Please note the arrangement and content in the “Current” organization section and then turn to the “Proposed” organization section. Review that section and come prepared to the Exec meeting to discuss the QUESTIONS included within the “Proposed” section.

Thank you.

[NOTE: Previously ratified changes by all Faculty and Academic Staff (February 2012) and motions passed by Senate during this spring semester are incorporated in this document.]

——— CURRENT ———

FACULTY AND ACADEMIC STAFF RULES AND PROCEDURES

PART III: BYLAWS OF THE UNIVERSITY FACULTY AND UNIVERSITY ACADEMIC STAFF

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 item 4. Senator Balance below.

1. University Faculty Senators (US 10/04)
   a. Each academic department having four or more positions shall elect one senator. For purposes of senate representation, Library Services shall be considered the equivalent of an academic department. The department election shall take place at a regularly scheduled department meeting following the election of senators at large. The election shall provide for nominations from the floor. It shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any department member who is a member of the University Faculty with half-time or more appointment within that department is eligible to vote in the department's election and to be elected as a senator, but no person shall vote or be a candidate in more than one department. The department chair shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the department shall elect another senator to serve the remainder of the unexpired term.
   b. Additional University Faculty senators shall be elected at large by the University Faculty. The number of University Faculty senators at large shall be determined according to part 4 in this section and shall include at least one from each of the Colleges. These senators shall be nominated by the University Faculty Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

2. University Academic Staff Senators
   a. Each nonteaching unit having at least four academic staff positions shall elect one senator. Each unit having twenty or more academic staff positions shall elect two senators. The unit election shall take place at a regularly scheduled unit meeting following the election of academic staff senators at large. The election shall provide for nominations from the floor. It shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any unit member who is a member of the University Academic Staff with half-time or more service in a unit is eligible to vote in the unit's election and to be elected as a senator, but no person shall vote or be a candidate in more than one unit. The director shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the unit shall elect another senator to serve the remainder of the unexpired term.
   b. Additional University Academic Staff senators shall be elected at large by the University Academic Staff. The number of University Academic Staff senators at large shall be determined according to part 4 in this section. These senators shall be nominated by the University Academic Staff Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

3. Administrative Senators
   The Chancellor and Vice Chancellor(s) are non-voting members of the Senate. (US 10/09)
4. Senator Balance
Each year the Senate Executive Committee will review the size of the University Senate and distribution of senators, as described in the Bylaws of the University Senate. The percentage of University Faculty senators and the percentage of University Academic Staff senators within the University Senate shall reflect, as closely as possible, the percentage of University Faculty and the percentage of University Academic Staff, respectively, within the total number of University Faculty and University Academic Staff eligible to vote.

The Senate Executive Committee or authorized representatives will work with the appropriate administrators to determine the numbers of University Faculty and University Academic Staff eligible to vote using the Official Frozen File created for that academic year. Based on this information, recommendations pertaining to the number and distribution of senators may be made.

Any recommendations for changes in the number and distribution of senators at large and procedures for implementing the change must be approved by the University Senate. Upon approval, such changes shall be reflected in the spring elections of senators at large. (US 3/05)

5. Senator Membership
The voting members of the University Senate include: (US 4/09)

- **42 University Faculty** (defined in Part II, Article One, Section C)
  - 1 University Faculty member from each academic department or equivalent with 4 or more members
  - 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 Part II, Article Two, 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
  - 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 and described in Article Four of these Bylaws shall arrange for their own organization, officers, and schedule of meetings. Any student members noted in committee memberships (1) shall serve as non-voting members upon appointment to the committee through appropriate Student Senate procedures; (2) should not be counted when determining quorums; (3) should be granted speaking rights accorded to voting members of the committee; and (4) may request for specific items of concern to students to be placed on meeting agendas. (US 3/11)

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 a speaking turn to any nonmember of the body for clarification or informational purposes. The Student Body President shall be granted the same speaking rights as those retained by members of the University Senate. (US 12/09, 3/11)

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 – Elections (US 11/11)

For elections, the following procedures will be followed:

- Election information and ballots will be prepared by the secretarial staff of the University Senate.
- Election information shall indicate the voting timeframe, the number to be elected from any specific designated group (department, unit, College, etc.), the group designation of continuing members, and the group designation of the candidates.
- Ballots, at a minimum, shall contain the number to be elected from any specific group and the group designation of the candidates.
- Election information and ballots will be distributed to eligible voters, who can then submit the completed ballots to the secretarial staff of the University Senate.
- To assure a secret ballot, no return address should be used.
- The wording on ballot instructions shall read: “incorrectly marked ballots will be discarded,” (FS 5/81; US 11/11)

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 the next July 1. (UF 4/07; US 11/11)

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. If the Senate term expires before the expiration of the term as Faculty Representative, the representative becomes an ex officio (and voting) member of the University Senate, University Senate Executive Committee, and the Faculty Personnel Committee for the remainder of the term of office. (F 5/10, 4/11)

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. (AS 5/10)
The Academic Staff 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 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. If the Senate term expires before the expiration of the term as Academic Staff Representative, the representative becomes an ex officio (and voting) member of the University Senate, University Senate Executive Committee, and the Academic Staff Personnel Committee for the remainder of the term of office. (AS 5/10, 4/11)

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 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term. (US 2/98, 5/10, 11/11)

The University Senate Vice Chair receives a 10 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term. (US 5/10, 11/11)

The Faculty Representative receives a 20 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term. (US 2/98, 5/10, 11/11)

The Academic Staff Representative receives a 20 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term. (US 3/91, 5/10, 11/11)

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 – Term of Office of Senators
Senators are elected to serve terms of four years, beginning the first day of the official opening of the fall semester and terminating on the day previous to the official opening of the fall semester. Approximately one-fourth of the University Faculty senators at large and approximately one-fourth of the department University Faculty senators shall be elected each year according to procedures set forth in the University Faculty bylaws. Approximately one-fourth of the University Academic Staff senators at large and approximately one-fourth of the unit University Academic Staff senators shall be elected each year according to procedures set forth in the University Academic Staff bylaws. In case a senator cannot complete a term, a replacement shall be elected to serve for the unexpired portion of the term, according to procedures set forth in the bylaws.

Section Y – Officers of the University Senate
1. The University Senate shall elect a Chair-elect in April of the even-numbered years. The Chair-elect will serve on the Executive Committee for one year and then become Chair of the University Senate for two years, taking office July 1 in the odd-numbered years. The Chair-elect is to be elected from among the current members of the University Senate. The Senate will elect a Vice chair in the second April meeting of the odd-numbered years, and the Vice chair shall take office for two years beginning July 1. If the Chair-elect is a Faculty member, then the Vice chair is to be elected from among the current Academic Staff members of the University Senate. If the Chair-elect is an Academic Staff member, then the Vice chair is to be elected from among the current Faculty members of the University Senate. If the Senate term of either expires before the expiration of the term as a Senate officer, the officer becomes an ex officio (voting) member of the Senate for the remainder of the term of office. In these cases the original Senate membership will be filled following normal procedures. In the event of a vacancy in the office of Chair, the current Chair-elect (or if none, the Vice chair) shall assume the office of Chair. In the event of a vacancy in the office of Vice chair, the Senate shall elect a Vice chair to serve the unexpired term. In the event of a
vacancy in the office of Chair-elect, the Senate shall elect a Chair-elect to serve the unexpired term. (US 11/11, 2/12)

2. The Chair of the University Senate shall serve as the representative of the Faculty and the Academic Staff at official occasions and functions. The Chair of the University Senate will serve as the Chair of the Senate Executive Committee and will continue as a voting member for one year after the completion of the term as Senate Chair. (US 2/12)

3. The secretary of the University Senate is a member of the regular clerical staff at the University.

Section Z – University Senate Actions Directed to the Chancellor
For those University Senate actions that are directed to the Chancellor, the following procedures shall be followed:

1. The Chair of the University Senate shall transmit the recommendations of the University Senate to the Chancellor who will act on them or refer them to the appropriate administrative body.

2. The University Senate will expect the Chancellor, or a member of the faculty or academic staff designated by the Chancellor, to report to the University Senate Office within 60 days of receipt of the recommendation, the recommendation will be considered approved. (US 4/10)

3. In the event that the Chancellor finds a University Senate recommendation unacceptable in whole or in part, these procedures will be followed:
   a. For University Senate or faculty concerns:
      1) If the recommendation deals primarily with matters of concern to the University Faculty, a subcommittee composed of the University Faculty members of the Executive Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable. For University Senate concerns, the Executive Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable.
      2) If the Executive Committee or subcommittee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Senate, they may work with the Chancellor in an attempt to modify the recommendation.
      3) If the parties agree on the modification, it shall be presented to the University Senate for action.
      4) If the Executive Committee or subcommittee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation shall be reported to the University Senate along with the Executive Committee's or subcommittee's position.
      5) If the University Senate does not agree to a modification of the original recommendation, the original recommendation shall be returned to the Chancellor for final action.
   b. For University Academic Staff concerns:
      1) If the recommendation deals primarily with matters of concern to the University Academic Staff, a subcommittee composed of the University Academic Staff members of the Executive Committee and the four University Academic Staff Senators on the Academic Staff Personnel Committee will consult with the Chancellor concerning those aspects of the recommendation which are unacceptable.
      2) If the University Academic Staff subcommittee feels that a modification of the recommendation would be acceptable to both the Chancellor and the University Senate, they may work with the Chancellor in an attempt to modify the recommendation.
      3) If the parties agree on the modification, it shall be presented to the University Senate for action.
      4) If the University Academic Staff subcommittee does not agree to a modification suggested by the Chancellor, the Chancellor's objections to the recommendation shall be reported to the University Senate along with the University Academic Staff subcommittee's position.
      5) If the University Senate does not agree to a modification of the original recommendation, the original recommendation shall be returned to the Chancellor for final action.
>>> PROPOSED <<<

ARTICLE THREE: UNIVERSITY SENATE (BYLAWS MERGED AND REVISED US 4/98)
[NOTE: Previously ratified changes by all Faculty and Academic Staff (February 2012) and motions passed by Senate
during this spring semester are incorporated in this document.]

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 item 4. Senator Balance below.

>>> Any CONCERNS with suggested changes in Section A?

1. University Faculty Senators (US 10/04)
   a. Each academic department having four or more positions shall elect one senator. For purposes of senate representation, Library Services and recognized academic programs shall be considered the equivalent of an academic department. The department election shall take place at a regularly scheduled department meeting following the election of senators at large and The election shall provide for nominations from the floor. The election shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any department member who is a member of the University Faculty with half-time or more appointment within that department is eligible to vote in the department’s election and to be elected as a senator, but no person shall vote or be a candidate in more than one department. The department chair shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the department shall elect another senator to serve the remainder of the unexpired term.
   b. Additional University Faculty senators shall be elected at large by the University Faculty. The number of University Faculty senators at large shall be determined according to part item 4 in this section and shall include at least one from each of the Colleges. These senators shall be nominated by the University Faculty Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

2. University Academic Staff Senators
   a. Each nonteaching unit having at least four academic staff positions shall elect one senator. Each unit having twenty or more academic staff positions shall elect two senators. The unit election shall take place at a regularly scheduled unit meeting following the election of academic staff senators at large and The election shall provide for nominations from the floor. The election shall be conducted by secret ballot at the meeting or by mailbox ballot following the meeting. Any unit member who is a member of the University Academic Staff with half-time or more service in a unit is eligible to vote in the unit’s election and to be elected as a senator, but no person shall vote or be a candidate in more than one unit. The director shall notify the Chair of the University Senate of the results of the election as soon as possible. If a vacancy occurs, the unit shall elect another senator to serve the remainder of the unexpired term.
   b. Additional University Academic Staff senators shall be elected at large by the University Academic Staff. The number of University Academic Staff senators at large shall be determined according to part item 4 in this section. These senators shall be nominated by the University Academic Staff Nominating Committee and elected in the spring election. Approximately one-fourth of the senators at large shall be elected each year.

3. Administrative Senators
   The Chancellor and Vice Chancellor(s) are shall be non-voting members of the Senate. (US 10/09)

4. Senator Balance
   Each year the Senate Executive Committee will shall review the size of the University Senate and distribution of senators, as described in the Bylaws of the University Senate. The percentage of University Faculty senators and the percentage of University Academic Staff senators within the University Senate shall reflect, as closely as
possible, the percentage of University Faculty and the percentage of University Academic Staff, respectively, within the total number of University Faculty and University Academic Staff eligible to vote.

The Senate Executive Committee or authorized representatives will work with the appropriate administrators to determine the numbers of University Faculty and University Academic Staff eligible to vote as of October each year using the Official Frozen File created for that academic year. Based on this information, recommendations pertaining to the number and distribution of senators may be made.

Any recommendations for changes in the number and distribution of senators at large and procedures for implementing the change must be approved by the University Senate. Upon approval, such changes shall be reflected in the spring elections of senators at large. (US 3/05)

5. Senator Membership
The voting members of the University Senate include: (US 4/09)
- 42 University Faculty (defined in Part II, Article One, Section C)
  - 1 University Faculty member from each academic department or equivalent with 4 or more members
  - 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 Part II, Article Two, 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
  - 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)

6. Senator Elections and Term of Office { moved here from Section X}
Senators are elected to serve terms of four years, beginning the first day of the official opening of the fall semester and terminating on the day previous to the official opening of the fall semester. Approximately one-fourth of the University Faculty senators at large and approximately one-fourth of the department University Faculty senators shall be elected each year according to procedures set forth in the University Faculty bylaws. Approximately one-fourth of the University Academic Staff senators at large and approximately one-fourth of the unit University Academic Staff senators shall be elected each year according to procedures set forth in the University Academic Staff bylaws. In case a senator cannot complete a term, a replacement shall be elected to serve for the unexpired portion of the term, according to procedures set forth in the bylaws.

<<< What about just a one-semester vacancy? Should the senator have to give up the entire position and not be able to return to a committee after just one semester away? Could there be another way?

7. Senate Vacancy { formerly Section L}
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 or membership on a committee
- 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. If the member anticipates being absent from meetings for a period of only one semester, then the member may (1) submit a request to the University Senate Chair to temporarily fill the position for just the one semester and (2) seek permission, from the chair of any committees on which the member serves, to
virtually participate on the committee during the semester (voting only when asynchronous debate has occurred).

In case a senator cannot complete a term, a replacement shall be elected to serve for the unexpired portion of the term, according to procedures set forth in the bylaws.

8. Senator Expectations  **NEW** What else should be included? Reworded? Deleted? University Faculty and University Academic Staff members of the Senate are expected to serve as representatives of the University Faculty and University Academic Staff, respectively, as a whole, regardless of the manner in which they have been elected. Each Senator is expected to serve on at least one standing or ad hoc University Governance Committee and to keep the Senate apprised of actions of those committees as appropriate.

Section B -- Officers and Support Staff

1. Senate Chair (formerly Y and part of N, combined)
   a. **Election:** Nominations for Chair-elect or Vice Chair will be made at the first University Senate meeting in April. The University Senate shall elect a Chair-elect in April of the even-numbered years. Election of the Chair-elect or Vice Chair will take place at the second University Senate meeting in April. The Chair-elect is to be elected from among the current members of the University Senate.
   b. **Term:** The Chair-elect will serve on the Executive Committee for one year and then become Chair of the University Senate for two years, taking office July 1 in the odd-numbered years. Upon completion of the two-year term as chair, the officer shall serve an additional year as the Immediate Past Chair. (US 11/11, 2/12)
   c. **Assignment:** The University Senate Chair receives a 37.5 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term as Chair. (US 2/98, 5/10, 11/11)
   d. **Responsibilities:** The officer, during the years as Chair-elect, Chair, and Immediate Past Chair, serves as an ex officio (and voting) member of the University Senate and the University Senate Executive Committee. If the Senate term expires before the expiration of the term as Chair or Immediate Past Chair, the officer becomes an ex officio (and voting) member of the University Senate and University Senate Executive Committee for the remainder of the term of office. (US 2/12)

   The Chair of the University Senate shall serve as the representative of the Faculty and the Academic Staff at official occasions and functions. The Chair of the University Senate shall serve as the Chair of the Senate Executive Committee, presiding over meetings following parliamentary procedures. (US 2/12)

   The Chair shall, as appropriate, attend meetings where concerns of governance are discussed; shall be responsible for reporting Executive Committee actions and other information relevant to governance to the University Senate; shall assist the Chancellor in setting the agenda for the fall and spring meetings of the Faculty and Academic Staff, and shall serve as the supervisor of any clerical staff of the University Senate.

2. Senate Vice Chair (formerly Y and N, combined)
   a. **Election:** 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. The Senate will elect a Vice chair in the second April meeting of the odd-numbered years, and The Vice Chair-elect shall be elected at the first fall-semester meeting of the University Senate of the even-numbered years. If the Chair-elect is a Faculty member, then the Vice chair-elect is to be elected from among the current Academic Staff members of the University Senate. If the Chair-elect is an Academic Staff member, then the Vice chair-elect is to be elected from among the current Faculty members of the University Senate. (US 11/11, 2/12)

>>> SHOULD the concept of a VICE CHAIR-ELECT be included?

>>> SHOULD the concept of an immediate PAST VICE CHAIR be included?
b. Term: The Vice Chair-elect will serve on the Executive Committee for one year and then become Vice Chair of the University Senate for two years, taking office July 1 in the odd-numbered years. The Vice Chair shall take office for two years beginning July 1. Upon completion of the two-year term as Vice Chair, the officer shall serve an additional year as the Immediate Past Vice Chair.

>> If an elect is added, SHOULD the VICE CHAIR-ELECT be added to the Executive Committee during the “elect” year? If an Immediate Past Chair is added, should the IPC be added to the Executive Committee during the “past” year?

c. Assignment: The University Senate Vice Chair receives a 10 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term as Vice Chair. (US 5/10, 11/11)

d. Responsibilities: The officer, during the years as Vice Chair-elect, Vice Chair, and Immediate Past Vice Chair, serves as an ex officio (and voting) member of the University Senate and the University Senate Executive Committee. If the Senate term expires before the expiration of the term as Vice Chair or Immediate Past Vice Chair, the officer becomes an ex officio (and voting) member of the University Senate and University Senate Executive Committee for the remainder of the term of office.

The Vice Chair shall preside over the University Senate and University Senate Executive Committee meetings in the absence of the Chair. The Vice Chair shall, as appropriate, attend meetings where concerns of governance are discussed; shall be responsible for reporting Executive Committee actions and other information relevant to governance to the University Senate; and shall assist the Chancellor in setting the agenda for the fall and spring meetings of the Faculty and Academic Staff.

>>> SHOULD all four officers “turn over” at the same time? It would be difficult to maintain the F/AS balance if the Chair and Vice Chair turned over in different years, but the 2 reps could be on a different two-year cycle from the Chair/VC if so desired.

3. Faculty Representative to UW System

a. Election: 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. (UF 4/07)

b. Term: The term as Faculty Representative-elect begins immediately upon election. The term of office Faculty Representative shall be for two years beginning the next July 1. (UF 4/07; US 11/11)

c. Assignment: The Faculty Representative receives a 20 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term as Faculty Representative. (US 2/98, 5/10, 11/11)

d. Responsibilities: 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. If the Senate term expires before the expiration of the term as Faculty Representative, the representative becomes an ex officio (and voting) member of the University Senate, University Senate Executive Committee, and the Faculty Personnel Committee for the remainder of the term of office. (F 5/10, 4/11)

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
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4. Academic Staff Representative to UW System

a. **Election:** 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. (AS 5/10)

b. **Term:** The term as Academic Staff Representative-elect begins immediately upon election. The term of office as Academic Staff Representative shall be for two years beginning the next July 1. (AS 5/10)

c. **Assignment:** The Academic Staff Representative receives a 20 percent assignment (annual appointment, July 1 to June 30) to the Office of the Chancellor for the two-year term as Academic Staff Representative. (US 3/91, 5/10, 11/11)

d. **Responsibilities:** The Academic Staff 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 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. If the Senate term expires before the expiration of the term as Academic Staff Representative, the representative becomes an ex officio (and voting) member of the University Senate, University Senate Executive Committee, and the Academic Staff Personnel Committee for the remainder of the term of office. (AS 5/10, 4/11)

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 fall and spring all-academic staff meetings; 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)

5. Officer Vacancy

If the Senate term of either an officer expires before the expiration of the term as a Senate officer, the officer becomes an ex officio (voting) member of the Senate for the remainder of the term of office. In these cases the original Senate membership will be filled following normal procedures. The balance of faculty and academic staff within the offices shall be maintained during the process of filling a vacancy in the office of Chair or Vice Chair. If such balanced can be maintained, then in the event of a vacancy in the office of Chair, the current Chair-elect (or if none, the Vice chair) shall assume the office of Chair to serve the unexpired term. In the event of a vacancy in the office of Vice chair, the current Vice Chair-elect Senate shall assume the office of Vice chair elect to serve the unexpired term. In the event of a vacancy in the office of Chair-elect (or Vice Chair-elect), the Senate shall elect a Chair-elect (or Vice Chair-elect) to serve the unexpired term. If a balance cannot be maintained, then appropriate elections shall be held to restore the balance.

6. Secretary of the University Senate

The secretary of the University Senate is a member of the regular clerical staff at the University. This person shall also serve as secretary for the University Faculty and University Academic Staff meetings.

Section C – Nominations and Elections
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Does one want to maintain the rule that there must “always be more” persons? Robert’s Rule of Order does not require this.

1. Nominations (formerly M)
Nominations shall always be more persons nominated by the University Senate Nominating Committee than there are positions to be filled.

2. Elections (formerly P)
For elections, the following procedures will be followed:
   a. Election information and ballots will be prepared by the secretarial staff of the University Senate.
   b. Election information shall indicate the voting timeframe, the number to be elected from any specific designated group (department, unit, College, etc.), the group designation of continuing members, and the group designation of the candidates.
   c. Ballots, at a minimum, shall contain the number to be elected from any specific group and the group designation of the candidates.
   d. Election information and ballots will be distributed to eligible voters, who can then submit the completed ballots to the secretarial staff of the University Senate.
   e. To assure a secret ballot, no return address should be used.
   f. The wording on ballot instructions shall read: “incorrectly marked ballots will be discarded,” (FS 5/81; US 11/11)

3. Determining Election Results (formerly O and R)
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. 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)

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 D – Meetings

1. Proceedings (formerly B)
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 faculty or the academic staff.

2. Quorums (formerly J)
A quorum shall consist of a majority of the members eligible to vote.

3. Roll-Call Votes (formerly G)
A roll-call vote may be ordered by any member of the body except for the election of officers. WI Statute 19.88(2).

4. Speaking Rights (formerly K)
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 a speaking turn to any nonmember of the body for clarification or informational purposes. The Student Body President shall be granted the same speaking rights as those retained by members of the University Senate.

5. Minutes (formerly C, D, and part of F)
   a. Those present at University Senate meetings shall be recorded as such in the minutes of University Senate meetings.
b. Draft minutes of University Senate meetings shall be distributed with the agenda of the next meeting sent to members of the University Senate and guests (Registrar, the President of the Student Senate, etc.).
c. Approved minutes of University Senate meetings and University Senate committee meetings shall be made available through the University Senate office.

Section E – Committees

1. Committee Organization

University Senate committees set up provided for by the Constitution of the University Senate and described in Article Four of these Bylaws shall arrange for their own organization, officers, and schedule of meetings. Any student members noted in committee memberships (1) shall serve as non-voting members upon appointment to the committee through appropriate Student Senate procedures; (2) should not be counted when determining quorums; (3) should be granted speaking rights accorded to voting members of the committee; and (4) may request for specific items of concern to students to be placed on meeting agendas. (US 3/11)

2. Vacancies on Committee (formerly S)

Vacancies occurring on standing committees of the senate shall be filled by the senate as soon as possible.

3. Co-expiration of Senate Committee Membership (formerly Q)

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.

4. Committee Reports to Senate (formerly I)

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:

a. the name of the committee;
b. a brief history of why the issue needs to be considered;
c. points discussed by the committee;
d. pros of the recommendation;
e. cons of the recommendation;
f. technology/human resource impact; and
g. 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)

{NOTE: delete former Section E as it is included above.}

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 – Actions

1. University Senate Actions Directed to the Chancellor

For those University Senate actions that are directed to the Chancellor, the following procedures shall be followed: 

.... {complete text from Z}
2. 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)

>>> SHOULD this type of “gathering of like items” into sections be applied to the University Faculty Bylaws and the University Academic Staff Bylaws?