

Draft Changes as proposed by Ad Hoc Rules and Regulations Committee  
AS REVIEWED by Senate Exec, 13 Feb 2019  
(Notes by Chair are explanatory and not part of proposed changes)

DRAKE UNIVERSITY  
Faculty Senate Rules and Regulations

Revised October and December 2018

(Passed May 2013; Revised Nov 2014, Feb 2016; April 2016, April 2017)

**I. Senate Officers.**

**A. Designated Officers.** The designated officers of the Faculty Senate are the President, the President-Elect, Immediate Past President and the Secretary. The President of the University, the Provost, the Secretary of the Faculty Senate, and the President of the Senate are designated as non-voting members of the Senate. (This status applies to the President of the Senate even though the President of the Senate may vote in the case of a tie (see I.B.3))

**B. Senate President.**

- 1. Term.** After serving a one-year term as President-Elect, the President-Elect shall serve a one-year term as President. *A President may also be elected to a second consecutive term, but not a third (see I.C.1)[1].* The term will begin on the day following spring commencement and end one year later.
- 2. President's Replacement as Voting Senator.** If the President-Elect has not completed his or her term as a voting Senator before beginning his or her term as President of the Senate, a replacement shall be named to fulfill the remainder of his or her term as a voting Senator under the appropriate provisions of Section II.E.
- 3. Entitlement to Vote.** The President shall not vote in Senate matters except where there is a tie of the Senate and the President's vote will break the tie vote.
- 4. Course Reassignment.** The acting President will be entitled to course reassignment or its equivalent each semester during the year in which he or she serves as President.
- 5. Duties.**
  - The Senate President shall preside at meetings of the Senate and as chair of Senate's Executive Committee.

- The Senate President represents the Senate to the President of the University, the Board of Trustees, and the entire University community.
- The Senate President shall appoint a Secretary as noted in subsection (D) below.
- The Senate President shall serve on other Senate committees as designated by the Senate.
- The President of the Senate may appoint a parliamentarian for assistance. The parliamentarian need not be a member of the Senate.

### **C. President-Elect.**

- 1. Term.** The President-Elect shall serve ~~a~~ one-year term(s). The election will take place at the first organizational meeting of the Faculty Senate (see (II)(D)(2)). The term will begin on the day following spring commencement and end one year later. *The President-Elect may, but is not required to, seek a second (but not a third) consecutive one-year term.*
- 2. Eligibility.** All eligible voting Senators are eligible to be elected as President-Elect.
- 3. Majority Vote.** To be elected, a candidate for President-Elect must receive a majority vote of those Senators and Senators-Elect present at the organizational meeting.
- 4. Succession to Presidency.** Following the one-year term as President-Elect, the President-Elect shall serve a one-year term as President as indicated under (I)(B)(1). *They are also eligible to seek re-election to a second one-year term, as indicated under (I)(C)(1).*
- 5. Succession to Presidency in Special Circumstances.** If the Senate President resigns or is unable to complete his or her term, the President-Elect will complete the unexpired term and a new President-Elect will be elected and will complete the unexpired term of the President-Elect. *In the instance that a President that has been re-elected (see (I)(C)(4)) either resigns during his or her first one-year term or is unable to complete his or her first one-year term, the Immediate Past President will serve out the remainder of the one-year term (See (1)(D)(4). The incoming Senate will then elect both a President and President-Elect for the coming year at the organizational meeting (see (II)(D)(2))*
- 6. Duties.**
  - When the Senate President is unable to preside at Faculty Senate meetings or meetings of the Executive Committee, the President-Elect shall preside.
  - The President-Elect shall perform other duties as assigned by the President of the Senate.
  - The President-elect should attend all Board of Trustees meeting.

### **D. Immediate Past President.**

1. **Term.** After serving a one-year term as President, *and if not re-elected*, the President shall serve a one-year term as Immediate Past President. The term will begin on the day following spring commencement and end one year later.
2. **Ex Officio, Non-voting Senator.** The Immediate Past President shall serve as an ex-officio, non-voting Senator.
3. **Succession.** If the Immediate Past President resigns or is unable to complete his or her term, the Senate Executive Committee may appoint an Immediate Past President from those individuals who have served as *Senate President* in previous years.
4. **Duties.** The Immediate Past President shall attend Faculty Senate and Senate Executive Committee meetings to provide context in deliberations and continuity of senate initiatives. The Immediate Past President should attend all Board of Trustee meetings. *Also, in the instance of the incoming President of the Senate being elected to a second consecutive term, the Immediate Past President will fulfill the duties of President-Elect for the first year of the President's term.*

#### **E. Secretary.**

1. **Designation.** The Provost and the Executive Committee shall designate a Secretary of the Senate (the Secretary) for a five-year term with potential for re-appointment. *The Provost and the Executive Committee shall appoint (or re-appoint) an alternate to the Secretary of the Senate every year (no later than September meeting).* The Secretary shall be a University Employee who holds an exempt position.
2. **Duties.** The Secretary shall:
  - attend Faculty Senate meetings and write and disseminate the minutes of the Faculty Senate meetings;
  - maintain a list of Standing Committees;
  - administer Academic Calendar Guidelines;
  - establish and maintain appropriate Faculty Senate information on the Drake website through appropriate channels;
  - distribute an updated copy of the Senate Rules and Regulations, as well as other documents deemed appropriate by the Senate Executive Committee, to all members of the Senate prior to the September meeting;
  - serve as an ex officio non-voting member on Senate Executive Committee; and
  - perform other duties as described throughout these rules.

#### **II. Senators.**

**A. Constitution of the Senate.** The voting members of the Faculty Senate will be made up of a number of Unit Senators determined in (II)(B)(3), and four At-Large Senators as determined in (II)(C)(1). No individual may serve as more than one type of Senator at a given time. The President of the University and the Provost will be non-voting ex-officio members of Faculty Senate, and shall report to the Senate at each regularly scheduled meeting.

**B. Unit Senators.**

- 1. Units.** For the purpose of the constitution of Faculty Senate, each of the following is considered a Unit
  - Cowles Library;
  - the Law School;
  - the School of Journalism and Mass Communication;
  - the School of Education;
  - the College of Pharmacy and Health Sciences;
  - the College of Business and Public Administration;
  - the College of Arts & Sciences, the Division of Humanities;
  - the College of Arts & Sciences, the Division of Natural Sciences;
  - the College of Arts and Sciences, the Division of Social Sciences;
  - the College of Arts & Sciences, the Division of School of Fine Arts.
- 2. Unit Representatives.** Unit Senators will be members of and selected by the Faculty of Instruction of each unit. Each Unit will follow its own internal procedures for electing Senate representatives
- 3. Apportionment.** Each unit shall be allotted one Unit Senator for every 15 Faculty of Instruction within that unit, with a minimum representation of 2 Unit Senators. Faculty of Instruction jointly appointed to two units shall count as half for each unit. Units may set their own policies on how to apportion representation within their unit, and each school shall follow its internal procedures for electing its Unit Senators. Each unit must fill at least one Unit Senator position. If a unit is not able to select additional Unit Senator(s), the unit may choose to leave the seat open. Once left open, the Unit Senate seat may not be filled until the term for that seat expires.
- 4. Term and Election.** Unit Senators will be elected to two-year terms, with one half of the Unit Senators being elected as follows:
  - a. Even-numbered years.** In even-numbered years, elections will be held for one Unit Senator by each of the units.
  - b. Odd-numbered years.** In odd-numbered years, elections will be held for the remaining Unit Senators

5. **Reapportionment.** Reapportionment shall take place in all years evenly divisible by five, *beginning in 2025*.<sup>[2]</sup>

### C. At-Large Senators.

1. **Generally.** Four Senators of the Faculty of Instruction will be elected by a Universitywide At-Large election (At-Large Senators) from the list of eligible candidates prepared under (II)(C)(4). No more than one At-Large Senator can be elected from any Unit.
2. **Term and Election.** At-Large Senators will be elected to two-year terms ~~with one-half of the At-Large Senators being elected each year~~ *in even-numbered years*<sup>[3]</sup> from the list of eligible candidates prepared under (II)(C)(4).
3. **Validation of the Election.** ~~Each year,~~ *In even-numbered years* the Secretary will request that the All Staff Council (ASC) provide the Secretary with the names of two representatives of the ASC who will validate the election process and results. The Executive Committee shall confirm the validation representatives.
4. **Nomination Procedures**<sup>[4]</sup>.
  - **Identification of Eligible Candidates.** Before each *At-Large* election, the Secretary shall prepare a draft list of candidates who are eligible for At-Large election. The draft list will be reviewed by the respective Unit before the nomination ballot is prepared and the Unit will confirm whether candidates are eligible and also identify those candidates that will not be in residence during the following academic year.
  - ~~**Preparation of Nomination Ballot.** The Secretary shall then prepare a nomination ballot with a final list of eligible candidates to be placed on the nomination ballot. If an eligible candidate will not be in residence during the following year, a note accompanying the nomination ballot shall indicate that although the candidate is eligible, the candidate will not be available to be a Senator that year.~~
  - **Nomination:** *All eligible faculty (above) will be contacted by the Secretary, asking if they wish to serve on Senate in an At-Large basis. Eligible faculty will have 7-9 days, including one weekend, to respond. All those eligible faculty who respond in the positive shall be considered nominated. Those nominated may submit brief (100 words or less) statements addressing why they wish to serve.*
  - ~~**Nomination Election and Preparation of Voting Ballot.** The Secretary will provide the nomination ballot to all members of the Faculty of Instruction for 7-9 days, including one weekend. Each member of the Faculty of Instruction will~~

~~have up to twelve votes to cast for nomination of an eligible candidate to the voting ballot. The twelve votes may not be cast for the same eligible candidate. The Secretary will tally the votes and prepare an election ballot listing the names of the twelve nominated candidates who received the most votes. If there is a tie for the 12th position, all those who tie will be placed on the election ballot. All nominated candidates will be contacted by the Secretary to determine whether they are willing to serve. If the Secretary discovers that a nominated candidate is unable or unwilling to serve, the Secretary shall place the eligible candidate who received the next most votes on the voting ballot. The ASC validation representatives will certify the ballot.~~

5. **Election Procedures.** The Secretary will provide the election ballot (*as well as a link to a web page where all statements by nominees are included*) to all members of the Faculty of Instruction for a period of 7-9 days, including one-weekend. Each member of the Faculty of Instruction will have up to ~~six~~ *four* votes to cast for election of At-Large Senators. The ~~six~~ *four* votes may not be cast for the same eligible nominee. The Secretary will tally the votes. The ASC validation representatives shall certify the tally. The Secretary shall notify the nominees who received the ~~most votes~~ *four highest vote totals* that they have been elected as At-Large Senators, *assuming all four are from different units (see (II)(C)(1)). In the event that two (or more) of the top four vote totals are from the same unit, the recipient of the most votes from that unit shall be deemed elected, but the remaining At-Large Senators will be drawn from the recipients of the highest vote totals of those nominees from other units.* If there is a tie on the At-Large election ballot, ~~the ASC validation representatives will confer with the Senate Executive Committee to resolve the tie.~~ *eligible faculty of instruction will vote in a runoff election. In the event of a second tie, the Faculty Senate shall vote to elect the At Large Senator.*
6. **Validity of Ballots.** Following the close of the voting period set by the Secretary for nominee and election ballots, ballots are no longer valid.
7. **Potential Irregularity in Delivery of Ballots.** If a member of the Faculty of Instruction informs the Secretary that he or she did not receive an original nominee or election ballot, the Secretary will make that ballot available to the Faculty member. The Secretary will record and report such an irregularity to the ASC validation committee to be considered in their deliberations when validating an election.

#### **D. Election and Term Limits Generally.**

1. **Completion Date & Beginning of Term.** Election of both Unit Senators and At-Large Senators shall be completed by March 31. Newly elected Senators will begin their terms on the day following spring commencement in the year in which they were elected.
2. **Organizational Meeting.** No later than the last Senate meeting of the year, an organizational meeting of the Faculty Senate for the upcoming year shall be held for the limited purpose of electing the President-Elect of the Senate and the elected members of the Senate Executive Committee. *In certain special circumstances (see (I)(C)(5) the Senate for the upcoming year may need to elect a new President as well.*
3. **Term Limits.** Senators may be elected for two consecutive terms. Following election to the second term, the individual will be ineligible for election for one year.

#### **E. Replacement of Senators.**

1. **Senator Notification of Inability or Unwillingness to Serve.** If an elected Senator refuses or is unable to complete his or her term, the Senator must promptly inform the Senate President or Secretary.
2. **Removal of Senators.** If a Senator misses three or more Senate meetings in one academic year, the Secretary will refer the Senator to the Executive Committee for a removal vote.
3. **Replacement of Unit Senators.** If the Senator who withdraws or is to be replaced is a Unit Senator, the Secretary will promptly inform the Unit and the Unit shall promptly replace the Unit Senator who will serve the remainder of the term of the replaced Unit Senator.
4. **Replacement of At-Large Senators.** If the Senator who withdraws or is to be replaced is an At-Large Senator, the Senate Executive Committee shall appoint the next eligible candidate. The next eligible candidate will be that candidate who received the next most votes in the election in which the withdrawn or removed Senator was elected, as determined from the tally sheets as maintained by the Secretary. *Any Replacement Senator(s) must be drawn from a unit that is not already represented by an At-Large Senator (See II.C.5).* The Secretary shall contact the potential At-Large Senator and confirm his or her willingness to serve.
5. **Term of Replacement Senators.** Both a Senator who replaces an At-Large Senator and one who replaces a Unit Senator shall serve the remainder of the term of the Senator who is being replaced.

### **III. Faculty Senate Meetings.**

#### **A. Regular and Special Meetings.**

- 1. Regular Meetings.** Regular meetings will generally be held once each month on the third Wednesday of the month at 3:30 p.m. – 5:00 p.m. in the months of September through May.
- 2. Special Meetings.** A special meeting will be held if five Senators petition for such a meeting to either the Senate President or the President of the University. The President of the Senate shall establish the time and place for the meeting and set the Agenda.

**B. Robert's Rules of Order.** Except as otherwise provided in the Academic Charter or these Rules, Robert's Rules of Order shall govern the proceedings of the Faculty Senate.

**C. Quorum for Action.** *The Senate has a quorum for action when the number of voting Senators present is equal to or greater than fifty percent of the Senate seats.*

**D. Majority Vote.** When a majority vote is required, it means a majority of those Senators present at the Senate meeting.

#### **E. Notice of Meetings.**

- 1. General.** The Secretary shall send notice of meetings to the Senators by a timely and efficient method that is calculated to reach the Senators five days before the date of the meeting. The notice shall state the time, place, and Agenda for the meeting.
- 2. Emergency Notice.** In an emergency, declared at the discretion of either the Senate President or the President of the University, the Secretary shall send notice of meetings to the Senators of the Senate by a timely and efficient method that is calculated to reach the Senators three days before the date of the meeting.
- 3. Notice of Special Meetings.** The notice shall state the time, place, and Agenda for the special meeting.
- 4. Waiver of Notice.** The Senate may waive notice, amend the Agenda, or take up matters not on the Agenda of a regularly scheduled meeting by a vote of two-thirds of the Senators present.



**5. Failure of Notice.** The Senate shall have the authority to transact business even if any person entitled to notice does not receive notice.

**F. Visitors' Right to Attend Meetings.** Unless a Faculty Senate meeting is a Closed Meeting, anyone may attend. If, in the sole discretion of the presiding officer of the Faculty Senate, the presiding officer determines that a person is violating the decorum of the Senate, that person may be required to leave the meeting.

**G. Visitors' Right to Speak.** A visitor may speak at a Faculty Senate meeting if placed on the Agenda by the Executive Committee, at the discretion of the presiding officer, or upon a majority vote of the Senators present at the meeting. The grant of the right to speak is not an open invitation to participate in deliberations among Senators. The visitor may, however, respond to questions posed by Senators.

**H. Closed Meetings.** The Faculty Senate may declare a meeting to be a Closed Meeting open only to Senators of the Faculty Senate. A majority vote of the Senators present is required to close a meeting.

**I. Motion Practice.**

**1. Placing Motions on the Agenda.** To be considered for placement on the Agenda of the next Senate meeting, a motion must be submitted in writing to the President before the Agenda has been set and distributed. If submitted in this way, the motion may be placed on the Agenda under "New Business" and the motion will be introduced for full debate and consideration at the next meeting.

**2. Oral Motions.** A motion may be orally introduced at a Senate meeting, but the Senate will not fully debate and consider the motion until the next Senate meeting unless two-thirds of the Senators present vote to fully debate and consider the motion at the time of introduction. If a motion is orally introduced, the movant will be given five minutes for introduction and discussion of the motion. The moving member must submit the motion in writing to the Secretary immediately after having made the oral motion.

- 3. Numbering Motions.** The Secretary shall number each written motion using a sequential numbering system that includes the year in which the motion is introduced. Each motion is to be referred to by its number in the minutes.

## **IV. Committees.**

### **A. Standing Committees of the Senate.**

- 1. Existing Standing Committees.** A list of the Standing Committees of the Senate may be obtained from the Secretary.
- 2. The Senate Executive Committee.** The Senate Executive Committee is composed of the President, who will serve as Chair, the President-Elect, who shall serve as Vice-Chair, the Secretary as ex-officio and a Senator from each of the following:
  - Cowles Library;
  - the Law School;
  - the School of Journalism and Mass Communication;
  - the School of Education;
  - the College of Pharmacy and Health Sciences;
  - the College of Business and Public Administration; and
  - the College of Arts & Sciences.

In addition, the Chair of the All-Staff Council will also be a member of the Senate Executive Committee.

The Executive Committee is chosen by majority vote of the Senate at the organizational meeting (see Section (I)(C and D)).

- 3. Creation of Standing Committees - Executive Committee Authority.** The Executive Committee may recommend to the Senate additions, deletions, or alterations in the numbers and types of Senate Committees, but the Senate must approve all changes.
- 4. Appointment of Standing Committee Members and Chair.** Chairs and members of Standing Committees are appointed by the Executive Committee in the spring or summer prior to the fall in which their committee service begins, or at such time during the year as a vacancy occurs.
- 5. Term.** Members of Standing Committees are initially appointed by the Executive Committee to terms of service as specified by the Committee's design. Their term of service ends with the final meeting of the committee in the spring semester of the year the term expires unless otherwise specified.

6. **Committee description and charges.** *The descriptions and charges of all Standing Senate Committees shall be added to this document as appendices. Votes to create a new standing committee, or make changes to the charges/descriptions of existing standing committees shall require a majority vote.*[5]

## **B. Other Committees.**

1. **Establishing Ad Hoc Committees.** The Executive Committee may recommend the establishment of Ad Hoc Committees subject to the approval of the Senate.
2. **Term of Ad Hoc Committees.** Unless the Senate explicitly states otherwise, the term of an Ad Hoc Committee expires one calendar year from the date it was established.
3. **Senate Committees Governed by External Structures.** The Executive Committee appoints the members of the Academic Freedom and Tenure Committee, the Intercollegiate Athletic Council, and the University Hearing Panel. These bodies are governed by external rules that the Executive Committee should consult before appointing membership. Responsibilities of the Academic Freedom and Tenure Committee are delineated in the Academic Charter. The University Hearing Panel's responsibilities are delineated in the Code of Student Contact. Committees that are governed by external structures shall follow the Meeting Rules for Standing Committees stated in (IV)(G). The Secretary shall also ascertain their standing each fall as stated in (IV)(E)(1).
4. **Non-Senate Committees.**[6] The Executive Committee ~~appoints or~~ recommends the appointment of faculty members to several non-Senate committees including the Board of Student Communications, the Institutional Review Board, and the Institutional Animal Care and Use Committee. These bodies are governed by external rules that the Executive Committee should consult before ~~appointing or~~ recommending membership. When ~~appointing or~~ recommending faculty members to a Non-Senate Committees, the Executive Committee shall relegate to one of these ~~appointees or~~ recommendees the responsibility of reporting to the Senate. This ~~appointee or~~ recommendee shall convey to the Secretary the complete membership and status of the committee no later than one week before Senate's October meeting. This ~~appointee or~~ recommendee shall also send a report of the Committee's actions to the Secretary no later than one week before the final Senate meeting. This report is governed by the procedures in (IV)(H)(8).

## **C. Subcommittees.**

1. **Subcommittees.** Senate Committees may establish Ad Hoc Subcommittees as necessary, and may designate the constituency of such committees from its members. If a Committee wishes to appoint non-Committee members to one of its Subcommittees, it must inform the Executive Committee.
2. **Term.** The term of a Subcommittee shall be determined by the Chair of the Committee establishing it. The term of a Subcommittee of an Ad Hoc Committee shall expire with the term of the Ad Hoc Committee.

**D. The Duties and Prerogatives of the Executive Committee.**

1. **Duties of the Executive Committee.** The Executive Committee shall:
  - regulate the Agenda for Senate meetings;
  - determine the constitution of Senate Committees;
  - appoint faculty members to certain Non-Senate Committees (see (IV)(B)(4));
  - refer matters to any Senate committee.
2. **Other Duties.** The Executive Committee shall exercise duties specified elsewhere in these rules and in the Academic Charter.
3. **Prerogatives.** The Executive Committee may exercise prerogatives specified elsewhere in these rules.
4. **Majority Action by the Executive Committee.** Action of the Executive Committee shall be authorized by a vote of a majority of the Executive Committee physically present and entitled to vote.

**E. Duties of Secretary.**

1. **Ascertaining Standing Committees.** At the beginning of the academic year, the Secretary shall ascertain that Standing Committees have been organized and are functioning.
2. **Ascertaining Non-Senate Committees** whose faculty members are appointed or recommended by the Executive Committee. Prior to October meeting of the Senate the

Secretary shall ascertain whether Non-Senate Committees whose faculty members are appointed or recommended by the Executive Committee have been organized and are functioning.

3. **Fall Report of the Secretary.** At the October meeting of the Senate the Secretary shall make a report stating the membership and certifying the status of Standing Committees, Ad Hoc Committees and Non-Senate Committees whose faculty members are appointed by the Executive Committee (see (IV)(B)(4)).
4. **Spring Action of the Secretary.** At the mid-point of the Spring semester, the Secretary shall request an end of the year report from each Standing Committee, Ad Hoc Committee and Non-Senate Committee whose faculty members are appointed by the Executive Committee (see (IV)(H)(8)). This report will be distributed by the May meeting to current and newly elected Senators.

#### **F. Replacement of Committee and Subcommittee Members.**

1. **Vacancies.** Except as provided in the Academic Charter or other University document, the Executive Committee shall promptly fill vacancies in Committee and Subcommittee membership.
2. **Removal.** Upon recommendation of the Committee Chair and by a majority vote of the Executive Committee, a Committee or Subcommittee member may be removed. The vacancy shall be filled as provided in paragraph (IV)(A)(4).

#### **G. Meetings.**

1. **Notice of Meetings.** The Chair of a Committee shall send notice of all Committee meetings, including Agenda, to Committee members by email. The notice shall be sent at least three days (exclusive of Saturday and Sunday) before the meeting is scheduled. The requirement for notice for a particular meeting may be waived by explicit unanimous consent of the entire membership of the Committee or Subcommittee involved.
2. **Scheduling Meetings of Standing Committees.** Standing Committees shall meet regularly, at least once each month, during the academic year; regular meetings may be scheduled more frequently by the call of the Chair or upon majority vote of the Committee members. A Committee shall determine a schedule of regular meetings for the entire semester no later than its first meeting of the semester. Special meetings may

be scheduled during regular University business hours upon the call of the Chair or any two members.

- 3. Scheduling Meetings of Other Committees and Subcommittees.** Other Committees and Subcommittees may schedule meetings as appropriate. Committees and Subcommittees shall meet, during regular University business hours, on call of the Chair or any two Committee or Subcommittee members.
- 4. Closed Meetings.** By majority vote of its members, a Committee or Subcommittee may determine that all or any portion of its meetings will be closed and may exclude from the meeting all whose presence is inappropriate.
- 5. Open Meetings.**
  - **Spectators.** Spectators may attend open meetings, but the Committee or Subcommittee Chair has the sole discretion to exclude anyone whose presence is disruptive.
  - **Right to speak.** Only members of the Committee or Subcommittee have the right to speak at meetings. The Committee or Subcommittee Chair may allow a nonmember to speak.

## **H. Authority and Responsibilities of Committees and Subcommittees.**

- 1. Establishing and Removing Authority and Responsibility.** The authority that establishes the Committee or Subcommittee shall establish the authority and responsibility of the Committee or Subcommittee. The establishment and removal of a Committee's or Subcommittee's authority and responsibility lies with Faculty Senate.
- 2. The Prerogatives of the Senate.** A matter within the jurisdiction of a Committee may not be removed except by action of the full Senate. The Senate, by a vote of two-thirds of those present at any regular meeting, may require a matter of a Committee to be placed on the Committee's Agenda for its next regular meeting or to be taken up out of order.
- 3. Quorum for Action.**
  - The quorum necessary to take action by a Committee of the Senate at a physical meeting shall be a majority of the voting membership in the Committee. Proxy representation is not permitted in Committee or Subcommittee meetings, for either quorum or voting purposes.
  - If a quorum is not present, the Committee or Subcommittee may adjourn the meeting and set a time for a subsequent meeting. The Chair shall send notice of

adjournment to the Committee membership via email within 24 hours of the adjournment. The scheduling of the new meeting shall follow procedures stated in (IV)(G).

- Upon a majority vote of its entire voting membership (subject to approval by a majority vote the Executive Committee), a Committee may determine procedures for email voting. These procedures must be approved by the Executive Committee.

**4. Majority Action by Committee or Subcommittee.** Action (other than deferral of a proposed action or adjournment) by a Committee or Subcommittee must be authorized by a vote of a majority of Committee or Subcommittee members physically present and entitled to vote.

**5. Minority Opinion of a Committee or Subcommittee.** A minority of members of a Committee may present a minority opinion to the Senate. A written report of the minority opinion must be provided to Senators no later than three days before the Senate meeting at which the opinion will be presented. The opinion must be presented at the same meeting as the majority action request.

**6. Recommendations for Legislative Action.**

- **Committees.** Both Standing and Ad Hoc Committees shall submit recommendations to the Senate through the Executive Committee. The submission for action shall be by motion and must follow (III)(I)(1) above.
- **Subcommittees.** Subcommittees shall make legislative recommendations to the parent Committee who, in its discretion, may submit a recommendation to the Senate.

**7. Review of Administrative and Judicial Action.**

- Parent Committees may review the administrative actions of their Subcommittees.
- The Senate may review the administrative actions of Committees.
- Judicial action of a Committee or Subcommittee may only be reviewed as provided by the Academic Charter, Rules of the Senate, or prior resolution of the Senate.

**8. Committee Reports.**

- **Annual Reports.** No later than one calendar week before the final scheduled Senate meeting of the academic year, the Committee Chair or other Committee member designated by the Chair, shall provide a written, complete and organized report to the Executive Committee summarizing the work completed or in

progress. The Secretary of the Senate shall make the written report available to all Senators no less than three days prior to the Senate meeting at which the report will be presented.

- **Other reports.** The Executive Committee may request Committee reports at other junctures.

**9. Subcommittee Reports.** Senate Committees may determine the reporting requirements for their Subcommittees, but shall ensure that Subcommittees may present minority opinions.

**10. Reporting Undue Influence.** Senators shall report to the Executive Committee the exercise of undue influence in Committee or Subcommittee deliberations and material violations of established Committee and Subcommittee procedures.

## **V. Records.**

**A. Archivist.** Cowles Library shall be responsible for appointing a Senate Archivist from the Cowles faculty who will maintain the Archives.

**B. Location.** All records of the Faculty Senate shall be archived in a location in Cowles Library maintained by the Senate Archivist.

**C. Records of Closed Meetings.** Minutes of Closed Meetings shall record agenda items brought before Senate during a closed session and any action take on these items without referencing the specifics of the deliberations.

## **VI. Revision of Rules.**

**A. Mandated Review.** Every five years beginning in Fall 2018, the Executive Committee will appoint an Ad Hoc Committee to review these Rules. The Ad Hoc Committee may recommend revision to the Executive Committee. *The next revision will occur in Fall 2023.*

**B. By the Executive Committee.** The Executive Committee may also determine that these Rules should be revised and will draft the recommended revisions.



**C. Approval of Revisions of Rules.** Suggested revisions of the Rules are submitted to the full Senate. If the revisions receive a two-thirds vote of Senators present, the Rules will be revised.