

MEMORANDUM

TO: FACULTY SENATE

FROM: SENATE BYLAWS COMMITTEE

DATE: FEBRUARY 14, 2001

RE: PART I OF RECOMMENDED BYLAW CHANGES

The Bylaws Committee recommends the following revisions of Articles and Sections of Senate bylaws. See endnotes for explanation of recommendations. Current narrative in the Bylaws is in the first column and recommended changes are in the second. Changes are presented in bold type. Please note that unaffected text within a given section is not included but is marked with an ellipse (...). See Senate Bylaws on the Senate website for full text. Part II of recommended bylaw changes concerning sections on committees will be presented by the Bylaws Committee at the next Faculty Senate meeting.

Current narrative:

II.1.B. (1) Apportionment¹. Elective seats shall be apportioned in January of each year among the respective colleges and schools by the Secretary of the Faculty Senate on the following basis: All part-time full-year faculty appointments and continuing part-time faculty at assistant professor level or above of at least 20% shall be combined into full-time equivalents to be added to the full-time eligible staff in determining the basis for representation in the Senate. The following table will be used for determining the number of representative based on the number of FTEs:

<u>omit: Faculty FTEs</u>	<u>Senators</u>
1-10	1
11-25	1 additional
each additional 20	1 additional
or fraction thereof	

For clarity and consistency in future application, this table shall be interpreted as follows:]

<u>Faculty FTEs</u>	<u>Total Senators</u>
1-10 FTEs	1
11-25 FTEs	2
26-45 FTEs	3
46-65 FTEs	4

One elected member shall also represent the Agricultural Extension Service, Institute of Agriculture.

As of April, 1987, the colleges and schools are Agriculture (Resident Instruction and Experiment Station), Architecture and Planning, Biomedical Sciences, Business Administration, Communications, Education, Engineering, Human Ecology, Law, Arts and Science, libraries, Information Sciences, Nursing, ROTC, Social Work, Space Institute, and Veterinary Medicine.

The President, President-Elect, Secretary, and Immediate Past President are considered representatives at large if their terms of membership from their colleges have expired and shall not be counted against the apportionment assigned to particular colleges or schools for the year of office.

Recommended Changes:

II.1.B.(1) Apportionment¹. Elective seats shall be apportioned in January of each year among the respective colleges and **units** by the Secretary of the Faculty Senate on the following basis: All part-time full-year faculty appointments and continuing part-time faculty at assistant professor level or above of at least 20% **FTE** shall be combined into full-time equivalents to be added to the full-time eligible staff in determining the basis for representation in the Senate. The following table will be used for determining the number of representative based on the number of FTEs:

Omit first table and explanation for 2nd

<u>Faculty FTEs</u>	<u>Total Senators</u>
1-10 FTEs	1
11-25 FTEs	2
26-45 FTEs	3
46-65 FTEs	4

One elected member shall also represent the Agricultural Extension Service, Institute of Agriculture.

As of April, 2001, the colleges and units on the Knoxville campus with Senate representation include: **Agricultural Sciences and Natural Resources (Resident Instruction and Experiment Station), Architecture and Design, Arts and Sciences, Business Administration, Communications, Education, Engineering, Human Ecology, Law, Libraries, Nursing, Information Sciences, Nursing, ROTC, Social Work, Space Institute, and Veterinary Medicine.**

The President, President-Elect, Secretary, Immediate Past President, **and Website/Newsletter Editor** are considered representatives at large if their terms of membership from their colleges have expired and shall not be counted against the apportionment assigned to particular colleges or schools for the year of office.

Current Narrative

A. II. Section 2. Elections.²

A. II. Section 5. Voting.³

... (2) it shall have been indicated by a standing vote that two-thirds of the members present and voting favor the motion to table.

A. II. Section 6. Advance Distribution of Committee Reports.⁴ ...If the report is not delivered within this schedule, consideration of the issue will require approval by a standing vote of two-thirds of the members present and voting.

A. II. Section 8. Election of Committee on Committees.⁵

The Executive Committee of the Faculty Senate shall nominate six individuals from the College of Arts and Sciences (two each from humanities, social sciences, natural sciences) and two individuals from each of the other colleges or schools to be placed on a ballot for election at the second regular meeting of the Senate in the spring semester....

Recommended Changes

A. II. Section 2. Election of Senators.²

A. II. Section 5. Voting.³

... (2) it shall have been indicated by a **show of hands** vote that two-thirds of the members present and voting favor the motion to table.

A. II. Section 6. Advance Distribution of Committee Reports.⁴ ...If the report is not delivered within this schedule, consideration of the issue will require approval by a **show of hands** vote of two-thirds of the members present and voting.

A. II. Section 8. Election of Committee on Committees.⁵

The Executive Committee of the Faculty Senate shall nominate six individuals from the College of Arts and Sciences (two each from humanities, social sciences, natural sciences) and two individuals from each of the other colleges or units to be placed on a ballot for election at the **November [omit regular]** meeting of the Senate. **[omit: in the spring semester]**

Current Narrative

A. II. Section 10. Election of Officers.⁶ In the Spring Semester of each year, the Faculty Senate shall elect a President-Elect, subject to qualifications as stated in Article IV, Section 2. The term of office shall be one year to begin on August 1. It shall be the duty of the Nominating Committee of the Senate (see Article III, Section 2, subparagraph L) to submit names of two candidates for this position at the first regular Spring Semester meeting of the Faculty Senate. Nominations may be made from the floor. Election shall be by a majority vote of all members of the Faculty Senate taken by a mail ballot before the second meeting of the Spring Semester. One nomination for Secretary shall be made by the Executive committee subject to the approval of the Senate membership.

Recommended Changes

A. II. Section 10. Election of Officers.⁶ In the Spring Semester of each year, the Faculty Senate shall elect a President-Elect, subject to qualifications [omit: as stated in Article IV, Section 2.] **Nominees shall provide written statements regarding their relevant past experiences and proposed contributions as President. At the next Senate meeting, nominees shall make brief statements to the Senate and respond to questions.** Election shall be by a majority vote of all members of the Faculty Senate taken by a mail ballot before the **third** meeting of the Spring Semester. One nomination for Secretary **and Website/Newsletter Editor** shall be made by the Executive Committee subject to the approval of the Senate membership.

The President-Elect shall be chosen for a one year term from among those members of the Faculty meeting the following criteria at the time of the election: 1) the holding of full-time appointment with the rank, or equivalent rank, of assistant professor or higher; 2) the performance of academic duties totaling at least half-time teaching, research, service, or departmental administration; and 3) prior service as an elected faculty member of the Faculty Senate within the last five years. In the event of death or resignation of the President-Elect or early assumption of the President's office, the Nominating Committee shall present to the next meeting of the Senate a new slate of at least two nominees for another election for President-Elect. Senators may write in additional nominees. Election shall be by a majority vote of all members of the Faculty Senate taken by a mail ballot before the next meeting of the Senate. The current President shall remain in office until a successor is elected.

Term of office for President, President-elect, Secretary, and Website/Newsletter Editor shall be for one year to begin on August 1. The President-Elect becomes the President the following year.

Current Narrative

Article IV. Officers: Duties and Qualifications.⁷

Article IV. Section 1. The President.⁸ The President shall preside at all meetings of the Faculty Senate, where he/she shall be bound by the Bylaws and *Robert's Rules of Order Newly Revised*. The President shall prepare an Agenda for meetings of the Senate. The President shall include as new business at the next regular meeting of the Faculty Senate any items proposed by a Senator in accordance with Article II, Section 3. The President shall represent the Faculty and on all occasions be considered the chief spokesperson of the Faculty Senate and the University Faculty. The President shall be the president-Elect chosen during the previous year. The president may, in consultation with the Executive Committee, appoint ad hoc committees for a period of not more than two years.

Article IV. Section 2. The President-Elect.⁹ The President-Elect of the Faculty Senate shall act as President of the Faculty Senate in the absence of the President. In the event of death or resignation of the President, the President-Elect shall serve as President. The President-Elect shall be the editor of the Faculty Senate Newsletter.

The President-Elect shall be chosen for a one year term from among those members of the Faculty meeting the following criteria at the time of the election: 1) the holding of full-time appointment with the rank, or equivalent rank, of assistant professor or higher; 2) the performance of academic duties totaling at least half-time teaching, research, service, or departmental administration; and 3) prior service as an elected faculty member of the Faculty Senate within the last five years. In the event of death or resignation of the President-Elect or early assumption of the President's office, the Nominating Committee shall present to the next meeting of the Senate a new slate of at least two nominees for another election for President-Elect. Senators may write in additional nominees. Election shall be by a majority vote of all members of the Faculty Senate taken by a mail ballot before the next meeting of the Senate. The current President shall remain in office until a successor is elected.

Recommended Changes

Article IV. Officers: **Duties, Qualifications and Resources.**⁷

Article IV. Section 1. The President.⁸ The President shall preside at all meetings of the Faculty Senate, where he/she shall be bound by the Bylaws and *Robert's Rules of Order Newly Revised*. **or other guidelines for operating as determined by a two-thirds vote of Senators.** The President shall prepare an Agenda for meetings of the Senate. The President shall include as new business at the next regular meeting of the Faculty Senate any items proposed by a Senator in accordance with Article II, Section 3. The President shall represent the Faculty and on all occasions be considered the chief spokesperson of the Faculty Senate and the University Faculty. The President shall be the President-Elect chosen during the previous year. **[Move to Article III. (new) Section 1. General Aspects of Committees.** The President may, in consultation with the Executive Committee, appoint ad hoc committees for a period of not more than two years.] **The President shall be granted release time from an appropriate amount of faculty duties as determined in conjunction with his/her supervisors and receive other support such as an assigned graduate assistant for the duration of the term.**

Article IV. Section 2. The President-Elect.⁹ The President-Elect of the Faculty Senate shall act as President of the Faculty Senate in the absence of the President. In the event of death or resignation of the President **after January of the year of term**, the President-Elect **assumes the office of** [omit: shall serve as] President. **If such should occur prior to January of the given term, then a special election of a new President-elect shall be held with the new President having the option to be nominated and elected to serve a full term.** [omit: The President-Elect shall be the editor of the Faculty Senate Newsletter]. **The President-Elect shall serve as chair of the Bylaws Committee and of the Committee on Committees.** [Move 2nd paragraph to A. II. Section 10.]

Current Narrative

New proposed section, no current narrative¹⁰

Recommended Addition

A. IV. Section 5. Website/Newsletter Editor.¹⁰ There shall be a Website/Newsletter Editor appointed by the President of the Faculty Senate each year to assist in the management of these important means of disseminating information and maintaining Senate archives.

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1. Article II. Section 1: Minor clarification changes, update of unit names, add new office to ensure expertise for website and newsletter.
 2. Article II. Section 2: Title change to clarify that this section is about election of Senators only. (Other elections are covered in Sections 8, 9, & 10.)
 3. Article II. Section 5: Voting procedure change to reflect current practices in the Senate.
 4. Article II. Section 6: Voting procedure change to reflect current practices in the Senate.
 5. Article II. Section 8: Schedule for election of committee on committees change in order to provide this committee with more time to complete its work.
 6. Modify title of section to fully reflect contents.
 7. Article II. Section 10. Clarification change to reflect recent practices of Senate to ensure Senators have adequate information before election of President-Elect. Move information regarding when terms begin and clarify that President-Elect becomes the President. Add contingency plan in the event the President-Elect becomes President prior to January of the year of office, to allow options as to whether the President-Elect serves more one plus years as President with no President-Elect during the remaining term of the first year. Add new office in order to ensure Senate has person with expertise to manage/edit Senate website and newsletter. (See also Article IV, proposed new Section 5.)
 8. Article IV. Section 1. Provide some flexibility in operating procedures (with careful control) to overcome recurring communication problems that the Senate has faced when Robert's Rules of Orders are binding in all situations. Move statement regarding ad hoc committees to newly proposed Article III. Section 1. General Aspects of Committees. Clarify release time and resource needs of President that have occurred for many faculty serving in this position but are not explicit in bylaws, and may encourage more to consider being nominated for this office.
 9. Article IV. Section 2. Provide contingency plan for a President-Elect who might otherwise serve two years. Add missing duties of President-Elect. Delete newsletter editor duty as this will become a part of the duties of the newly proposed officer: Website/Newsletter Editor.
 10. Add new Article IV. Section 5. Website/newsletter Editor. This office is necessary to ensure that these means of disseminating information and maintaining archives about the Senate are completed with high quality. The President-Elect needs to devote time to his/her other duties. The person in this office needs to have a specific interest, expertise or access to expertise to complete technical aspects of the duties.