ARTICLE ONE: UNIVERSITY FACULTY (BYLAWS SEPARATED AND REVISED US 2/98)

Section A – Robert’s Rules:
Unless otherwise provided in the Constitution or the Bylaws, the proceedings of University Faculty meetings or meetings of its committees shall be governed by the most recent edition of Robert’s Rules of Order.

Section B – Official Minutes:
The minutes of the University Faculty and University Faculty committees shall be kept on file for faculty and academic staff use in the office of the Provost and Vice Chancellor and in the University Senate Office.

Section C – Distribution of Minutes:
Draft minutes of University Faculty meetings shall be sent to the offices of the Chancellor, Provost and Vice Chancellor, University Senate, and Registrar. Those minutes will be distributed either electronically or in paper copy to all members of the University Faculty. The University Faculty members of the University Senate shall represent the University Faculty for approving the minutes of University Faculty meetings. Approved minutes of University Faculty meetings and University Faculty committee meetings of committees established by this Constitution shall be made available through the University Senate office.

Section D – Committee Organization:
University Faculty committees set up by the Constitution of the University Faculty shall arrange for their own organization, officers, and schedule of meetings. The University Senate Office shall maintain election results and membership lists, monitor vacancies, serve as a referral source for issues to be addressed by various committees, and ensure that initial committee meetings are held by October 1 each year.

1. University Faculty Nominating Committee
   a. Membership: The committee includes five University Faculty members who serve staggered two-year terms. Members are not eligible for consecutive terms. (US 10/04)
   b. Functions:
      1) The Committee will present nominations for all positions to be filled through general University Faculty elections, unless the University Faculty shall provide another means of nominations in specific areas.
      2) The Committee shall report to the Chancellor in time to permit distribution of the report along with the agenda for the meeting of the University Faculty, at which time the report is to be formally presented to the University Faculty.
      3) The University Faculty Nominating Committee shall also present nominations to fill vacancies created by resignations or other causes as outlined in the bylaws. The nominating committee report of nominations to fill vacancies will be made to the University Faculty during a regularly scheduled University Senate meeting. Any University Faculty member will be eligible to nominate from the floor at that meeting. As an alternative to this procedure, a special meeting of the University Faculty to make nominations to fill these vacancies can be requested by 15 percent of the University Faculty. Elections conducted to fill vacancies shall follow the
procedures outlined in the bylaws. At the next general University Faculty election, the University Faculty shall elect members to serve out the remaining terms of the original University Faculty members temporarily replaced by University Senate.

2. Faculty Complaint, Grievance, and Termination Review Committee
   a. Membership: The committee includes eighteen tenured members of the faculty, elected at large by the faculty, to serve three-year terms (six elected each year).
   b. Functions: The function of the Faculty Complaint, Grievance, and Termination Review Committee is to implement the hearing procedures outlined in the Local Implementation Procedures for UWS 6 (complaints and grievances), UWS 3.08 (non-renewal), UWS 4.03 (dismissal), and UWS 5.11 (termination). (US 11/03; US 12/09)

3. University Planning Committee
   a. Membership: The committee consists of eight members, including the Chancellor and the Chair of the University Senate as ex officio members. Six members are appointed by the Chancellor in consultation with the University Senate Executive Committee. These six would serve staggered three-year terms, with two being appointed each year.
   b. Functions: The Planning Committee is charged with the responsibility for (1) analyzing the demographic, educational, societal, and economic environment in which the University exists and operates, (2) reviewing both the mission and mission statements of the University, (3) monitoring those trends within higher education that are of concern to the University, (4) preparing an annual report that synthesizes relevant planning information for the Chancellor and the University Senate Executive Committee, and (5) providing recommendations jointly to the Chancellor and the University Senate Executive Committee for referral to appropriate staff and/or University Senate standing committees.

4. University Faculty Awards Committee
   a. Membership: The committee includes six members of the University Faculty serving staggered three-year terms. Each year the Chancellor will appoint two members from at least three names recommended by the University Faculty Nominating Committee.
   b. Function: The University Faculty Awards Committee, in consultation with the Foundation, shall establish eligibility criteria and selection procedures for identifying award recipients. It solicits and receives nominations for the Excellence in Advising, Excellence in Scholarship, and Excellence in Service awards. The Committee evaluates the nominations for each award and forwards its selections to the Chancellor. The Committee shall assist sponsors of other awards as requested.

5. University General Education Committee
   a. Membership: The committee includes six faculty representatives from the College of Arts and Sciences, two faculty representatives from the College of Business, two faculty representatives from the College of Education and Human Sciences, and one faculty representative from the College of Nursing and Health Sciences. These representatives will be chosen by existing shared governance processes established through the bylaws of the respective schools or colleges. One student will be appointed by the Student Senate President in accordance with customary procedures. Faculty serve staggered three-year terms with approximately one-third of the representatives from each College being elected each year. The Provost and Vice Chancellor or designated representative shall serve as an ex officio non-voting member of the committee. (US 3/05)
   b. Function: The University General Education Committee is responsible for recommending criteria for General Education courses and developing the purposes and intended learning outcomes for general education. The criteria, purposes, and intended learning outcomes will be forwarded to the
University Senate Academic Policies Committee and the University Senate for approval. The Committee is responsible for approving courses for inclusion in the General Education Program, periodically reviewing existing general education courses for reapproval, yearly review of UW-Eau Claire catalog copy regarding general education, and working with the Office of Academic Affairs to annually evaluate the GE program’s course availability and, using information from the Plan for Assessment of Student Academic Achievement, periodically evaluate the GE program’s effectiveness against the General Education goals as passed by the University Senate. (US 3/05)

Section E – Review of University Senate Action:
At University Faculty meetings called by petition of the faculty under Article One, Section H (review of University Senate action), the motion under consideration by the University Faculty shall be the motion acted on by the University Senate (rather than a resolution made at the University Faculty meeting or a substitute motion). Once presented the motion will be handled by normal University Faculty Meeting procedures.

Section F – University Faculty Quorum:
At the regular and special meetings of the University Faculty, a quorum shall consist of those in attendance who are eligible to vote.

Section G – Roll-Call Vote:
A roll-call vote may be ordered by any member of the body except for the election of officers. WI Statute 19.88(2). (US 3/05)

Section H – Nominations:
There shall always be more persons nominated by the University Faculty Nominating Committee than there are positions to be filled.

Section I – Determining Election Results:
In all University Faculty elections, the results shall be decided by a plurality of votes cast. In cases of tie votes, the University Senate Chair shall be empowered to determine a means of resolving the tie.

Section J – Mailbox Ballot Elections:
For elections which are conducted by a mailbox ballot, the following procedures will be followed: ballots will be prepared by the secretarial staff in the University Senate Office. In elections requiring representation from the various Colleges and Schools, the ballot shall indicate the number to be elected from each College or School, the College or School designations of continuing members, and the College or School identification of the candidates. A ballot will be mailed to each eligible voter, who will mark the ballot and return it to the University Senate Office. To assure a secret ballot, no return address should be used.

Section K – Length of Terms of Office:
When terms of different lengths are being filled by election, the elected individual(s) receiving the most votes receive(s) the longest term(s). (US 11/02)

Section L – Vacancies on Committees:
Vacancies occurring on standing committees of the University Faculty shall be filled by election by the University Faculty members of the University Senate. Members elected shall hold office until the next regular election.
ARTICLE TWO: UNIVERSITY ACADEMIC STAFF (BYLAWS SEPARATED AND REVISED US 3/98)

Section A – Robert's Rules:
Unless otherwise provided in the Constitution or the Bylaws, the proceedings of University Academic Staff meetings or meetings of their committees shall be governed by the most recent edition of Robert's Rules of Order. The Chair may appoint a parliamentarian who will advise the Chair on matters of parliamentary procedure.

Section B – Official Minutes:
The minutes of the University Academic Staff and University Academic Staff committees shall be kept on file for faculty and academic staff use in the office of the Provost and Vice Chancellor and in the University Senate Office.

Section C – Distribution of Minutes:
Draft minutes of University Academic Staff meetings shall be sent to the offices of the Chancellor, Provost and Vice Chancellor, and University Senate. Those minutes will be distributed either electronically or in paper copy to all members of the University Academic Staff. The University Academic Staff members of the University Senate shall represent the University Academic Staff for approving the minutes of University Academic Staff meetings. Approved minutes of University Academic Staff meetings and University Academic Staff committee meetings of committees established by this Constitution shall be made available through the University Senate office.

Section D – Committee Organization:
University Academic Staff committees established by the Constitution of the University Academic Staff shall arrange for their own organization, officers, and schedule of meetings. The University Senate Office shall maintain election results and membership lists, monitor vacancies, serve as a referral source for issues to be addressed by various committees, and ensure that initial committee meetings are held by October 1 each year.

1. University Academic Staff Nominating Committee
   a. Membership: The committee includes three University Academic Staff members who serve staggered two-year terms. Members are not eligible for consecutive terms. (US 10/04)
   b. Functions:
      1) The University Academic Staff Nominating Committee shall present nominations for all positions to be filled through general University Academic Staff elections, unless the University Academic Staff shall provide another means of nominations in specific areas.
      2) The committee shall report to the chancellor in time to permit distribution of the report along with the agenda for the meeting of the University Academic Staff, at which time the report is to be formally presented to the University Academic Staff.
      3) The committee shall also present nominations to fill vacancies created by resignations or other causes as outlined in the bylaws. The nominating committee report of nominations to fill vacancies will be made to the University Academic Staff during a regularly scheduled University Senate meeting. Any University Academic Staff member will be eligible to nominate from the floor at that meeting. As an alternative to this procedure, a special meeting of the University Academic Staff to make nominations to fill these vacancies can be requested by 15 percent of the University Academic Staff. Elections conducted to fill vacancies shall follow the procedures outlined in the bylaws. At the next general University Academic Staff election, the University Academic Staff shall elect members to serve out the remaining terms of the original University Academic Staff members temporarily replaced by University Senate.
2. Academic Staff Complaint, Grievance, and Review Committee
   a. Membership: The committee includes nine academic staff members elected by the academic staff for staggered three-year terms. Representation of administrative and professional and instructional academic staff shall be in proportion to the number of voters in their constituencies and shall be elected by and from the administrative and professional or instructional academic staff constituency, respectively.
   b. Function: The Complaint, Grievance, and Review Committee shall implement the hearing procedures outlined in Local Implementation Procedures (UWEC 11, 12, and 13) for UWS 11, 12, and 13.

3. Academic Staff Professional Development Committee
   a. Membership: The committee includes six academic staff members elected by the academic staff for staggered three-year terms and one member appointed by the Chancellor from among those persons holding academic staff or limited positions but who are not University Academic Staff. The Assistant Vice Chancellor for Research and Sponsored Programs and the Affirmative Action Director, or their designee(s), shall serve as ex officio and non-voting members of the committee.
   b. Function: The Academic Staff Professional Development Committee encourages, reviews, and recommends training and/or retraining proposals from persons holding academic staff or limited positions for funding by appropriate resources.

4. Administrative and Professional Academic Staff Awards Committee
   a. Membership: The committee includes five members holding administrative or professional academic staff or limited positions serving staggered three-year terms. Each year the Chancellor will appoint one or two members selected from at least two or three names, respectively, recommended by the University Academic Staff Nominating Committee.
   b. Function: The Administrative and Professional Academic Staff Awards Committee, in consultation with the Foundation, shall establish eligibility criteria and selection procedures for identifying award recipients. It solicits and receives nominations for the Excellence in Performance Award which is given annually to a person holding an administrative and professional academic staff or limited position who, in the opinion of their colleagues, excels in the areas of performance and service. The Committee evaluates the nominations for each award and forwards its selection to the Chancellor. The Committee shall assist sponsors of other awards as requested.

Section E – Review of University Senate Action:
At University Academic Staff meetings called by petition of the University Academic Staff under Article Two, Section H (review of University Senate action), the motion under consideration by the University Academic Staff shall be the motion acted on by the University Senate (rather than a resolution made at the University Academic Staff meeting or a substitute motion). Once presented, the motion will be handled by normal University Academic Staff meeting procedures.

Section F – University Academic Staff Quorum:
At the regular and special meetings of the University Academic Staff, a quorum shall consist of those in attendance who are eligible to vote.

Section G – Roll-Call Vote:
A roll-call vote may be ordered by any member of the body except for the election of officers. WI Statute 19.88(2). (US 3/05)
Section H – Nominations:
There shall always be more persons nominated by the University Academic Staff Nominating Committee than there are positions to be filled.

Section I – Determining Election Results:
In all University Academic Staff elections, the results shall be decided by a plurality of votes cast. In cases of tie votes, the Chair of the University Senate shall be empowered to determine a means of resolving the tie.

Section J – Mailbox Ballot Elections:
For academic staff elections which are conducted by a mailbox ballot, the following procedures will be followed: Ballots will be prepared by the secretarial staff in the University Senate Office. In elections requiring representation of senators at large, the ballot shall indicate the number to be elected, the department/unit of continuing members, and the department/unit of the candidates. A ballot will be mailed to each eligible voter, who will mark the ballot and return it to the University Senate Office. To assure a secret ballot, no return address should be used.

Section K – Length of Terms of Office:
When terms of different lengths are being filled by election, the elected individual(s) receiving the most votes receive(s) the longest term(s). (US 11/02)

Section L – Vacancies on Committees:
Vacancies occurring on standing committees of the University Academic Staff shall be filled by election by the University Academic Staff members of the University Senate. Members elected shall hold office until the next regular election.

ARTICLE THREE: UNIVERSITY SENATE (BYLAWS MERGED AND REVISED US 4/98)

Section A – Membership of University Senate:
The University Senate shall consist of University Faculty and University Academic Staff senators and will reflect the appropriate percentages of University Faculty senators and University Academic Staff senators as described in Article Three, Section C, 4 of the Constitution of the University Faculty and the University Academic Staff.

The voting members of the University Senate include: (US 4/09)

- 42 University Faculty (defined in Article One, Section C)
  - 1 University Faculty member from each academic department or equivalent with 4 or more members
  University Faculty senators at large:
  - Additional faculty elected by and from each college as needed to have a minimum of 3 faculty senators from each college (the minimum of 3 includes any departmental senators)
  - Additional Instructional Academic Staff (IAS) with faculty status elected by and from each college as needed to have at least 1 IAS from each college (the minimum of 1 includes any departmental senators)
  - Additional University Faculty from any area elected at large as needed to total 42
- 28 University Academic Staff (defined in Article One, Section C)
  - 1 University Academic Staff member from each Unit with 4 or more members
• 1 University Academic Staff member from Instructional Academic Staff without faculty status from each department with 9 or more such members

University Academic Staff senators at large:
• 2 University Academic Staff from the Instructional Academic Staff without faculty status
• Additional University Academic Staff from any area as needed to total 28

The Chancellor and Vice Chancellor(s) shall be non-voting members of the University Senate. (US 3/05; US 10/09)

Section B – Robert’s Rules:
Unless otherwise provided in the Constitution or the Bylaws, the proceedings of University Senate meetings or meetings of its committees shall be governed by the most recent edition of Robert’s Rules of Order. The Chair may appoint a parliamentarian who will advise the Chair on matters of parliamentary procedure. The parliamentarian shall be a member of the University Faculty or the University Academic Staff.

Section C – Official Minutes:
The minutes of the University Senate and University Senate committees shall be kept on file for faculty and academic staff use in the office of the Provost and Vice Chancellor and in the University Senate Office.

Section D – Distribution of Minutes:
The draft minutes of University Senate meetings shall be sent to members of the University Senate, Registrar, and the President of the Student Senate within eight school days. Approved minutes of University Senate meetings and University Senate committee meetings shall be made available through the University Senate office.

Section E – Reporting Committee Votes:
University Senate committees shall report their voting divisions on all decisions and, if appropriate, their implementation date in their reports to the University Senate.

Section F – Senate Attendance:
Those present at University Senate meetings shall be recorded as such in the minutes of University Senate meetings.

Section G – Roll-Call Vote:
A roll-call vote may be ordered by any member of the body except for the election of officers. WI Statute 19.88(2). (US 3/05)

Section H – Committee Organization:
University Senate committees set up by the Constitution of the University Senate shall arrange for their own organization, officers, and schedule of meetings.

1. The Executive Committee
   a. Membership: The committee shall include ten University Faculty, four University Academic Staff, the Chancellor, and Vice Chancellor(s). The ten University Faculty and four University Academic Staff shall be composed of the Chair and the Vice Chair of the University Senate, the Chair-elect or the immediate past Chair of the University Senate (whoever is serving), the Academic Staff Representative, the Faculty Representative, and ten to eleven additional senators elected for two-year terms. Of the additional senators, there must be one from each of the colleges, additional University Faculty from any area as necessary to total ten University Faculty, and additional University Academic Staff from any area as necessary to total four University Academic Staff. The
Chair of the University Senate shall serve as Chair of the Executive Committee. The Chancellor and Vice Chancellor(s) shall be non-voting members of the Executive Committee. (US 3/09; US 10/09)

b. Function: Included among the functions of the Executive Committee are establishing the agenda for Senate meetings, calling special meetings of the Senate, and making recommendations on matters referred to it by the Senate. This committee may suggest policies and means of implementing them to the Senate, act as a coordinating agency among Senate members, and recommend to the Senate interpretations of the Constitution of the University Faculty and the University Academic Staff. The Executive Committee may also serve as an advisory body to the Chancellor and may provide the Regents or System Administration with faculty and academic staff reaction to documents and proposed policies when time does not permit their normal consideration by the Senate and other senate committees. Such advice or reaction shall be reported to the University Senate and channeled through the Chancellor to the Regents or System Administration.

2. The Faculty Personnel Committee
   a. Membership: The committee includes nine members: four faculty senators elected by the faculty members of the Senate, four University Faculty elected by the University Faculty, at large, and one administrator selected by the Chancellor. In any given year the committee must have at least one member from each College. The University Faculty Nominating Committee shall take the responsibility for assuring this representation of Colleges. Members shall serve three-year terms unless committee membership is terminated by expiration of a Senate membership as described in the bylaws. (US 3/05)
   b. Function: The Faculty Personnel Committee shall consider and recommend policies affecting the faculty in regard to status, salary, tenure, promotion, and working conditions. It shall also consider and recommend the practices and procedures for implementing those policies and serve as the primary agent for recommending revisions and amendments of the UW-Eau Claire Faculty Personnel Rules. (US 2/05)

3. The Academic Staff Personnel Committee
   a. Membership: The committee includes nine members: four academic staff senators, one of whom must be instructional academic staff, elected by the academic staff members of the University Senate; four academic staff, one of whom must be instructional academic staff, elected by the academic staff at large; and the Academic Staff Representative to the UW System Academic Staff Council. During a year when an academic staff member of the Senate has been elected to serve as Academic Staff Representative-elect, the person becomes an ex officio (and voting) member of the committee, increasing the number of members on the committee to ten. Three seats must be held by instructional academic staff members and six seats must be held by administrative or professional academic staff members. One administrator selected by the Chancellor serves the committee as an ex officio, non-voting member. Members shall serve three-year terms. (US 11/04; US 2/08)
   b. Functions: The Academic Staff Personnel Committee shall consider and recommend policies affecting the academic staff in regard to status, salary, indefinite appointment, promotion, and working conditions. It shall also consider and recommend the practices and procedures for implementing those policies and serve as the primary agent for recommending revisions and amendments of the UW-Eau Claire Academic Staff Personnel Rules. (US 11/04)

4. The Academic Policies Committee
   a. Membership: The committee includes nine University Faculty senators elected for three-year terms by the University Faculty members of the Senate and one ex officio and non-voting University Faculty representative elected by members of Library Services. There shall be at least one member
from each of the colleges. The Provost and Vice Chancellor or designated representative shall serve as an ex officio non-voting member of the committee. (US 3/05, US 4/06)

b. Function: This committee is responsible for recommending policies for academic programs of the University as they relate to items such as the creation and/or abolition of Colleges, Schools, departments, degree requirements, academic programs and standards, policies concerning grading, final examinations, class attendance, credit by examination, admission and transfer standards, and such related issues. The committee’s charge also includes recommending policies and implementing procedures for review of academic programs, in accordance with policies of the Board of Regents and/or System Administration.

5. The Physical Plant Planning Committee
   a. Membership: The committee includes one administrative representative appointed by the Chancellor, three University Faculty senators elected by the Senate for three-year terms, and two University Academic Staff senators elected by the Senate for three-year terms. The departments of art, biology, and geography shall each elect one member to serve a three-year term.
   b. Function: The committee shall recommend policies for the long-range development of the physical plant, for utilization of campus space, and for landscaping. It shall also be charged with policies for protection and development of Putnam Park.

6. The Budget Committee
   a. Membership: The committee includes an academic dean elected by the colleges’ deans and seven senators elected by the University Senate for three-year terms. Of the seven senators elected by the Senate, one must be from each College, two from the University Academic Staff, and one from any area. The committee also includes three ex officio, non-voting members from the Administrative Staff selected by the Chancellor.
   (US 3/05)
   b. Functions: The Budget Committee serves two roles. First, it observes the budget process – giving ongoing feedback to all participants on how well the process is executed and suggestions to improve it; in this role, the committee will meet regularly throughout the year at appropriate times with the Chancellor, Provost, Vice Chancellor for Administration, Finance and Facilities, deans, and other participants in the process to develop and discuss the feedback and suggestions. Second, each year shortly after the budget process is complete, the committee will submit a written report to the University Senate formalizing the feedback and suggestions. (US 4/09)

7. The Compensation Committee
   a. Membership: The committee includes two University Faculty and two University Academic Staff senators elected by the Senate, two members elected by and from the University Faculty, two members elected by and from the University Academic Staff, and two ex officio non-voting members: the Provost and Vice Chancellor or designated representative and the Vice Chancellor for Business and Student Services or designated representative. Any UW-Eau Claire representatives on the System Working Group on Compensation or on the UW System Working Group on Fringe Benefits shall also be ex officio non-voting members of the committee. Members shall serve three-year terms unless membership is terminated by expiration of a Senate membership as described in the bylaws.
   b. Functions: The Compensation Committee shall serve as a source of information for the faculty and academic staff on faculty and academic staff compensation. Collect and analyze current compensation data, and conduct surveys and studies to determine faculty and academic staff preferences for compensation. Prepare reports on compensation for distribution to the faculty and academic staff. The committee will identify needs for salary and fringe benefits for each biennium,
develop proposals to meet those needs, and submit these proposals to the University Senate for its consideration. Following approval of a plan by the University Senate, the Compensation Committee or its designee(s) shall serve as an advocate for the compensation plan and work with other groups such as the Chancellors, System Administration, representatives from other campuses, Regents, Legislators, and the Governor. The Compensation Committee is charged specifically with helping to generate the UW System compensation plan. The committee will recommend to the University Senate for approval policies and procedures concerning compensation and salary adjustment distribution. The Compensation Committee will also serve as an advisory body to the Chancellor. For example, the Committee may advise the Chancellor about appropriate ways to publicize and support salary and fringe benefits proposals.

8. The University Senate Nominating Committee
a. Membership: The committee includes six senators elected at the first fall semester meeting of the University Senate: three University Faculty, two University Academic Staff, and one additional senator. Members serve staggered two-year terms. Members are not eligible for consecutive terms. (US 10/04)

b. Function: The University Senate Nominating Committee shall present nominations for all positions to be filled by University Senate elections unless the Senate provides another means of nomination in specific instances. The committee shall also present nominations to fill any vacancies that occur in such positions. At the organizational Senate meeting in the fall and whenever practicable on other occasions, the nominating committee slate of nominations shall be included in the agenda for the Senate meeting where the Nominating Committee report is made.

9. The University Senate Technology Committee
a. Membership: The committee includes seven to eight voting members elected for three-year terms: one member elected by and from each of the colleges and enough senators elected by and from the Senate to ensure a total of 4 University Faculty and 3 University Academic Staff on the committee. The Chief Information Officer shall be a non-voting member of the Technology Committee. A member of the Student Senate Information Technology Commission (ITC) will serve as a liaison between Student Senate and the Senate Technology Committee in an ex-officio (non-voting) capacity. (US 4/10)

b. Function: The University Senate Technology Committee shall follow activities of school-, college-, and university-wide technology-related committees and all technology-related matters to provide guidance to either the full Senate or to Senate committees on items requiring University Senate action which may affect instructional, resource, and personnel policies and procedures. The committee may provide guidance to the University Senate Executive Committee or the Chancellor on Regent and System Administration documents and proposed policies. Such advice or reaction shall be reported to the University Senate and channeled through the Chancellor to the Regents or System Administration. The committee shall consult with Information and Technology Management on the development of the campus Information Technology Strategic plan and the setting of priorities on the use of resources and distribution of technology-related monies.

Section I – Committee Reports to Senate:
All reports of standing or ad hoc committees of the University Senate shall be accepted when submitted and become a part of the minutes of the University Senate, but this in no way indicates University Senate approval or rejection of any aspect of the report. After a committee report has been received, the University Senate will follow normal procedures in handling motions relevant to the contents of the report. It would, for example, be appropriate for the senate to make, amend, and vote on motions relating to the committee report, but it would not be appropriate for the senate to move to amend the committee report.
All motions forwarded by University Senate committees for Senate action must have been officially acted upon by the committee prior to being placed on the agenda of University Senate. A Report for the University Senate should accompany each motion and provide:

- the name of the committee;
- a brief history of why the issue needs to be considered;
- points discussed by the committee;
- pros of the recommendation;
- cons of the recommendation;
- technology/human resource impact; and
- a brief statement summarizing the committee recommendation.

Submitted with the report, the Motion for the University Senate must include the name of the committee, the number of votes within the committee for and against the proposal, the date of the committee vote, the details of the proposal, and the recommended date upon which the action should take effect, if passed. (US 3/99)

Section J – University Senate Quorum:
At meetings of the University Senate, a quorum shall consist of a majority of the members eligible to vote.

Section K – Speaking Rights:
Each member of the University Senate shall have the right to speak twice to a given motion or amendment during debate. Upon approval of the majority of the body, a member may be granted a third speaking turn. During the period of debate, the presiding officer may grant speaking rights to a liaison from the Student Senate and may grant a speaking turn to any nonmember of the body for clarification or informational purposes. (US 12/09)

Section L – Senate Vacancy:
The office of senator or senate committee member shall be considered vacant under one or more of the following conditions:

- if the member resigns the office
- if the member leaves the faculty permanently
- if the member is absent or anticipates being absent from meetings for a period of one semester or more.

Section M – Nominations:
There shall always be more persons nominated by the University Senate Nominating Committee than there are positions to be filled.

Section N – Nomination & Election of Officers:
Nominations for Chair-elect or Vice chair will be made at the first University Senate meeting in April. Election of the Chair-elect or Vice chair will take place at the second University Senate meeting in April.

Section O – Determining Election Results:
In all University Senate elections, the results shall be decided by a plurality of votes cast, except in the case of University Senate officers where a majority of votes cast is required for election. In cases of tie votes, the names of those tied shall be placed on the ballot and a run-off election conducted. If this does not resolve the tie, the University Senate Chair shall be empowered to determine a means of resolving the tie. In cases where a candidate for senate office does not receive a majority vote, the names of the two candidates receiving the most votes shall remain on the ballot and a run-off election shall be conducted.
Section P – Mailbox Ballot Elections:
For elections that are conducted by a mailbox ballot, the following procedures will be followed: Ballots will be prepared by the secretarial staff in the University Senate Office. The ballot shall indicate the number to be elected, the department/unit of continuing members, and the department/unit of the candidates. In elections requiring representation from the various Colleges and Schools, the ballot shall indicate the number to be elected from each College or School, the College or School designations of continuing members, and the College or School identification of the candidates. A ballot will be mailed to each eligible voter, who will mark the ballot and return it to the University Senate Office. To assure a secret ballot, no return address should be used.

The wording on machine-tallied ballot instructions [will] read: "incorrectly marked ballots will be discarded." (FS 5/81)

Section Q – Co-expiration of Senate Committee Membership:
When a University Senate member’s term of office as a senator expires before the expiration of that member’s membership term on a University Senate committee as a representative of the senate, the committee membership will expire with the expiration of the senate term. The replacement on the committee shall be elected for the remainder of the term.

Section R – Length of Terms of Office:
When terms of different lengths are being filled by election, the elected individual(s) receiving the most votes receive(s) the longest term(s). (US 11/02)

Section S – Vacancies on Committees:
Vacancies occurring on standing committees of the senate shall be filled by the senate as soon as possible.

Section T – Faculty Representative to UW System:
The Faculty Representative to the University of Wisconsin System shall be elected by the faculty members and from the tenured faculty members of the University Senate at the first fall-semester meeting of the University Senate of even-numbered years. The term of office shall be for two years beginning with the end of the academic year in odd-numbered years. (UF 4/07)

The Faculty Representative serves as an ex officio (and voting) member of the University Senate and the University Senate Executive Committee, and serves as chair of the Faculty Personnel Committee. Immediately upon election, the Faculty Representative-Elect shall be an ex officio (and voting) member of the Faculty Personnel Committee. (UF 5/10)

The Faculty Representative shall represent the faculty at UW System meetings of the Faculty Representatives and at other appropriate meetings where concerns of the faculty are discussed; shall be responsible for reporting actions and information relevant to faculty to the University Senate, to faculty-related committees, and, when appropriate, to the faculty; shall communicate with UW-Eau Claire and UW System administration on faculty issues; shall represent faculty at official functions of UW-Eau Claire or UW System; may serve on task forces/committees of the UW System; shall assist the Chancellor in setting the agenda for the spring all-faculty meeting; and shall generally advocate for faculty. (UF 5/10)

[The faculty may, either directly or by action of the faculty of the University Senate, alter this bylaw.] (US 3/04)
Section U – Academic Staff Representative to UW System:
The Academic Staff Representative to the University of Wisconsin System shall be elected by and from the
academic staff members of the University Senate at the first fall-semester meeting of the University Senate of
even numbered years. The term of office shall be for two years beginning the next July 1. An individual may
serve as Academic Staff Representative for no more than two terms.

The Academic Staff Representative serves as an ex officio (and voting) member of the University Senate and
the University Senate Executive Committee, and serves on the Academic Staff Personnel Committee.
Immediately upon election, the Academic Staff Representative-Elect shall be an ex officio (and voting)
member of the Academic Staff Personnel Committee.

The Academic Staff Representative shall represent the academic staff at UW System meetings of the
Academic Staff Representatives and at other appropriate meetings where concerns of the academic staff are
discussed; shall be responsible for reporting actions and information relevant to academic staff to the
University Senate and to the Academic Staff Personnel Committee, and to the academic staff at large; shall
communicate with UW-Eau Claire and UW System administration on academic staff issues; shall represent
UW-Eau Claire academic staff at official functions of UW-Eau Claire or UW System; may serve on task
forces/committees of the UW System; shall assist the Chancellor in setting the agenda for the spring all-
academic staff meeting; and shall generally advocate for academic staff.

[The academic staff may, either directly or by action of the academic staff of the University Senate, alter this
bylaw.] (US 4/04)

Section V – Assignment:
The University Senate Chair receives a 37.5% assignment (annual appointment) to the Office of the
Chancellor for the two-year term. (US 2/98; US 5/10)

The University Senate Vice Chair receives a 10% assignment (annual appointment) to the Office of the
Chancellor for the two-year term. (US 5/10)

The Faculty Representative receives a 20% assignment (annual appointment) to the Office of the Chancellor
for the two-year term. (US 2/98; US 5/10)

The Academic Staff Representative receives a 20% assignment (annual appointment) to the Office of the
Chancellor for the two-year term. (US 3/91; US 5/10)

Section W – Thanks of the University Senate:
A commendation to be known as the Thanks of the University Senate [shall] be awarded to members of the
University family for accomplishments above that called for in their typical job and which are not normally
recognized by other means. (FS 5/69)

Section X – Student Observers on Senate Committees:
The following procedures should be followed by senate committees having constitutionally designated
student observers:
  a. Names of student observers should be placed on the committee mailing list to receive all
     communications normally sent to committee members.
  b. Committee chairs should consider the problems of time conflicts of student observers when setting the
time and date for committee meetings.
  c. Committee meeting agendas should include a standard item such as "Report from Student Observer."
d. Committee chairs should consider requests by student observers to include specific items of concern to students on meeting agendas. (FS 1/73)