

BYLAWS OF THE UNO UNIVERSITY SENATE

ARTICLE I. PURPOSE

The University Senate, as an appropriate standing committee of the UNO Faculty Council, shall have authority in all matters affecting more than a single college, school, or division and involving the establishment of curricula, the fixing of standards of instruction, the determination of requirements for degrees, and generally the formulation of the educational policy of the University in such matters, subject only to the veto power of the Faculty Council. (See relevant Faculty Council Bylaws).

ARTICLE II. REPRESENTATION

Section A. Size. The total membership of the Senate shall be fixed at forty-two (42).

Section B. Composition. The Senate shall be composed of the following:

1. Students. The student body shall be represented by the President of the Student Government Association (or by his/her designee) and by one student elected by the Student Senate.

2. Alumni. The alumni shall be represented by the President of the Alumni Association (or his/her designee).

3. Staff. The staff shall be represented by the President of the UNO Staff Council (or his/her designee).

4. Administration.

a. The University Administration shall be represented by the Chancellor, the chief academic officer and the chief fiscal officer, and four (4) members of the Council of Academic Deans elected by that group, at least two (2) of whom must be deans of academic colleges.

b. Vacancies shall be filled by a special election. The successful candidate shall complete the unexpired term of the member being replaced.

5. Faculty

a. Each major unit shall be represented on the Policy Committee of the Faculty Council by a Senator, elected in a manner to be determined by that unit. This election shall precede and be separate from that for the remaining faculty Senators. Membership on the Policy Committee is limited to full-time faculty, exclusive of the administrators of rank of Dean or above, with at least five (5) years of full time academic service at UNO, or tenure. (See relevant Faculty Council Bylaws.)

b. The remaining twenty-four (24) faculty members of the Senate, elected from full-time faculty, exclusive of the administrator of rank of Dean or above, shall be divided among the major units in accordance with the unit's percentage of total full-time faculty (weighted at 2/3) and the unit's percentage of full time equivalent student majors plus full time equivalent graduate students (weighted at 1/3). Each unit shall determine the manner in which those elections shall be held.

c. The chief academic officer shall by December 1 of each year forward to the Senate Executive Committee the number of full-time faculty and full time equivalent student majors and graduate students for each major unit. The Senate Executive Committee will then compute the number of seats to be elected by each unit for the next year and shall notify each unit.

- d. Vacancies shall be filled in a manner to be determined by the respective electoral unit.
- e. If there should exist full-time faculty members who are not accorded representation on the University Senate under the procedures outlined above, and if these faculty are associated with administrative units not large enough to merit individual Senate representation, the Policy Committee shall develop a mutually satisfactory agreement by which these faculty will be attached to an appropriately represented unit for purposes of Senate representation, and for purposes of being eligible to be candidates and to vote in Senate elections. Such agreements will be subject to ratification by the full Senate, and faculty so assigned will not be included in the calculation of Senate representation under Section II.B.5c.

Section C. Terms of Service.

- 1. **Students.** The student representatives shall serve one-year terms.
- 2. **Alumni.** The alumni representative shall serve a one-year term.
- 3. **Staff.** The staff representative shall serve a one-year term.
- 4. **Administration.** Elected administrators shall serve two-year terms. The Chancellor, the chief academic officer, and the chief fiscal officer shall serve for their administrative tenure.
- 5. **Faculty.** Faculty shall serve staggered three-year terms.
- 6. All terms shall run until the convening of a new Senate.

Section D. Timing of Elections.

- 1. The elections of faculty Senators shall be staggered so that one-third (1/3) of the elected representation from each unit shall be chosen each year. The terms of the Senators from the administration and on the Policy Committee shall be similarly staggered.
- 2. Senatorial elections shall be held in the spring semester.

ARTICLE III. OFFICERS

The elected officers of the Senate shall be a Chair, Vice Chair, and Secretary. The elected faculty representatives of the Senate shall be the faculty representative to the LSU Board of Supervisors and LSU System Council of Faculty Advisors and an alternate, and two delegates to the Conference of Louisiana Colleges and Universities . The Parliamentarian shall be appointed by the Chair from faculty members not on the Policy Committee.

Section A. Duties.

- 1. The **Chair** shall be the presiding officer at all meetings of the Senate. The Chair shall have the primary responsibility for preparing the agenda for each meeting and shall circulate notices of meetings and agendas to all members of the Senate, Deans, Directors, Department Chairs, appropriate members of the Administration, Staff Council, Alumni Association, Student Government Association, the Driftwood, and by subscription to faculty members upon request. The Chair shall maintain a Senate calendar of business in committees and shall publish an updated calendar with the agenda for each regular Senate meeting. The Chair shall monitor the status of all resolutions passed by the Senate that request action and take appropriate steps to expedite implementation of such actions. The Chair shall report, in writing, at every other Senate meeting on the status of all actions passed by the Senate but not

yet implemented or rejected. The Chair shall serve as the faculty's representative to the Association of Louisiana Faculty Senates or may designate another member of the Senate to serve in his/her place.

2. The **Vice Chair** shall assume the responsibilities of the Chair whenever the Chair is absent or otherwise unable to perform these duties and shall handle all correspondence of the Senate other than that specifically assigned to the Secretary. The Vice Chair shall keep minutes at the meetings of the Senate Executive Committee.

3. The **Secretary** shall keep minutes of each meeting of the Senate and shall send an email notice that the minutes have been posted on the UNO University Senate web page (www.uno.edu/senate) to senators, appropriate members of the Administration, and the Driftwood. Upon request, faculty members may receive email notice of the posting on the web site. Two paper copies will be sent to the Library for inclusion in the Louisiana Collection. The minutes for the year just ended will be archived on the web page by the beginning of each new academic year. Such distribution shall take place no later than ten (10) days prior to the following Senate meeting. Reports made to the Senate shall be made available to the Secretary by electronic means within one week of the senate meeting at which the report was made.

4. The **Parliamentarian** shall ensure that all meetings are conducted in accordance with Robert's Rules of Order (latest edition).

5. The **Faculty Representative to the LSU Board of Supervisors** shall report to the Senate on issues being considered by the Board that have an effect on the UNO campus. The representative shall also serve as the faculty's representative to the LSU System Council of Faculty Advisors. The Alternate Faculty Representative shall fulfill these duties when the Representative is not able to attend.

Section B. Elections and Terms of Office.

1. The Chair and Vice Chair shall be elected from faculty senators not on the Policy Committee.

2. Elected officers of the Senate and faculty representatives shall be nominated and elected by majority vote of members present at the first regular meeting of the Senate during each academic year.

3. Officers of the Senate and faculty representatives shall serve until their successors are elected.

4. Elected officers of the Senate shall be eligible for reelection but shall not serve more than three consecutive terms.

5. The Faculty Representative to the LSU System Board of Supervisors will be elected by the Senate to serve a two-year term. The Alternate Representative to the LSU Board of Supervisors (and Council of Faculty Advisors) will also serve a two-year term and will be elected in alternate years. The Representatives and Alternates may be either a senator or non-senator. Representatives and alternates will serve a maximum of three consecutive terms.

6. Faculty Representatives to the Conference of Louisiana Colleges and Universities will be elected from the Senate members for one year terms, one of whom is also the representative to the Association of Louisiana Faculty Senates.

ARTICLE IV. COMMITTEES

Section A. Senate Committees. Four (4) standing committees, Committees A, B, C, and D, composed of members of the Senate are constituted as follows:

	A	B	C	D
Administration	1	1	1	1
Alumni	0	0	0	1
Faculty	6	6	6	5
Staff	0	0	1	0
Student	1	1	[1]	[1]

[The Senate permits each student representative to sit on two committees.]

The Chancellor, the chief academic officer, the chief fiscal officer, the Chair of the Senate and members of the Policy Committee shall not serve on these committees. The Executive Committee shall appoint Senators for these committees.

It shall be the duty of standing committees A, B, C, and D to study proposals and resolutions submitted to the Senate and to recommend appropriate action on them to the full Senate.

Section B. University committees shall be composed of faculty members appointed by the Chancellor on the recommendation of the Policy Committee. The Senate will establish, set charges for, and supervise the University standing committees except for the Courses and Curriculum committee and committees dealing with disciplinary matters. Reports from the committees will be discussed in the Senate before being formally communicated to the Administration or other body as appropriate.

Section C. Executive Committee. The Chair, the chairs of the Senate Committees, the chair of the Policy Committee or his/her designee, the Secretary, and the Vice Chair shall comprise the Executive Committee. The Chair shall chair the Executive Committee.

The Executive Committee shall meet following each Senate meeting to review proposals and resolutions submitted to the Senate for action and to determine whether the matter should become an item of Senate business. The Executive Committee may seek clarification of the submitted item from the senator who originated it. If the Executive Committee agrees that the matter deserves Senate attention, it shall assign the item to a Senate committee, a university committee, or an ad-hoc committee with a specific written charge, a tentative timetable for action, and a recommendation to work with another university committee if appropriate. If the Executive Committee chooses not to accept an item for Senate action, it may refer the matter to another Faculty Council or Chancellor's advisory committee. Decisions by the Executive Committee not to accept a proposal may be appealed to the entire Senate at the next regular meeting. The Chair shall report the actions of the Executive Committee to the Senate.

ARTICLE V. MEETINGS

Section A. A regular meeting of the Senate must be held monthly on a Monday, Tuesday, Wednesday, Thursday rotation, except December, during the fall and spring semesters. Special meetings shall be convened on the call of the Chair or on the request of four (4) members of the Senate addressed to the Secretary.

Section B. All meetings shall be open to members of the UNO faculty, staff, student body, and alumni, except when the Senate, by majority vote of those present, designates a meeting or portion thereof as an executive session.

ARTICLE VI. NOTICE OF MEETINGS

One (1) week before the date of regular meetings, written notice shall be sent to members of the Senate and to department chairs, the Administration, the Student Government Association, the Graduate Student Association, the Staff Council, and the Alumni Association for public posting. Notices of special meetings must precede the meeting date by a reasonable time and shall be circulated as indicated for notices of regular meetings. All notices of meetings must contain as complete an agenda as possible. Members of the Senate may have items included on the agenda by forwarding them to the Chair two (2) weeks in advance of the regular meeting.

ARTICLE VII. QUORUM

A majority of the voting membership of the Senate shall constitute a quorum for the transaction of business at any regular or special meeting of the Senate.

ARTICLE VIII. RULES OF ORDER

When not in conflict with the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System, Robert's Rules of Order (latest revision) shall constitute the rules of parliamentary procedure applicable to all meetings of the Senate.

ARTICLE IX. ACTIONS OF THE SENATE

Any action taken by the Senate shall be subject to review by the Faculty Council as provided for in the relevant Faculty Council Bylaws. Any subjects or measures under consideration by

the University Senate may at its direction be referred to the Faculty Council, prior to or in lieu of formal action.

ARTICLE X. AMENDMENTS TO BYLAWS

Amendments to sections, I, II, and X of these Bylaws may be made by affirmative vote of two-thirds (2/3) of the Faculty Council present and voting, prior written notice of one (1) week having been given to all members of the Faculty Council of the proposed amendment. Amendments to sections III through IX of these Bylaws may be made by affirmative vote of 2/3) of the Senate present and voting, prior written notice of one (1) week having been given to all members of the Senate of the proposed amendment.

[Approved by the Faculty Council on April 10, 1986. Sections III.A.2 and III.A.3 amended by the University Senate on November 28, 1990. Sections III.A and III.B amended by the University Senate on November 13, 1996. The title of Vice Chair was changed to Faculty Chair by action of the University Senate on December 2, 1999. Section IV-C added by action of the University Senate April 4, 2000. Section III.A.3 amended by University Senate November 1, 2001. Section 111 and Section IV amended by the Senate on September 10, 2003.]