Committee

- 1. The Bylaws Committee shall consist of one Senator from each unit. The Senate Parliamentarian will serve as a non-voting Ex-Officio member. The Senators from each unit shall elect one member from that caucus to serve in this position. In the event of a vacancy during the academic year, the Faculty Senate caucus of the unit lacking representation shall nominate, and

the Executive Committee shall ratify, a senator as a replacement to fill the unexpired term.

2. The Bylaws Committee shall formulate and present the Bylaws to the Senate. This committee shall also consider and make recommendations on all amendments or changes referred to the committee by the Senate or proposed to the committee by other committees or by individual Senators.

#### E. The Committee on Committees

1. The Committee on Committees shall consist of one Senator from each unit, the Speaker and the Speaker elect. The Senators from each unit shall elect one member from that caucus to serve in this position, normally the caucus leader. A representative of the Vice President for Student Affairs shall serve as a non-voting, Ex-Officio member of the Committee on Committees for a term of one year. In the event of a vacancy during the academic year, the Faculty Senate caucus of the unit lacking representation shall nominate, and the Executive Committee shall ratify, a senator as a replacement to fill the unexpired term.
2. The Committee on Committees shall select nominees for the various University committees for presentation to the Senate or the Executive Committee. Nominees are not required to be Senators. After approval of standing committee nominees by majority vote of the Senate, or of ad hoc committee nominees by majority vote of the Executive Committee, the nominations should be forwarded as appropriate.
3. The Faculty Senate Speaker shall serve as chairperson.
4. The Committee on Committees shall select a Deputy Chairperson from its members.

#### F. The Academic Affairs Committee

1. Jurisdiction  
This committee has the responsibility to study policies, procedures, and regulations and to recommend actions in the following areas:
  - a. Curriculum and Instruction.
  - b. Academic Standards:
    - (1) Admissions

- (2) Graduation
- (3) Retention

- c. Honors.
  - d. Other matters affecting academic matters.
2. Members shall be appointed by the Speaker, annually, with the advice of the Executive Committee and the consent of the Senate.

#### G. The Budget Information Committee

1. Function  
This committee has the following duties and responsibilities:
- a. To study the University budget and become thoroughly familiar with its structure, provisions, and development.
  - b. To provide advice to and obtain information from the Vice President for Finance, other Vice Presidents, the Executive Vice president and Provost, other officers and the President relating to the University budget.
  - c. To advise and recommend action on any issue pertaining to the development and content of the University budget to the Executive Committee of the Senate and to the Faculty Senate as a whole.
2. Members shall be appointed by the Speaker, annually, with the advice of the Executive Committee and the consent of the Senate.

#### H. The Personnel and Welfare Committee

1. Jurisdiction  
This committee has the responsibility to study policies, procedures, and regulations and to recommend actions in the following areas:
- a. Hiring, retention, tenure, promotion, and evaluation of academic personnel.
  - b. Hiring, retention, promotion, and evaluation of support personnel and graduate assistants.
  - c. Benefits for academic and support personnel.

- d. Faculty development.
  - e. Other matters relating to University personnel and welfare.
2. Members shall be appointed by the Speaker, annually, with the advice of the Executive Committee and the consent of the Senate. A member of the University Staff Council will serve as a non-voting Ex-Officio member.

I. The Planning Committee

1. Jurisdiction

This committee has the responsibility to study policies, procedures, and regulations and to recommend actions in the following areas:

- a. Policies affecting University development and use of resources.
  - b. Establishment, reorganization or discontinuation, of organizational units/ areas of instruction, research, or administration.
  - c. Libraries, computing, and other support facilities affecting the academic environment.
  - d. Physical Plant and facilities affecting the academic environment.
  - e. Other related matters relating to planning.
2. Members shall be appointed by the Speaker, annually, with the advice of the Executive Committee and the consent of the Senate.

J. The Research Committee

1. Jurisdiction

This committee has the responsibility to study policies, procedures, and regulations and to recommend actions in the following areas:

- a. External funding of research.
- b. Internal funding and distribution of research funds.
- c. Travel related to soliciting, conducting, and presentation of research.
- d. Libraries, computing, and other support facilities affecting the environment.

- e. Publication or other means of disseminating research findings.
  - f. Copyrights and patents.
  - g. Other matters affecting the conduct and dissemination of research.
2. Members shall be appointed by the Speaker, annually, with the advice of the Executive Committee and the consent of the Senate.

#### K. The Core Curriculum Council

##### 1. Jurisdiction

This committee shall establish requirements for, and recommend to the Senate courses to be included in the core curriculum to satisfy:

##### a. State Coordinating Board requirements in:

- (1) Communications
- (2) Mathematics
- (3) Natural Sciences
- (4) Humanities and Visual Arts
- (5) Social and Behavioral Sciences

##### b. The University graduation requirement for International and Cultural Diversity.

2. The committee shall also establish criteria for evaluation and review, and to recommend to the Senate renewal or non-renewal of existing courses on a regular basis.
3. The committee shall establish and implement methods for assessing the success of the core curriculum in meeting Coordinating Board and SACS standards.
4. Members shall be appointed by the Speaker, annually, with the advice of the Executive Committee and the consent of the Senate. Representatives for the Dean of Undergraduate Programs and of the Office of Institutional Assessment shall serve as non-voting, ex-officio members.

#### L. The Legislative Affairs Committee:

##### 1. Jurisdiction

This committee shall annually review and report to the Senate proposed legislation that may impact the educational process or employee benefits and working conditions. The committee may meet with local legislators to promote or discuss potential legislation.

2. Members shall be appointed by the Speaker, annually, with the advice of the Executive Committee and the consent of the Senate. The Texas A&M Vice President for Governmental Affairs and the Vice President for Federal and Institutional Affairs or representatives from those offices shall be ex-officio members.

#### M. Caucus Committees

##### 1. Unit Caucus

- a. The senators elected from each electoral unit shall be known collectively as a Caucus. The Caucus shall facilitate communication on matters of importance to the faculty. The focus of communication shall be among senators and among faculty, administration, and senators in the unit. They shall also nominate candidates for the Election Committee, the Bylaws Committee, the Committee on Committees, and other committees as requested by the Executive Committee.
- b. The senators of each Caucus shall elect one from their membership to serve as Caucus Leader.

##### 2. Caucus Leaders Committee

- a. The Caucus Leaders Committee shall be comprised of the elected Caucus Leaders from the various units and a member of the Executive Committee appointed by the Executive Committee. The Caucus Leaders Committee shall facilitate informal communication among the various units and between those units and the Executive Committee on matters of broad importance to the faculty.
- b. The member of the Executive Committee shall convene the committee which will elect its chairperson.

#### N. Reporting Committees

1. The following committees shall have their membership determined by and shall report to the Faculty Senate:

Committee on Emeritus Status  
Graduate Council  
Honors Program Advisory Committee  
Library Councils  
    University Library Council  
    Medical Sciences Library Council  
Rules and Regulations Committee  
Scholarship Committee  
Undergraduate Admissions Advisory Committee  
University Curriculum Committee  
International Programs Committee

Unless otherwise specified below:

All faculty members of these committees shall serve three-year terms and shall be appointed so that approximately one-third of the terms for members of each committee expires each year. Those serving on a committee as a result of their Texas A&M University position shall continue to serve as long as they are in that position. Student members shall serve one year terms.

Members of these committees shall be appointed by the Faculty Senate Committee on Committees after consultation with the appropriate deans and offices and upon approval of those selected by a majority vote of the Faculty Senate. If there is not at least one member of each committee reporting to the Faculty Senate who is a Faculty Senator, the Committee on Committees shall have the discretion to nominate an at-large member to serve on such committees.

Each of these committees shall elect, by its voting members, its own Chairperson and Vice Chairperson. Committees will hold an annual election for a chairperson.

The term off-campus academic unit shall refer to officially designated branch campuses.

## 2. Structure and Function of Reporting Committees

### a. Committee on Emeritus Status

- (1) Membership shall be composed of the Dean of Faculties and Associate Provost, Ex-Officio, plus one tenured faculty member from each academic college, off-campus academic unit, and the Library. Faculty members shall be nominated by the Faculty Senate Executive Committee, after consultation with the college caucuses, and shall be approved by the Faculty Senate.

- (2) The Committee shall: (1) monitor the files to assure that all eligible candidates are considered for emeritus status; and (2) review all unfavorable recommendations and forward its recommendations to the Executive Vice President and Provost. The committee, through its chair, shall communicate in writing to the Executive Committee of the Faculty Senate policy and procedural matters associated with the review of nominees for emeritus status.

b. Graduate Council

- (1) Membership shall consist of one representative from each college and off-campus academic unit who shall be selected by the Faculty Senate Committee on Committees after consultation with the college deans and caucuses (chairs of the college committees for graduate instruction shall be considered for appointment); two representatives of the Graduate Faculty; two graduate students; and the Director of Graduate Studies as an Ex-Officio member. All faculty members shall be members of the Graduate Faculty.

All of the above members except the Director of Graduate Studies shall be voting members.

The Associate Director of Graduate Studies, one representative of the University Library Council, and one member of the Medical Sciences Library shall serve as non-voting members.

The Council shall elect a chairperson from among its voting members.

- (2) The Graduate Council shall review all curricular requests pertaining to the graduate academic program, shall be responsible for the quality and development of the graduate instruction and programs and shall advise the Director of Graduate Studies on all graduate program matters.
- (3) The Graduate Council shall communicate in writing, through its secretary, its recommendations to the Faculty Senate, by way of the Executive Committee, and simultaneously to the Academic Program Council.

c. Honors Program Advisory Committee

- (1) Membership shall consist of the Executive Director of the Office of Honors Programs (Ex-Officio and chair), Associate Director for

Honors Programs (Ex-Officio), and Chair of the Faculty Senate Academic Affairs Committee (Ex-Officio). Committee membership shall also include one faculty representative from each college, selected by the Faculty Senate Committee on Committees after consultation with the college deans and caucuses (with preference given to honors faculty), and 2 students and 3 honors faculty appointed by the Executive Director. Each of the above named members shall be voting members of the committee. Ex-Officio, non-voting members may be appointed by the Chair.

- (2) This reporting committee provides advice on standards and policies related to honors programs at the University. The committee will act as a resource and advice/support group to the Office of Honors Programs on the concerns of the University community regarding Honors Programs and related issues including, but not limited to, University and Foundation Honors, University Undergraduate Research Fellows, Latin Honors, Honors Courses, Honors Sequences, and recognition of achievements in honors. The committee is intended to represent the University perspective. Consequently, every effort will be made to have broad representation in the committee membership.
- (3) The Honors Program Advisory Committee shall communicate in writing, through its chair, its recommendations to the Faculty Senate on policies and procedures dealing with Honors Programs at Texas A&M University by way of the Faculty Senate Executive Committee and simultaneously to the Associate Provost for Undergraduate Programs and Academic Services.

d. Library Councils

- (1) Two library councils shall be established: one to advise the Director of the University Libraries on the main campus and the other, a Medical Sciences Library Council, to advise the Director of the Medical Sciences Library.

(a) University Library Council

This council shall consist of one voting representative from each of the colleges; the Sterling C. Evans Library; the experiment stations; the extension services; the Texas Transportation Institute; and three students, one of whom shall be a graduate student. The Director of the Sterling C. Evans Library and the

chairperson of the Medical Sciences Library Council shall be non-voting members.

(b) Medical Sciences Library Council

This council shall consist of seventeen members. Voting members include three faculty from the College of Medicine, one medical student or one graduate student from the College of Medicine (medical and graduate student alternating successive years), four faculty from the College of Veterinary Medicine, one veterinary or graduate student from the College of Veterinary Medicine (medicine and graduate student alternating successive years), one faculty from the School of Rural Public Health, one graduate student from the School of Rural Public Health, one undergraduate student from the Biomedical Sciences Program, one Medical Science Library faculty, and two faculty from any TAMU College not otherwise represented. The Director of the Medical Sciences Library and the Chairperson of the University Library Council shall be non-voting members.

The following will be appointed by the TAMU Faculty Senate: Representatives from the College of Veterinary Medicine, the Biomedical Sciences Program, TAMU academic colleges, and the Medical Sciences Library. The following will be appointed by the TAMUS-HSC: Representatives from the College of Medicine and School of Rural Public Health.

The composition of the Council is to be re-evaluated every three years from its initial date of adoption.

- (2) Unless otherwise specified above, all members of both councils shall be voting members.

The Library Director advised by each council or a designated representative shall serve as secretary.

- (3) It shall be the function of the above councils to review and recommend policies governing the operations of the University libraries.
- (4) The library councils shall communicate in writing, through their respective secretaries, their recommendations to the Faculty Senate, by way of the Executive Committee, and simultaneously to the Executive Vice President and Provost.

e. Rules and Regulations Committee

- (1) Membership shall consist of representatives of the Executive Vice President and Provost, the Vice President for Administration, the Vice President for Finance, and the Vice President for Student Affairs; the Assistant Provost for Enrollment, the Dean of Graduate Studies, the President's Office, the Academic Operations Committee, and The Texas A&M University System; six faculty members and seven students, two of whom shall be a graduate students.

All members except the representatives of the President's Office shall be voting members.

- (2) It is the function of this committee to recommend changes in the rules and regulations governing the students and to supervise the publication of such regulations. The report of this committee shall be forwarded to each of the Vice Presidents represented and to the Academic Operations Committee for review and comments.
- (3) The Rules and Regulations Committee shall communicate in writing, through its chair, its recommendations to the Faculty Senate, by way of the Executive Committee.

f. Scholarship Committee

- (1) Membership shall consist of the Executive Vice President and Provost, the Executive Director of Admissions and Records, the Director of Student Financial Aid, the Executive Director of the Honors Programs and Academic Scholarships, the Executive Director of the Association of Former Students or designated representative, the Director of International Student Services, the Director of the Office of Graduate Studies, the Corps of Cadets Scholarship Officer, and the administrator designated by the Director of Athletics, as Ex-Officio members; representatives of each college and off-campus academic unit; a representative of the Vice President for Student Affairs; a member of any Faculty Senate committee on minority conditions, and two students.

All the above shall be voting members.

The Director of Student Financial Aid or a designated representative shall serve as secretary.

- (2) It is the function of this committee to encourage, develop, and evaluate TAMU scholarship programs. The Scholarship Committee also hears appeals of students whose Athletic grants-in-aid are not renewed. In the conduct of these functions the committee shall be assisted by the Athletic Council and any Faculty Senate committee on minority conditions, each of which may be called on to suggest criteria for granting appropriate scholarships and awards.
- (3) The Scholarship Committee shall forward its scholarship recommendations to the Office of Student Financial Aid and, through its chair, shall communicate in writing to the Faculty Senate, by way of the Executive Committee, policy and procedural matters associated with the review of scholarship applications.

g. Undergraduate Admissions Advisory Committee

- (1) Membership shall consist of the Vice Provost (Ex-Officio), the Assistant Provost for Enrollment (Ex-Officio), the Associate Provost for Undergraduate Programs and Academic Services (Ex-Officio and chair), four faculty members appointed by the Faculty Senate, two representatives of the Council of Deans, two representatives of the Academic Operations Committee, one representative of the Vice President for Student Affairs, one representative of the Executive Vice President and Provost, the student body president (Ex-Officio), and the Director of Admissions (Ex-Officio). All members except the chair have voting privileges.
- (2) This reporting committee provides advice on academic standards in undergraduate admissions policy, particularly for new freshmen. The committee will act as a resource and advice/support group to the Office of Admissions and Records on the concerns of the University community regarding academic standards in admission policies. The committee is intended to represent the University perspective. Consequently, every effort will be made to have broad representation in the committee membership.
- (3) The Undergraduate Admissions Advisory Committee shall communicate in writing, through its chair, its recommendations to the Faculty Senate on policies dealing with academic standards in undergraduate admissions by way of the Executive Committee and simultaneously to the Executive Vice President and Provost.

h. University Curriculum Committee

- (1) Membership shall consist of one representative from each college and off-campus academic unit, who shall be selected by the Faculty Senate Committee on Committees after consultation with the college deans and caucuses (chairs of the college level curriculum committees shall be considered for appointment); two students; and the Associate Provost and the Executive Director of Admissions and Records as Ex-Officio members.

All of the above members shall be voting members.

One representative of the University Library Council and one of the Medical Sciences Library shall serve as non-voting members.

The Director of Admissions or a designated representative shall serve as secretary.

- (2) The Curriculum Committee shall review all proposed courses, changes, and programs at the undergraduate and the medical professional levels and shall recommend appropriate policy to improve and develop the undergraduate academic and the medical professional programs.
- (3) The Curriculum Committee shall communicate in writing, through its secretary, its recommendations to the Faculty Senate, by way of the Executive Committee, and simultaneously to the Academic Program Council.

i. International Programs Committee

O. The Speaker may appoint ad hoc committees with the consent of the Senate.

### **Chapter III. Adoption and Amendment of the Bylaws**

A. Amendments may be proposed by either of the following methods:

1. Standing committees, or individuals supported by ten percent of the Senate, may propose amendments to the Bylaws. The proposed amendment(s) shall be submitted to the Executive Committee for inclusion on the next meeting's agenda for debate only. At the close of debate, the proposal shall be referred to the Bylaws Committee for a report and recommendation. At the next regularly scheduled meeting the Senate shall consider the report and recommendation of the Bylaws Committee.
2. The Bylaws Committee may propose amendments to the Bylaws by written notice to the Senators at least two weeks prior to the meeting at which amendments shall be considered.

B. Adoption

1. Upon final adoption, the Bylaws shall become effective at the next meeting.
2. All amendments and changes in the Bylaws shall be adopted by two-thirds majority of the Senators present and voting and shall take effect at the next meeting.

## Chapter IV. Procedures

A. The rules contained in the current edition of *Robert's Rules of Order* shall govern in all cases to which they are applicable and in which they are not inconsistent with the Senate's Constitution, Bylaws, or any special rules of order the Senate may adopt.

### B. Meeting Agendas

1. Senators or committees may submit items for inclusion on the agenda to the Executive Committee at least ten working days prior to the meeting. The proposed agenda item shall be in writing and shall contain any motions on which action is desired at the meeting. Such items shall either be placed on the agenda or sent to an appropriate committee for consideration.
2. The Executive Committee shall set the agenda and report to the Senate on the status of unscheduled items.
3. The Executive Committee shall submit the agenda, including motions, to all Senators at least five working days prior to the meeting.
4. The Speaker may add emergency items to the agenda.
5. Senators may, at the meeting, move to include an item on the next meeting's agenda.
6. All proposals recommended by non-Senate groups shall be delivered to the Executive Committee. The Executive Committee shall place any recommendation on the agenda or refer it to the appropriate Senate committee.
7. The last item on the agenda shall always be the formation of the Senate into a Committee of the Whole for consideration of the state of the University.

### C. Actions on Motions

1. The Senate, by majority vote, may take final action on items on the published agenda.
2. The Senate, by majority vote, may declare a main motion an emergency item for immediate deliberation.
3. Emergency items placed on the agenda shall require a three-fourths majority of the Senators present and voting for passage.

4. Final action may not be taken on other main motions until the next regularly scheduled meeting.
5. Twenty-five percent of the Senators present may demand a roll call vote. This shall prevail unless two-thirds of the Senators present and voting approve a secret ballot.

#### D. Senate Actions

1. All approved motions shall be labeled serially by session.
2. The Secretary-Treasurer will develop any further classification of actions for filing and future reference.

#### E. Interpretation of Constitutionality and Related Questions

Rulings on constitutionality and conformance to bylaws and relevant legal documents shall be made by the Speaker of the Senate subject to majority approval of an appeal, in which case the appeal shall go to the Bylaws Committee for consideration, with a decision by a number equal to a majority of its full membership to be final.

## Chapter V. Meetings

### A. Regular Meetings

1. The Faculty Senate shall meet on the second Monday of each month.
2. Each regular meeting shall begin promptly at 3:15 p.m. and shall adjourn by 6:00 p.m., but the time limit may be extended by a two-thirds vote.
3. At any regular meeting the time and/or date of any ensuing regular meetings in the same session or of the June meeting in the next session may be changed by a two-thirds vote.
4. If there are no urgent items and the agenda is light, a regular meeting of the Faculty Senate may be canceled with seven days notice by a two-thirds vote of the Executive Committee.
5. Emergency items between meetings can be distributed and voted via email.

### B. Special Meetings

1. Special meetings may be called by:
  - a. the Speaker;
  - b. the Executive Committee, or by;
  - c. petition from twenty percent of the Senators to the Secretary-Treasurer.
2. Calls for a special meeting shall be mailed to all members of the Faculty Senate.
3. The call for a special meeting shall specify:
  - a. the agenda;
  - b. the time, date, place, and duration.
4. Only those items on the agenda shall be considered.

C. All meetings of the Faculty Senate September through August shall constitute one session.

D. Meetings shall be open unless closed by a majority vote.

E. The Committee of the Whole shall be an open meeting unless closed by a majority vote of the Faculty Senate or of the Committee of the Whole.

F. Visitors shall be seated in a designated area.

## Chapter VI. Membership and Participation

### A. Ex-Officio Representatives

1. These shall include the Executive Vice President and Provost, the Dean of Faculties and Associate Provost, and a representative from the Academic Administrative Council, the School of Military Science, the Graduate Student Council, and the Student Senate. The outgoing Speaker shall remain as an Ex-Officio member of the Faculty Senate for a period of one year, unless the outgoing Speaker is a regular member of the Faculty Senate.
2. These representatives shall be non-voting, but may address the Senate from the floor.
3. The faculty of The Texas A&M University System Health Science Center College of Medicine shall elect a spokesperson to the Texas A&M University Faculty Senate. This person shall be an ex-officio member of the Senate, with no authority to vote, either on the floor or in committee, to offer motions, second them, or offer amendments. The HSC College of Medicine representative shall enjoy all other perquisites of membership in the Senate, including eligibility to serve on committees and subcommittees. The spokesperson may speak to the full Senate, bring guests, and speak in favor of or against measures before they are voted on.

B. Visitors may attend Faculty Senate meetings unless closure is invoked but may not address the Senate unless invited by the Speaker.

### C. Appointed Replacements

Where a vacancy in a Senate seat in a unit occurs before the next regularly scheduled election, the Speaker, in consultation with the other Senators of that unit, may appoint a replacement who shall serve until the next regularly scheduled election. In that election, a candidate will be elected for the remaining years of the original term.

### D. Attendance

1. Members are expected to attend all regularly scheduled Senate meetings and meetings of Senate committees to which they are assigned. As a minimum, they should attend at least six of nine regular Senate meetings and two-thirds of each assigned committee's meetings during the academic year (September - May) and those meetings during the summer that are feasible. Professional activities are valid reasons for missing a meeting. The Speaker should be informed in advance of anticipated absences from

Faculty Senate meetings. The Committee chair should be informed in advance of anticipated absences from committee meetings.

- (a) Inactive member. During the summer sessions any member of the Faculty Senate may be placed on inactive status for the entire or any portion of the summer by requesting inactive status and by presenting a sufficient reason in writing to the Secretary. The Executive Committee has authority to approve or disapprove the request.
2. In the event that a member misses more than three regular Senate meetings during the academic year, a letter shall be sent by the Speaker to that Senator (with a copy to the member's Caucus Leader) requesting an explanation. Both the Senator and the Caucus may provide the Speaker information regarding extenuating circumstances related to the absences. If a satisfactory explanation for excessive absences is not provided within 21 days, the Executive Committee shall have authority to declare the member's position vacated and to invoke the provisions in Sections VI.C. of these Bylaws to choose a replacement. The Executive Committee shall have final authority to determine whether the explanation is satisfactory.
3. To facilitate attendance at scheduled meetings of the Senate and its various committees, the Senate requests that Academic Departments not assign teaching or other responsibilities to Faculty Senators on Mondays after 3:00 p.m.

## Chapter VII. Elections

### A. Election Committee

All elections, nominations, and reapportionments associated with the Faculty Senate shall be conducted by the Election Committee of the Faculty Senate.

### B. Electors

1. Eligibility as an elector shall be the same as stated in the Part II.B. of the Constitution for membership in the Faculty Senate.
2. Questioned status under these guidelines shall be decided by the Election Committee of the Faculty Senate, subject to appeal of the full Senate

### C. Office Holder

Any qualified voter as defined above and in Part II.C. of the Constitution shall be eligible to hold the office of Senator.

### D. Apportionment and Reapportionment

1. Apportionment will occur in December 1985 and in December of every third year thereafter. Reapportionment shall be based on the formula in Part II.A.4 of the Constitution as applied to the University payroll for September of the year of reapportionment. At reapportionment, the number of Senators shall be set to the number, rounded up from .5 or greater, to the next whole number which corresponds to one Senator for each 24 faculty members as determined by the formula in Part II.A.4. of the Constitution or 1% of the total number of faculty if greater than 2400. The reapportionment list shall be published in the appropriate University publication by January 15 following the action, including the term of office for each Senate seat added to each electoral unit.
2. Apportionment of Senators for each electoral unit shall be determined by the method of equal proportions as used by the United States House of Representatives.
3. If, as a result of reapportionment, an electoral unit loses a senatorial position, a place open for election in April of the year of reapportionment shall be deleted. If no such places are open for election in that year, such a place shall be deleted in the April election of the following year.

4. All new places resulting from reapportionment shall have the initial terms decided by the Election Committee. Terms of office for new places shall be announced prior to the nomination period for those places.
5. If for any reason the spirit of Part II.C.2. of the Constitution cannot be fulfilled in an electoral unit, the Election Committee shall reduce the terms of office for open positions to re-establish the necessary balance.

#### E. Nomination of Senatorial Candidates

As specified in Part II.C. of the Constitution, the faculty themselves shall nominate senatorial candidates subject to the following guidelines:

1. Any faculty member seeking the position of Senator shall put one's own name in nomination or agree to one's nomination by another.
2. All nominations shall be in writing and submitted to the Office of the Faculty Senate.
3. A specific form for nominations shall be used. These forms shall be made available from the Office of the Faculty Senate.
4. Senatorial nominees may file for any place in the electoral unit. This right cannot be abrogated by any agreement or directive, formal or informal. Nominees may change the place for which they have filed, upon written request. The request must be made before the close of the nomination period.
5. For the regular spring elections, the nomination period for election of Senators shall be a two week period ending two weeks before voting begins. For special Senate elections, the nomination period shall be a two week period ending one week before voting begins.
6. Members of the Faculty Senate Election Committee shall be in charge of final approval of nominations within their respective electoral units, subject to an appeal to the full committee.
7. A faculty member may not run for a Senate seat unless the term can be completed under current term limitations.

#### F. Write-In Candidates

Subject to meeting eligibility requirements for Senate membership, write-in candidates shall be eligible for election.

## G. Elections

All senatorial elections shall follow Part II.D. of the Constitution.

1. Ballots shall list the nominees for each vacant position in order, by the date in which they file, and shall make provision for write-in candidates for each place.
2. Ballots may be cast by mail, fax, e-mail, or web for a period of two weeks as set by the election committee. Ballots may also be cast at the Office of the Faculty Senate during this same election period.
3. Elections of Senators shall be scheduled during the period of the last two weeks of March and first week of April.
4. The regular election shall utilize an alternate vote procedure as described in G.7 and G.8. Using this approach, all candidates shall be ranked with 1 equal to the first preference of the voter, 2 equal to the next highest preference, and so on. A candidate who receives a majority of first place votes for a senatorial place upon the first counting of the ballots is declared the winner. If two candidates tie for first place upon first counting, and there are no other candidates receiving votes, the winner shall be decided by lot.
5. If no candidate receives a majority of first place votes for a senatorial place upon first counting of the ballots the alternate vote procedure for recounting the ballots shall be used. The procedures to determine the two candidates for the second counting are as follows:
  - (a) If three or more candidates tie for first place upon first counting, two candidates to compete in the second counting shall be chosen by lot.
  - (b) If two or more candidates tie for second place upon first counting, one shall be selected by lot to compete in the second counting.
  - (c) If there are not ties as described above, the two candidates with the most first place votes shall participate in the second counting.
6. If it becomes necessary to use the alternate vote procedure to determine the winner of a senatorial place, the procedure for vote counting is as follows:
  - (a) The two candidates participating in the second counting retain all of the votes they received upon first counting.
  - (b) The remaining ballots are distributed between the two candidates based upon the highest rank received on each of the remaining ballots. If

neither of these two candidates is ranked on a ballot, that ballot is not counted.

(c) If the second counting results in a tie, the winner is decided by lot.

7. Ballots will be counted on the day following the close of balloting by members of the Election Committee. Members of the press shall be invited and other interested individuals may be present during the count. Election outcomes will be publicly announced as soon as possible; election results will be available in the Office of the Faculty Senate. No election results will be released prior to the final day for counting the ballots.

#### H. Vacancies

1. Should a Senate seat become vacant before the next regularly scheduled election, the place shall be filled in accordance with Chapter VI.C.
2. Should a Senator anticipate being absent from the campus, or otherwise unable to perform his or her duties, for a period of three or more months, then:
  - (a) If the time from the anticipated date of return to the expiration of the term is fewer than three months, then the Senator shall resign and the seat shall be filled in accordance with Chapters VI.C.
  - (b) If the time remaining in the term after the anticipated date of return is three months or more, then a temporary replacement shall be appointed in accordance with VI.C. The Senator shall resume his or her seat upon returning.
  - (c) If an office or position on the Executive Committee becomes vacant, immediately upon notification of the vacancy occurring, a two-week nomination period shall be held, and at the next meeting of the Faculty Senate, an election shall be held to fill the vacancy.

In interpreting these provisions, "three months" shall be construed as "a period of time encompassing three regularly scheduled Senate meetings."

## STANDARD OPERATING PROCEDURES

### A. Elections

1. Ballots from the Faculty Senate elections shall be maintained in the Office of the Faculty Senate for a period of 91 days following the close of balloting. At the end of this period, the ballots will be destroyed unless the election has been contested; if an election is contested within this period, the ballots shall be maintained in the Office of the Faculty Senate until the contest is resolved.
2. No Senator shall serve on the Election Committee who is eligible for re-election during the current year.

### B. Voting During Senate Meetings

For roll call votes, at the end of the voting the Speaker shall ask if any Senator wishes to change his/her vote. After all vote changes have been duly recorded, the Speaker shall announce the vote.

### C. Financial Records

The Executive Committee shall appoint a committee of not less than two Senators, one of whom shall not be a member of the Executive Committee, to audit the financial records of the Faculty Senate at the end of each fiscal year.

### D. Sexist Language

1. The Senate shall not consider documents containing sexist language. Documents containing sexist language that might come to the Senate shall be edited to remove any sexist language, or, if the document is not subject to amendment by the Senate, shall be returned to the author to have the sexist language removed.
2. Sexist language is defined as statements that cast individuals in an inferior or degrading light because of their sex, or that use gender specific words to refer to individuals of both sexes.

### E. Consent Agenda

1. Action items which are not expected to generate discussion may be assigned by unanimous vote of the Executive Committee to a Consent Agenda to be approved in one action by general consent.
2. Items on the Consent Agenda shall be included on the Meeting Agenda.

3. The Consent Agenda shall be the first item on the Meeting Agenda following the approval of the minutes.
4. The Speaker may explain items on the Consent Agenda.
5. Any item shall be removed from the Consent Agenda and taken up separately upon request of a single member.
6. Items removed from the Consent Agenda automatically become agenda items in the meeting in which they were removed.

F. Martin Luther King, Jr.'s Celebration

The Texas A&M Faculty Senate shall not meet on the date of the national celebration of Martin Luther King, Jr.'s birthday.