

Bylaws and Rules of Procedure

University Senate of

Humboldt State University

April 7, 2011

1.0 General Rules for Committees

1.1 Appointments

1.11 Members of Senate and Senate-appointed university committees shall be nominated or appointed by the Senate either by the Chair or Vice Chair at the Senate's direction or by the Appointments and Elections Committee. Procedure for electing or appointing nominees for committees shall be prescribed by Appointments and Elections Committee in accordance with these Bylaws.

1.12 The members of the Faculty Affairs Committee, Academic Policies Committee, Constitution and Bylaws Committee shall be appointed by the Appointments and Elections Committee and shall serve three year terms. The members and chair of the Integrated Curriculum Committee shall be elected and appointed as described in the Integrated Curriculum Committee Constitution (Appendix G). The chair and members of the University Resources and Planning Committee and Campus Climate Committee shall be appointed and elected as described in these Bylaws (sections 2.4 and 2.9 respectively).

1.13 Unless otherwise stipulated, in elections to Senate and Senate-appointed university committees, "faculty" or "faculty members" shall mean tenured and tenure-track faculty, non-tenure track lecturers holding a .40 or greater 1 year or longer contract, librarians, counselors, coaches, and academic-related student services professionals (counselors), as defined in the Preamble to the Constitution of the University Senate (section 4.32).

1.14 Each duly-elected senator shall serve on a minimum of one Senate or Senate-appointed university committee.

1.15 Senate and Senate-appointed university committees shall seek student and staff participation when appropriate and as required by these Bylaws. The Associated Students shall recommend students to the Appointments and Elections Committee, and such students shall be in academic good standing. The Appointments and Elections Committee shall seek staff nominations through a general call for nominations unless otherwise specified in the description of the specific committee.

1.151 Should a question arise concerning the appropriateness of committee composition, it shall be referred to the Constitution and Bylaws committee which shall make a recommendation to the Executive Committee.

1.16 The Senate shall publish a list of committees that outlines their functions, time requirements, and desired qualifications of members. Included with the list shall be an application for a faculty member or staff member to indicate interest and relevant experience, and the Appointments and Elections Committee shall refer to this form when considering nomination or appointments to committees.

1.17 The Appointments and Elections Committee shall submit to the Senate in writing the names of its nominees at least four working days before the meeting at which they are to be considered.

1.18 All committees reporting to or through the Senate shall be authorized by the Senate.

1.2 Time of nominations, elections and appointments

1.21 The Appointments and Elections Committee shall strive to ensure that elections for General Faculty positions, including the elections of the General Faculty President/Chair of the University Senate and faculty senators, occur prior to the establishment of teaching schedules for the first semester in which the elected faculty will serve.

1.22 The officers of the University Senate, other than Chair of the Senate, shall be elected by the senate after the seating of the senators who shall serve during the service of said officers.

1.23 The Appointments and Elections committee shall strive to bring nominations for appointments to the Executive Committee at the first meeting of the Executive Committee following the election of new Senate officers.

1.3 Referrals

1.31 Items shall be referred to 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.

1.32 Items shall be referred to existing committees whenever possible.

1.33 The Senate Chair's additional communications to committees regarding referred items shall be reported at the next Executive Committee meeting.

1.34 A committee may use subcommittees or may invite nonvoting members to participate in its work.

1.4 Records and Reports

1.41 Each committee chair shall transmit records and pertinent information to the incoming chair.

1.42 Senate and Senate-appointed committees shall submit a summary report of their activities annually by June 1st to the incoming Senate Chair.

1.5 Committee Operation

1.51 Senate rules shall apply to the operation of Senate or Senate-appointed university committees. Sturgis is used as the parliamentary authority for all meetings of the Senate, Senate Committees and Senate appointed committees. Stipulations for a given committee regarding authority, tenure, duration, scope, and objectives shall be available in the Senate office.

1.52 Chair: Procedures for selection and rotation of a committee chair shall be specified by the Senate. With the exception of the chairs of the Faculty Affairs Committee, the Academic Policies Committee and the Integrated Curriculum Committee, and where no other provision is made, the chair shall be selected by the committee members. When the 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.

1.53 Meetings and Quorum: 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. A majority of the members shall constitute a quorum of a committee.

1.54 Hearings and Deliberations: A committee should, 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 majority of the committee members present.

1.55 Record of Proceedings: 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. Persons wishing to be heard on the work of the committee should notify the chair of the committee.

1.56 Reporting: All Senate and Senate-appointed committees shall report to the Senate. 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.

1.57 Committee may bring documents to the Senate for discussion and recommendation. Any such document shall be provided to the Chair of the Senate on the Tuesday of the week prior to the week in which the item is to appear on the agenda.

1.58 When a committee provides 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). Resolutions to be placed on the agenda will be sent to the Chair of the Senate on the Tuesday of the week prior to the week in which the item is to appear on the agenda.

1.59 Dissolution: Senate standing committees shall be dissolved by amending the Constitution. Senate-approved university committees shall be dissolved by Senate action. Ad hoc or pro tempore 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.

1.59 Terms of Service on Senate and Senate-Appointed University Committees

1.591 Unless otherwise specified, committee members shall serve one year terms. A committee member may be reappointed. During a committee's initial three years, for committees requiring a three year appointment, the Appointments and Elections Committee shall specify members with one, two, and three-year terms.

1.592 Removal: The Appointments and Elections Committee may recommend the removal of a committee member based on consultation with a committee chair or members. 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 Elections Committee then determines that removal of the member is in the best interests of the affected committee and of the Senate, it shall recommend to the Senate the name of a replacement member. Appointment of the new nominee by the Senate shall constitute removal of the previous member.

1.593 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, who in turn shall immediately inform the Chair of the Senate and the Chair of the Appointments and Elections Committee. If the leave is longer than one semester, the Appointments and Elections Committee shall recommend to the Senate a temporary or permanent replacement selected according to normal criteria and procedures.

2.0 Committees

2.1 There shall be seven standing committees of the Senate. These shall be composed of a majority of faculty and may include administrators, students, and staff as described in these bylaws. These committees shall be (a) the Executive Committee, (b) the Academic Policy Committee, (c) the Faculty Affairs Committee, (d) University Resources and Planning Committee, (e) the Constitution and Bylaws Committee, (f) the Integrated Curriculum Committee, and (g) the Campus Climate Committee. Other committees deemed essential for university business shall be designated Senate-appointed university committees.

2.2 Executive Committee

2.21 Membership (13): The Executive Committee shall consist of 13 ex officio members and three elected members.

2.211 Ex officio: Chair of the Senate (who shall be the Chair of the Executive Committee); Senate Vice Chair (who is also chair of Faculty Affairs Committee); the Past Chair of the Senate; the Chairs of the Committees on (a) Academic Policies (b) University Resources and Planning, (c) Integrated Curriculum Committee, and (d) Campus Community Climate; a CSU Academic Senator chosen from and by the CSU Academic Senators; the Provost; the President of the Associated Students or designee; a staff senator chosen from and by the staff senators; and President of the university's chapter of the faculty unit's collective bargaining agent and a delegate from the Union Council who shall both be nonvoting members.

2.22 Functions

2.221 The Executive Committee may consider all matters within the purview of the Senate.

2.222 The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to the appropriate committees.

2.223 The Committee shall be empowered to act for a committee in lieu of referral; such action shall be reported at the next regular meeting of the Senate.

2.224 The Committee shall act for the Senate on all matters that call for immediate action or attention. Such action shall require an absolute two thirds majority vote of the entire membership of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.

2.225 The Appointments and Elections Committee shall be a subcommittee of the Executive Committee.

2.23 Meetings

2.231 The Executive Committee shall meet biweekly 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 signed request of a majority of the Executive Committee.

2.232 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.

2.24 Senate Agendas

2.241 At the first fall meeting of the Senate, the Executive Committee shall present issues of major interest for attention during the academic year.

2.242 Under the leadership of the Chair, the Executive Committee shall establish the agenda for each Senate meeting and instruct the Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.

2.25 Challenge and Censure

2.251 A senator may offer a motion to challenge an action taken by the Executive Committee. If the motion receives a majority, then the matter shall be submitted immediately to a vote. A simple majority vote of the Senate shall uphold the action of the Executive Committee.

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

2.3 Academic Policy Committee (APC)

2.31 Membership (10)

2.311 Ex officio: The Chair elected by the Senate, the Vice-Provost and Dean of Undergraduate and Graduate Studies, and the Registrar or designee

2.312 Appointed: two faculty senators and three faculty members at large appointed by the Appointments and Elections Committee of the Senate, and two students appointed in accordance with procedures established by the Associated Students Council.

2.313 The appointed and elected faculty members of the APC shall serve staggered three year terms.

2.32 Duties: Develops and maintains the academic policies of Humboldt State University. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), Academic Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forwarded to the Senate.

2.321 The Chair of the Academic Policy Committee shall serve on the Integrated Curriculum Committee.

2.4 University Resources and Planning Committee

2.41: The co-chairs of the University Resources and Planning Committee shall be a faculty senator, elected by the University Senate 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.

2.42 Membership (12): Three faculty members nominated by the Appointments and Elections Committee and appointed by Senate with appointments balanced to represent the three colleges and include a lecturer; one faculty Senator elected by the Senate, one academic Dean appointed Bylaws and Rules of Procedure, University Senate (4/7/11)

by the President, the Vice President of Enrollment Management and Student Affairs or designee, the Vice President of Administrative Affairs or designee, the administrative leader for University Advancement or designee, two staff delegates and two student delegates.

2.421 Faculty members of the URPC will be appointed for two year terms.

2.421 Advisors: The University Budget Director and a Budget Analyst from each Division shall participate in the committee as non-voting advisors.

2.43 Functions

2.431 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.

2.432 The Committee shall act as the deliberative body of the Senate on all issues pertaining to, but not limited to, university budgets, allocation of facilities and positions, and allocation of special funds;

2.433 The Committee shall review and recommend fiscal priorities and strategies in support of the University vision and Strategic Plan and evaluate consistency of resource allocations (both budgeted and unbudgeted funds including enrollment growth funds) with that vision and plan. The committee shall review internal and external reviews as a part of these deliberations.

2.434 The Committee shall review and make recommendations concerning budget allocations, including allocations to divisions and unallocated 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.

2.435 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.

2.436 The Committee shall review accountability studies and 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

2.437 The committee shall be included in discussion of how budget reductions are to be distributed (in terms of principles to be used for budget reductions as well as percentage distributions among divisions) prior to division leaders developing plans to reduce their division budgets. When budget reductions are required, the committee shall review division plans to reduce *services* and make recommendations to ensure consistency with regard to the University Strategic plan priorities. This 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.

2.438 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 instructional programs, and making general policy recommendations regarding present and future resource decisions including consultation on the development of proposals for non-traditional funding.

2.44 Referral and work

2.441 Issues for consideration may be referred to the committee by the Senate, the Senate Executive Committee, the President and the committee members.

2.442 The Committee may create subcommittees or ad hoc committees to expedite its work.

2.443 If concerns arise concerning fiscal and budgetary policies, such questions, disagreements or problems shall be referred to the University Resources Council for analysis and recommendation.

2.45 Reports

2.451 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.

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

2.453 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.

2.5 Faculty Affairs Committee

2.51 Membership (8): The Committee shall consist of eight members, four faculty nominated by the Appointments and Elections Committee and appointed by the Senate for three year terms two of whom must be members of Senate, the Vice Chair of the Senate who will serve as chair of the committee, the President of the HSU chapter of the California Faculty Association, one student appointed by the Associated Students for a term of one year, and the Associate Vice President for Faculty Affairs or designee who is a non-voting member.

2.52 Functions: 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.
Bylaws and Rules of Procedure, University Senate (4/7/11)

2.6 Appointments and Elections Committee

2.61 The Appointments and Elections Committee (AEC) shall be a subcommittee of the Executive Committee.

2.62 Membership (6): Chair of the Senate and President of the General Faculty, Provost and Vice President of Academic Affairs, two faculty members, a staff member solicited through a general call to staff and a student member recommended by Association Students. Committee members shall be affirmed by vote of the Senate. The term of office shall be for one year and begins at the first meeting following the seating of the Senate of the term in which they serve.

2.63 Functions: The Appointments and Elections Committee shall submit for confirmation by the Senate its nominees for members and chairs of Senate and Senate-appointed university committees. It shall make nominations as needed for ad hoc and pro tempore committees established by the Senate, shall fill vacancies that may occur in committees including nominating candidates for vacancies on the Integrated Curriculum Committee in accordance with Appendix G of the Faculty Handbook.

2.631 The faculty members of the Appointments and Elections Committee shall nominate officers of the General Faculty and other such officials 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.

2.632 The committee shall act as a whole in nominating individuals to serve in all positions not specifically designated as officers or representatives of the General Faculty or members of the University Faculty Personnel Committee.

2.633 The Committee shall observe the following in nominating or appointing members:

2.6331 Committees shall consist of at least three members.

2.6332 Each elected faculty senator shall serve on at least one Senate or Senate appointed University committee. The committee shall advise the Senate with regard to challenges and supports that may be needed to facilitate such service.

2.6333 Administrative officers of the university may be named as members of Senate or university committees or councils.

2.6334 When possible, no faculty member shall be nominated or appointed to membership on more than one Senate committee except that members of the Executive Committee may be appointed or elected to one other committee.

2.6335 The entire personnel of a committee shall not be changed from one year to the next; terms shall be staggered.

2.6336 Selection of Chairs of Committees: The chair of a committee shall normally be chosen from the committee membership of the preceding year except as otherwise stipulated in these Bylaws. Whenever possible, the chair shall be an elected senator.

2.6337 Replacement of Committee Members: The chair of a committee may request the Appointments and Elections Committee to replace a committee member for cause. The committee member shall be sent a copy of the request.

2.64 Committee Responsibilities with Regard to Elections and Referenda

2.641 The Appointments and Elections Committee shall devise procedures for and shall supervise and administer all elections of members of the Senate and General Faculty. All such procedures are subject to the approval of the Senate, and in the case of General Faculty officers, a vote of the faculty.

2.642 The AEC shall devise procedures for and shall supervise and administer all elections within the Senate, including election of officers and election of members of committees, except for the election of members of the Appointments and Elections Committee which shall be supervised by the Executive Committee of the Senate.

2.643 The AEC shall certify vacancies in the Senate and in Senate and Senate-appointed university committees.

2.644 The AEC shall supervise and administer the elections of Academic senators and of members to boards and selection committees and it shall supervise and administer the elections or appointments of others to various positions as directed by the Senate or by the Executive Committee.

2.645 Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.

2.646 The AEC 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.

2.647 The Committee shall conduct all referenda to amend the Constitution.

2.7 Committee on Constitution and Bylaws

2.71 Membership (7): The Committee shall consist of the Chair elected by the Senate, four faculty members and one non MPP staff member nominated by the Appointments and Elections Committee and appointed by the Senate, and one student appointed by the Associated Students.

2.72 Functions

2.721 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 Bylaws and Rules of Procedure, University Senate (4/7/11)

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.

2.722 Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee.

2.723 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.

2.724 The Committee shall consider each year, as may be necessary, revision of the list of Senate and Senate-appointed university committees and of the membership and functions of each committee. It shall present its recommendations to the Senate in the first Senate meeting held after February 1.

2.8 Integrated Curriculum Committee

2.81 Membership (23):

Membership shall be as described in Appendix G of the Faculty Handbook, the Integrated Curriculum Committee Constitution.

2.82 Functions

2.821 As stated in the Integrated Curriculum Committee Constitution (Appendix G), 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.” The Committee shall report to the Senate.

2.822 The work of the Integrated Curriculum Committee will be guided by the Integrated Curriculum Committee Constitution (Appendix G). This Constitution can only be amended by the action of the University Senate.

3.0 Election Procedures

3.1 General Procedures

3.11 All elections for which the Appointments and Elections Subcommittee is responsible shall be by secret ballot.

3.12 The chair of the Appointments and Elections Committee shall maintain a record of each election. 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. The chair of the Committee shall see that all ballots cast during an election are 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.

3.13 The 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 in the Senate office by the poll closing time shall be counted.

3.2 Elections to the Senate

3.21 Electorate groups

3.211 The “faculty electorate” shall comprise all tenure line faculty members in major academic units (including librarians and counselors) and coaches with a .4 or greater appointment for a year or more and shall vote only for faculty senators.

3.212 The “lecturer electorate” shall comprise all full time or part time non-tenure-track faculty members with a .4 appointment for a year or more, and shall vote for lecturer senators.

3.213 The “staff electorate” shall comprise all non-MPP permanent and temporary staff members, including probationary staff members and shall vote only for staff senators.

3.22 Eligibility

3.221 Whenever the Elections Subcommittee determines that a person will meet the eligibility requirements for election to the Senate before the start of the term of office, the person’s name shall appear on the list of those eligible for the election.

3.222 A faculty member shall not serve as a representative to the CSU Academic Senate while serving in the HSU University Senate as a representative of a major academic unit.

3.23 Nomination and Election Procedures

3.231 The regular annual elections to the Senate shall normally occur during the spring. There shall be no elections to the Senate during the summer. Elections to fill uncompleted terms shall be conducted as part of the regular annual elections.

3.232 Faculty of each academic unit of the University shall nominate and elect the faculty delegates of that unit.

3.233 The Appointments and Election Committee shall strive to ensure that at least two nominations shall be made for each elected vacancy.

Bylaws and Rules of Procedure, University Senate (4/7/11)

3.2331 If a single candidate appears on the ballot, provision shall be made for a “write-in” candidate.

3.2332 If a single candidate appears on the ballot, that person must receive a simple majority (51%) of the votes cast in order to be considered elected.

3.234 At-Large Faculty senators and Lecturers shall be elected in accordance with the Constitution of the General Faculty. Lecturers holding one-year appointments with a time base averaging at least .40 of full time shall nominate and elect the three lecturer senators. The general faculty (all faculty in tenure line, and lecturers and coaches with a .4 or greater appointment) shall nominate and elect three faculty senators-at-large.

3.235 Staff senators shall be elected in accordance with procedures that provide for the broadest possible participation of the permanent and temporary non-MPP staff.

3.236 Student senators shall be selected in accordance with the Constitution of the Associated Students.

3.237 Whenever feasible, staggered terms shall be arranged so that only one third of the faculty 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. Service for a short term shall be considered a partial term; therefore, the person elected remains eligible to serve two additional consecutive full terms.

3.24 Vacancies

3.241 The Senate seat of an elected member shall become vacant when he or she (a) resigns from the Senate, (b) becomes an ex officio member of the Senate, (c) is absent but represented by a substitute for more than five consecutive regular meetings, (d) is absent and unrepresented for three consecutive regular meetings, (e) is absent with or without representation for five of eight consecutive regular meetings excluding those occurring while the member is on official leave, (f) fails to meet the eligibility requirements for membership in the Senate; or (g) goes on leave, regardless of reason, for more than one semester.

3.243 The Secretary of the Senate shall report leaves and extended absences of senators to the Appointments and Elections Subcommittee, which shall certify the existence of a vacancy and proceed to fill it as prescribed in sec. 3.2 if such vacancy occurs at time of regular elections or as prescribed in 3.244 if such vacancy occurs between regular elections.

3.244 Any vacancy which may occur between regular elections among delegates to the University Senate shall be filled by a majority vote of the membership of the University Senate present, provided that any person so elected shall represent the appropriate academic unit and shall serve only until the next regular election and, provided further, that any remaining portion of the term so vacated shall be filled at the next regular election.

3.3 Elections within the Senate

3.31 The annual election of the Vice Chair, the Chair of the Academic Policies Committee, and the faculty Co-Chair of the University Resources and Planning Committee shall be conducted following the seating of the newly elected Senators. Eligible electors shall consist of the members of the Senate for the ensuing Senate year in accordance with the provisions in the Constitution and Bylaws for eligibility to hold office.

3.311 The Appointments and Elections Subcommittee shall conduct the elections in the following order: (a) Vice Chair, (b) Chair of Academic Policies committee, and (c) Co-Chair of University Resources and Planning Committee

3.312 Officers and committee members elected in accordance with sec. 3.31 shall serve for one Senate year.

3.313 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. All ballots shall list nominees in alphabetical order.

3.314 The numerical results of all ballots shall be available to senators through the chair of the Appointments and Elections Subcommittee.

3.4 Elections to the Academic Senate of the California State University

3.41 The Appointments and Elections Subcommittee shall devise procedures for and shall supervise and administer all elections of representatives from Humboldt State University to the Academic Senate of The California State University (CSU Academic Senate).

3.42 The Appointments and Elections Subcommittee shall certify vacancies and establish procedures for filling vacancies in the Academic Senate.

3.43 To be eligible for election to the Academic Senate, faculty members shall meet the eligibility requirements in sec. 4.211 of the Constitution.

3.44 The electorate shall consist of those eligible to vote for senator as specified in sec. 4.0 of the Constitution. The terms used therein are defined in secs. 4.32–33 of the Preamble. The Elections Committee shall decide the dubious or disputed eligibility for election to the Academic Senate or membership in the electorate.

3.45 If an eligible faculty member receives one or more votes on the nominating ballot for the Academic Senate, that person's name shall appear on the ballot for the next step in the election.

3.46 Each academic senator, in consultation with the Chair of the Senate, shall designate someone to serve as a substitute in the Academic Senate whenever a substitute is permitted under the Constitution of that body. The Chair of the Senate or designee shall serve as the substitute, should there be no other appointment.

3.5 Nomination of Faculty Trustee

3.51 A tenured faculty member with no administrative position other than department chair or equivalent may stand as a candidate for the position of Faculty Trustee. Nomination shall require the signed concurrence of at least 10 percent of all of the full time teaching faculty or 50 such faculty members, whichever number is smaller.

3.52 At a regularly scheduled meeting, the Senate may nominate 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 three-fourths affirmative vote of the senators present at the meeting.

3.6 Nomination of Faculty to Advisory Committee to the Trustees Committee for the Selection of the President (ACTCSP)

3.61 The Committee on Appointments and Elections shall provide notice to the faculty of the formation of the search Committee and shall invite nominations to the ACTCSP of tenured or tenure track faculty.

3.62 Nominations shall be made by interested faculty submitting a request, endorsed by 10 faculty, at least five of whom are tenured or tenure track, for placement on the ACTCSP selection ballot. Eligible nominees are faculty eligible for election to the Senate under sec. 4.32 of the Preamble. The period for submitting these requests shall be not less than two or more than five weeks.

3.63 At the next regular Senate meeting following the close of the initial nominating period, additional nominations (with the consent of the nominee) shall be added to the ballot by a simple majority vote of the senators present.

3.64 To conduct the election, the Committee on Appointments and Elections shall prepare a ballot with the names of all nominees, in an order determined by lot. The electorate shall include all faculty. The three faculty members with the highest vote counts shall have been elected, provided that no more than one shall serve from any college.

3.7 Nomination of Staff to the Advisory Committee to the Trustees Committee for the Selection of the President

3.71 The Committee on Appointments and Elections shall provide notice to the staff of the formation of the search committee and shall invite nominations to the ACTCSP of administrative support (non MPP) staff.

3.72 Nominations shall be made by petition endorsed by 10 staff for placement on the selection ballot. The period for submitting these requests shall be not less than two or more than five weeks.

3.73 To conduct the election, the Committee on Appointments and Elections shall prepare a ballot with the names of all nominees in an order determined by lot. The electorate shall include

all administrative support (non MPP) staff. The staff member(s) with the highest vote count(s) shall be elected.

4.0 Proxies

4.1 Each senator when elected shall provide the Secretary with the names of two proxies from his or her constituency who are eligible for election to the Senate, either one of whom may attend Senate meetings and vote in the absence of the appointing senator.

4.2 A senator may appoint an eligible proxy from his or her constituency other than the two originally named, but before that proxy may attend Senate meetings and vote, the appointing senator shall in writing notify the Chair of the Senate.

4.3 No senator may be a proxy for more than one other senator at any single meeting.

5.0 Meetings

5.1 Meetings of the Senate

5.11 Regular meetings: The University Senate shall ordinarily meet twice monthly through the academic year at 4:00 pm on Tuesdays in Goodwin Forum, Nelson Hall East 102.

5.12 The Senate Executive Committee may work for the Senate during the summer as needed, and shall maintain communication and consult with Senators as need arises.

5.121 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.

5.13 Change of Meeting Place: The Chair shall have the responsibility to schedule a meeting elsewhere or to change the place of a meeting when the room of normal scheduled cannot accommodate the numbers of nonmembers who wish or will wish to attend.

5.14 Special Meetings 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 (University Senate Constitution Section 6.2)

5.2 Meetings of the General Faculty shall occur as described in the General Faculty Constitution (Section 5) and the Preamble to the Constitution of the University Senate (Section 3.0).

5.3 The conduct, frequency, and agendas of Senate committees shall be determined by those committees.

5.4 Supervisors and Department chairs will work with Senators to support their service on the Senate and permit their attendance at Senate meetings from 4:00 – 6:00 pm on Tuesdays.

6.0 Order of Business

6.1 The order of business shall be as follows:

- Announcement of proxies
- Presentation 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
- Business

6.2 The Senate Executive Committee shall establish the agenda for Senate meetings.

6.21 The Executive Committee is authorized to modify the order of business when deemed advisable.

6.3 Any member of the Humboldt State University community may present items for the agenda to the Chair of the Senate.

6.31 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.

6.32 Items received by the Chair shall normally be transmitted to the Senate 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.

6.33 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.

6.4 Materials, reports or resolutions to accompany the agenda are to be furnished to the Academic Senate office by noon on the Thursday prior to the meeting.

6.5 Copies of the agenda for a meeting are to be distributed prior to the meeting and posted on the Senate Website.

6.51 All departments and offices of the University shall be provided with the agenda for a regular meeting prior to that meeting.

6.52 Members of the University Senate shall be provided prior to the meeting with such documentation relating to the agenda as is feasible.

6.6 At the discretion of the Chair, certain communications received by the Chair may be copied and distributed to members of the Senate with the agenda. Normally communications will be brought to the attention of the Senate by announcement from the Chair.

6.7 During a meeting of the Senate, a member of the Senate may move that the Senate consider immediately or at a stated time an item on that agenda. If the motion is supported by a second, it shall be put immediately to a vote, and upon a two-thirds majority vote the item shall be considered out of the regular order as proposed.

6.8 No action shall be taken on a substantive proposal other than amendments thereto at a meeting of the Senate unless that proposal and supporting information have been circulated in writing to members of the Senate at least four working days before that meeting. This rule may be suspended by a two-thirds majority.

6.9 Final discussion and voting on policy matters and/or committee recommendations shall be preceded by specific notice of such pending action in the published agenda of the Senate meetings.

6.10 An agenda item may be brought to the floor for action by a simple majority vote.

6.11 Policy recommendations adopted by the Senate shall be published in the minutes of the meeting at which they were adopted and shall be formally presented to the President of the University after approval of the minutes.

6.12 The Senate, upon two-thirds vote of the membership of the Senate present, may declare that an emergency exists and that a given policy recommendation or other matter before it requires immediate presentation to the President of the University or other appropriate agent.

6.13 No additional agenda item will be considered during the last half hour of the regularly scheduled meeting time.

7.0 Consent Calendar

7.1 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:

7.11 Any common consent proposal must be written out in full.

7.12 The proposal must be submitted with sufficient copies so that a copy may be furnished to each senator.

7.13 The copies must be submitted to the Chair by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.

7.14 When the question of general consent is put by the Chair, one objection shall remove the proposal from the general consent calendar.

7.15 Any proposal so removed shall be added to the end of the agenda.

8.0 Parliamentary Procedure

8.1 The parliamentary authority for any procedure not covered by these Bylaws shall be the latest edition of Sturgis, *The Standard Code of Parliamentary Procedure*.

8.11 The Parliamentarian shall be the source of advice to the presiding officer of the Senate during meetings on any question concerning parliamentary procedure.

8.2 During a meeting of the Senate, a member of the Senate may request that the vote on a motion be taken by roll call. If as many as five members of the Senate support the request, the vote shall be taken by calling the roll of the Senate.

8.3 Unless objections are raised immediately following a Senate vote, the terms “unanimous” or “without dissent” may be used in the minutes when all votes are affirmative and in spite of abstentions.

9.0 Policy Regarding Nonmembers at Meetings

9.1 Any member of the University community may attend a meeting of the University Senate.

9.2 Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the University Senate or by being yielded the floor by a member of the Senate.

9.3 Standing Committees of the Senate shall allow nonmember attendance and voice (but not vote) at the discretion of the individual committees.

10.0 Executive Session

10.1 The Senate may resolve itself into executive session upon a two-third favorable vote of the Senate members present.

10.2 Persons not members of the Senate shall be required to leave the Senate meeting room during the period of executive session.

10.3 Exception to the provision of 10.2 may be made with unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.

10.4 During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.

10.5 The Chair shall call the Senate into open session as soon as sufficient discussion has been had in executive session.

11.0 Informal session and recess

11.1 The Chair may rule the Senate in informal session to discuss resolutions or committee reports prior to formal Senate action.

11.2 A member may move at any time during informal session to return the Senate for formal session.

11.3 In the absence of a formal motion to recess, the Chair may declare a five minute recess for purposes of informal discussions between members on necessary language revisions of drafts of proposals.

12.0 Guest Speakers

12.1 Guest speakers may be invited to address the University Senate by action of the Executive committee or by majority vote of the Senate.

13.0 Presidential Approval of Senate Actions

13.1. Resolutions and policy recommendations of the University Senate shall be transmitted to the University President within one week after the Senate meeting in which the minutes containing said recommendations are approved. Reactions of the University President to the policy recommendations adopted by the University Senate shall be forwarded to the Chair of the Senate within two weeks of the President's receipt of the recommendation. A Senate action approved by the President shall become official university policy at the time the President approves the action and shall be implemented as soon as is practical, which may precede its appearance in the university policy file.

13.2 The Chair of the Senate shall ensure that the President is informed promptly by suitable means of Senate actions that would require implementation in fewer than two weeks after Senate action, in order that such legislation is not unduly delayed.

13.3 In the absence of official communication from the President of the University regarding policy recommendations adopted by the University Senate, presidential approval of the recommendations shall be presumed.

14.0 Interpretation of Senate Actions

Interpretations made by the Committee on Constitution and Bylaws shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by the Senate. Such

interpretations shall be considered binding on the university only after they have been approved by the University President.

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 two thirds vote of those present, provided the amendments have been presented at the previous regular meeting.