

# TEXAS A&M UNIVERSITY FACULTY SENATE BYLAWS

*Revised April 28, 2011*

Proposed revisions October 28, 2019

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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 administer the financial matters of the Senate, and ~~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 (if necessary), Speaker-Elect and Secretary-~~Treasurer~~ shall be submitted by Senators to the Election Committee no later than May the nomination deadline. Nominees may run for only one office.
  3. ~~Nominations from the floor are in order if and only if no nominations are submitted by~~ May 1 the nomination deadline. 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 (if necessary), 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.~~

~~7.5. Elections will be held electronically following the April Senate meeting. The results of the election will be announced immediately after the vote are counted and verified. At a regularly scheduled meeting in May, each Senator may vote for one candidate only for each office.~~

~~8.6. Candidates receiving a majority vote from those Senators present and voting shall be elected to the office. A quorum shall consist of a majority of active Senators. All Senators are to be considered active unless officially declared inactive by the Speaker or the Senate Office.~~

~~7. 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 after the runoff election, the tie shall be promptly determined by lot.~~

~~9.8. Unsuccessful candidates for Speaker, Speaker-Elect, or Secretary may place their names onto the ballot as candidates for members-at-large of the Executive Committee.~~

### C. Appointed Officers

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

## Chapter II. Committees of the Senate

### A. Standing Committees

### B. The Executive Committee

#### 1. Organization and Functions

- a. The Executive Committee shall have ~~nine~~twelve members, consisting of the Speaker, the Speaker Elect, ~~the~~ Secretary-Treasurer, and ~~six~~nine 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~~eight.

## 2. Election Procedures

- a. Nominations for members-at-large shall be submitted by Senators to the Election Committee no later than ~~May 1~~the nomination deadline. The nomination deadline shall be established annually by the Elections Committee in consultation with the Faculty Senate office.
- b. Nominations from the floor are in order if and only if an insufficient number of nominations are submitted by ~~May 1~~the nomination deadline. 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~~Following the election of officers, each Senator shall vote for not more than ~~six~~nine candidates ~~following the election of Speaker-Elect and Secretary-Treasurer~~from the list of nominees.
- e. The ~~six~~nine candidates receiving the largest majorities [for consideration: change to pluralities?] from those Senators ~~present and~~ voting shall be elected to the committee. In the case of ties for the final position(s), a run-off election will be held. If the run-off fails to break the tie(s), the remaining positions will be filled promptly by drawing lots. ~~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 [for consideration: one?] members on the



Executive Committee. For purposes of determining unit representation, ~~t~~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. [For consideration: if changed to one, are the officers exempted from this count?]

(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~~ sufficient candidates fail to receive a majority of votes, 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.~~
- h. 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.
- i. If seats on the committee remain unfilled, the process outlined in paragraphs e. and f. above shall be repeated.

### 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 on the Election Committee 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 [on the Bylaws Committee](#) 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.

## 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.~~ a time determined by the Executive Committee 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 t~~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~~ the Executive Committee, provided that notice is given no later than the previous regular meeting.

## 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-elect~~ **[for consideration: this and the Constitution do not prohibit Admin faculty from serving as Senators]** 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~~ **fifth** 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~~ use the specific form available from 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.~~
- 4.3. Senatorial nominees may file for any place in the electoral unit. [for consideration as a constitutional change] 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.
- 5.4. 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.
- 6.5. 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.
- 7.6. 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. Write-in candidates require prior consent of the candidate.

## 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~~one 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 a two-week period in April.
4. If no candidate receives a majority of ~~first place~~-votes for a senatorial place upon first counting of the ballots, then a runoff will be held between the top two vote recipients. The election period for a runoff election will be three business days.
5. Ballots will be counted on the day following the close of balloting by members of the Election Committee. Members of the press ~~shall~~ may 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.

## STANDARD OPERATING PROCEDURES

### A. Elections

1. ~~Ballots~~ Election results 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~~ the vote. At the end of this period, the ~~ballots~~ results will be destroyed unless the election has been contested; if an election is contested within this period, the ~~ballots~~ results shall be maintained in the Office of the Faculty Senate until the contest is resolved.
2. ~~No~~ Any Senator ~~shall serve~~ serve on the Election Committee ~~who is eligible for~~ shall be disqualified from seeking re-election as Senator or election as an Officer or Executive Committee member-at-large during the current year.

**TEXAS A&M UNIVERSITY FACULTY SENATE**  
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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, 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 administer the financial matters of the Senate, and 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 shall provide for minutes of meetings of the Senate and of the Executive Committee. This officer shall also be a member of the Executive Committee.
  4. In the absence of the Secretary 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 (if necessary), Speaker-Elect and Secretary shall be submitted by Senators to the Election Committee no later than the nomination deadline. Nominees may run for only one office.
  3. Nominations from the floor are in order if and only if no nominations are submitted by the nomination deadline. Nominations from the floor require prior consent of the nominee.
  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. Elections will be held electronically following the April Senate meeting.

The results of the election will be announced immediately after the vote are counted and verified..

6. Candidates receiving a majority vote from those Senators voting shall be elected to the office. A quorum shall consist of a majority of active Senators. All Senators are to be considered active unless officially declared inactive by the Speaker or the Senate Office.
7. If no candidate receives a majority vote, the top two candidates shall be placed in a runoff. When a tie exists after the runoff election, the tie shall be promptly determined by lot.
8. Unsuccessful candidates for Speaker, Speaker-Elect, or Secretary may place their names onto the ballot as candidates for members-at-large of the Executive Committee.

#### C. Appointed Officers

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

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

### A. Standing Committees

### B. The Executive Committee

#### 1. Organization and Functions

- a. The Executive Committee shall have twelve members, consisting of the Speaker, the Speaker Elect, the Secretary, and nine 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 eight.

## 2. Election Procedures

- a. Nominations for members-at-large shall be submitted by Senators to the Election Committee no later than the nomination deadline. The nomination deadline shall be established annually by the Elections Committee in consultation with the Faculty Senate office.
- b. Nominations from the floor are in order if and only if an insufficient number of nominations are submitted by the nomination deadline. Nominations from the floor require prior consent of the nominee.
- 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. Following the election of officers, each Senator shall vote for not more than nine candidates from the list of nominees.
- e. The nine candidates receiving the largest **majorities [for consideration: change to pluralities?]** from those Senators voting shall be elected to the committee. In the case of ties for the final position(s), a run-off election will be held. If the run-off fails to break the tie(s), the remaining positions will be filled promptly by drawing lots. . The following guidelines apply:
  - (1) As required by the Constitution, no electoral unit (here after unit) may have more than **two [for consideration: one?]** members on the Executive Committee. For purposes of determining unit representation, the Speaker, the Speaker-Elect, and the Secretary shall each count as one member of the Executive Committee in addition to those elected as Member-at-large. **[For consideration: if changed to one, are the officers exempted from this count?]**

- (2) For units with more than two nominees, only the two receiving the highest majority votes are eligible to be elected.
- f. If sufficient candidates fail to receive a majority of votes, 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 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.
- i. If seats on the committee remain unfilled, the process outlined in paragraphs e. and f. above shall be repeated.

#### 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 on the Election Committee 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 on the Bylaws Committee 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.



## **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 a time determined by the Executive Committee and shall adjourn by 6:00 p.m., but the time limit may be extended by a two-thirds vote.
3. The time or date of any regular meetings in the same session or of the June meeting in the next session may be changed by the Executive Committee, provided that notice is given no later than the previous regular meeting.

## 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 elector [for consideration: this and the Constitution do not prohibit Admin faculty from serving as Senators] as defined 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 fifth 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. 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 use the specific form available from the Office of the Faculty Senate.
3. Senatorial nominees may file for any place in the electoral unit. [for consideration as a constitutional change] 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.
4. 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.
5. 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.
6. 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. Write-in candidates require prior consent of the candidate.

## 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 one week as set by the election committee..
3. Elections of Senators shall be scheduled during a two-week period in April.
4. If no candidate receives a majority of votes for a senatorial place upon first counting of the ballots, then a runoff will be held between the top two vote recipients. The election period for a runoff election will be three business days.
5. Ballots will be counted on the day following the close of balloting by members of the Election Committee. Members of the press may be invited and other interested individuals may be present during the count. Election outcomes will be publicly announced as soon as possible;. No election results will be released prior to the final day for counting the ballots.

## **STANDARD OPERATING PROCEDURES**

### **A. Elections**

1. Election results 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 the vote. At the end of this period, the results will be destroyed unless the election has been contested; if an election is contested within this period, the results shall be maintained in the Office of the Faculty Senate until the contest is resolved.
2. Any Senator serving on the Election Committee shall be disqualified from seeking re-election as Senator or election as an Officer or Executive Committee member-at-large during the current year.