

UNM-TAOS FACULTY SENATE BY-LAWS

Note: The authority and duties of the Faculty Senate derive from the Faculty Constitution (*see* Sec. I, The Faculty Assembly)

I. FACULTY SENATE ELECTIONS

A. Nominations

1. Regular election of faculty senate members must be conducted at the commencement of the fall semester during the faculty assembly meeting. Nominations for senate membership may begin as early as the last week of the prior spring semester, but shall begin at least approximately 2 weeks prior to the fall faculty assembly meeting.
2. Senate elections will be overseen by the outgoing faculty senate president, who shall request that the Senate Operations Committee (*see* II(B)) of the senate appoint an elections committee of at least 2 members to assist the president in this duty.
3. Each eligible member of the faculty assembly may nominate, by secret ballot or email submission to the president and/or election committee, one person for each open position on the senate. All qualified faculty receiving a nomination for a Faculty Senate positions will constitute the nominees which will be voted upon via secret ballot during the fall faculty assembly meeting.
4. If there are less than five nominees by the originally specified deadline, the Operations Committee will issue a second call for nominations with a deadline of 2 days prior to the first faculty assembly meeting of the fall semester. If there is only one nominee by this second deadline, the election ballot shall be issued with the name of the single nominee and a space for a write-in candidates.
5. If any write-in candidate receives a majority of votes in the election, but is unwilling or unqualified to serve, the nominees with the next highest number of votes will be declared the winners of the election. Otherwise, the standard election and runoff procedures will be followed.
6. An exception will be made to this nominating process if, after two rounds of nominations, at least one qualified nominee willing to serve has not been selected. In this case a third round of nominations will be called for during the fall faculty assembly meeting and all qualified individuals willing to serve who receive at least one nomination will now be considered the nominees.

Notice of this exception should be included in the third call for nominations. For the election including such nominees, all other standard procedures will be followed. Nominees qualified via the third round will be added to the ballot in a procedure deemed appropriate by the outgoing President and Operations Committee members during the fall faculty assembly meeting.

B. Elections

1. The election will be by secret ballot to be distributed and collected during the fall faculty assembly meeting.
2. The nominees will be listed as candidates on the primary ballot of the fall faculty assembly meeting. Senators will be selected based on majority vote, then next highest number of votes and so on, until all vacant positions are filled. In the event that less than the maximum number of open senate position are accounted for via the nomination process or candidate write-ins on the ballot, then all nominated members will be elected.
3. In the event that there are two candidates filling the last vacant position with the least votes and that this number of votes constitutes a tie, then there shall be a run-off between these two candidates. In the run-off election, the candidate receiving the most votes cast will be declared the winner. In case of a second tie vote in the runoff, the winner will be determined by lot.
4. In the event that a minimum number of candidates are not identified, the outgoing president may choose to elect the candidates nominated, with vacant positions to be filled by outgoing senate membership (a special election therewith to be conducted among the outgoing member via secret ballot). In the event that no candidates come forward, the outgoing President may elect to: a) keep the outgoing senate in service until an election can be conducted in the manner identified above during the next spring semester faculty assembly meeting; or b) suspend senate activities until an adequate election can be conducted at the next available faculty assembly meeting.

C. Tabulating Votes

1. The Elections Committee shall announce the time and place in which the votes will be counted. The counting of the votes cast may be observed by any faculty members who desire to do so.

D. Retention of Ballots

1. Ballots must be kept for a period of 30 days in the Faculty Senate Office in a secure manner after the announcement of the voting results.

II. SENATE STRUCTURE

A. OFFICERS

1. The Senate shall elect the following officers and representatives annually.

- (a) President
- (b) Vice President
- (C) Secretary/Treasurer
- (D) 2 Operating Committee members

2. DUTIES OF OFFICERS

- (a) The President shall have the following duties:
 - (1) Serve as chairperson of the Senate, Faculty Assembly and the Operations Committee (See Sec. B Below).
 - (2) Represent the Faculty before the Regents, Administration and other groups by attending requisite functions and committee meetings, as appropriate.
 - (3) Appoint ad-hoc committees as necessary to conduct Senate business.
 - (4) Oversee Faculty Senate committee appointments.
 - (5) Serve as an ex-officio (non-voting) member of the following year's Senate Operations committee.
- (b) The Vice President shall have the following duties:
 - (1) Serve on the Operations Committee
 - (2) Perform the duties of the President in the absence of the President.
 - (3) Assist the President, if needed, in representing the faculty before the Administration, the Regents, and other groups.
- (C) The Secretary/Treasurer shall have the following duties:
 - (1) Service on the Operations Committee
 - (2) Record minutes of meetings of the regular Faculty Assembly and the Faculty Senate and prepare and distribute minutes and agendas of these meetings to the faculty in a timely manner
 - (3) Act as a custodian of the official documents of the Assembly
 - (4) Maintain a list of names, addresses and email addresses of the members of the Faculty Assembly
 - (5) Shall maintain the financial records of the Faculty Senate funds and handle disbursement as approved by the Faculty Senate
- (D) The Operating Committee members (2)
 - (1) To sit on the Standing Operations Committee

3. ELECTION OF OFFICERS AND OPERATIONS COMMITTEE MEMBERS

- (a) The election of the President, Officers and Operating Committee members shall be conducted annually at the first meeting of the incoming Senate held at the beginning of the academic year in the Fall semester
- (b) The election shall be chaired by the outgoing President of the Senate.
- (c) The new officers/Operations Committee members shall take office immediately upon their election.
- (d) Nominations and self-nominations for President, Vice-President, Secretary/Treasurer and Operations Committee may be made by incoming senators at this first Senate meeting or electronically to the Secretary prior to the first Senate meeting, which will verify the senator's willingness to serve.
- (e) If the President does not complete his or her term of office, the Operations Committee will arrange for the Senate to elect a replacement at the earliest opportunity.
- (f) If a member of the Operations Committee does not complete his or her term of office, the Operations Committee will either find a replacement from the un-elected candidates from the most recent Operations Committee election (taking the unelected candidate with the most votes) or, if this is not possible, arrange for a new election of a replacement by the Senate.

B. SENATE OPERATIONS COMMITTEE

1. MEMBERSHIP

- (a) The President, Vice President, Secretary and two voting members of the Senate elected by the Senate.
- (b) The President of the Senate shall serve as chairperson of the Senate Operations Committee.

2. The Operations Committee will include six faculty members (five elected members and the ex-officio non-voting member – *see* II(A)(2)(a)(5)), to create a majority for any votes that may arise.

3. DUTIES

- a) Perform basic administrative functions to facilitate the work of the Senate and Senate Committees.
- b) Establish priorities, set agendas, and approve speaker requests for Senate meetings
- c) Transmit to the Senate with recommendations as to adoption of all reports, recommendations and proposals received from any Senate Committees. In performing this function, the Operations Committee shall not change committee recommendations or proposals without the approval of the originating committee. It may refer a

recommendation back to the committee for further study or it may present its own recommendations to the Senate together with those of the originating committee.

- d) Coordinate the activities of all Senate Committees.
- e) Study Senate procedures and structure and make recommendations for their improvement.
- f) Recommend to the Senate changes in the committee structure in keeping with the Faculty Constitution.
- g) Coordinate the work of Senate committees and the administration by forwarding relevant committee reports and recommendations to the appropriate group or individual for additional consideration and comment.
- h) Function as a committee on committees. (Recommend to the Senate the appointment of committee members and chairpersons.)
- i) Assist the President and Vice-President in representing the faculty before the administration and Regents, on an as needed basis.

C. OTHER SENATE COMMITTEES AND REPRESENTATION

1. Standing Committees of the Senate. All standing committees are responsible to the Senate, report to the Senate Operations Committee, and have their faculty membership appointed by the Senate.
2. Administrative Committees with faculty representatives appointed by the Senate. Faculty members on this Committee shall make periodic reports to the Senate whenever such reports are considered appropriate by them and/or when requested to do so by the Operations Committee.
3. Student committees with faculty representatives appointed by the Senate. Faculty members on these Committees shall make periodic reports to the Senate whenever such reports are considered appropriate by them and/or when requested to do so by the Operations Committee.

III. SENATE OPERATING POLICIES

A. PROCEDURE

1. Meeting priorities, agendas and approval of requested speakers will be a function of the duties of the Operations Committee as outlined above.
2. Each speaker is limited to five minutes each time when speaking to an issue.
3. The Senate shall normally meet as needed throughout the academic year – normally, once a month during the fall and spring semesters, but no less than twice per semester, as determined by the Operating Committee. The Senate may meet as needed during the summer term.

4. The President of the Faculty Senate shall have the right to vote as a member of the body on each motion before the Senate.
5. A quorum shall consist of a majority of those Senators attending a meeting, with a minimum of five members.
6. Faculty Senate meetings may be conducted informally or in accordance with the Roberts Rules of Order, as established by the Operating Committee.

B. COMMITTEES

1. In its capacity as a committee on committees, the Operations Committee shall make recommendations to the Senate for all committee appointments (including committee chairpersons) that are the responsibility of the Senate. These appointments shall be voted on by the Senate.
2. All members of the faculty assembly are eligible for appointment to standing faculty committees or as faculty representatives on administrative and student committees. Appointments shall be determined by the Senate upon recommendation of the Operations Committee.
3. Senators are encouraged to serve on any existing university committees or subcommittees established within or external to the Senate, and will be given priority consideration in appointments to committees.
4. Initial committee appointments will normally be effective upon the date of the appointment. Replacement appointments will be effective when approved by the Senate.
5. When it is desirable, in the judgment of the Operations Committee and the current Committee chair, if there is one, for a committee appointment to begin as soon as possible, the Operations Committee may make such an appointment on a provisional basis, pending approval by the Senate at its next meeting.
6. Any requests made to the Senate Operations Committee must be reported to the full faculty senate at the next senate meeting.

C. VOTING PROCEDURES

1. Action shall be taken by majority vote of the members voting. When the motion is called, members may vote in favor of the motion, against the motion, abstain from voting, or indicate that they are present but not voting. Those present and not voting shall not be counted in computing whether the appropriate majority has been obtained for passage of a motion. The

question of whether a roll call vote shall be taken may be incorporated in the motion or a motion to amend may be offered to request a roll call vote.

2. Voting in the Faculty Senate shall be by voice vote, except that any member may request a vote by division, secret ballot or roll call. In the case of a request for a secret ballot or roll call vote, the chair will ask for general consent. When a vote by division, roll call or secret ballot is taken, the record of the vote shall be entered in the minutes.

3. If a quorum of presiding senate members is present for a vote, and in the case that there is an even number of voting members less the presiding Faculty Senate President, the presiding President of the Faculty Senate shall have a vote only to break a tie vote.

4. Proposals for formal Senate action may be discussed and voted on at the meeting at which they are first presented, but can be held for action at a subsequent meeting of the Faculty Senate if two-thirds of the members voting favor such a delay.

5. All formal positions taken by the Faculty Senate shall be executed through public and recorded majority vote of the voting members of the Senate and so recorded and reported by the president of the Senate.

D. ABSENTEEISM

1. Given the importance of insuring active participation of all Senators and representation of all parts of the university, if a Senator misses more than two consecutive Senate meetings in a given semester, the President may consult with the Senator concerning attendance and may, after consultation with the Operations Committee, declare the seat vacant.

2. If a Committee member of any Faculty Senate Committee misses more than two consecutive meetings in a given semester, the Chair of the Committee may consult with that person and may recommend to the Operations Committee that the seat be declared vacant and the person replaced.

IV. COMMITTEE MEMBERSHIP AND DUTIES

A. The duties and composition of committees presently listed in the Faculty Handbook will remain as stated.

B. For committees not presently listed in the Faculty Handbook, the composition will be determined by the Operations Committee.

V. ADOPTION OF CONSTITUTION

Amendment and Approval of the Constitution of the Faculty Assembly

1. Any proposed amendment to the Constitution must be submitted to the Senate Operations Committee for recommendation to the Senate
2. Once presented by the Senate Operations Committee, the Senate may vote to ratify the amendment for inclusion into a draft form to be submitted for approval by the faculty assembly.
3. The Senate may recommend that a committee be formed to consider and review the implications of such ratification.
4. The proposed and amended constitution may be amended by a two-thirds vote of those attending the first Faculty Assembly meeting of the academic year in the fall semester.

VI. ADOPTION OF BY-LAWS

1. The Constitution of the Faculty Assembly is supplemented by these by-laws, which interpret and implement this constitution.
2. Any such by-laws will be prepared by the Faculty Senate and then distributed to the Faculty Assembly for comment through mailboxes and/or email. Once a reasonable period for comments has expired (a minimum of 30 days from the distribution) the faculty assembly can then officially adopt or reject the proposed bylaws via the mechanism of a faculty senate vote.
3. Bylaws shall be effective when officially adopted by a 2/3 majority vote of all members of the Faculty Senate.

VII. VOTING

1. Voting by Proxy

These bylaws authorize a senator to vote in person or by proxy (if such proxy request is approved in advance of a vote by the Senate Operations Committee). The following provisions apply to voting by proxy:

- a) A Senator may appoint a proxy to vote or otherwise act on behalf of a Senator by submitting a request to the Senate Operations Committee with at least 7 days advance notice of an upcoming vote, to the members of the Senate Operations Committee. Under determination of reasonable exigent circumstances by the Senate Operations Committee, notice may be reduced as necessary.
- b) An appointment of a proxy is effective when approved by the Senate Operations Committee (this may be done via email voting – see below). An appointment is valid for a single motion (or group of related motions).

- c) An appointment of a proxy is revocable by the Senator.
- d) Subject to any express limitation (such as a designation on how to vote on a particular motion) on the proxy's authority appearing on the face of the request and approval, the Senate is entitled to accept the proxy's vote or other action as of the Senator making the appointment.

2. Email Voting

A. Action without meeting of the Senate

- 1. Any vote that is permitted at a Faculty Senate meeting may be taken without a meeting if approved for submission to the Senate by the Senate Operations Committee on: (a) justification of exigent circumstance; (b) that such motion and vote cannot be brought before the Senate at the next available meeting; and (c) as long as the provisions of this policy are met.
- 2. A majority of all Senate members must consent to an email vote and send approval and consent to the Senate Operations Committee to approve an email vote before such vote is taken.
- 3. Any vote taken using this policy has the same effect as a vote taken at a full Senate meeting and becomes a part of the recorded minutes of the Faculty Senate.

B. E-Mail Etiquette

For the procedures that follow, the Senate will observe the following e-mail etiquette:

- 1. All communications regarding a request for an email vote and justification for approval by the Senate Operations Committee will be provided to all senate members for majority approval.
- 2. For approval of a vote and submission of the vote, each sender of an e-mail message will include his/her name at the end of a message.
- 3. When referencing other e-mail messages, specific passages shall be quoted prefaced by the originator's name, [e.g. "John Smith wrote:"]. Full-text e-mail messages should not be quoted or resent.

C. E-Mail Voting Procedure

- 1. All email voting will be conducted via the Faculty Senate Listserv.
- 2. The Faculty Senate President will serve as or designate a Moderator.
- 3. The Moderator will email the email approval request and specific motion to the Faculty Senate list serve and assigns a "Subject" to it so that the debate and subsequent votes can be associated with the motion. The form of the

- subsequent e-mail subject lines will be Motion: Header (for example: Motion: Faculty Development Funds).
4. A "second" of a motion should be sent to the listserv within 72 hours.
 5. The Moderator opens the seconded motion for debate on the listserv with a stipulated date/time/deadline for debate, usually 1-5 calendar days from the posting date, and a stipulated date/time/time zone for voting, usually 10 calendar days from the posting date. Timelines, shortened or lengthened, from those set by the moderator, must be approved by the Senate Operations Committee.
 6. Only one motion may be debated during the timeline, unless approved by the Senate Operations Committee. On-line debate should include the text of the motion with each posting.
 7. Amendments may be posted to listserv any time during the debate period. The form of the subsequent e-mail subject line will be Amendment#: Header (for example: Amendment #2: Faculty Development Funds).
 8. A second to the amendment should be sent to the listserv within 72 hours.
 9. The Moderator opens the seconded amendment for debate and re-issues a timeline, if necessary.
 10. Debate and voting are not concurrent. Extensions of debates can be requested. The Moderator or any Senator can call to table a motion for further debate, or postpone a motion to in-person meetings.
 11. At the beginning of the voting period, the Moderator posts the motion, including any amendments, with the message subject header: "Motion Vote: Header" or " Motion as amended # Vote- Header." (Example: Motion as amended #3 Vote: Faculty Development Funds)
 12. Votes will be sent to the Moderator, or the listserv if desired, to approve, oppose, or abstain. If no vote is received from a voting Senator, that person is recorded as "not voting." In the event email is not available to the Senator, he/she may telephone their vote.
 13. The Moderator shall send confirmation back to each voter.
 14. At the end of the voting period, the Moderator tallies the votes. A majority of the Senate must vote to constitute a quorum.
 15. The Moderator may announce the result of the vote before the deadline if the outcome has been decided. The Moderator may send the results to the listserv in "roll-call" fashion, stating the Senator and his/her vote, unless a confidential vote is requested and approved by the Operations Committee.
 16. When a motion passes by e-mail vote, the Moderator sends a message to the listserv and Secretary with the subject line, Motion Header / Email Voting Consent. The message begins, "I, the undersigned member of the UNM-Taos Faculty Senate, agree to the implementation of the following senate action approved by vote of the UNM-Taos Faculty Senate;" the message should include the motion, a signature line and a date line.
 17. The Secretary records the wording of the motions, voting results, and date of the final vote in the formal minutes.