ByLaw Organization

REPORT FOR THE UNIVERSITY SENATE

University Senate Committee: University Senate Executive Committee

Brief History of Issue - why the issue is being considered:
Currently, University Senate bylaws include 26 different items labeled Section A through Section Z. There is little logic in the order of the sections. Reorganizing the sections into more logical groupings would enhance the usability of this part of the Faculty and Academic Staff Rules and Procedures (FASRaP). Using the same organizational structure to revise the Faculty Bylaws and the Academic Staff Bylaws would enhance those sections as well.

Points Discussed by Committee:

About Elections
- Brings consistency to the sections referencing Elections.

About Membership
- Provides for a senator from the academic programs such as Material Science, AIS, etc.

About Officers
- Would make more sense to list officers assignments under their individual listing
- Currently all 4 positions (Chair, Vice Chair, Faculty Rep and Academic Staff Rep) turn over at the same time
  - “Elect” positions do not get release time
- Changing the terms of the Vice Chair
  - There is a lot more to learn for the Chair position than the Vice Chair
  - There are some benefits as it gets them more involved
  - Not necessary for the Vice Chair to serve as immediate past Vice-Chair; Vice-Chair Elect would be helpful
- Should Chair and Vice Chair both rotate off then another year have the Faculty and Academic Staff Rep rotate off
- Right now all 4 terms could expire at the same time; Would be difficult if all 4 expired
- Bylaws would reflect Faculty and Academic Staff Reps term would expire in opposite years
- If a Chair-elect and a Vice-chair elect, they would gain experience the year before they begin their term
  - That is why we have it so there is a smooth transition; That should take care of it
  - Some do not always get the chance to shadow
- General consensus to change the word even to odd

About Senate vacancy
- If the sabbatical or vacancy would come anywhere prior to the last year of their term then the change would make complete sense otherwise it does not make sense
  - Should create language that this would apply to vacancies that occur prior to the last year of your term
  - Does not need to be specifically stated because it does state that one can submit a request to the University Senate Chair to temporarily fill and then the Chair could talk to them about that at that time
  - Leave it up to the person going on sabbatical
  - One could encourage one to resign as the language stands now

About Classified Staff
- Classified Staff Council does not have any speaking rights; Currently the Student Senate has that right
- They serve on the cabinet; Have valuable insight; There is no other avenue for them to come forward to us
- Largest employment category on our campus; Consensus that it is alright to include

About Nominations and Nominating Committees
- Should eliminate the rule of having one more person than there are vacancies
  - We are always making exceptions; It is our own rule; Always have the option of nominating from the floor
  - Still leaves the option of nominating more nominees than there are positions
  - Maybe should say that it is encouraged to have more
    - Don’t want the Nominating Committee choosing who they want on a committee
      - Suggest that it would fit better if it were part of their charge to attempt to get more nominees than there are vacancies
  - Can also be open and transparent as part of the process
ByLaw Organization

- All three Nominating Committees should be consistent
- Need to think about if we should merge the Nominating Committees
- Leave the committees alone for now and Chair Harrison will contact the 3 current Nominating Committees and see what input they have

Pros of Recommendation:
- Overall reorganization of the sections provides for better usability.
- Small updates and changes bring more consistently among the three bylaw Articles.
- Senate Vacancy update bring clarity and formalizes current practice.
- Addition of Senator Expectations formalizes current understood expectation.
- Expanding officer sections brings all bylaws related to the officers into one section and clarifies expected responsibilities.
- Including references to the classified staff and classified staff council provides the opportunity for input in Senate and for inclusion of classified staff on committees, when appropriate.
- Changing the rotation of officers helps avoid a complete turnover of all four positions at the same time.

Cons of Recommendation:
- A special election for one year positions for Faculty Rep and Academic Staff Rep will need to be held to transition to the staggered two-year appointment.
- Removing the mandate that more names be provided than required may yield even fewer nominees.

Technology/Human Resource Impact:
- Time spent in incorporating all the changes into the bylaw documents for publication.

Committee Recommendation:
- That the current sections be reordered, that updates be made to the content of the bylaws and to the functions of the three Nominating Committees.

Suggested Topical Order for Article One: University Faculty
and Suggested Topical Order for Article Two: University Academic Staff

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A – Robert’s Rules</td>
<td>Section A – Meetings</td>
</tr>
<tr>
<td>Section B – Official Minutes</td>
<td>1. Proceedings (old A)</td>
</tr>
<tr>
<td>Section C – Distribution of Minutes</td>
<td>2. Quorums (old F)</td>
</tr>
<tr>
<td>Section D – Committee Organization</td>
<td>3. Roll-Call Votes (old G)</td>
</tr>
<tr>
<td>Section E – Review of University Senate Action</td>
<td>4. Minutes (old B and C)</td>
</tr>
<tr>
<td>Section F – University Faculty Quorum</td>
<td>5. Secretary (NEW)</td>
</tr>
<tr>
<td>Section G – Roll-Call Vote</td>
<td>Section B – Elections</td>
</tr>
<tr>
<td>Section H – Nominations</td>
<td>1. Election Procedures (old J)</td>
</tr>
<tr>
<td>Section I – Determining Election Results</td>
<td>2. Determining Election Results (old I and K)</td>
</tr>
<tr>
<td>Section J – Mailbox Ballot Elections</td>
<td>Nominations (old H – DELETE completely, include in Nom. Committee function)</td>
</tr>
<tr>
<td>Section K – Length of Terms of Office</td>
<td>Section C – Committees</td>
</tr>
<tr>
<td>Section L – Vacancies on Committees</td>
<td>1. Organization (old D)</td>
</tr>
<tr>
<td></td>
<td>2. Vacancies on Committees (old L)</td>
</tr>
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<td></td>
<td>Section D – Review of University Senate Action (old E)</td>
</tr>
</tbody>
</table>
## Suggested Topical Order for Article Three: University Senate

<table>
<thead>
<tr>
<th>Current (as adopted February 2012)</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td><strong>Section A – Membership of the University Senate</strong></td>
<td><strong>Section A – Members</strong></td>
</tr>
<tr>
<td>1. University Faculty Senators</td>
<td>1. University Faculty Senators</td>
</tr>
<tr>
<td>2. University Academic Staff Senators</td>
<td>2. University Academic Staff Senators</td>
</tr>
<tr>
<td>3. Administrative Senators</td>
<td>3. Administrative Senators</td>
</tr>
<tr>
<td>5. Senator Membership</td>
<td>5. Senator Membership</td>
</tr>
<tr>
<td><strong>Section B – Robert’s Rules</strong></td>
<td><strong>Section B – Senate officers and Senate Secretary</strong></td>
</tr>
<tr>
<td><strong>Section C – Official Minutes</strong></td>
<td>1. Senate Chair</td>
</tr>
<tr>
<td><strong>Section D – Distribution of Minutes</strong></td>
<td>a. Election (old N, some Y)</td>
</tr>
<tr>
<td><strong>Section E – Reporting Committee Votes</strong></td>
<td>b. Term (old Y)</td>
</tr>
<tr>
<td><strong>Section F – Senate Attendance</strong></td>
<td>c. Assignment (part of old V)</td>
</tr>
<tr>
<td><strong>Section G – Roll-Call Vote</strong></td>
<td>d. Responsibilities (part of old Y)</td>
</tr>
<tr>
<td><strong>Section H – Committee Organization</strong></td>
<td>2. Senate Vice Chair</td>
</tr>
<tr>
<td><strong>Section I – Committee Reports to Senate</strong></td>
<td>a. Election (old N, some Y)</td>
</tr>
<tr>
<td><strong>Section J – University Senate Quorum</strong></td>
<td>b. Term (old X)</td>
</tr>
<tr>
<td><strong>Section K – Speaking Rights</strong></td>
<td>c. Assignment (part of old V)</td>
</tr>
<tr>
<td><strong>Section L – Senate Vacancy</strong></td>
<td>d. Responsibilities</td>
</tr>
<tr>
<td><strong>Section M – Nominations</strong></td>
<td>3. Faculty Representative to UW System</td>
</tr>
<tr>
<td><strong>Section N – Nomination and Election of Officers</strong></td>
<td>a. Election</td>
</tr>
<tr>
<td><strong>Section O – Determining Election Results</strong></td>
<td>b. Term (old X)</td>
</tr>
<tr>
<td><strong>Section P – Elections</strong></td>
<td>c. Assignment (part of old V)</td>
</tr>
<tr>
<td><strong>Section Q – Co-expiration of Senate Com Mem.</strong></td>
<td>d. Responsibilities (old T)</td>
</tr>
<tr>
<td><strong>Section R – Length of Terms of Office</strong></td>
<td>4. Academic Staff Representative to System</td>
</tr>
<tr>
<td><strong>Section S – Vacancies on Committees</strong></td>
<td>a. Election</td>
</tr>
<tr>
<td><strong>Section T – Faculty Rep to UW System</strong></td>
<td>b. Term (old X)</td>
</tr>
<tr>
<td><strong>Section U – Academic Staff Rep to UW System</strong></td>
<td>c. Assignment (part of old V)</td>
</tr>
<tr>
<td><strong>Section V – Assignment</strong></td>
<td>d. Responsibilities (old U)</td>
</tr>
<tr>
<td><strong>Section W – Thanks of the University Senate</strong></td>
<td>5. Officer Vacancy</td>
</tr>
<tr>
<td><strong>Section X – Term of Office of Senators</strong></td>
<td>6. Secretary of the University Senate</td>
</tr>
<tr>
<td><strong>Section Y – Officers of the University Senate</strong></td>
<td><strong>Section C – Meetings</strong></td>
</tr>
<tr>
<td><strong>Section Z – University Senate Actions Directed to the Chancellor</strong></td>
<td>1. Proceedings (old B)</td>
</tr>
<tr>
<td></td>
<td>2. Quorums (old J)</td>
</tr>
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<td></td>
<td>4. Speaking Rights (old K)</td>
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<td>5. Minutes (old F, C, D)</td>
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<tr>
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</tr>
<tr>
<td>3. Co-expiration of Senate Committee Membership (old Q)</td>
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<td>4. Committee Reports to Senate (old I, Delete E)</td>
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<tr>
<td><strong>Section F – Actions</strong></td>
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<tr>
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</tr>
<tr>
<td>2. Thanks of the University Senate (old W)</td>
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</tr>
</tbody>
</table>
MOTION FOR THE UNIVERSITY SENATE

The University Senate Committee: University Senate Executive Committee

by a vote of 13 for to 0 against on April 17, 2012

Recommends that

the current sections of the bylaws in Part III, Article One: University Faculty, Article Two: University Academic Staff, and Article Three: University Senate of the Faculty and Academic Staff Rules and Procedures be reordered and edited as follows and that functions of the three Nominating Committees in the recently created Part III, Article Four: University Governance Committees and Councils, Section F, be edited as shown.

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

References to current Sections are in braces.)

FACULTY AND ACADEMIC STAFF RULES AND PROCEDURES

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

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

Section A – Meetings

1. **Proceedings** (formerly A)
   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. The Chair may appoint a parliamentarian who will advise the Chair on matters of parliamentary procedure.

2. **Quorums** (formerly F)
   At the regular and special meetings of the University Faculty, a quorum shall consist of those in attendance who are 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) [see http://www.legis.state.wi.us/statutes/Stat0019.pdf]. (US 3.05)

4. **Minutes** (formerly C and B)
   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 and reviewed for approval by the University Faculty members of the University Senate at a meeting of the University Senate. The Chair 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 these Bylaws shall be made available through the University Senate office. 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.

5. **Secretary** (NEW)
ByLaw Organization

The secretary of the University Senate, a member of the regular clerical staff at the University, shall serve as secretary of the University Faculty.

Section B – Elections

1. Election Procedures (formerly J)
   Section J – Mailbox Ballot Elections:
   For faculty elections which are conducted by a mailbox ballot, the following procedures will be followed:
   - Election information and 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 election information shall indicate the voting timeframe, the number to be elected from any specific designated group (department, unit, each College, or School), the College or School group designations of continuing members, and the group designation College or School identification 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 A ballot will be distributed mailed to each eligible voters, who can then submit the completed ballots will mark the ballot and return it to the secretarial staff of the University Senate Office.
   - To assure a secret ballot, no return address should be used.
   - The wording on ballot instructions shall read: “Incorrectly marked ballots will be discarded.”

2. Determining Election Results (merged former I and K)
   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. 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)

3. Nominations (old H)
   There shall always be more persons nominated by the University Faculty Nominating Committee than there are positions to be filled.

Section C – Committees Organization

1. Organization (formerly D)
   University Faculty committees set up provided for by the Constitution of the University Faculty and described in Article Four of these Bylaws shall arrange for their own organization, officers, and schedule of meetings.

2. Vacancies on Committees (formerly L)
   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.

Section D – Review of University Senate Action (formerly E)

At University Faculty meetings called by petition of the faculty under Article One, Section H (review of University Senate action Relationship of the University Faculty to the University Senate), 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.

ARTICLE TWO: UNIVERSITY ACADEMIC STAFF (BYLAWS SEPARATED AND REVISED US 3/98)

Section A – Meetings

1. Proceedings (formerly A)
   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.

2. Quorums (formerly F)
ByLaw Organization

At the regular and special meetings of the University Academic Staff, a quorum shall consist of those in attendance who are 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) [see http://www.legis.state.wi.us/statutes/Stat0019.pdf]. (US 3.05)

4. Minutes (formerly C and B)
Draft minutes of University Academic Staff 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 Academic Staff and reviewed for approval by the University Academic Staff members of the University Senate at a meeting of the University Senate. Approved minutes of University Academic Staff meetings and University Academic Staff committee meetings of committees established by these Bylaws shall be made available through the University Senate office. 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.

5. Secretary (NEW)
The secretary of the University Senate, a member of the regular clerical staff at the University, shall serve as secretary of the University Academic Staff.

Section B – Elections
1. Election Procedures (formerly J)

Section J – Mailbox Ballot Elections:
For academic staff elections which are conducted by a mailbox ballot, the following procedures will be followed:

- Election information and ballots will be prepared by the secretarial staff in the University Senate Office.
- In elections requiring representation of senators at large, the ballot Election information shall indicate the voting timeframe, the number to be elected from any specific designated group (department, unit, etc.), the department/unit group designation of continuing members, and the department/unit 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 shall be distributed mailed to each eligible voter, who can then submit the completed ballots will mark the ballot and return it to the secretarial staff of the University Senate Office.
- To assure a secret ballot, no return address should be used.
- The wording on ballot instructions shall read: “Incorrectly marked ballots will be discarded.”

2. Determining Election Results (merged former I and K)
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. 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)

3. Nominations (old H)
There shall always be more persons nominated by the University Academic Staff Nominating Committee than there are positions to be filled.

Section C D – Committees Organization

1. Organization (formerly D)
University Academic Staff committees set up provided for by the Constitution of the University Academic Staff and described in Article Four of these Bylaws shall arrange for their own organization, officers, and schedule of meetings.

2. Vacancies on Committees (formerly L)
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.

Section D – Review of University Senate Action (formerly E)

At University Academic Staff meetings called by petition of the University Academic Staff under Article Two, Section H (review of University Senate action Relationship of the University Academic Staff to the University Senate), 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.

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 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. 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. 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 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 **shall** 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
  - 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.

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:

- a. if the member resigns the office or membership on a committee
- b. if the member leaves the faculty permanently
- c. 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, 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).**
ByLaw Organization

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 these bylaws.

8. Senator Expectations  {1st sentence is repeat of sentence in Senate Constitution, Section C, Membership}
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 — Senate Officers and Senate Secretary

1. Senate Chair {formerly part of N and Y 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 a member of the University Planning Committee, 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 University Faculty and University Academic Staff, and shall serve as 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)
   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.
   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 and Vice Chair, serves as an ex officio (and voting) member of the University Senate and the University Senate Executive Committee. If the Senate term
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expires before the expiration of the term as 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.

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 odd-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 task forces/committees of the UW System; shall assist the Chancellor in setting the agenda for the fall and spring all-faculty meetings; 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)

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 odd-numbered years. (AS 5/10)
   b. Term: The term as Academic Staff Representative-elect begins immediately upon election. The term of office 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)
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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; 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 balance 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.

Section C – 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 academic staff. University Faculty or the University Academic Staff.

2. Quorums {formerly J}

At meetings of the University Senate or its committees, 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). (US 3/05)

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 and Classified Staff Council Chair shall be granted the same speaking rights as those retained by members of the University Senate. (US 12/09, 3/11)

5. Minutes {formerly F, C, and D}

a. Those present at University Senate meetings shall be recorded as such in the minutes of University Senate meetings.

b. The 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, and the President of the Student Senate, etc.) within eight school days.

c. Approved minutes of University Senate meetings and University Senate committee meetings established by these Bylaws shall be made available through the University Senate office. The minutes of the University
Section D – Elections

1. Election Procedures (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)

2. 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.

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

Section E – Committees

1. Committee Organization (recently H)
   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 or classified staff members noted in committee memberships (1) shall serve as non-voting members upon appointment to the committee through appropriate Student Senate or Classified Staff 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 or classified staff to be placed on meeting agendas. (US 3/11)

2. Vacancies on Committees (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
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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)

{ 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 (formerly Z)

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

   a. 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.

   b. 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 without unnecessary delay the action taken on University Senate recommendations. If no action is reported to the University Senate Office within 60 days of receipt of the recommendation, the recommendation will be considered approved. (US 4/10)

   c. In the event that the Chancellor finds a University Senate recommendation unacceptable in whole or in part, these procedures will be followed:

     1) For University Senate or faculty concerns:

        a) 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.

        b) 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.

        c) If the parties agree on the modification, it shall be presented to the University Senate for action.

        d) 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.

        e) If the University Senate does not agree to a modification of its original recommendation, the original recommendation shall be returned to the Chancellor for final action.

     2) For University Academic Staff concerns:

        a) 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.
b) 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.

c) If the parties agree on the modification, it shall be presented to the University Senate for action.

d) 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.

e) 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.

2. Thanks of the University Senate (formerly W)
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)

Article Four: University Governance Committees and Councils

Section F – Nominating Committees

3. University Faculty Nominating Committee
   b. Function:
      1) The University Faculty Nominating committee will shall 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. The committee shall seek to provide more nominees than there are positions to be filled.

4. University Academic Staff Nominating Committee
   b. Function:
      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. The committee shall seek to provide more nominees than there are positions to be filled.

5. University Senate Nominating Committee
   b. Function:
      1) 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 nominations in specific areas. The committee shall seek to provide more nominees than there are positions to be filled.

Implementation Date: Immediate; Publication Date: Summer 2012

Signed: ______________________________________
          Chair of the Committee

Send to: University Senate Office