

**University Senate of Humboldt State University
Constitution (Proposed revision, 039/018/13)**

PREAMBLE

The University Senate of Humboldt State University, also called the Senate, is a deliberative body comprised of faculty, staff, students, and administrators working together to support the educational mission of Humboldt State University and committed to the principles of shared governance. The Senate is charged with formulating, reviewing, and recommending policies to the University President. In service of those duties, the Senate encourages input from throughout the University community and pledges to work in collaboration with the University President to ensure that Humboldt State University responds to current and future challenges and maintains and furthers its position as a collection of students and professionals fostering an open and productive learning environment.

“Shall” or “shall not” shall indicate prescription or prohibition; “may” shall indicate option or ability; “should” shall indicate advice or suggestion. [was 4.3 under original Preamble]

[Preamble] ~~1.0 Shared Governance~~ [delete and replace with “Purpose”]

1.0 Purpose and Authority

The purpose of the University Senate is to draw from the collective wisdom of the members of the University community in order to formulate, evaluate, and recommend policies that advance the mission of Humboldt State. The Senate shall be the University’s primary policy recommending body. The Senate shall have the authority to act for the faculty on matters within the scope of the faculty when the action is approved by a majority vote.

[Preamble] ~~2.0 Approval of Graduates~~ [move to Duties, 2.6]

[Preamble] ~~3.0 Special Meetings of the General Faculty~~ [delete, see GF Const. 5.2]

[Preamble] ~~4.0 Policy File~~ [delete]

CONSTITUTION of the UNIVERSITY SENATE

~~1.0 Authority~~ [delete and move statement to 1.0 Purpose]

2.0 Duties

- 2.1 The Senate shall consider policies with respect to the general welfare of the university. It shall review established policies, consider new policies, and study matters of concern to the University community.
- 2.2 It shall formulate educational policy, including admissions, curricula, and criteria for the granting of degrees. It shall analyze established and proposed policies of instruction and consider variations in policy in exceptional cases.

- 2.3 It shall advise the President in the selection of administrative personnel and assist in the selection of future Presidents.
- 2.4 It shall maintain open lines of adequate communication between the faculty, staff, students and administration. ~~A member of the University community may request a member of the Senate to transmit to the Senate for discussion and possible action topics coming under the jurisdiction of the Senate as provided for in the Bylaws.~~ Senators shall distribute information to and solicit input from the group(s) for which they serve as delegate.
- 2.5 It shall appoint members of Senate Standing and Ad hoc committees and Campus committees and Senate-appointed university committees through the Appointments and Elections Committee. It shall establish rules and procedures for Senate committees and shall establish procedures for the Senate.
- 2.6 The ultimate authority to recommend approval of candidates for graduation shall reside with the tenure-line faculty. Only members of the Senate who are elected as tenure-line faculty shall vote in the matter of approving the list of candidates for graduation.

3.0 Calendar

The Senate year shall begin on the day following the last day of the spring semester.

4.0 Membership and Electorate

~~4.1 All members of Senate, ex officio members and elected, with the exception of the University President, the CFA President and the HSU Labor Council delegate, shall have full voting rights.~~
[moved to 4.3]

~~4.11 The ex officio members of the Senate shall be as follows:
The General Faculty President/University Senate Chair, University President, Provost and Vice President for Academic Affairs, Vice President for Enrollment Management and Student Affairs, Vice President for Administrative Affairs, two CSU Academic Senators elected by the faculty, the Chair of the Integrated Curriculum Committee, the Past Chair of the Senate, the President of the faculty unit collective bargaining agent, and the President of the Associated Students.~~

~~4.12 Two students, chosen by Associated Students, according to the Bylaws of Associated Students.~~

~~4.13 A member of the HSU Labor Council selected by that Council.~~

~~4.14 A professor emeritus chosen by procedures specified in the Bylaws of the Humboldt State University Emeritus and Retired Faculty Association.~~

~~4.2 Elected Members~~

~~The Senators shall be apportioned and elected as follows.~~

~~4.21 Full time Faculty~~

~~4.211 There shall be 11 elected full time faculty senators, two from each college, two from other major academic units (as defined in sec. 4.33 of the Preamble), and three elected at large. These 11 Senators do not include the two CSU Academic Senators, who are ex-officio voting members of the Senate.~~

~~4.213 The term of office for an elected member shall be three Senate years. An elected member shall serve no more than two consecutive complete terms. Service for a partial term and for terms served on the Academic Senate of The California State University shall not be included in this calculation. So far as feasible, Senate terms shall be arranged so that approximately one third of the membership is elected annually.~~

~~4.214 The Appointments and Elections Committee shall conduct elections according to procedures established in the Bylaws approved by the Senate.~~

~~4.215 The electorate shall consist of all full time members of the faculty, including full time librarians, counselors and coaches.~~

~~4.216 Occurring vacancies shall be filled until the next regular Senate elections by the nominees receiving the next highest number of votes in the latest election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing faculty member to serve the remainder of the term of the vacant Senate seat.~~

~~4.22 Lecturers~~

~~4.221 There shall be three elected Lecturer senators. The electorate shall be all Lecturers holding a .4 or greater appointment. So far as feasible, Senate terms shall be arranged so that approximately one third of the membership is elected annually in the spring. The term of office shall be for three years. Lecturer senators shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.~~

~~4.222 When vacancies occur due to expiring terms, each major academic unit, if lacking an elected Lecturer senator, shall select a single nominee by such procedures as the unit determines to be appropriate. The names of the nominees shall be delivered to the Secretary of the Senate before the spring semester Senate elections. The Appointments and Elections Committee shall conduct a university wide election, listing the nominees from all eligible academic units. The candidates receiving the largest number of votes shall fill the vacancies, and the rest shall be the alternates.~~

~~4.223 Occurring vacancies shall be filled until the next regular Senate elections by the nominees receiving the next highest number of votes in the latest election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing Lecturer to serve the remainder of the term of the vacant Senate seat.~~

4.23 Staff

~~4.231 There shall be three non-Management Personnel Plan (MPP) staff senators elected from permanent non-MPP staff. The electorate shall consist of permanent and temporary non-MPP staff.~~

~~4.232 When vacancies occur due to expiring terms, the Appointments and Elections Committee shall conduct a university wide election. The ballot shall include the names of all non-MPP staff eligible for election who have been nominated and who are willing to serve. Candidates receiving the largest number of votes shall fill the vacancies, and those next in numbers of votes shall be the alternates. The term of office shall be three years. Staff senators shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.~~

~~4.233 Other vacancies shall be filled until the next regular Senate elections by the alternates with the next highest number of votes in the last election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing Staff member to serve the remainder of the term of the vacant Senate seat.~~

~~4.3 All members of Senate, with the exception of the University President, the CFA President and the HSU Council delegate, shall have full voting rights.~~

4.0 Membership

4.1 Elected Members:

4.11 **Tenure-Line Faculty:** Eleven (11) Tenure-Line Faculty Senators shall be apportioned as follows:

Two (2) delegates from each of the three colleges (instructional units)

Two (2) delegates from non-instructional units (Coaches, Counselors, Librarians)

Three (3) "At-Large" delegates (tenure-line instructional faculty).

4.12 **Lecturer Faculty:** Three (3) Lecturer Faculty (including librarians, counselors, and coaches) with a time base of .40 (or greater) of full-time appointment.

4.13 **Staff:** Three (3) non-Management Personnel Plan (MPP) staff.

4.2 **Terms of Office and Term Limits:** The term of office for an elected member shall be three Senate years. An elected member shall serve no more than two consecutive complete terms. Service for a partial term or for terms served as an ex-officio member shall not be included in this calculation. So far as feasible, Senate terms shall be arranged so that approximately one-third of the membership is elected annually.

4.3 **Ex-Officio Members:** The ex-officio members of the Senate shall be as follows:

University President
General Faculty President
Provost and Vice President for Academic Affairs
Vice President for Enrollment Management and Student Affairs
Vice President for Administrative Affairs
Two (2) General Faculty Representatives to the Academic Senate CSU (ASCSU)
Chair, Integrated Curriculum Committee
Immediate Past Chair of the Senate
President, HSU Chapter, California Faculty Association
Delegate, HSU Labor Council
President, Associated Students.

4.4 **Additional Members:** Additional members of the Senate include:

Two (2) student delegates from the Associated Students
One (1) Emeritus professor delegate from the HSU Emeritus and Retired Faculty Association.

4.5 **Voting and Procedural Rights:** All members of the Senate shall have full procedural rights. All members of the Senate, with the exception of the University President, the CFA President and the HSU Labor Council delegate, shall have full voting rights.

4.6 **Vacancies:** Vacancies in Senate membership shall be filled in a manner prescribed in the Bylaws.

5.0 Officers and Parliamentarian

5.1 The President of the General Faculty shall be the Chair of the Senate and shall be elected to a two year term of office by the General Faculty in residence at the time of General Faculty elections. The Chair shall be a faculty member in residence who has completed three years of employment at the University prior to taking office. The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate.

5.12 ~~__ The Chair of the Senate shall also chair the Senate Executive Committee, and, in consultation with the Executive Committee, establish agendas for Senate meetings.~~

5.13 ~~__ The Chair of the Senate shall represent the Senate at University functions and on University Committees and carry out other duties as necessary to the shared governance responsibilities of the Senate.~~

5.14 ~~The Chair of the Senate shall oversee the work of the Senate Office. The Chair shall supervise the work of the Senate Office Administrative Support Coordinator. Under the supervision of the Chair, the~~

~~Administrative Support Coordinator shall insure that (a) agenda documents are prepared and distributed for all Senate meetings, and all senators are notified of these meetings; (b) roll is kept and the Committee on Appointments and Elections is notified when, in accordance with Senate policy, a seat has become vacant through repeated absence; (c) a complete record of Senate meetings is maintained and summaries of Senate minutes are prepared; (d) copies of Senate resolutions and decisions are distributed to appropriate persons; (e) and that an index of Senate actions is compiled and published annually.~~

5.2 ~~_____~~ The Vice Chair of the Senate shall be elected to a one-year term of office by the members of the Senate. The Vice Chair shall be an elected faculty member of the Senate, and an elected senator. The Vice Chair shall be annually elected to office by the majority of the elected senators. The Vice Chair of the Senate shall preside as the Chair of the Senate in the absence of the Chair. Should the Chair be unable to fulfill the duties of the office, the Vice Chair shall serve as Chair until such time as the General Faculty shall elect a new President. The Vice Chair of the Senate, and shall also serve as Chair of the Faculty Affairs Committee. The Vice Chair of the Senate shall serve ex-officio as Vice President of the General Faculty.

5.3 ~~_____~~ The Third Officer of the Senate shall be an elected faculty member of Senate and shall be elected annually to a one-year term of office by the members of Senate. The Third Officer shall preside as the Chair of the Senate in the absence of the Chair and Vice Chair and shall serve as Chair of the Academic Policies Committee. Chair of the Academic Policies Committee (APC) shall serve as the third officer of the Senate, should the Chair and Vice Chair be unable to serve. The Chair of APC shall be a faculty member and an elected senator.

5.4 ~~_____~~ Vacancies: Should any officer of the Senate the Vice Chair or Chair of APC be unable to serve the full term for to which he or she was elected, a special Senate election shall be held to choose a replacement for the period of remainder of the term. ~~absence.~~

5.5 ~~_____~~ The Parliamentarian, who need not be an elected member of the Senate, shall be appointed annually by the Senate Executive Committee. The Parliamentarian but shall be a member of the Constitution and By Laws Committee, shall advise the presiding officer on parliamentary issues and shall serve on the Constitution and Bylaws Committee. ~~The Parliamentarian shall be appointed annually by the Senate Executive Committee.~~

6.0 ~~_____~~ Meetings and Quorum

6.1 ~~_____~~ **Regular Meetings.** The Senate shall regularly ordinarily meet every two weeks bi-weekly during the academic year.

~~6.11 A regular meeting shall be a scheduled meeting and may continue beyond one day.~~

~~6.121~~ The agenda of each regular meeting shall be distributed to the members of the Senate at least two working days before the meeting and be posted on the Senate website.

~~6.123~~ A senator present for a portion of a meeting shall be recorded as present for the entire meeting.

6.2 **Special Meetings.** ~~Special meetings of the Senate shall be called by the Chair either at the Chair's discretion or upon receiving a written petition of 10 percent of the Senate membership or of 10 percent of the electorate. Special meetings of the Senate may be called in a manner prescribed by the *Bylaws*.~~

~~6.3 Written notice of each special meeting and its agenda shall be distributed to the members of the Senate by the Secretary at least three days before the meeting unless the Chair or Vice Chair, with the concurrence of a majority of the Executive Committee, decides that the urgency of the occasion will not permit the usual three day notice. In a meeting called under this provision, notice shall be given as far in advance as possible, and action shall require an absolute majority of the membership of the Senate. [Moved to Bylaws, 2.2]~~

~~6.4 The meetings shall be open to all, but only members of the Senate shall participate in the debate. Others may provide information or explain a point of view on matters before the Senate by invitation of the Chair, the Executive Committee, or the Senate. [Covered under Bylaws 5.2]~~

~~6.41 During debate, the Chair may recognize a non-member so long as there is consent of the body to do so. A senator, having gained the floor during debate, may yield to another member or to a non-member so long as there is consent of the body to do so. [Covered under Bylaws 5.2]~~

~~6.3~~ **6.6 Records** – The minutes of both regular and special meetings shall be published. ~~made available. Complete copies of the minutes of the Senate shall be available to members of the Senate, and copies shall be distributed on request. A summary of the contents of the Senate minutes and of actions taken shall be available to all campus members and to other CSU senates or councils. posted on the Senate website following approval by the Senate.~~

~~6.4~~ ~~6.7~~ **Quorum** – Two thirds of the Senate shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum. If a senator is unable to attend, a Proxy may be appointed in accordance with the Bylaws. ~~he or she may in accordance with the Bylaws appoint a substitute with the power to vote. Each senator who expects to be unavailable during the summer shall notify the Secretary of a proxy who may attend special meetings.~~

6.5 Faculty Session

6.51 A faculty session of the Senate shall be comprised of all faculty members of the senate only senators elected by the faculty. Its function shall be to express the collective voice of the faculty or to execute faculty responsibilities such as the approval of the graduation list or other responsibilities specific to the faculty such as changes to Appendix J ~~in~~ the Faculty Handbook. It may make determinations regarding any issue specific to faculty responsibilities. Any member of the university community may attend a faculty session; however, only elected ~~Only elected~~ faculty senators may ~~speak and~~ vote during a faculty session.

6.52 A faculty session shall be convened upon a majority vote of the sitting Senate or by a majority vote of the Senate Executive Committee.

6.53 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.

~~6.543~~ 6.54 A faculty session may hold an executive session with only faculty members in attendance by 2/3 two-thirds majority ~~vote~~ of those present for the faculty session.

~~6.53554~~ A faculty session shall be terminated either by a two-thirds majority vote of the convened session or by an advance stipulation.

~~6.54565~~ 6.54 When the faculty session has concluded its business or when the session has been terminated by advance stipulation, its actions shall be reported to the full Senate. All actions of the faculty session shall be included in the minutes of the Senate.

6.6 Records – [Moved to 6.3]

6.7 Quorum – [Moved to 6.4]

7.0 Committees of the Senate

7.1 Committees of the Senate shall include the Executive Committee, the Academic Policy Committee, the Appointments and Elections Committee, the Constitution and Bylaws committee, the Faculty Affairs Committee, the Integrated Curriculum Committee, the University Resources and Planning Committee, the Campus Climate Committee and other ad hoc or pro tempore committees as specified in the Bylaws. The Senate shall establish ~~s~~Standing and other ~~a~~Ad hoc or pro tempore ~~e~~Committees as provided for in the Bylaws.

7.2 The Senate may also appoint members to Campus ~~e~~Committees that have been established by others on campus as provided for in the Bylaws. These will be referred to as Campus committees. Other committees and councils that report to or through the Senate shall be designated Senate-appointed university committees.

8.0 Bylaws

8.1 The Senate shall be responsible for ~~constructing and maintaining~~ its own rules of operating procedure known as the *Bylaws and Rules of Procedure of the University Senate of Humboldt State University*. ~~Senate~~.

~~8.2~~ Changes to the Bylaws and Rules of Procedure shall be adopted by an affirmative vote of no less than 51% of Senators voting. [This is included under "Amendments" in the Bylaws]

9.0 Amendments

Amendments to this Constitution shall be initiated by a ~~majority~~ vote of the Senate after having been presented at the previous meeting. ~~The Senate shall direct the Appointments and Elections Committee to conduct a vote on all proposed amendments. The committee shall establish procedures for voting on the amendment. These procedures shall be approved prior to the vote by a majority vote of the Senate.~~ Proposed amendments shall be submitted in writing to all senate electorates for review and comment. An amendment shall be adopted by a simple 2/3 majority of the Senate.

| Document History:

PASSED – Academic Senate, 4/12/11

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

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