

**University Senate of Humboldt State University
Bylaws and Rules of Procedure**

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University Senate of Humboldt State University

Bylaws and Rules of Procedure

In the rules and procedures prescribed by this document, “is” is informative, “shall” is mandatory, “may” is permissive, “should” is conditional, and “will” is intentional.

The University Senate is referred to as the Senate in these Bylaws.

1.0 DEFINITIONS:

- Tenure-line Faculty (Instructional Unit) – tenure-line, holding academic rank of assistant professor or above
- Tenure-line Faculty (Non-Instructional Unit) – tenure-line librarians, counselors, and full-time coaches
- Lecturer Faculty (Instructional and Non-Instructional Units) – non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time
- Non-MPP Staff – permanent or temporary staff in non-management positions
- Administrative Officers (Administrators with a position at the Associate Vice President level or above)
- Ex-Officio – members who serve by virtue of their position or office

2.0 MEETINGS

- 2.1 Meeting Time and Location:** The Senate shall meet for a regular meeting every two weeks through the academic year from 3:00-5:00 pm on Tuesdays in Goodwin Forum, Nelson Hall East 102. The Senate may meet for a special meeting at any time or location as long as proper notification has been provided in accordance with Section 6.21 of the *Constitution*.
- 2.2 Change of Meeting Place:** The Chair shall have the responsibility to change the place of a meeting when the regularly scheduled room cannot accommodate the expected number of attendees, including nonmembers.
- 2.3 Order of Business:** The order of business shall be as follows:
- Announcement of proxies
 - Approval and adoption of agenda and approval of minutes
 - Open Forum
 - Reports, announcements, and communications of the chair
 - Reports of standing committees, statewide Senators and Ex-officio members
 - Consent Calendar

- Old Business
- New Business

- 2.4 Modification of Order of Business:** The Executive Committee is authorized to modify the order of business when deemed advisable.
- 2.5 Agenda Items:** The Executive Committee shall establish the agenda for Senate meetings.
- 2.51 Any member of the Humboldt State University community may present items for the agenda to the Chair of the Senate.
- 2.52 Items to be placed on the agenda of a meeting must be sent to the Chair by noon of the Tuesday prior to the meeting.
- 2.53 Items received by the Chair shall normally be transmitted to the Executive Committee, which shall decide regarding placement on the agenda for the next regular or subsequent Senate meeting or refer them to a specific committee. Disposition of such items shall be indicated in the minutes of the Executive Committee and communicated to the individual presenting the item.
- 2.54 Should the Chair receive items after the Tuesday prior to meeting that are deemed by the Chair to be urgent, the Chair shall inform the Executive Committee as soon as possible and place the item on the agenda.
- 2.6 Documents Related to the Agenda:** Documents related to action items on the agenda shall be furnished to the Senate office by noon at least three academic workdays before the meeting. Documents related to announcements, reports and discussion items shall be furnished to the Senate office by noon at least one academic workday prior to the meeting.
- 2.7 Voting:**
- 2.71 Voting on motions to approve resolutions, sense of the senate items and other action items that do not require general consent will be taken by calling the roll of the Senate.
- 2.72 A roll call vote on any other motion not listed in 2.71 shall be taken if requested by a member of the Senate.
- 2.73 The terms “unanimous” or “without dissent” shall be used in the minutes when all votes are affirmative. Unanimous shall mean an affirmative vote

without abstentions. Without dissent shall mean an affirmative vote with abstentions.

3.0 CONSENT CALENDAR

At the discretion of the Chair, proposals that are of a non-controversial nature may be placed on the agenda for adoption by consent subject to the following rules:

- 3.1** Any common consent proposal must be written out in full.
- 3.2** The proposal must be submitted to the Chair by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.
- 3.3** When the question of general consent is put by the Chair, one objection shall remove the proposal from the general consent calendar.
- 3.4** Any proposal so removed shall be added to the end of the agenda.

4.0 PARLIAMENTARY PROCEDURE

- 4.1** The parliamentary authority for any procedure not covered by these Bylaws shall be the latest edition of the American Institute of Parliamentarians' *Standard Code of Parliamentary Procedure*.
- 4.2** The Parliamentarian shall be the source of advice to the presiding officer of the Senate during meetings on any question concerning parliamentary procedure.

5.0 POLICY REGARDING NONMEMBERS AT MEETINGS

- 5.1** Any member of the University community may attend a meeting of the Senate.
- 5.2** Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.
- 5.3** Guest speakers may be invited to address the Senate by action of the Executive Committee or by majority vote of the Senate.

6.0 PROXIES

- 6.1** The purpose of a proxy is to ensure that an absent Senator can be fully represented on all matters of business brought before the Senate. The term

“proxy” may mean either the statement authorizing an individual to cast the vote of an absent Senator or the individual who casts the vote.

- 6.2** Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.
- 6.3** Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised.
- 6.4** An elected or appointed Senator must select another Senator as a proxy. An ex-officio Senator may select another Senator or a designee to serve as proxy. The designee should be an individual who would normally fill the ex-officio Senator’s duties of office in whole or in part during any absence.
- 6.5** No individual may be a proxy for more than one Senator at any single meeting.

7.0 EXECUTIVE SESSION

- 7.1** The Senate may resolve itself into executive session (a closed session only open to members of the Senate) upon two-thirds majority vote.
- 7.2** Persons not members of the Senate shall be required to leave the Senate meeting room during the period of executive session. Exception to this provision may be made with unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.
- 7.3** During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.
- 7.4** The Chair shall call the Senate into open session as soon as sufficient discussion has been had in executive session.

8.0 INFORMAL CONSIDERATION

- 8.1** A senator may make a motion to informally consider a particular matter or resolution before the Senate, e.g. when it is desirable for such discussion to precede the proposal of a motion or resolution so that some agreement may be reached on the type and wording of the motion that is needed.
- 8.2** In the absence of a formal motion, the Chair may declare a time for informal consideration for purposes of informal discussions between members on necessary language revision of drafts of proposals.

- 8.3** Informal Consideration is terminated upon a motion for action or when a member moves to terminate it.

9.0 PRESIDENTIAL NOTIFICATION OF SENATE ACTIONS

- 9.1** Resolutions and policy recommendations of the University Senate shall be transmitted to the University President by the Friday after the meeting in which they were approved.
- 9.2** The Senate, upon a two-thirds majority vote, may declare that an emergency exists and that an approved resolution or policy recommendation be transmitted to the President of the University by noon of the following business day.
- 9.3** The Chair of the Senate shall ensure that the President is notified of Senate approved resolutions and policy recommendations by the appropriate deadline. At each Senate meeting, the Chair of the Senate shall report the status of resolutions and policy recommendations that were transmitted to the President.

10.0 GENERAL RULES FOR COMMITTEES

- 10.1 Types of Committees:** The Senate Office shall maintain a list of campus committees and Senate committees that outlines their functions, membership and other information as available.
- Standing Committees of the Senate are defined in these Bylaws.
 - *Ad hoc* Committees or task forces may be appointed by the Senate as needed.
 - Campus Committees may have elected members or members appointed by the Senate Appointments and Elections Committee.
- 10.2 Size of Committees:** Committees shall consist of at least three members.
- 10.3 Appointments:**
- 10.31 Members of Standing committees, *Ad hoc* Committees, and Campus Committees shall be elected or appointed as prescribed for each committee.
- 10.32 Each elected senator shall serve on a minimum of one Standing, *Ad hoc*, or Campus committee when committee positions are available.

- 10.33 Senate Standing and *Ad hoc* committees shall seek student and staff participation as required by these Bylaws or when a committee deems it desirable. The Associated Students shall be responsible for the process of selecting students. The Staff Council shall be responsible for the process of selecting staff.
- 10.34 Administrative officers of the university may be named as members of Standing or *Ad hoc* committees.
- 10.35 Questions concerning the composition of any Standing or *Ad hoc* committee shall be referred to the Constitution and Bylaws Committee, which shall make a recommendation to the Executive Committee.

10.4 Times of Nominations, Elections and Appointments

The Appointments and Elections Committee shall strive to ensure that elections and appointments to committees occur prior to the establishment of class schedules for the first semester in which the elected or appointed faculty and staff will serve.

10.5 Referrals

- 10.51 Items shall be referred to Standing or *Ad hoc* committees by the Senate Chair, by the Executive Committee, or by the Senate. An item referred to a committee by the Executive Committee shall be referred to another committee only through the Executive Committee.
- 10.52 Items shall be referred to existing committees whenever possible.
- 10.53 Any communication from the Chair of the Senate to a committee regarding referred items shall be reported at the next Executive Committee meeting.

10.6 Records and Reports

- 10.61 Each outgoing Standing or *Ad hoc* committee chair shall transmit records and pertinent information to the incoming chair.
- 10.62 Standing committees shall submit a summary report of the academic year's activities by June 1st to the incoming Senate Chair.

10.7 Committee Operation

- 10.71 Senate rules shall apply to the operation of all Standing and *Ad hoc* committees. The American Institute of Parliamentarians' *Standard Code of Parliamentary Procedure* is used as the parliamentary authority for all meetings of all Senate committees.
- 10.72 The Senate shall establish procedures for selection of Standing and *Ad hoc* committee chairs. When a committee chair resigns or is removed from the committee or fails to serve, the committee shall elect a chair *pro tempore* and notify the Appointments and Elections Committee.
- 10.73 Committees may use subcommittees and may invite nonvoting members to participate in its work.
- 10.74 Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members, including the chair, are given sufficient notice.
- i. Unless otherwise specified, a quorum shall be a majority of committee members with at least one representative from the faculty and at least one representative from either staff or students. Vacancies shall not be counted when determining a majority for quorum.
 - ii. One representative from either staff or students will not be necessary for quorum for the Faculty Affairs Committee or for any committee where all the staff and student positions are vacant.
 - iii. Any committee member may appoint another committee member as proxy. Ex-officio committee members may appoint a designee instead of another committee member. A committee member may hold only one proxy at each meeting. Proxies will be counted toward quorum and as representative of their specific electorate.
- 10.75 A committee shall, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community unless called into executive session by the chair when the chair or committee determines that the presence of others might inhibit free expression or efficient proceedings. The chair's decision to call executive session shall be subject to challenge and may be overruled by a simple majority.
- 10.76 The chair of the committee shall keep records of all actions of the committee or shall ensure that they be kept by a committee secretary.

- 10.77 All Standing and *Ad hoc* committees shall report to the Senate. Campus committees that do not report directly to the Senate may be invited to the Senate to discuss or clarify their activities. The type of report will depend on the status of the committee or body and the nature of its task.
- i. Committees may bring items to the Senate for discussion and recommendation. Any such document shall be provided to the Chair of the Senate and the Executive Committee by noon on Thursday prior to the next regularly scheduled Executive Committee meeting.
 - ii. When a committee forwards a policy recommendation or recommendation for action to the Senate, this recommendation shall be provided in the form of a resolution or accompanied by a resolution describing the recommended action(s).
- 10.78 Standing and *Ad hoc* committees shall be dissolved by Senate action. Unless specified otherwise by the Senate, *Ad hoc* committees shall be dissolved when they rise and report or at the end of the academic year in which they were appointed, whichever comes first.

10.8 Terms of Service on Standing and Ad hoc Committees

- 10.81 Terms are renewable unless otherwise specified.
- 10.82 Removal: The Appointments and Elections Committee may recommend the removal of a committee member. Accordingly, the committee member shall be told of the reasons for the proposed removal and shall be given at least two weeks in which to respond. If the Appointments and Elections Committee then determines that removal of the member is in the best interest of the affected committee and of the Senate, it shall recommend the name of a replacement member. Appointment of the new nominee shall constitute removal of the previous member.
- 10.83 Leave: As soon as a committee member is certain of being granted a one-semester or longer leave from duties at the university, that member shall in writing so inform the chair of that committee and the Senate Office. If the leave is longer than one semester, the Appointments and Elections Committee shall recommend a temporary or permanent replacement selected according to normal criteria and procedures.

11.0 STANDING COMMITTEES OF THE UNIVERSITY SENATE

The Standing Committees of the Senate shall be the:

- Academic Policies Committee
- Appointments and Elections Committee
- Constitution and Bylaws Committee
- Executive Committee
- Faculty Affairs Committee
- Integrated Curriculum Committee
- University Policies Committee
- University Resources and Planning Committee

11.1 Executive Committee

11.11 **Chair:** The chair of the Executive Committee shall be the Chair of the University Senate.

11.12 **Membership:** The members of the Executive Committee shall be as follows:

- Chair, Senate (who shall be the Chair of the Executive Committee)
- Vice Chair, Senate (who shall be the Chair of the Faculty Affairs Committee)
- Third Officer, Senate (who shall be the Chair of the Academic Policies Committee)
- Immediate Past Chair, Senate (for 1 year following term as chair)
- Chair, Integrated Curriculum Committee
- Faculty Co-Chair, University Resources and Planning Committee (URPC)
- Chair, University Policies Committee (UPC)
- One (1) General Faculty Representative to the ASCSU (usually the senior senator)
- Provost/Vice President for Academic Affairs (who shall be the Co-Chair of URPC)
- President (or designee), Associated Students
- One (1) Staff Senator (selected annually by and from the three current staff senators)
- President, HSU Chapter of the California Faculty Association
- Delegate, HSU Labor Council

11.13 **Duties:**

- i. The Committee may consider all matters within the purview of the Senate.

- ii. The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to the appropriate committees.
- iii. The Committee shall be empowered to act for a Standing committee in lieu of referral on matters requiring immediate attention. Such action shall be reported at the next regular meeting of the Senate.
- iv. The Committee may act for the Senate on matters that call for immediate action or attention. Such action shall require an absolute two thirds majority vote of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.
- v. The Committee shall present issues of major interest for attention during the academic year at the first fall meeting of the Senate.
- vi. The Committee shall establish the agenda for each Senate meeting and instruct the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.
- vii. The Committee may work for the Senate during the summer as needed, and shall maintain communication and consult with Senators as need arises.
- viii. At the first Senate meeting of the academic year, the Chair of the Senate shall report to the Senate on any activity of the Executive committee occurring since the last meeting of the full Senate.

11.14 **Meetings:**

- i. The Executive Committee shall meet every two weeks, on the weeks that the full Senate does not meet. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the request of the President of the university or at the request of an absolute majority of the Executive Committee.
- ii. The Executive Committee may meet with the President of the University, at the initiative of the Committee or the President, to consider problems or issues of the university.

11.15 **Challenge and Censure:**

- i. A senator may challenge an action taken by the Executive Committee on behalf of the Senate. The matter shall be submitted immediately to a

vote. A simple majority of the Senate shall uphold the action of the Executive Committee.

- ii. The Executive Committee may be censured for its actions; such action shall require a simple two-thirds majority of the Senate present and voting.

11.2 Academic Policies Committee (APC)

11.21 **Chair:** The Chair of the Academic Policies Committee shall be a faculty senator, elected annually by the Senate as the Third Officer of the Senate, for a one-year term.

11.22 **Membership:** The membership of the Academic Policies Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Four (4) Faculty members, appointed by the Appointments and Elections Committee
- Two (2) Students, appointed by the Associated Students
- One (1) Staff Senator (if no Staff Senator is available, nominations for a non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
- Vice Provost (Ex-Officio)
- Registrar (or designee) (Ex-Officio)

11.23 **Terms:** The appointed and elected members of the Committee shall serve staggered three year terms. Student terms shall be one year.

11.24 **Duties:**

- i. Develops and maintains the academic policies of Humboldt State University.
- ii. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), University Senate, APC members and works with the ICC to prioritize items;
- iii. Vets curriculum policy changes and proposals through the ICC with recommendations forwarded to the Senate.

11.3 University Resources and Planning Committee (URPC)

11.31 **Co-chairs:** of the University Resources and Planning Committee shall be a faculty senator, elected by the University Senate for a 2-year term at the time of election of Senate officers, and the Provost and Vice President of Academic Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

11.32 **Membership:** The membership of the URPC shall be as follows:

- Three (3) Faculty members, appointed by the Appointments and Elections Committee, with preference given to faculty delegates currently serving on the University Senate
 - One (1) Academic Dean, appointed by the President
 - Vice President of Enrollment Management and Student Affairs (or designee)
 - Vice President of Administrative Affairs (or designee)
 - Administrative leader for University Advancement (or designee)
 - Two (2) Staff delegates, appointed by the Appointments and Elections Committee, with preference given to staff delegates currently on the University Senate
 - Two (2) Student delegates, appointed by the Associated Students.
- Advisors: The University Budget Director and a Budget Analyst from each Division shall participate in the committee as non-voting advisors.

11.33 **Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

11.34 **Duties:**

- i. The Committee shall make recommendations to the Senate and, within the policy guidelines established by the Senate, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy.
- ii. The Committee shall act as the deliberative body of the Senate on issues pertaining to university budgets, long term capital planning, and allocation of special funds.
- iii. The Committee shall question, review, and evaluate resource allocations based on current fiscal priorities and strategies in support of the University vision and Strategic Plan and evaluate consistency of resource

allocations (both budgeted and un-budgeted funds including enrollment growth funds) with that vision and plan.

- iv. The Committee shall review and make recommendations concerning new budget allocations (augmentations and reductions), cross-divisional budget allocations and allocations to special funds, and advise administrators on the use of those funds. It is not the role of this committee to interfere with internal division processes, but rather to review and evaluate the consistency of resource allocations with agreed upon budget priorities and the University's vision and strategic plan. The function shall not be construed as to in anyway imply an authority with regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.
- v. The Committee shall receive quarterly budget reports to review how budgeted and unbudgeted funds are spent relative to agreed budget categories and priorities, and make relevant recommendations.
- vi. The Committee shall review reports on budget and expenditure outcomes and impacts; it shall receive, review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives.
- vii. The Committee shall serve as the consultative body on long term fiscal planning, reviewing patterns of previous expenditures and proposing changes as they may affect student success consistent with the University mission, and making general policy recommendations regarding present and future resource decisions including consultation on the development of proposals for non-traditional funding.

11.35 Referral and work

- i. Issues for consideration may be referred to the Committee by the Senate, the Senate Executive Committee, the President and the committee members.
- ii. If concerns arise concerning fiscal and budgetary policies, such questions, disagreements or problems shall be referred to the Committee for analysis and recommendation.

11.36 Reports

- i. The Co-Chairs of the Committee shall concurrently send to the Senate Chair all written communications regarding policies or reports sent to or received from administrative officers.
- ii. One of the Co-Chairs will regularly report to the Senate on the work of the Committee.
- iii. All recommendations made to administrative officers without prior Senate approval shall be submitted to the next meeting of the Senate following the recommendation for the consideration of the Senate. The Committee shall inform faculty and students about resource issues by providing information reports to the Senate.

11.37 Subcommittee

- i. The subcommittee of the URPC will be the University Space and Facilities Advisory Committee (USFAC)

11.37.1 Co-Chairs: of the University Space and Facilities Advisory Committee shall be a faculty member, Elected by the University Senate for a 2-year term, and the Vice President of Administrative Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

11.37.2 Membership: The membership of the USFAC shall be as follows:

- One (1) URPC Rep & Faculty Representative as Appointed by URPC
- Two (2) Faculty Members as Appointed by the University Senate
- One (1) College Dean as appointed by the Provost
- One (1) Representative of Student Affairs & Enrollment Management Represented as Appointed by the VP of Enrollment Management
- One (1) Information Technology Services Representative as Appointed by the Chief Information Officer
- One (1) University Advancement Representative as Appointed by the VP for University Advancement
- One (1) President's Division Representative as Appointed by the University President
- Two (2) Student Representative as Appointed by Associated Students

Ex-Officio Members

- Director of Academic Resources

- Director of Facilities Operations, Facilities Management
- Director of Sustainability
- Executive Director, University Center, Interim

Non-Voting Members

- Director, Facilities Maintenance, Facilities Management
- Director, Planning & Sustainability, Facilities Management
- Campus Space Analyst, Facilities Management
- Architect, Planning, Design, & Construction, Facilities Management

11.37.3 **Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

11.37.4 **Duties:**

- i. The Committee shall make recommendations to the URPC and, within the policy guidelines established by the Senate, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy.
- ii. Act as an advisory body regarding the development and management of the physical environment of the campus where function, aesthetic quality, and physical character are intermixed to create a desirable and inspirational atmosphere for students, faculty and staff. Includes, but may not be limited to, the assignment of space, building and renovation plans, campus planning and design standards, and the prioritization of minor and major capital requests.
- iii. Research and development of recommendations associated with plans, policies, procedures and guidelines concerning the administration of the physical campus
- iv. The Committee will provide input on the following:
 - University Facilities Master Plan
 - University Five-Year Major Capital Plan
 - University Construction Projects
 - University-Wide Space Management Policy
 - Campus Planning & Design Standards
 - Campus Projects & Associated Management Processes
 - Building Renovation & Construction Plans (Schematic Level)
 - Alteration of the Campus Grounds (Schematic Level)
 - Other Areas of Study as Designated by the President

11.37.5 Reports

One of the Co-Chairs will regularly report to the URPC on the work of the Committee.

11.4 Faculty Affairs Committee (FAC)

11.41 Chair: The Chair of the Faculty Affairs Committee shall be a faculty senator, elected annually by the Senate as the Vice Chair of the Senate, for a one-year term.

11.42 Membership: The membership of the Faculty Affairs Committee shall be as follows:

- Two (2) currently serving Faculty Senators, appointed by the Appointments and Elections Committee
- Two (2) “at-large” Faculty members, appointed by the Appointments and Elections Committee
- One (1) Student, appointed by the Associated Students
- President, HSU Chapter, California Faculty Association
- Associate Vice President for Faculty Affairs (or designee), non-voting

11.43 Terms: Faculty members shall be appointed for staggered, three-year terms. Students shall be appointed for one-year terms.

11.44 Duties: In conformance with the Unit 3 faculty Collective Bargaining Memorandum of Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university. Among its considerations shall be policies concerning the selection and evaluation of academic tenure, promotions, sabbaticals, academic privilege, and separation from the university. This committee parallels a like standing committee of the Academic Senate of the California State University. It considers matters being considered in the statewide Academic Senate. It shall formulate recommendations on current practice, shall propose revisions or new procedures, and shall report to the Senate.

11.5 Appointments and Elections Committee (AEC)

11.51 Chair: The Chair shall be a member of the Committee selected by the Committee.

11.52 **Membership:** The membership of the Appointments and Elections Committee shall be as follows:

- Chair, University Senate/Presiding Officer, General Faculty
- Provost and Vice President of Academic Affairs
- Two (2) Faculty members
- One (1) Staff member, recommended by Staff Council
- One (1) Student member, recommended by Associated Students

11.53 **Terms:** Elected and appointed members of the committee shall serve 1-year terms.

11.54 **Duties:**

- i. The Committee, through the Senate Office, shall determine vacancies on Standing, Ad hoc, and Campus committees and notify appropriate appointment bodies, each year by the end of January.
- ii. The Committee shall solicit nominations for members and chairs of Standing, *Ad hoc*, and Campus committees, and shall fill vacancies that may occur in committees during the academic year.
- iii. The faculty members of the Committee shall solicit nominations for General Faculty elections of officers and other faculty representatives as directed by the General Faculty Constitution, including nominating candidates for vacancies on the University Faculty Personnel Committee in accordance with Appendix J of the Faculty Handbook and other positions as identified in the Faculty Handbook.
- iv. The Committee shall develop procedures for and administer elections of faculty members to the Senate and of representatives of the General Faculty. All such procedures are subject to the approval of the Senate.
- v. The Committee shall oversee and administer all elections within the Senate.
- vi. The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.
- vii. Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.

- viii. The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.

11.6 Constitution and Bylaws Committee (CBC)

11.61 **Chair:** The Chair of the Constitution and Bylaws Committee shall be a senator, elected during the regular annual election within the Senate, for a one-year term.

11.62 **Membership:** The membership of the Constitution and Bylaws Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Three (3) Faculty members, appointed by the Appointments and Elections Committee
- One (1) non-MPP Staff member, appointed by Staff Council
- One (1) Student member, appointed by Associated Students.

The Senate Parliamentarian, appointed annually by the Senate Executive Committee, shall also serve on the Committee. Any member of the Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.

11.63 **Terms:** Elected and appointed members shall serve two-year terms except the committee chair as stated above and the student member who, shall serve a one-year term

11.64 **Duties:**

- i. The Committee shall review periodically the Constitution and Bylaws of the Senate and related university policies with regard to shared governance and committee work, and it shall recommend to the Senate such changes as may be desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.
- ii. Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee. Interpretations by the Committee shall be reported in writing to

the Senate and shall be considered binding unless reversed or altered by action of the Senate.

- iii. The Committee shall consider each year, as may be necessary, revision of the list of Standing and *Ad hoc* committees and of the membership and functions of each committee.

11.7 Integrated Curriculum Committee (ICC)

11.71 Chair, Membership and terms:

The chair, membership, and terms of the ICC shall be prescribed in the Integrated Curriculum Committee Constitution (Appendix G of the *Faculty Handbook*).

11.72 **Duties:** As stated in the Integrated Curriculum Committee Constitution, the ICC shall provide “careful consideration and deliberation of all academic planning and curriculum matters” and “work collaboratively and act in the best interest of the University wide community and in consideration of the HSU mission and strategic plan.”

11.73 **Referral and work:** Referral and work are outlined in the ICC Constitution (Appendix G of the *Faculty Handbook*).

11.74 **Reports:** The Committee shall report to the Senate.

11.8 University Policies Committee (UPC)

11.81 **Chair:** The Chair of the University Policies Committee shall be a senator, elected during the regular annual election within the Senate, for a one-year term.

11.82 **Membership:** The membership of the University Policies Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Two (2) faculty members, appointed by the Appointments and Elections Committee
- One (1) Staff Senator appointed by the Appointments and Elections Committee (if no Staff Senator is available, nominations for non-MPP

staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)

- One (1) Student member, appointed by Associated Students.
- Vice-President for Enrollment Management and Student Affairs (non-voting)
- Vice-President for Administrative Affairs (non-voting)

11.83 **Terms:** The elected and appointed members shall serve staggered three-year terms except the committee chair who shall serve a one-year term and the student member who shall serve a one-year term.

11.84 **Duties:**

- i. The Committee shall review policy items addressing all university policies that do not fall under the purview or charge of the other Senate standing committees.
- ii. The Committee shall oversee the implementation of the University policy process and recommend to the Senate any changes that might be needed to ensure a transparent, efficient, and clear policy process rooted in principles of shared governance.

12.0 ELECTIONS

12.1 General Procedures

12.11 General operational procedures for elections conducted by the University Senate Office shall be outlined in a separate document, "Election Rules and Procedures," developed and maintained by the Appointments and Elections Committee and made available through the Senate Office.

12.12 The Senate Office shall maintain a record of each election it conducts. The results by numerical count of votes received by each candidate shall be available in the Senate office as soon as the count has been completed and verified. All ballots cast during an election shall be retained in the Senate office for 30 days. If the results are formally protested during that time, the ballots shall be retained until the protest is resolved. The numerical count of the votes shall be kept on file in the Senate office for three years.

12.13 The normal period of time for casting ballots shall be five working days with the deadline at noon on the last day. The poll closing time shall be clearly stated on the ballot. Only ballots received by the poll closing time shall be counted.

12.2 Electorate Groups for Senate Elections:

Faculty (lecturer and tenure-line) and staff electorates are as defined in their respective constitutions or bylaws.

12.3 Nomination, Recall, and Election Procedures:

12.31 The regular annual elections to the Senate normally shall occur during the spring. There shall be no elections to the Senate during the summer.

12.32 Whenever feasible, staggered terms shall be arranged so that only one third of the faculty and staff senators are elected to a three-year term in the spring. When the election involves terms of different lengths, the candidates who receive the greatest number of votes on the ballot resulting in their being elected shall receive the longest term available. Ties shall be broken by lot.

12.33 If no procedures for recall exist in a constituent body's governing documents, a recall election is initiated by a petition of one-fourth of the electorate. A majority vote of those voting in the Senator's electorate recalls that Senator.

12.4 Vacancies

12.41 The Senate seat of an elected member shall become vacant when the member:

- a) resigns from Senate
- b) becomes an ex officio member of the Senate
- c) fails to meet the eligibility requirements for membership in the Senate
- d) or falls under one of the following absence rules:
 - i. is absent without a proxy for three consecutive regular meetings
 - ii. is absent but represented by a proxy for five or more regular meetings a semester
 - iii. is on leave of absence, regardless of reason, for more than one semester.

12.42 The Senate Office staff shall report leaves and extended absences of senators to the Appointments and Elections Committee, which shall certify the existence of a vacancy and proceed to fill it as prescribed.

- 12.43 Any vacancy which may occur between regular elections among elected senators to the University Senate shall be filled by a special election. Any person so elected shall represent the appropriate academic unit and shall serve the remainder of the vacated term.

12.5 Temporary Vacancies

- 12.51 The Senate seat of an elected member shall become “temporarily vacant” when the member:
- a) takes a leave of absence for one semester or less
 - b) serves as an Interim Ex-Officio member of the Senate for one semester or less
- 12.52 The Senate Office staff shall report temporary vacancies to the Appointments and Elections Committee, which shall certify the existence of a temporary vacancy.
- 12.53 Any temporary vacancy which may occur shall be filled by appointment in accordance with Senate *Constitution* Section 4.52.

12.6 Elections within the Senate

- 12.61 The annual election of Senate officers, Standing Committee chairs, and members of the Appointments and Elections Committee shall be conducted at a Senate meeting within one month after the election of new Senators.
- i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.
 - ii. Incoming and continuing Senators may vote in person or by proxy. Outgoing Senators may vote if the incoming Senator has not yet been determined or is absent from the meeting and has not delegated a proxy.

Elections shall be conducted in the following order:
 - a. Vice Chair (Chair of Faculty Affairs Committee)
 - b. Third Officer (Chair of Academic Policies Committee)
 - c. Co-Chair of University Resources and Planning Committee
 - d. Chair of the Constitution and Bylaws Committee
 - e. Chair of the University Policies Committee
 - f. Members of the Appointments and Elections Committee.

- iii. Senate Officers and Appointments and Elections Committee members shall be elected for one-year terms.

- iv. All nominees for an office shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of the votes cast.
- v. The numerical results of all ballots shall be made available to senators.

12.62 Removal from Elected Positions in the Senate – Any accusations for proceedings that would result in removal from an elected position in the Senate shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. A resolution to remove a senator from an elected Senate position must pass by a two-thirds vote of the other members of the Executive Committee before being presented to the full Senate. The resolution must then pass the Senate by two-thirds of those voting after having presented the resolution at the previous meeting.

12.7 Censure of Senators

Any accusations for censure proceedings shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. The Senate may censure a Senator by a two-thirds vote of those voting, provided the resolution for the censure must be summarized in a resolution presented by the Senate Executive Committee and should only be used for issues of misconduct.

13.0 Nomination of CSU Faculty Trustee

- 13.1** Any tenured faculty meeting the eligibility requirements established by the Office of the Chancellor may stand as a candidate for the position of Faculty Trustee.
- 13.2** Nominations may be submitted by petition and shall require the signed concurrence of at least ten (10) percent of the tenure-line faculty, or 50 such faculty members, whichever is less.
- 13.3** At a regularly scheduled meeting, the Senate may nominate eligible candidates to serve as a Faculty Trustee. The nominees shall have previously agreed to

serve and to submit all required materials. Nominations from the Senate floor shall require a simple three-fourths majority.

- 13.4** The Senate shall forward the names of all eligible nominees to the Academic Senate CSU by a date to be determined by the Academic Senate CSU.

14.0 Interpretation of Senate Actions

Requests for interpretations of Senate actions or Senate-approved documents shall be forwarded to the Constitution and Bylaws Committee. The Committee's rulings shall be reported in writing to the Senate and shall be considered binding unless rejected by a two-thirds majority of the Senate.

15.0 Availability of Documents

Senate documents shall be available on the Senate Website and may be requested from the Senate Office. The agendas of Senate meetings shall be available to any member of the university community upon request. The agendas of the Senate Executive Committee shall likewise be available, but the attachments to the meetings of the Committee shall be available only to members of the Committee.

16.0 Amendments

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a simple majority, provided the amendments have been presented at the previous regular meeting.

Document History:

PASSED – Academic Senate, 4/12/11 (Resolution #28-10/11-FAC)

APPROVED – General Faculty Election, Oct. 17-20, 2011

Amendments:

6.0	Resolution 12-11/12-EX	03/06/12
2.9	Resolution 19-11/12-EX	02/21/12
16.0	Resolution 25-11/12-CBC	03/27/12
4.0	Resolution 27-11/12-CBC	03/27/12
2.3	Resolution 32-11/12-CBC	04/24/12
2.0	Resolution 33-11/12-CBC	04/24/12
2.4	Resolution 02-12/13-URPC	09/25/12
12.6	Resolution 24-13/14-CBC	02/11/14
12.5	Resolution 30-13/14-CBC	02/11/14
11.8	Resolution 36-13/14-EX	04/01/14
4.1	Resolution 15-14/15-CBC	02/24/15
6.1	Resolution 15-14/15-CBC	02/24/15
11.0	Resolution 15-14/15-CBC	02/24/15
11.1	Resolution 15-14/15-CBC	02/24/15
12.5	Resolution 15-14/15-CBC	02/24/15
12.3	Resolution 15-14/15-CBC	02/24/15
2.9	Resolution 16-14/15-CBC	02/24/15
6.0	Resolution 10-15/16-CBC	11/10/15
12.0	Resolution 21-15/16-CBC	03/08/15
10.7	Resolution 01-16/17-CBC	10/04/16
2.7	Resolution 15-16/17-CBC	03/07/17
9.0	Resolution 15-16/17-CBC	03/07/17
11.0	Resolution 21-16/17-EX	04/25/17
12.6	Resolution 02-17/18-CBC	10/03/17
14.0	Resolution 04-19/20-CBC	01/28/20
12.2	Resolution 08-19/20-CBC	04/21/20
11.12	Resolution 01-20/21-EX	09/15/20

Revisions:

University Senate, 03/12/13 (Resolution #26-12/13-CBC)

ADDENDEM: Glossary

Administrative Officers—Administrators with a position at the Associate Vice President level or above.

AEC—the common acronym for the Senate Appointments and Elections Committee. For details please see Senate Bylaws section 11.5.

APC—the common acronym for the Senate Academic Policies Committee. For details please see Senate Bylaws section 11.2.

CBC—the common acronym for the Senate Constitution and Bylaws Committee. For details please see Senate Bylaws section 11.6.

Committees

Committee, Campus—University-level committees that have elected members or members appointed by the Senate Appointments and Elections Committee.

Committee, Senate ad hoc—a temporary committee or task force established by the Senate and charged to address a particular issue as needed.

Committee, Senate—one of the Standing Committees of the Senate as defined in the Senate Bylaws.

FAC—the common acronym for the Senate Faculty Affairs Committee. For details please see Senate Bylaws section 11.4.

General Faculty—the campus organization formed as an association of tenure-line and lecturer faculty. Membership is defined in the Constitution of the General Faculty (*HSU Faculty Handbook*, Appendix E).

ICC—the common acronym for the Integrated Curriculum Committee. For details, see Appendix G of the *HSU Faculty Handbook*.

Immediate Past Chair—the individual who most recently served as Chair of the University Senate and remains in residence at the University.

Lecturer Faculty (Instructional and Non-Instructional Units)—Non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time.

Majority, See under Vote

Non-MPP Staff—Permanent or temporary staff in non-management positions.

Senate Members

Senate Members, Elected—Members of the Senate who were directly elected to serve on the current Senate.

Senate Members, Ex Officio—those who became Senators by virtue of their election or appointment to a position outside the University Senate.

SenEx—an abbreviation of “Senate Executive Committee”, a Standing Committee of the Senate. For details please see Senate Bylaws section 11.1.

Standing Rules—Procedural guidelines approved by the Senate and not covered in the Senate Bylaws. Standing Rules may be amended or approved by a simple majority and do not require a first and second reading.

Tenure-line Faculty (Instructional Unit)—Faculty holding the academic rank of assistant professor or above.

Tenure-line Faculty (Non-Instructional Unit)—Tenure-line librarians, counselors, and full-time coaches.

URPC—the common acronym for the Senate University Resources Planning Committee. For details please see Senate Bylaws section 11.3.

Vote

Vote, 2/3 Majority—a voting burden that requires at least two-thirds of those voting to vote in favor of a motion for it to be approved. Abstentions are not counted as votes.

Vote, Absolute majority—a voting burden that requires that over 50% of the *entire membership who are eligible to vote* must vote in the affirmative for a motion to be approved.

Vote, Majority or Simple Majority—a voting burden that requires more than half of the votes cast to be in favor of a motion for it to be approved e.g. 50%+1. Those who abstain from voting are not counted in the determination of the majority.

Vote, Unanimous—a vote without any dissenting vote and with no abstentions.

Vote, without dissent—a vote without any dissenting vote but with abstentions.