University of Wisconsin - Eau Claire
University Senate Executive Committee

Minutes from January 20, 1998
Volume 34, Number 12

Members present: Tom Bergman, Greg Conderman, Susan Harrison, Timothy Leutwiler, Ivar Lunde, Barbara MacBriar, David Nelson, Bobby Pitts, Marjorie Smelstor.

Members absent: Margaret Hallatt, Tom Miller (excused).

The meeting was called to order by Chair Harrison at 3:02 p.m. in Schofield Hall, Room 202.

1. The minutes of the December 16th, 1997 meeting were approved as edited.

2. Open Forum: no discussion

3. The January 27 Senate agenda was reviewed and edited. It was decided that item II, Remarks by Interim Chancellor Smelstor, be removed from the agenda and that item IV, Report from the Faculty Personnel Committee, be delayed pending response from the committee.

4. A. Discussion of Senate and Senate-committee structures: A proposal to make the references to Faculty, University Faculty and Faculty Constitution more uniform within chapter 3 of the University Handbook the following changes in bold print were unanimously approved:
   - Page 3.1: University Faculty Constitution. The constitution of the University Faculty is based on Chapter 36...
   - Page 3.1: University Faculty. The University Faculty, defined in Article one, Section C of the University Faculty Constitution...
   - Page 3.1: University Senate. Article Two of the University Faculty Constitution designates the University Senate...
   - Page 3.1: Student Representation in Faculty Governance. See Role of Students in Institutional Governance, Article Two, Section G of the University Faculty Constitution.
   - Page 3.2: II.C. University Senate governance: Members of the instructional academic staff who have been granted "faculty status" will be eligible, subject to the terms of the University Faculty Constitution, ...

   B. The following changes of the existing policy for Senate Chair assignment was unanimously approved:

   The University Senate Chair/Faculty Representative receives a 60% assignment to the office of the Chancellor for each of the four semesters and a 25% assignment for each of the two Summer Sessions. The Faculty Representative receives a 20% assignment to the office of the Chancellor for each of the four semesters.

   C. A proposal to add the following wording for the Membership of the Executive Committee was unanimously approved: The Chancellor shall be a non-voting member of the Executive Committee.

   D. The following changes to the Bylaws of University Faculty were unanimously approved:

   **University Faculty**

   Robert's Rules
   1. Unless otherwise provided in the Constitution or the Bylaws, the proceedings of University Faculty and 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.

   Official Minutes
   2. The minutes of the University Senate Faculty and University Senate 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.

   Distribution of Minutes
   3. Provost and Vice Chancellor(s), Assistant Chancellors, Deans of Colleges, and the registrar shall be sent minutes of the University Senate and University Senate committee meetings. The draft minutes of University Faculty meetings shall be sent to the offices of the Provost and Vice Chancellor, University Senate, and Registrar, and, when approved, to University Archives. Approved minutes of University Faculty meetings and University Faculty committee meetings shall be made available through the University Senate office.
<table>
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<tr>
<th>Topic</th>
<th>Text</th>
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<tbody>
<tr>
<td>Committee Organization</td>
<td>4. <strong>University Faculty</strong> Committees set up by this Constitution shall arrange for their own organization, officers, and schedule of meetings.</td>
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<td>Review of University Faculty Senate Action</td>
<td>5. 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.</td>
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<td>University Faculty Quorum</td>
<td>6. At the two regular meetings of the University Faculty, a quorum shall consist of 34 percent of those eligible to vote. At special meetings of the University Faculty, a quorum shall consist of a majority of the members eligible to vote.</td>
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<tr>
<td>Nominations</td>
<td>7. There shall always be more persons nominated by the University Senate Nominating Committee and the University Faculty Nominating Committee than there are positions to be filled.</td>
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<td>Determining Election Results</td>
<td>8. In all University Faculty and University Senate elections, the results shall be decided by a plurality of votes cast, except in the case of Faculty 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.</td>
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<td>Mailbox Elections</td>
<td>9. 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.</td>
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<td>Vacancies on Committees</td>
<td>10. Vacancies occurring on standing committees of the University Faculty shall be filled by election as soon as possible election by the University Faculty members of the University Senate. Members elected shall hold office until the next regular election.</td>
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<td>3. Provost and Vice Chancellor(s), Assistant Chancellors, Deans of Colleges, and the registrar shall be sent minutes of the University Senate and University Senate committee meetings. 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.</td>
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<td>Reporting Committee Votes Senate</td>
<td>4. University Senate committees shall report their voting divisions on all decisions and, if appropriate, their implementation date in their reports to the University Senate.</td>
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<td>5. Those present at University Senate meetings shall be recorded as such in the minutes of University</td>
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Attendance Senate meetings.

6. **University Senate Committee**
   Committees set up by this Constitution shall arrange for their own organization, officers, and schedule of meetings.

7. 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.

University Senate

8. **Quorum**
   At the two regular meetings of the University Senate, a quorum shall consist of 34 percent of those eligible to vote. At special meetings of the University Faculty, a quorum shall consist of a majority of the members eligible to vote.

9. **Vacancy**
   The office of senator or senate committee member shall be considered vacant under one or more of the following conditions:
   a. if the member resigns the office
   b. if the member leaves the faculty permanently
   c. if the member is absent or anticipates being absent from meetings for a period of time to exceed one semester or more.

Nominations

10. There shall always be more persons nominated by the University Senate Nominating Committee and the University Faculty Nominating Committee than there are positions to be filled.

11. 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 senate meeting in April.

12. In all University Faculty and University Senate elections, the results shall be decided by a plurality of votes cast, except in the case of Faculty 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.

Mailbox Elections

13. 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.

Co-expiration of Senate Committee Membership

14. Where 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 a full term.

Vacancies on Committees

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

Representation to West Central Wisconsin Consortium

16. A Faculty Representative to the West Central Wisconsin Consortium and an Alternative representative shall be elected by the University Senate in the fall of each odd numbered year. Each term of office shall be two years beginning January 1 of the even-numbered year following the election. Nominations for these positions shall be made by the University Senate Nominating Committee and election shall follow University Senate election procedures.
The Faculty Representative to the West Central Wisconsin Consortium shall represent the faculty of UW-Eau Claire on the Commission of the Consortium and shall be responsible for reporting the actions of the Commission and the Consortium to the University Senate. The Alternate Faculty Representative shall serve in the absence of the Faculty Representative. (FS 3/78)

Faculty Representative to UW System

17. The Faculty Representative to UW System shall always be a member of the University faculty, either the University Senate Chair or, when the University Senate Chair is a member of the University Academic Staff, a member of the University Senate. The Faculty Representative serves a two-year term.

The Faculty Representative (non-University Senate Chair) shall be elected by the University Faculty Senators in December of even-numbered years, and assumes office at the end of the academic year.

The Faculty Representative serves as an ex-officio (and voting) member of the University Senate Executive Committee and if his/her term on the University Senate expires, the Faculty Representative becomes an ex-officio (voting) member of the University Senate for the remainder of his/her term of office as Faculty Representative.

Assignment

18. The University Senate Chair/Faculty Representative receives a 60% assignment to the Office of the Chancellor for each of the four semesters and a 25% assignment for each of the two summer sessions. The Faculty Representative (non-University Senate Chair) receives a 20% assignment to the Office of the Chancellor for each of the four semesters. (US 3/91)

E. Discussion of Senate Size: The document regarding the senate size was reviewed and a motion to forward the options to the senate for action was unanimously approved. Following a discussion whether departments and units having four or more positions should be expected to elect a senator the following changes to the Bylaws of University Faculty were unanimously approved: correction to article 2, sec. b (1b) of the Faculty Constitution was unanimously approved:

Each academic department/unit having four or more positions shall be entitled to elect one senator.

F. The discussion of the Nominating, Compensation, Instructional Technology committees was postponed to the next meeting.

5. New Business: There was no new business.

6. Announcements: It was announced that visitors to University Senate meetings have the right to be present but do not have the right to speak before the body. Visitors should consult their Senators to convey any concerns they may have regarding agenda items.

Respectfully submitted,
Ivar Lunde, Jr.,
Secretary of the Meeting