
**APPENDIX B
CONSTITUTION AND BYLAWS,
OF THE FACULTY SENATE OF
THE UNIVERSITY OF CENTRAL
OKLAHOMA**

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THE UNIVERSITY OF CENTRAL OKLAHOMA
FACULTY SENATE CONSTITUTION

PREAMBLE

Recognizing the vital role that the University of Central Oklahoma faculty plays in shared governance, the faculty, the administration, and the Regional University System of Oklahoma established the University of Central Oklahoma Faculty Association and its Faculty Senate. It shall be governed by the following articles:

ARTICLE I. MEMBERSHIP

- A. The Faculty Association of the University of Central Oklahoma (UCO) is composed of all full-time teaching faculty members, to include tenured faculty, tenure-track faculty, renewable-term faculty, department chairs and school directors, but not temporary faculty, and all full-time professional librarians.

- B. The Faculty Senate is the body elected to represent the Faculty Association.

ARTICLE II. NON-DISCRIMINATION POLICY

The UCO Faculty Senate condemns conduct that is founded in prejudice or hate. No discrimination on the grounds of race, color, religion, age, sexual orientation, gender, gender identity, national origin, ethnicity, tribal affiliation, disability, health status, socioeconomic status, marital status, familial status, language, or status as a veteran will exist in the Faculty Senate or be practiced in any business it conducts. Under no circumstances does the Faculty Senate find any form of harassment acceptable and will not tolerate it in the conduct of its affairs.

ARTICLE III. PURPOSE

- A. The UCO Faculty Senate shall serve as the official voice of the UCO Faculty Association and its members.
- B. Recognizing that UCO Faculty have a unique role in promoting conditions of learning and free inquiry, exercising and advocating for academic freedom, and advancing knowledge, the UCO Faculty Senate shall actively participate in the academic policy and decision-making process at the UCO. Major areas of concern shall include but not be limited to teaching, research, curriculum, assessment, student support, faculty welfare, faculty personnel policies - including tenure and promotion – and university-wide budget and strategic planning relating to those and other concerns.
- C. The official policy of UCO shall be published in a current, dated University Academic Policy manual. All policy of UCO is to be made available to the UCO Faculty Association and kept current by dated revisions to reflect any changes.

ARTICLE IV. REPRESENTATION

- A. Each college, except the Graduate College, shall be represented in the Faculty Senate according to the formula N/B , in which N is the number of Faculty Association members in the college and B is the total number of the Faculty Association members in all the colleges divided by thirty. However, no college shall have fewer than four Senators. The quotient N/B shall be rounded to the next larger whole number if the remainder is one half ($1/2$) or more. A committee of the Faculty Senate, with the approval of the Senate, shall be responsible for applying the formula and informing each unit of the number of Senators allotted to it.
- B. The professional library staff shall be represented by one member.
- C. The UCO Student Association shall be invited to send one of its members to the Faculty Senate as a non-voting representative of the student body.

- D. The UCO Staff Senate shall be invited to send one of its members to the Faculty Senate as a non-voting representative of the staff body.
- E. The UCO Faculty Senate welcomes one non-voting member from adjunct faculty currently serving on Faculty Senate Committees to attend all meetings.
- F. The UCO Faculty Senate welcomes one non-voting member from temporary faculty currently serving on Faculty Senate Committees to attend all meetings.

ARTICLE V. ORGANIZATION OF THE SENATE

- A. The UCO Faculty Senate Executive Committee membership shall include a President, a Vice President, a Secretary, a Correspondent, and a Parliamentarian, who are all voting members of the committee. Additional non-voting members may be appointed by the UCO Faculty Senate President.
- B. At the last official Spring semester meeting of the Faculty Senate, the Faculty Senate membership for the following year shall elect and certify the President, Vice President, Secretary, and Correspondent, each to serve a term of one year, beginning with the end of the spring academic term.
- C. At the first meeting of the new Senate, the President of the Senate shall submit to the Senate a nomination for Parliamentarian of the Senate. A majority vote of the Senate shall be necessary for confirmation. The term of office of the Parliamentarian shall be one year.
- D. After election to office and after selecting a Parliamentarian, the Faculty Senate President may appoint from the existing Faculty Senate membership a non-voting executive committee member from any college which is not already represented on the executive committee through election or appointment.
- E. Other organizational and operational provisions shall be made in the Bylaws of the Faculty Senate.

ARTICLE VI. MEETINGS

- A. The UCO Faculty Senate shall schedule regular meetings during the academic year which shall be posted for the campus community on the UCO Faculty Senate’s webpage.
- B. Only in the event that unusual or unanticipated issues arise, shall a special meeting be called by the UCO Faculty Senate President outside of the regularly scheduled meetings.
 - 1. Upon the same unusual or unanticipated issues, a petition of at least one-quarter of all UCO Faculty Senators shall compel a special meeting to be called by the UCO Faculty Senate President.
 - 2. A special meeting may be called during the summer period when no provision is made for scheduled meetings upon either of the conditions listed above in this section B.
- C. More than one-half (1/2) of the elected Faculty Senators shall constitute the quorum necessary to conduct business at both regular and special meetings.

ARTICLE VII. AMENDMENT OF THE CONSTITUTION

- A. An amendment to this Faculty Senate Constitution shall be initiated by:
 - 1. A vote of more than one-half (1/2) of the entire Faculty Senate body provided that a written copy of any amendment initiated in the Faculty Senate shall be given to each member of the Faculty Senate at least one month prior to the date on which the Faculty Senate is to vote; or
 - 2. A written petition of more than one-fourth (1/4) of the members of the Faculty Association, provided that a written copy of any amendment initiated in the Faculty Senate shall be given to each member of the Senate at least one month prior to the date on which the Faculty Senate is to vote.
- B. An amendment shall go into effect when approved by more than two-

thirds (2/3) of the Faculty Association members voting in a special election, by the UCO President, and by the Regional University System of Oklahoma. A written copy of the proposed amendment shall be sent to each member of the Faculty Association at least one month prior to the date on which the voting is to take place.

- C. A record shall be kept of all changes to this Constitution noting the date of the changes made in the section where the changes were made.

Drafted under the leadership of the members of the Faculty Senate Constitutional Convention of 2019-2020:

Kristi Archuleta (Past Faculty Senate President 2017-2018 and 2018-2019)

Taylor Baird (Staff Senate Parliamentarian 2019-2020)

Jennifer Barger Johnson (Faculty Senate President 2019-2020 and 2015-2016)

Christine Edwards (Faculty Senate Secretary 2019-2020)

Shawna Ellis (Faculty Senator and College of Math and Science Exec. Team 2019-2020)

Michael Geib (Faculty Senate Vice President 2019-2020)

Marc Goulding (Faculty Senate Historian 2019-2020)

John Maisch (Former Faculty Senate President 2016-2017 and Faculty Senator 2019-2021)

James Mock (Former Faculty Senate President)

Luis Montes (Former Faculty Senate President)

Linda Sealey (Faculty Senate Parliamentarian 2019-2020)

John Wood (Faculty Senator 2019-2020)

BYLAWS

SECTION 1 – AUTHORITY

§ 1.1 Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order shall govern the University of Central Oklahoma Faculty Senate (hereafter referred to as the Senate) in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the Senate may adopt.

§ 1.2 Governing Document Authority

If any portion of these Bylaws conflict with the Senate’s Constitution, the Constitution shall take precedence.

SECTION 2 – MEMBERSHIP

§ 2.1 Faculty Senator Elections

§ 2.1.1 Faculty Senator elections shall be conducted by the Executive Committee in accordance with the guidelines established by the Faculty Senate Constitution.

§ 2.1.2 To be elected, nominees must satisfy one of the following, as applicable:

§ 2.1.2.1 If the number of nominees is more than the number of seats to be filled, the election shall be decided by preferential voting. This preferential voting shall follow the example provided in the current edition of Robert’s Rules of Order except that the Executive Committee may modify the system to allow for electronic voting.

§ 2.1.2.2 Alternatively, if the number of nominees is no more than the number of seats to be filled, their election shall be declared.

§ 2.1.3 Unfilled Seat

If a Faculty Senate seat is not filled at the general election or special election, the Faculty Senate seat will be forfeited until the next annual election.

However, the term of the unfilled seat will not change. An unfilled seat is to

be distinguished from a Senate seat which has been vacated due to prolonged illness, recall, resignation, termination, or other reasons which would require a Faculty Senator to vacate a seat. Please refer to section 2.5.2 herein for those situations.

§ 2.2 Faculty Senator Election Procedures

- § 2.2.1 The election for open Faculty Senate seats shall begin after the regularly scheduled meeting in February and shall be concluded no later than the regularly scheduled meeting in March.
- § 2.2.2 Faculty Association members shall be notified of the upcoming election no fewer than three weeks before the beginning election date. This notification shall include the number of seats to be filled in each election unit and shall explain how to nominate candidates for a Senate seat.
- § 2.2.3 The Faculty Association members shall be given at least two weeks to nominate candidates, and nominations should be concluded one week prior to the beginning election date.
- § 2.2.4 The Faculty Senate elections shall be conducted by secret ballot. This may be accomplished in several ways including, but not limited to, electronic voting, ballot boxes, or mail-in ballots.
- § 2.2.5 Immediately following the election, the Executive Committee shall present the resulting voting tabulations to the nominees. Afterwards, the Executive Committee shall send a notice of results to all Faculty Association members in the election unit.
- § 2.2.6 Voting tabulations shall not be shredded or deleted until thirty days after the formal announcement of results.

§ 2.3 Adjustment of Faculty Senate Terms

Because the number of newly elected Faculty Senators will fluctuate with the changes in population in each election unit, care must be taken to ensure that roughly half of the Senate seats in each election unit are up for election each year. When necessary to accomplish this goal, the Executive Committee may conduct

random drawings to identify the Faculty Senators from each election unit that will only serve a one-year term. This drawing shall be open to the newly-elected Faculty Senators in that election unit.

§ 2.4 Faculty Senator Election Challenges

§ 2.4.1 Challenges to the procedure, results, or conduct of an election may be initiated by a petition signed by at least three members of the affected election unit. In the event of a challenge in any election unit, the election process shall be suspended in that election unit until the challenge is resolved by the Faculty Senate in accordance with the following:

§ 2.4.1.1 Immediately upon receipt of an election challenge, the Faculty Senate President shall appoint a committee of at least four Faculty Senators to consider the challenge. One member of the committee shall be a serving Faculty Senator designated by the authors of the challenge, and, when possible, one member of the committee shall be a serving Faculty Senator from the affected election unit. The Faculty Senate Vice President shall chair the committee, unless he or she is an affected party in the challenge, in which case the Faculty Senate President shall appoint the chair of the committee.

§ 2.4.1.2 The committee shall invite the authors of the challenge and the person responsible for conducting the elections to a hearing. At the next regular meeting of the Faculty Senate, the committee shall report its recommendations concerning the challenge. Statements by parties to the challenge shall also be presented, if requested by either party.

§ 2.4.2 If an election challenge is denied by the Faculty Senate, the election shall proceed from the point in the process at which it was suspended. If the challenge was made prior to the beginning of the voting period, notice shall be given of a new voting period, ending seven days from the date of the notice.

§ 2.4.3 If a challenge is sustained by the Faculty Senate, the Faculty Senate shall direct the Executive Committee on a resolution of the problem and establish guidelines for the election to proceed.

§ 2.5 Resignation and/or Reinstatement

§ 2.5.1 Members may resign from the Senate by presenting a letter of resignation to the Senate.

§ 2.5.2 Vacated Seat

A vacated Faculty Senate seat occurs when a Faculty Senator is no longer able to serve due to prolonged illness, recall, resignation, termination, or other reasons which would require a Faculty Senator to no longer be able to serve. In case of a vacancy in the Faculty Senate, the Executive Committee may conduct a special election to provide the replacement. Finally, the Faculty Senate may choose, by majority vote, to leave the seat unfilled until the next general election. In any case, however, the term of the vacant seat will not change. A vacant or vacated seat is distinguished from an unfilled seat at § 2.1.3 herein.

§ 2.5.3 Reinstatement to membership in the Senate shall be in the same manner as for joining the Senate initially.

§ 2.6 Faculty Senator Recall

§ 2.6.1 In addition to the Faculty Senate, the election unit, i.e., the college or library represented by the Faculty Senator in question, shall be vested with the right to petition for the Recall of a Faculty Senator.

§ 2.6.1.1 Recall by Election Unit

The recall, for cause, of a Faculty Senator may be initiated by the written petition of more than one-half of the members of the election unit represented by that Faculty Senator.

§ 2.6.1.2 Recall by Faculty Senate

The recall, for cause, of a Faculty Senator may also be initiated by the written petition and motion of the Faculty Senate.

§ 2.6.2 Recall Grounds for Cause

The most common grounds for this action will be the Faculty Senator's recall may include but are not limited to general misconduct as defined by the UCO Faculty Handbook and failure to reasonably carry out the assigned duties and responsibilities as delineated in 2.7 herein.

§ 2.6.3 Recall Hearing

A hearing before the Faculty Senate will be called to recall any Faculty Senator. The hearing shall be held consistent with the disciplinary process prescribed by the current edition of Robert's Rules of Order. The Faculty Senate President shall preside over the hearing, unless he or she is an affected party in the recall, in which case the Faculty Senate Vice President shall serve or appoint the presiding officer.

§ 2.6.4 Recall Vote

In a Recall initiated by an election unit, after the hearing, the election unit shall hold a secret ballot vote to recall the Faculty Senator. In a Recall initiated by the Faculty Senate body, a vote shall be held in person at the next regular Faculty Senate meeting after the hearing. In both instances, two-thirds secret ballot of those voting shall be required to Recall any Faculty Senator. Any and all votes shall be administered by the Faculty Senate Parliamentarian, and absentee ballots are not accepted.

§ 2.7 Duties of Faculty Senators

§ 2.7.1 Faculty Senators are expected to regularly attend all faculty senate meetings, committee meetings, task force meetings, and other meetings as assigned (with reasonable notice afforded).

§ 2.7.2 Faculty Senators are expected to serve on at least one Faculty Senate standing committee per term year.

§ 2.7.3 Faculty Senators shall serve on UCO committees when appointed.

§ 2.7.4 Faculty Senators are responsible for having a working knowledge of the Faculty Senate Constitution and Bylaws.

§ 2.7.5 Faculty Senators are responsible for carrying out any and all other assigned roles and/or tasks as deemed necessary by the Faculty Senate Executive team.

§ 2.7.6 In the event a Faculty Senator is no longer capable of completing any of the assigned duties in service to the University and its Faculty Senate, the Faculty Senator is required to notify both the Faculty Senate President and Secretary.

§ 2.7.7 Failure to carry out any of the assigned duties and responsibilities as listed in this document and the Faculty Senate Constitution, shall result in the initiation of a Recall petition against the Faculty Senator.

SECTION 3 – OFFICERS

§ 3.1 Elected Officers

§ 3.1.1 No officer shall hold more than one office of the Faculty Senate at any given time.

§ 3.1.2 All Faculty Senators are eligible for elected offices.

§ 3.2 Term of Officers

Officers shall serve for one year or until replaced.

§ 3.3 Election Procedures of Officers

§ 3.3.1 After the regular meeting in March, the Parliamentarian shall provide all Faculty Senators and Faculty Senators-elect the names of those who are eligible for elected Faculty Senate offices. This notification shall explain how candidates will be nominated.

§ 3.3.2 Nominations for officers shall be received from eligible Faculty Senators and Faculty Senators-elect by the Faculty Senate Parliamentarian for each elected office following the regular March meeting and ending one week prior to the last meeting of the spring semester.

§ 3.3.3 The Parliamentarian shall present the list of confirmed nominees to the Faculty Senate at the last meeting of the spring semester.

§ 3.3.4 Nominations from the floor shall be permitted following the report. Prior to the vote, all nominees shall be permitted to provide a brief introduction and overview of qualifications.

§ 3.3.5 The officers shall be elected at the last meeting of the spring semester by secret ballot except when there is only one candidate for an office and then the election shall be declared.

§ 3.3.6 More than one-half of all votes cast shall be required for election. If no candidate receives more than one-half of the vote, the Faculty Senate shall elect from the two leading candidates for each office.

§ 3.4 Vacancy of Office

§ 3.4.1 The Faculty Senate Vice President shall automatically be appointed to the office of the Faculty Senate President when a vacancy in that office occurs.

§ 3.4.2 When any other vacancy occurs in an office of the Faculty Senate, excluding the Faculty Senate President, the Executive Committee shall fill the vacancy by a vote of the Executive Committee.

§ 3.5 Duties of Officers

§ 3.5.1 The Faculty Senate President shall:

§ 3.5.1.1 Serve as the presiding officer at meetings of the Faculty Senate and Executive Committee;

§ 3.5.1.2 Oversee the preparation of the agenda for meetings of the Faculty Senate and Executive Committee;

§ 3.5.1.3 Disseminate agendas and minutes of previous meetings to Faculty Senators prior to a Senate meeting;

§ 3.5.1.4 Serve as the spokesperson for the majority opinion of the Faculty Senate to the UCO President;

§ 3.5.1.5 Represent the Faculty Senate on UCO committees as requested;

- § 3.5.1.6 Recommend and appoint representation from the Faculty Senate on University standing committees as appropriate and subject to any special procedures described in the Bylaws;
- § 3.5.1.7 Represent the Faculty Association at events and meetings throughout the year;
- § 3.5.1.8 Appoint Faculty Senate committee membership and their respective chairpersons, subject to any special provisions in the Bylaws;
- § 3.5.1.9 Subject to the elected Executive Committee members' confirmation, nominate the Faculty Senate Parliamentarian;
- § 3.5.1.10 Serve as a non-voting member on all Faculty Senate committees;
- § 3.5.1.11 Serve as a liaison between Faculty Senate, Staff Senate, the community, and administration; and
- § 3.5.1.12 Perform other duties as necessary to fulfill the purposes of the Faculty Senate.

§ 3.5.2 The Faculty Senate Vice President shall:

- § 3.5.2.1 Assign a number to all bills and keep a record of the bill's disposition by the assigned numbers;
- § 3.5.2.2 Assign proposals and resolutions to committees within one week of presentment of a bill to be considered;
- § 3.5.2.3 Advise the Executive Committee if it is not feasible to commit a bill to a standing committee;
- § 3.5.2.4 Be responsible for, keep records of, and report all actions associated with all funds budgeted for the operation of the Faculty Senate; and
- § 3.5.2.5 Assume the responsibilities of the Faculty Senate President whenever the Faculty Senate President is absent or otherwise unable to perform specified duties; and
- § 3.5.2.6 Perform other duties as necessary to fulfill this office.

§ 3.5.3 The Faculty Senate Secretary shall:

- § 3.5.3.1 Take attendance of all regular Faculty Senate meetings;
- § 3.5.3.2 Prepare minutes of all Faculty Senate meetings and maintain them as permanent records;
- § 3.5.3.3 Secure and reserve regular and special meeting places;
- § 3.5.3.4 Maintain inventory of name plates for all Senators;
- § 3.5.3.5 Be responsible for assisting the Parliamentarian in updating all calculations related to number of Faculty Senators and assisting in the recommendation of the adjustment of terms; and
- § 3.5.3.6 Perform other duties as necessary to fulfill this office.

§ 3.5.4 The Faculty Senate Correspondent shall:

- § 3.5.4.1 Coordinate and maintain records of the Faculty Senate committees and Faculty Senate legislative activity in accordance with the governing documents of the Faculty Senate;
- § 3.5.4.2 Disseminate Faculty Senate news and information to the UCO community at large;
- § 3.5.4.3 Edit and maintain the Faculty Senate website with current and historical information;
- § 3.5.4.4 Post updated information on the Faculty Senate website in a timely manner;
- § 3.5.4.5 Assist with speaking engagements and press releases;
- § 3.5.4.6 Serve as custodian of all Faculty Senate records not specifically assigned to other officers; and
- § 3.5.4.7 Perform other duties as necessary to fulfill this office.

§ 3.5.5 The Faculty Senate Parliamentarian shall:

- § 3.5.5.1 Advise the Faculty Senate President, Executive Committee, standing and special committees, and the Senate on matters of parliamentary

procedure in accordance with the current edition of Robert's Rules of Order;

§ 3.5.5.2 Advise the Faculty Senate on how best to interpret the Senate Constitution and Bylaws;

§ 3.5.5.3 Be the primary person responsible for conducting the elections for Faculty Senators and Faculty Senate officers, except that if he or she is an election candidate, he or she shall be disqualified from the election procedures for the unit in which he or she is a candidate, and the Executive Committee members shall appoint a replacement who is not an election candidate of that unit;

§ 3.5.5.4 Be responsible for updating all calculations related to number of Faculty Senators and recommending the adjustment of terms, then proposing said adjustments to the Executive Committee for confirmation and communication for informational purposes at the next Faculty Senate meeting following the regular election;

§ 3.5.5.5 Not be proscribed from making motions, participating in debate, or voting;

§ 3.5.5.6 Be permitted to attend all committee meetings in an advisory capacity; and § 3.5.5.7 Perform other duties as necessary to fulfill this office.

§ 3.6 Recall/Removal of Officers

The removal, for cause, of an officer of the Senate for cause may be initiated by motion of the Faculty Senate. Said officer shall be afforded a hearing consistent with that afforded Faculty Senators subject to Recall. The officer whose recall is being sought shall, if he or she desires, be granted an opportunity to speak at the meeting prior to the recall vote. If the Faculty Senate President is the affected party in the recall, then the Faculty Senate Vice President shall preside over the recall. Removal from office does not impact the status as a Senator.

§ 3.6.1 Recall Grounds for Cause

The most common grounds for this action will be the Faculty Senate Officer's recall may include but are not limited to general misconduct as defined by the UCO Faculty Handbook and failure to reasonably carry out the assigned duties and responsibilities ad delineated in 3.5 herein.

§ 3.6.2 Vote for Removal of Officers

The officer shall be recalled by a two-thirds secret ballot vote at the next regular Faculty Senate meeting.

SECTION 4 – COMMITTEES

§ 4.1 Faculty Senate Committee Structure

§ 4.1.1 Membership

§ 4.1.1.1 A minimum of one Faculty Senator from each College shall serve on each committee when possible.

§ 4.1.1.2 The membership of a committee may include non-Senators, but Faculty Senators must comprise a majority of each committee.

§ 4.1.1.3 All committees, excepting the Executive Committee and the Student Relations, Alumni, and Community Service Committee, are required to solicit a non-tenure or non-tenure-track Faculty member or Researcher for committee membership by the third full Faculty Senate meeting of the academic year.

§ 4.1.1.4 Committees are encouraged to solicit non-Senators when it is to the advantage of the committee to do so.

§ 4.1.1.5 Non-Senator committee members shall have full committee voting rights.

§ 4.1.1.6 The Faculty Senate President is a non-voting member of each committee.

§ 4.1.1.7 The Faculty Senate Executive Committee may appoint a non-tenure or non-tenure track Faculty member to a committee if the committee does not have one by the fourth full Faculty Senate meeting of the academic year.

§ 4.1.1.8 All standing committees exist from the time they are appointed at the beginning of an academic year until replaced by appointments the succeeding year.

§ 4.1.2 Membership Appointment Considerations

§ 4.1.2.1 The committee interests of Faculty Senators should be determined and given consideration as membership appointments are made.

§ 4.1.2.2 A reasonable balance of election unit representation on each committee should be sought.

§ 4.1.2.3 Committee assignments should be made so as to assure a continuity of membership. Thus a committee should consist of Faculty Senators with previous experience on the committee, as well as first-year Faculty Senators.

§ 4.2 Faculty Senate Committee Operation Procedures

§ 4.2.1 The Duties of the Chairperson are to:

§ 4.2.1.1 Call meetings of the committee and to preside at each meeting;

§ 4.2.1.2 Prepare committee reports and to present them to the Faculty Senate;

§ 4.2.1.3 Ensure committee reports represent the majority opinion of the members of the committee;

§ 4.2.1.4 Directly communicate with the sponsor of each bill before the committee at each stage of the legislation process;

§ 4.2.1.5 Maintain a record of committee business, including all committee reports, and surrender this record to the succeeding chairperson; and

§ 4.2.1.6 Any and all other things required to carry forth the duties of the position as chairperson

§ 4.2.2 Committee Meetings

§ 4.2.2.1 All committees shall conduct meetings according to the current edition of Robert's Rules of Order.

§ 4.2.2.2 Each committee shall elect a vice chairperson who shall assume the duties of the chairperson when he or she is absent.

§ 4.2.2.3 If the committee chairperson fails to call a meeting, the committee shall meet at the call of any two committee members.

§ 4.2.2.4 More than one-half of the voting committee members shall constitute a quorum.

§ 4.2.2.5 A committee may, at its own discretion, or shall, at the direction of the Faculty Senate, conduct an open hearing on any matter before the committee. Such a hearing may be open only to the Faculty Senate, the Faculty Association, and/or the student body, as determined by the committee or Faculty Senate. In particular, the press may be excluded from any hearing.

§ 4.2.2.6 During actual deliberations of the committee, only members of the committee have the right to be present.

§ 4.2.2.7 Committee members who miss two consecutive committee meetings may be dropped from the committee by the Faculty Senate President in order for the committee may obtain a quorum.

§ 4.3 Standing Committees

§ 4.3.1 The Faculty Senate Executive Committee shall:

§ 4.3.1.1 Be chaired by the Faculty Senate President;

§ 4.3.1.2 Study and make recommendations regarding general overall concerns of the Faculty Senate;

§ 4.3.1.3 Consider and approve presidential nominees for Faculty Senate office prior to officer elections;

§ 4.3.1.4 Hold regularly scheduled meetings;

§ 4.3.1.5 Authorize disbursement of funds;

- § 4.3.1.6 Consider amendments to the Faculty Senate Constitution and/or Bylaws;
- § 4.3.1.7 Conduct elections in accordance with the Faculty Senate Constitution and Bylaws;
- § 4.3.1.8 Maintain a record of which Faculty Senate committees are traditionally associated with which UCO committees;
- § 4.3.1.9 Send a committee member to serve as the Faculty Senate representative on any pertinent UCO committee as deemed necessary by the Faculty Senate President; and
- § 4.3.1.10 Perform other duties deemed appropriate for this committee.

§ 4.3.2 The Faculty Handbook & Academic Affairs Committee shall:

- § 4.3.2.1 Study and make recommendations regarding:
 - § 4.3.2.1.1 Academic policy, including, but not limited to, academic standards, grading policies, withdrawal deadlines, and articulation;
 - § 4.3.2.1.2 Changes to the Faculty Handbook;
- § 4.3.2.2 Send a committee member to serve as the Faculty Senate representative on any pertinent UCO committees as deemed necessary by the Faculty Senate President;
- § 4.3.2.3 Work closely with other offices on campus on matters of mutual concern; and
- § 4.3.2.4 Perform other duties deemed appropriate for this committee.

§ 4.3.3 The Personnel Policies Committee shall:

- § 4.3.3.1 Study and make recommendations regarding:
 - § 4.3.3.1.1 Faculty salaries, benefits, course load, leave policies, and other areas promoting the economic welfare of all faculty, including but not limited to adjunct, lecturer, and temporary faculty;

§ 4.3.3.2 Send a committee member to serve as the Faculty Senate representative on any pertinent UCO committees as deemed necessary by the Faculty Senate President;

§ 4.3.3.3 Work closely with other offices on campus on matters of mutual concern; and

§ 4.3.3.4 Perform other duties deemed appropriate for this committee.

§ 4.3.4 The **Faculty Welfare Committee** shall:

§ 4.3.4.1 Study and make recommendations regarding:

§ 4.3.4.1.1 Areas of noneconomic welfare of all faculty, including but not limited to adjunct, lecturer, and temporary faculty;

§ 4.3.4.1.2 Procedures for selection of university presidents, provosts, deans, chair/directors, and all faculty, including but not limited to adjunct, lecturer, and temporary faculty; and

§ 4.3.4.1.3 Job descriptions, files, tenure and promotion, grievances, and development of all faculty, including but not limited to adjunct, lecturer, and temporary faculty;

§4.3.4.2 Send a committee member to serve as the Faculty Senate representative on any pertinent UCO committees as deemed necessary by the Faculty Senate President;

§ 4.3.4.3 Work closely with other offices on campus on matters of mutual concern; and

§ 4.3.4.4 Perform other duties deemed appropriate for this committee.

§ 4.3.5 The **Student Relations, Alumni, & Community Service Committee** shall:

§ 4.3.5.1 Study and make recommendations regarding:

§ 4.3.5.1.1 The interpretation and/or enforcement of UCO policies, procedures, practices, and external regulations related to UCO students;

- § 4.3.5.1.2 The identification and resolution of concerns related to the retention of UCO students;
 - § 4.3.5.1.3 Faculty interaction with alumni and the community; and
 - § 4.3.5.1.4 Programs and opportunities that may foster faculty relationships with alumni and friends;
 - § 4.3.5.2 Send a committee member to serve as the Faculty Senate representative on any pertinent UCO committees as deemed necessary by the Faculty Senate President;
 - § 4.3.5.3 Work closely with other offices on campus on matters of mutual concern; and
 - § 4.3.5.4 Perform other duties deemed appropriate for this committee.
- § 4.3.6 The **Research, Information Resources, & Technology Committee** shall:
- § 4.3.6.1 Study and make recommendations regarding:
 - § 4.3.6.1.1 Faculty research, funding, research grants, research release time, and other areas promoting faculty research;
 - § 4.3.6.1.2 The academic use of information;
 - § 4.3.6.1.3 Computing, networking, e-learning, telephones, training, and support services;
 - § 4.3.6.1.4 The Library; and
 - § 4.3.6.1.5 Policies and welfare issues concerning Research employees, including but not limited to research assistants, technicians, and post-doctoral researchers.
 - § 4.3.6.2 Send a committee member to serve as the Faculty Senate representative on any pertinent UCO committees as deemed necessary by the Faculty Senate President;
 - § 4.3.6.3 Work closely with other offices on campus on matters of mutual concern; and
 - § 4.3.6.4 Perform other duties deemed appropriate for this committee.

§ 4.4 UCO Committees

§ 4.4.1 Subject to any special procedures described in the Bylaws, the Faculty Senate President may make appointments to UCO committees. When making these appointments, the Faculty Senate President should consider which charges of the standing committees most closely align with the purpose of the UCO committee. Additionally, the Faculty Senate President should consider whether certain standing committees are historically associated with certain UCO committees. When possible, the Faculty Senate President should draw from the most appropriate standing committee membership when making these appointments.

§ 4.4.2 Faculty Senators representing the Faculty Senate on active UCO committees shall report to the Faculty Senate at each regular Faculty Senate meeting.

§ 4.5 Special Procedures for UCO Committees

§ 4.5.1 University Faculty Handbook Editorial Board

§ 4.5.1.1 The Faculty Handbook & Academic Affairs Committee Chairperson and the Faculty Senate President shall serve as faculty representatives to the University Faculty Handbook Editorial Board.

§ 4.5.2 Academic Affairs Curriculum Council

§ 4.5.2.1 At the final meeting in the spring semester, the Faculty Senators shall caucus according to college and elect five Faculty Senators to serve on the Academic Affairs Curriculum Council with one representative per academic college.

§ 4.5.2.2 The Faculty Senate President shall appoint the chairperson of the Faculty Handbook and Academic Affairs Committee from among these elected members.

§ 4.5.2.3 In case of vacancy, the Faculty Senators from the affected college will caucus and select a replacement to fill out the vacated term.

SECTION 5 – RULES OF ORDER

§ 5.1 Bill Sponsorship

§ 5.1.1 A bill brought before the Faculty Senate shall have one or more sponsors.

§ 5.1.2 If the originator of the bill is a Faculty Senator or a Faculty Senate committee, that Faculty Senator or committee is the sponsor of the bill.

§ 5.1.3 If the originator of the bill is not a Faculty Senator, he or she should find a Faculty Senator willing to sponsor the bill, preferably someone representing his or her election unit.

§ 5.2 Form of Bills

§ 5.2.1 Bills presented for consideration to the Faculty Senate shall be either a Proposal or a Resolution.

§ 5.2.2 Proposals are directed to the UCO President, ask for a specific action or change be made at UCO, and request a written response within 30 business days.

§ 5.2.3 Resolutions may be directed to any person or organization, requires no other action, and represents the sentiment of the Faculty Senate.

§ 5.3 Commitment of Bills

§ 5.3.1 By default, when presenting a bill to the Faculty Senate, the sponsor of the bill, if not coming out of committee, shall move to commit the bill. The Faculty Senate, however, may move to bypass commitment by majority vote. A motion to bypass commitment shall be subsidiary to the motion to commit and shall be debatable.

§ 5.3.2 Within one week of the Faculty Senate moving to commit a bill, the Faculty Senate Vice President shall assign the bill to a committee and notify the committee of the bill to be considered.

§ 5.3.3 If, in the judgment of the Faculty Senate Vice President it is not feasible to commit a bill to a standing committee, the Executive Committee shall create a special committee and commit the bill to that committee.

§ 5.4 Business and Bill Consideration

§ 5.4.1 In considering a bill, a committee may refer the bill to another committee; however, the report on the bill shall be made by the committee to which the matter is assigned.

§ 5.4.2 Proposed amendments to the Faculty Senate Constitution and/or Bylaws may originate in any committee but shall be considered by the Executive Committee.

§ 5.5 Committee Reports

§ 5.5.1 Committees shall give a progress report during each regular Faculty Senate meeting.

§ 5.5.2 If the committee recommends to kill the bill, the committee should be prepared to defend their decision in open Faculty Senate. No Faculty Senate motion shall be necessary to confirm the committee's decision to kill the bill; however, if the Faculty Senate is unsatisfied with the committee's decision, it may move to recommit the bill to the same or a different committee.

§ 5.5.3 If the committee recommends passage of a bill, the committee should send the bill, in a finished form, to the President, the Vice President and the Secretary at least three days before the Faculty Senate meeting in which they make the final report.

§ 5.5.4 No final disposition of a bill shall be made during the Faculty Senate meeting at which the final report is first presented; however, the Faculty Senate may accelerate this process by majority vote. The motion to accelerate shall be debatable.

§ 5.5.5 If a bill is adopted, the Faculty Senate President shall dispose of it appropriately.

§ 5.5.6 If the Faculty Senate desires to proceed on a matter without further aid from the committee, it is appropriate to introduce a motion to discharge the committee. Unless notice of intent was given at the previous meeting to discharge a committee, a two-thirds vote is necessary. If such action is taken, the matter is again in the hands of the Faculty Senate for further disposition.

§ 5.6 Unfinished Business

§ 5.6.1 Unfinished business before any standing committee shall carry over to the next year. Each committee chairperson shall provide to the respective incoming chairperson appropriate information to facilitate continuity (i.e., charges, goals, unfinished business, investigatory materials, past and pending parliamentary motions).

§ 5.6.2 Each special committee shall exist no longer than the end of the term, unless the Faculty Senate, by majority vote, allows the committee to continue for an additional year.

SECTION 6 – AMENDMENT OF BYLAWS

§ 6.1 Amendment Requirements

The Faculty Senate Bylaws may be amended at a Faculty Senate meeting by a vote of more than one-half of the Faculty Senate members, provided that the proposed amendment shall have been submitted to the Faculty Senate at least one month prior to the date on which the voting is to take place.

§ 6.2 Amendment Notification

The Faculty Senate Bylaws shall reflect, with reference to the resolution and date, an amendment which has been approved by the Faculty Senate and carry the amendment date at the end of the Faculty Senate Bylaws.