

UNIVERSITY SENATE BYLAWS

Each Article and subsection of the Bylaws may be amended only by the Senate or body indicated in parentheses.

ARTICLE I. UNIVERSITY SENATE MEMBERSHIP AND OFFICERS (Changes to this article are subject to vote only by the University Senate)

1. Voting Units

The Faculty Senate, the Student Senate, the P&A Senate, and the Civil Service Senate shall each determine their own voting units.

2. Elections

All members elected to the University Senate shall begin service on July 1 and shall serve for three years. Elected members of the University Senate shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of nonmembership in the University Senate.

3. Vacancies

Faculty, student, academic staff, and civil service vacancies in the University Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

4. Officers

a. Chair and vice chair

The President of the University of Minnesota shall chair the University Senate. The vice chair of the Faculty Senate shall also serve as vice chair of the University Senate and shall preside at University Senate meetings when the President is unable to do so. In the event that neither the President nor the vice chair is available to serve as chair of a University Senate meeting, the vice chair of the Faculty Consultative Committee shall preside.

b. Clerk

The Clerk of the Faculty Senate shall also serve as Clerk of the University Senate. The Clerk shall carry the title Clerk of the Senate. The Clerk may also perform administrative functions for the Student Senate, at its request. The duties of the Clerk of the Senate is to record the counted vote on action items and monitor the time for each speaker. The Clerk is not a member of the University Senate.

c. Parliamentarian

The parliamentarian of the Faculty Senate shall also serve as parliamentarian of the University Senate. The parliamentarian is not a member of the University Senate. The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the University Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or Bylaws.

5. Removal for Neglect of Meetings

- a. A member of the University Senate shall be said to have neglected a meeting if the member does not attend, does not provide an alternate, or does not notify the Senate Office of the impending absence.
- b. A non-student member of the University Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate. A student member of the University Senate shall forfeit membership by neglecting two meetings of the University Senate.
- c. The Senate Office shall notify any member who will forfeit University Senate membership by neglecting the next meeting of the University Senate.
- d. A member of the University Senate who holds membership in the Faculty Senate, the Student Senate, the P&A Senate, or the Civil Service Senate, shall forfeit University Senate membership if membership in the other body is forfeited by failure to satisfy attendance criteria specified in the constitution or Bylaws of that body.
- e. A member whose membership has been forfeited may appeal to the Senate Consultative Committee for reinstatement.

ARTICLE II. COMMITTEES OF THE UNIVERSITY SENATE (Changes to this article are subject to vote only by the University Senate)

1. Committees, Subcommittees, and Special Committees

a. A University Senate committee is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the University Senate. Membership of all University Senate committees and procedures for electing or appointing members are described in these Bylaws. The University Senate by appropriate Bylaws may create or terminate committees vested with such responsibilities as the University Senate has the power to confer.

b. Subcommittees of Senate Committees: University Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall typically have approximately the same ratio of faculty, academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Committee on Committees. The Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall, at the request of the parent committee, appoint members to standing subcommittees.

c. Special Committees: Special committees may be created to study and make recommendations on special topics within the areas of concern to the University Senate. Special committees may be created, charged, and terminated by the University Senate, the Senate Consultative Committee, or University Senate Committees alone or jointly.

2. Eligibility for Membership

a. Only individuals eligible to vote in Senate elections are eligible to serve on University Senate committees or to serve as chair of University Senate committees, except that no individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, controller, or chief of staff may serve as a voting member of a University Senate committee, nor may the University Librarian. Faculty members whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible to serve as voting members and chairs of University Senate committees. Alumni members are not subject to the eligibility rule of this section. An individual serving as a voting member of a University Senate committee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee. If the individual is appointed only to an interim or acting position, the chair of the Senate Consultative Committee may, with the consent of the Senate Consultative Committee, waive the requirement that the individual resign from the committee.

b. No individual holding an academic staff title or a civil service title may serve on a University Senate committee which includes among its ex officio members the University officer to whom the individual directly reports. If the Senate Committee on Committees believes there is a reasonable potential for a conflict of interest for a prospective committee member from a unit on which a University officer from the same unit serves as an ex officio member, it should decline to appoint such an individual to a committee.

c. In the event of a question about whether someone is eligible to serve on a University Senate committee, the initial decision will be made by the Senate Committee on Committees, with review by the Senate Consultative Committee at its discretion.

d. An ex officio member of any committee of the University Senate shall not be entitled to vote as a member of the committee, unless provided for in the University Senate Rules.

3. Committee Procedures

a. Alternates or proxy voting are not permitted on University Senate committees.

b. All committees of the University Senate shall keep minutes of their meetings and proceedings. Committee minutes must not contain information considered private or confidential under the provisions of state or federal law.

c. Any committee of the University Senate may be required, upon a majority vote of the members of the University Senate present and voting, to report to the University Senate at its next meeting.

d. Committees of the University Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting. The committee shall keep a list of all topics discussed and actions taken in its closed meetings and incorporate that list in its minutes. Only committee members and others designated by the chair may remain in the meeting once a motion to close the meeting has been adopted. All regular sessions of the All-University Honors Committee shall be considered closed or executive sessions.

e. A committee of the University Senate shall have the authority to issue interpretations of policies that it has previously introduced to the University Senate and which the University Senate and the administration have approved. The Senate Consultative Committee may issue interpretations for any policy adopted by any committee that reports to the University Senate. Those interpretations shall be considered part of the policy (1) once the interpretation has been reported for information at the next University Senate meeting following committee approval of the interpretation, and (2) neither the University Senate nor the President makes objection before or at that University Senate meeting. The University Senate may, by simple majority of those present and voting, vote not to approve the interpretation, in which case it is not part of the policy. If the President objects, the interpretation must be brought back at the following meeting for a vote by the University Senate.

f. Committees of the University Senate shall have the authority to take up matters of concern only to the Twin Cities campus, including the appointment of subcommittees to take up Twin Cities campus matters. When they do so, only the Twin Cities campus members of the committees may vote on any actions to be taken with respect to such matters. The chair of the committee shall rule on which matters are of concern only to the Twin Cities campus.

g. Committees shall report to the University Senate as provided by these Bylaws. Certain committees may have a secondary reporting line to another Senate, as provided in the Bylaws governing specific committees. The Senate to which a committee has a secondary reporting line may refer matters to the committee and call for reports and recommendations from the committee. The Committee on Finance and Planning shall have a dual reporting line to both the University Senate and the Faculty Senate.

h. Additional general Rules for functions and operational procedures of all committees of the University Senate shall be contained in the Rules for Committees of the University Senate.

4. Removal of University Senate Committee Chairs and University Senate Committee members

a. Committee chairs may be removed by a two-thirds vote of the Senate Consultative Committee. Any committee chair who is to be the subject of a vote on removal may submit a statement to the Senate Consultative Committee before a vote on removal is taken. There is no appeal from the decision of the Senate Consultative Committee to remove a committee chair. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

b. Committee chairs may be removed from their position only on the grounds that they have failed to perform the duties required of a committee chair, they have obstructed the business of the Senate or its committee(s), they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee. Anyone removed as committee chair is automatically removed from membership on the committee.

c. Faculty, alumni, and ex officio members of a committee may be removed from a committee by a two-thirds vote of the Faculty Consultative Committee. If the committee member is an alumni representative, the Faculty Consultative Committee will consult with the President and the Director of the Alumni Association before voting on removal. If the committee member is an ex officio member, the Faculty Consultative Committee will consult with the appointing officer before voting on removal. Student members of committees may be removed from a committee by a two-thirds vote of the Student Consultative Committee. Academic staff members may be removed from a committee by a two-thirds vote of the P&A Consultative Committee. Civil Service members of a committee may be removed by a two-thirds vote of the Civil Service Consultative Committee.

d. Committee members may be removed from a committee only on the grounds that they have prevented the committee from conducting its business, if they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee.

e. The provisions of this Section (4) may not be used to infringe on the academic freedom of committee chairs and committee members. Neither committee chairs nor committee members may be removed from their position because they express unpopular views.

f. Any committee member who is to be the subject of a vote on removal may submit a statement to the Faculty Consultative Committee, Student Consultative Committee, P&A Consultative Committee, or the Civil Service Consultative Committee, as appropriate, before a vote on removal is taken. There is no appeal from the decision of these groups on a decision to remove a committee member. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

g. Nothing in this section (4) shall affect the operation of Senate Rule Article II, Section (2)(f), which provides for replacement of committee members who are repeatedly absent from meetings of their committees.

h. In all cases, the majorities required in this section (4) are two-thirds majorities of the full voting membership of the committee, not two-thirds of those present and voting.

5. University Senate Committee Charges

A. ALL-UNIVERSITY HONORS COMMITTEE

The All-University Honors Committee solicits and reviews nominations for all-University honors.

Membership

The All-University Honors Committee shall be composed of:
no more than 8 faculty members (including one from each system campus, where appropriate),
2 academic professional members,
3 students,
2 civil service members,
5 alumni, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Alumni members shall be appointed by the director of alumni relations.

Duties and Responsibilities

- a. To solicit campuses, institutes, schools, and colleges for nominations for various University honors, naming of buildings, and nominations for outstanding achievement awards.
- b. To review such material and make recommendations to the president, who will refer such matters to the Board of Regents for final selection.
- c. To keep all deliberations and votes confidential except where publication is necessary for official purposes.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

B. DISABILITIES ISSUES COMMITTEE

The Disabilities Issues Committee recommends University policies, procedures, programs, and services concerning faculty/academic professionals, students, staff, and guests of the University with disabilities.

Membership

The Disabilities Issues Committee shall be composed of:
at least 7 faculty members,
2 academic professional members,
4 students (two graduate/professional and two undergraduates),
2 civil service members, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees.

Duties and Responsibilities

- a. To advise the president and administrative offices, including the disability resource centers at each campus and the University ADA Coordinator, on policies, programs, and services for students, employees, and guests of the University.
- b. To promote compliance with laws relating to students, staff, and guests of the University with disabilities.
- c. To review policies and practices in light of legal compliance aspects, deployment of resources, and effectiveness in meeting the needs of the University community, and to recommend changes.
- d. To inform the University community of the special concerns of its members with disabilities and of the available resources.
- e. To recommend to the University Senate and the Senate Consultative Committee resolutions, actions or policies as it deems appropriate.

C. EQUITY, ACCESS, AND DIVERSITY COMMITTEE

The Equity, Access, and Diversity Committee is primarily concerned with the impact and compliance of University policies, programs, and services on equal opportunity, affirmative action, and diversity from a system perspective.

Membership

The Equity, Access & Diversity Committee shall be composed of:
at least 7 faculty members,
2 academic professional members,
6 students (including at least one from each system campus),
2 civil service members, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Each system campus shall have at least 1 faculty or academic professional member where appropriate.

Duties and Responsibilities

- a. To advise the president and administrative offices on the impact of University policies, programs and services on equal opportunity, affirmative action and diversity from a system perspective.
- b. To promote compliance among the University community with equal opportunity, affirmative action and diversity laws and policies relating to students and staff.
- c. To review policies, programs and services related to equal opportunity for and the diversity of students and employees, and recommend any changes.
- d. To bring concerns to the Senate, as appropriate.
- e. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

D. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior University officers on all major issues of planning, budget, resource allocation policy, and University operations.

The committee is expected to consider matters of University-wide policy or effect.

The Committee may, from time to time, act as a Twin Cities campus committee, and take up matters exclusively of concern to the Twin Cities, and may appoint subcommittees to deal with issues that pertain to the entire University or only to the Twin Cities campus.

Membership

The Finance and Planning Committee shall be composed of:

10 faculty members,
2 academic professional members,
4 students,
2 civil service members, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees.

Duties and Responsibilities

- a. To consult with and advise the president and senior University officers on planning, and in particular on financial and operational planning.
- b. To consult with and advise the president and senior academic and financial officers on the development of the biennial request, of supplemental budget requests, and the annual budget and to review the implementation of the annual budget.
- c. To consult with and advise the president and senior University officers on the development of the University's capital budget and capital plans, the biennial capital request, supplemental capital requests, and the implementation of capital projects.
- d. To participate in the development and review of all physical facilities planning.
- e. To consult with and advise the president and senior University officers on the financial and operational aspects of all major proposals and policy initiatives.
- f. To consult with and advise the president and senior University officers on other questions of resource allocation, including space allocation.
- g. To consult with and advise the president and senior University officers on the periodic review of University operations.
- h. To recommend to the Faculty Consultative Committee, Senate Consultative Committee, or to other Senate committees such actions or policies as it deems appropriate.

- i. To take up other matters as shall be referred to the committee by the Faculty Consultative Committee, the Senate Consultative committee, or other Senate Committees.

E. INFORMATION TECHNOLOGIES COMMITTEE

The Information Technologies Committee represents faculty, academic professional, civil service and student interests in the development, implementation, and distribution of information technologies at the University. Information technologies include information systems (including their associated hardware and software) and the electronic exchange of information among faculty, staff and students.

Membership

The Information Technologies Committee shall be composed of:

8 faculty members,

4 academic professional members,

3 student members (with at least one undergraduate and one graduate student),

1 civil service member, and

ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees.

Duties and Responsibilities

- a. To make recommendations to the Senate on matters concerned with policies and administration of information technologies.
- b. To monitor the working of existing policies, advise the president, vice presidents and chief information officer, review major initiatives and propose new initiatives for the deployment and advancement of information technologies.
- c. To coordinate recommendations with the appropriate Senate and non-Senate committees, and the Senate Library, Faculty Affairs and Educational Policy Committees.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

F. INTERCOLLEGIATE ATHLETICS COMMITTEE

The Intercollegiate Athletics Committee will advise and consult with the President, the responsible senior administrators, and the Director of Intercollegiate Athletics on policies and major decisions relating to intercollegiate athletics at the University.

Regents policy delegates immediate administration of the athletics departments to the President, the central administration, and the Director of Intercollegiate Athletics; this committee has no direct role in the day-to-day management of the department.

Membership

The Intercollegiate Athletics Committee shall be composed of:

8 tenured Twin Cities faculty members,
2 Twin Cities academic professional members,
4 Twin Cities student members,
1 Twin Cities civil service member,
2 alumni members,
the 2 faculty athletics representatives to the NCAA, and
ex officio representation as specified by vote of the Twin Cities Delegation.

The chair, faculty, academic professional members, and civil service shall be appointed by the Senate Committee on Committees. Two student members shall be appointed by the Student Committee on Committees, and two student members shall be selected by the representatives of students in the intercollegiate athletics program. Alumni members shall be appointed by the director of alumni relations.

No one, other than the Faculty Representatives to the NCAA, may serve more than six (6) consecutive years on this committee.

Duties and Responsibilities

- a. To advise the Director of Intercollegiate Athletics regarding policies and major decisions relating to their programs and operations, except that academic and compliance issues are delegated to the Faculty Academic Oversight for Intercollegiate Athletics Committee.
- b. To assist the Faculty Academic Oversight for Intercollegiate Athletics Committee in carrying out its responsibilities when requested.
- c. To advise and consult on issues of equity, diversity, and student welfare.
- d. To advise and consult regarding the finances of the athletics departments.
- e. To advise and consult regarding the physical facilities and services and their use.
- f. To advise and consult on personnel matters of the athletics department.
- g. To participate, either representative(s) or the full committee, in searches for the Directors of Intercollegiate Athletics, of Academic Center for Student-Athletes and of Athletic Compliance, and in searches for major coaching positions, and in any periodic comprehensive performance review of these positions, paying particular attention to the qualifications of candidates in the fields of academic performance and compliance.

G. LIBRARY COMMITTEE

The Library Committee represents faculty, academic professional, civil service, and student interest in the University libraries.

Membership

The Library Committee shall be composed of:
12 faculty/academic professional members,
4 students,
1 civil service member, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Academic professionals members must be eligible to serve in the Faculty Senate. Civil service members shall not be a library employee.

Duties and Responsibilities

- a. To make recommendations to the Senate on all matters concerned with the policies and administration of University libraries.
- b. To advise the directors and other heads of University libraries.
- c. To evaluate University-wide library facilities, services, and collections.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

H. SENATE COMMITTEE ON COMMITTEES

The Senate Committee on Committees appoints members of certain committees of the University Senate, Faculty Senate, and Student Senate, and advises the Senate Consultative Committee, Faculty Consultative Committee, and Student Consultative Committee on the committee structure of the University Senate, Faculty Senate, and Student Senate.

Membership

The Senate Committee on Committees shall be composed of:
15 elected tenured or tenure-track faculty members,
4 academic professional members, and
2 civil service members.

Of the faculty members, 1 shall be from the Morris campus and the remainder from the Twin Cities campus. Twin Cities faculty members shall be nominated by the Senate Committee on Committees and approved by the Twin Cities Faculty Delegation. System campus faculty members shall be appointed in a process determined by each campus. The academic professional members shall be appointed using procedures established by the P&A Consultative Committee. The civil service members shall be appointed using procedures established by the Civil Service Consultative Committee. In case of a faculty vacancy, the remaining committee members, by majority vote, shall fill the vacancy by interim appointment until the next general election. In case of an academic professional or civil service vacancy, the appointing authority shall fill the vacancy for the remainder of the term.

The Senate Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair is eligible for re-election to that position.

Duties and Responsibilities

- a. To appoint faculty, academic professionals, civil service, and chairs to those committees of the appropriate Senate specified in the Bylaws of the appropriate Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the faculty, academic professional, or civil service currently is serving; 3) the principle of rotation of committee assignments; 4) the recommendations of the respective committee chairs, faculty, academic professional, civil service; and 5) expressions of interest in committee service offered by faculty, academic professionals, and civil service. In addition, the committee shall select senators for committee membership when appropriate to encourage communication between the appropriate Senate and its committees. The committee also shall strive to assure full and adequate representation by race, sex, and academic rank in constituting committees.
- b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the appropriate consultative committee about any changes in committee structure, charge, or membership which it deems appropriate.
- c. To review and forward to the appropriate Senate any proposed changes to the charge, membership, or ex officio members for committees of the appropriate Senate for approval.

- d. To solicit annually from all faculty, academic professionals, and civil service members a list of Senate committees on which they have an interest in serving.
- e. To recommend to the Student Committee on Committees and the appropriate consultative committee such actions or policies as it deems appropriate.

I. SENATE CONSULTATIVE COMMITTEE

The Senate Consultative Committee shall represent the faculty, academic professionals, civil service staff, and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee shall serve as the consulting body to the president and as the executive committee University Senate.

Membership

The Senate Consultative Committee shall be composed of the:
10 elected members of the Faculty Consultative Committee,
the immediate past chair of the Faculty Consultative Committee,
7 elected members from the Student Consultative Committee,
2 academic professional members from the P&A Consultative Committee,
2 civil service members from the Civil Service Consultative Committee, and
the vice chair of the University Senate.

The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

Articles II, Section 2(f), Article IV, Section 2(f) and Article VI, Section 2(e) of the Rules governing absences from committee meetings and Article I, Section 4, Article III, Section 4, and Article V, Section 4 of Bylaws governing absences from Senate meetings shall apply to the Senate Consultative Committee.

Duties and Responsibilities

Consultative

- a. To meet with the president or other University officers to discuss issues or policies of the University of concern and, as appropriate, to make recommendations concerning such matters to the University Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the University Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To receive from any faculty member, academic professional, civil service staff member, or student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the University Senate, which includes the authority to require that any committee of the University Senate report on any matter within its jurisdiction within 30 days.

- b. To receive recommendations of any faculty member, academic professional, civil service staff member, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the University Senate.
- d. To convene on a regular basis the chairs of the major University Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the University Senate.
- f. To prepare and distribute the agenda for each meeting of the University Senate in accordance with the Constitution, Bylaws, and Rules of the University Senate. Notwithstanding any other provisions in these Bylaws or the Senate Rules, the Senate Consultative Committee shall have final authority over the docket of the University Senate meetings.
- g. To recommend, with the approval of the University Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the University Senate up to date.
- i. To convene as needed joint meetings (1) of the Civil Service Consultative Committee, the Faculty Consultative Committee, and the Professional and Administrative Consultative Committee, or (2) the Faculty Consultative Committee and the Professional and Administrative Consultative Committee, to discuss new administrative or regental policies, or changes to existing policies, that apply (1) to all individuals in their capacity as employees of the University or (2) to faculty members and professional and administrative staff. Such meetings will not consider policies that have a direct effect on students.

Executive

- a. To serve as a deliberative body of the University Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the University Senate when a decision is required prior to the next scheduled meeting of the University Senate and when a decision is required when it would not be possible to convene a special meeting of the University Senate in a timely fashion; such actions will be reported to the University Senate at its next meeting and the University Senate may then overrule the Senate Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.

- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the University Senate.
- g. To dispose of business which appears to be not germane to the purposes of the University Senate.
- h. To make editorial changes in University Senate policies and documents (including the constitution, bylaws, and rules) to reflect changes in titles of administrative offices or officers; the changes will be reported to the University Senate for information.
- i. To correct grammatical and punctuation errors and to approve other non-substantive technical amendments in existing administrative policies previously approved by the University Senate and in University Senate documents (including the constitution, bylaws, and rules); such actions will be reported to the University Senate at its next meeting and the University Senate may then overrule the Senate Consultative Committee.

J. SOCIAL CONCERNS COMMITTEE

The Social Concerns Committee is primarily concerned with the interrelationship between the University and the broader social community. It is concerned with the nature and extent of the University's response to social concerns.

Membership

The Social Concerns Committee shall be composed of:

7 faculty members,
3 academic professional members,
7 students,
3 civil service members,
3 alumni representatives, and
ex officio representation as specified by vote of the University Senate.

Faculty/academic professional, civil service, and student members shall be appointed by the Committee on Committees. The alumni members shall be appointed by the director of alumni relations.

Duties and Responsibilities

- a. To make recommendations to the Senate for the University's response to social concerns and to advise the president and senior academic officers with respect to these matters.
- b. To initiate on a regular basis campus fora on current controversial issues.
- c. To annually determine which of the University's investments have shareholder resolutions that should be of concern to the University and to recommend specific votes on these resolutions.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

K. STUDENT ACADEMIC INTEGRITY COMMITTEE

The Student Academic Integrity Committee is an advisory body to the Senior Vice President for Academic Affairs and Provost and to the administrative officers responsible for education, outreach, and sanctions related to issues of academic integrity.

Membership

The Student Academic Integrity Committee shall be composed of:

5 faculty members,

3 academic professional members,

6 students (including one from each system campus; of the two Twin Cities representatives, one shall be a graduate or professional student and one shall be an undergraduate student), and

ex officio representation as specified by vote of the University Senate.

Members will be appointed by the Committee on Committees. Academic professional members must be eligible to serve in the Faculty Senate. At least 1 faculty or academic professional member must be from a system campus. The chair of the committee shall be a tenured faculty member.

Duties and Responsibilities

- a. To review the appropriateness and adequacy of the mechanisms to deal with academic integrity in the University as a whole, on each of the campuses, and in each of the colleges, and to make recommendations to the appropriate campus administrators and the University Senate for revisions of University policies that are necessary to ensure academic integrity.
- b. To advise the appropriate campus administrators who have primary responsibility for academic integrity on all matters the committee deems appropriate, including but not limited to (1) ways to make academic integrity an integral value of the University, (2) the development and dissemination of best practices to ensure academic integrity, (3) processes and procedures for considering allegations of student academic misconduct, and (4) the nature of sanctions that should be imposed on those who are found to have violated University rules concerning academic integrity.
- c. To review records of academic misconduct allegations in order to make policy recommendations to the appropriate campus administrators who have primary responsibility for academic integrity and the Senate.
- d. To advise the Senior Vice President for Academic Affairs and Provost regarding the appointment of the Twin Cities academic integrity officer.
- e. To confer with appropriate Senate committees on matters of academic integrity as needed.

[Note: this bylaw and references to academic misconduct are not to be construed as conflicting with, or superseding, other bylaws or University policies related to research misconduct, conflict of interest, or the ethical conduct of research and scholarship.]

[Note: individual colleges and campuses may also appoint committees on academic integrity issues, which will review and promote academic integrity issues in the particular unit.]

L. STUDENT BEHAVIOR COMMITTEE

The Student Behavior Committee is the central judiciary body for the Twin Cities Campus in all cases involving violations of the University's Student Conduct Code by individual students and as the primary judiciary body for the Twin Cities Campus in all cases involving violations of University rules and policies by student organizations under the jurisdiction of the Student Activities Office.

Membership

The Student Behavior Committee shall be composed of:
at least 12 faculty/academic professional members,
at least 10 students, and
ex officio representation as specified by vote of the Twin Cities Delegation.

Members shall be appointed by the Committee on Committees. The chair of the committee shall be a tenured faculty member.

Duties and Responsibilities

- a. To serve as the central judiciary body for the Twin Cities Campus in all cases involving violations of the University's Student Conduct Code by individual students.
- b. To serve as the primary judiciary body for the Twin Cities Campus in all cases involving violations of University rules and policies by student organizations under the jurisdiction of the Student Activities Office.
- c. To hold hearings in accordance with procedures specified in the University's Student Conduct Code and procedures adopted by the committee and approved by the Student Affairs Committee.
- d. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

**ARTICLE III. FACULTY SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS
(Changes to this article are subject to vote only by the Faculty Senate)**

1. Membership and Voting Units

a. For the purpose of electing representatives and alternate representatives, if any, to the Faculty Senate, qualified faculty members and qualified academic staff shall vote within each of the following units of the University, except as noted in section (b), below:

TWIN CITIES: Biological Sciences; Continuing Education; Dentistry; Design; Education and Human Development; Food, Agricultural, and Natural Resource Sciences; Law; Liberal Arts; Libraries; Management; Medical School; University of Minnesota Extension Service; Nursing; Pharmacy; Public Affairs; Public Health; Technology; Veterinary Medicine

CROOKSTON

DULUTH: Other [includes non-collective bargaining faculty/academic staff from UMD].

MORRIS

ROCHESTER

b. Units which have 20 or more individuals (faculty and qualified academic staff) eligible to vote in Senate elections shall have a minimum of two representatives in the Faculty Senate. Units which have 10-19 individuals eligible to vote in Senate elections shall have one representative in the Faculty Senate. Individuals in units which have fewer than 10 individuals eligible to vote in Senate elections may affiliate with another college or campus for purpose of voting in Senate elections and being elected to the Senate. The Clerk of the Senate shall annually review the number of individuals eligible to vote in Senate elections in each unit and report the results to the Faculty Consultative Committee. If the number of eligible voters in a unit falls below 20 but is 10 or greater, both the senators from that unit may serve out their term but there shall be no election for the term that ends first. If the number of eligible voters in a unit falls below 10, the senator(s) from that unit may serve out their term but there shall be no further election of Senate members from that unit unless it subsequently has 10 or more individuals eligible to vote in Senate elections.

The elected members of the Faculty Senate shall also serve as members of the University Senate.

c. No unit may be allocated more than 20 percent of the total Faculty Senate seats available.

2. Election of Members

a. The elected representatives of the faculty and qualified academic staff to the Faculty Senate shall be chosen by secret ballot by the faculty and qualified academic staff of the several institutes, colleges, or schools of collegiate rank.

b. These faculty and qualified academic staff shall jointly elect from their rank 155 Faculty Senate members, who shall be distributed among the colleges and campuses in proportion to the number of faculty and qualified academic staff in those units, subject only to the minima established in Article III, Section (1)(b) of these Bylaws. Units having more than six faculty and qualified academic staff representatives to the Faculty Senate may choose to restructure themselves into smaller constituencies for voting purposes. For the purpose of electing

representatives to the Faculty Senate, faculty as defined in the Senate Constitution, Article IV, Section (2)(c) shall be eligible to vote. Qualified academic staff as defined in the Senate Constitution, Article IV, Section (2)(d) shall be eligible to vote.

c. No individual (whether faculty or qualified academic staff) holding a central administrative position carrying as any part of its title President, vice President, chancellor, provost, executive director, dean, counsel, attorney, or chief of staff shall be eligible for election to the Senate as members of the faculties under "b" hereof, nor may the University Librarian. Individuals whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible for election to the Senate as a member of the faculty. (This Article III, Section (2) shall not be construed to conflict with Article IV, Section (2)(a) which provides that the President of the University is a voting member of the Senate. The President is not an elected member of the Senate.)

d. To continue to serve in the Faculty Senate, a faculty member or academic staff representative must be currently a regular member of his or her faculty or unit.

e. In the event that the faculty of one or more of the units eligible to elect senators votes to unionize, the academic staff who meet Senate membership requirements but not included in the union contract will become members of a single academic staff unit and be entitled to representation using the usual allocation Rules.

f. The elected representatives of the faculties shall be elected in accordance with the following procedures:

1. Each spring before April 1, the Senate Office shall prepare for each unit listed in Section 1 of this Article a list of all persons in that unit who, as of March 1, are entitled to vote for Faculty Senate members, and shall send the list to the administrative head of each unit.

2. Between April 1 and April 30, each unit listed in Section 1 of this Article shall conduct an election for Faculty Senate members and alternate members, if any. One third, or as near to one third as arithmetically possible, of the representatives shall be elected each year.

3. Each unit shall establish its own procedures for conducting its elections. In establishing these procedures, each unit must adhere to the following principles and must provide notice of these principles to all individuals eligible to vote:

- a. everyone in the unit eligible to serve in the Faculty Senate must be provided the opportunity to nominate individuals in the unit to be candidates for the Faculty Senate (including nominating themselves);

- b. everyone in the unit eligible to serve in the Faculty Senate must be provided the opportunity to vote in the elections;

- c. write-in candidates must be permitted, and notice of that option must appear on any ballot;

- d. ballots must be distributed to all eligible voters at least three working days before they are due; and

e. the ballot must make clear that elections are college-wide, not department-based.

f. The Senate Office will provide a ballot template that colleges and campuses may use.

4. The results of the elections shall be mailed to the Senate Office not later than May 5.

5. All members elected to the Faculty Senate shall begin service on July 1 and shall serve for three years. Elected members of the Faculty Senate shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of nonmembership in the Faculty Senate.

6. Faculty and academic staff vacancies in the Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

7. The names of the Faculty Senate members and alternate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

g. The faculty and qualified academic staff constituencies of each institute, college, school, or other representative unit shall either elect a pool of alternate senators or define the pool to be those eligible to vote for senators. The faculty and qualified academic staff members of each institute, college, school or other representative unit shall specify one of these procedures for selecting a pool of alternates in their respective constitutions. If the alternates are to be elected, then the constitution of the institute, college, school or other unit shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as representatives. If a constitution does not exist or does not specify the method of selecting the pool of alternates, the faculty body of the unit shall determine which method shall be used.

h. A senator may designate anyone from the appropriate unit pool to serve as an alternate in the senator's absence by providing notice to the Clerk of the Senate prior to the commencement of any meeting of the University or Faculty Senate.

3. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Faculty Senate under the provisions of Article IV, Section 2, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Faculty Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Faculty Consultative Committee to classify such a person with one of the voting units specified in Article II, Section 1, of these Bylaws.

4. Removal for Neglect of Meetings

a. A member of the Faculty Senate shall be said to have neglected a meeting of either the University Senate or the Faculty Senate if the member does not attend, does not provide an alternate, or does not notify the Senate Office of the impending absence.

b. A member of the Faculty Senate shall forfeit membership by neglecting three consecutive meetings of the University or Faculty Senate.

c. The Senate Office shall notify any member who will forfeit Faculty Senate membership by neglecting the next meeting of the Faculty or University Senate.

d. A member whose membership has been forfeited may appeal to the Faculty Consultative Committee for reinstatement.

5. Officers

a. Chair and vice chair

The President of the University of Minnesota shall chair the Faculty Senate. The vice chair of the Faculty Senate shall preside at Faculty Senate meetings when the President is unable to do so. In the event that neither the President nor the vice chair is available to serve as chair of a Faculty Senate meeting, the vice chair of the Faculty Consultative Committee shall preside.

A vice chair shall be elected by the Faculty Senate at its last meeting in the spring of the academic year from among faculty members eligible to serve in the Faculty Senate for a term of one year. A vice chair shall be nominated by the Faculty Consultative Committee; other nominations may be made by ten votes from the floor of the Senate. The vice chair shall serve as chair in the absence of the President and shall serve as a voting member of the Senate Consultative Committee and the Faculty Consultative Committee. The term of office of the vice chair shall be July 1 to June 30, and the person holding the office is eligible for re-election.

b. Clerk

The Clerk of the Faculty Senate shall be appointed by the President and confirmed by the Faculty Senate. The term of office shall begin service on July 1 and shall serve for one year. The Clerk may be reappointed.

The duties of the Clerk of the Senate is to record the counted vote on action items and monitor the time for each speaker. The Clerk is not a member of the Faculty Senate.

c. Parliamentarian

The parliamentarian of the Faculty Senate shall be appointed by the President and confirmed by the Faculty Senate. The term of office shall begin service on July 1 and shall serve for one year. The parliamentarian may be reappointed.

The parliamentarian shall advise the presiding officer or, upon request, any member of the Senate on matters pertaining to parliamentary procedure. Parliamentary authority for the Faculty Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate constitution or Bylaws. The parliamentarian is not a member of the Faculty Senate.

d. Duties of the Consultative Committee Chair

The duties of the Consultative Committee chair are (1) to be the official spokesperson of the Faculty and University Senates; (2) to set the Faculty and University Senate agendas, to be approved by the Faculty/Senate Consultative Committees; (3) to serve as the chair of the Faculty/Senate Consultative Committees; (4) to act in an advisory capacity to the Director of the University Senate Office on the annual University Senate Office budget and committee chair

stipends; and (5) to serve on central University advisory committees as needed, or to delegate faculty members for advisory committees.

e. Duties of the Consultative Committee Vice Chair

The duties of the Consultative Committee vice chair are (1) to serve as the vice chair of the Faculty/Senate Consultative Committees; (2) to assume the duties of the chair in the event of an absence or incapacity of the chair; (3) to assume responsibilities delegated by the chair; and (4) to act in an advisory capacity to the Director of the University Senate Office on the annual University Senate Office budget and committee chair stipends.

ARTICLE IV. COMMITTEES OF THE FACULTY SENATE (Changes to this article are subject to vote only by the Faculty Senate)

1. Committees, Subcommittees, and Special Committees

a. A Faculty Senate committee is any committee to which the Faculty Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the Faculty Senate. Membership of all Faculty Senate committees and procedures for electing or appointing members are described in these Bylaws. The Faculty Senate by appropriate Bylaws may create or terminate committees vested with such responsibilities as the Faculty Senate has the power to confer.

b. Subcommittees of Faculty Senate Committees: Faculty Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall typically have approximately the same ratio of faculty, academic staff, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Senate Committee on Committees. The Senate Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall, at the request of the parent committee, appoint members to standing subcommittees.

c. Special Committees: Special committees may be created to study and make recommendations on special topics within the areas of concern to the Faculty Senate. Special committees may be created, charged, and terminated by the Faculty Senate, the Faculty Consultative Committee, or Committees of the Faculty Senate, alone or jointly.

2. Eligibility for Membership

a. Faculty who serve on Faculty Senate committees must be eligible to serve in the Faculty Senate.

b. Individuals holding academic staff titles are eligible to serve as voting members of Faculty Senate committees even if they are not qualified for membership in the Faculty Senate, except that no individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, controller, or chief of staff may serve as a voting member of a Faculty Senate committee, nor may the University Librarian. Individuals whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible to serve as voting members and chairs of Faculty Senate committees. Individuals with academic staff titles are only eligible to serve on the Educational Policy Committee and the Research Committee if they are also eligible to serve in the Faculty Senate. An individual serving as a voting member of a Faculty Senate committee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee. If the individual is appointed only to an interim or acting position, the chair of the Faculty Consultative Committee may, with the consent of the Faculty Consultative Committee, waive the requirement that the individual resign from the committee.

c. No individual holding an academic staff title or a civil service title may serve on a Faculty Senate committee which includes among its ex officio members the University officer to whom the individual directly reports. If the Senate Committee on Committees believes there is a reasonable potential for a conflict of interest for a prospective committee member from a unit on

which a University officer from the same unit serves as an ex officio member, it should decline to appoint such an individual to a committee.

d. Students must be eligible to serve in the Student Senate to be eligible to serve on Faculty Senate standing committees.

e. Only individuals eligible to serve in the Faculty Senate may serve as the chair of a committee of the Faculty Senate.

f. In the event of a question about whether someone is eligible to serve on a Faculty Senate committee, the initial decision will be made by the Senate Committee on Committees with review by the Faculty Consultative Committee at its discretion.

3. Committee Procedures

a. Alternates or proxy voting are not permitted on Faculty Senate committees.

b. All committees of the Faculty Senate shall keep minutes of their meetings and proceedings. Committee minutes must not contain information considered private or confidential under the provisions of state or federal law.

c. Any committee of the Faculty Senate may be required, upon a majority vote of the members of the Faculty Senate present and voting, to report to the Faculty Senate at its next meeting.

d. An ex officio member of any committee of the Faculty Senate shall not be entitled to vote as a member of the committee, unless provided for in the Rules.

e. Committees of the Faculty Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting. The committee shall keep a list of all topics discussed and actions taken in its closed meetings and incorporate that list in its minutes. Only committee members and others designated by the chair may remain in the meeting once a motion to close the meeting has been adopted. All regular sessions of the Faculty Academic Oversight for Intercollegiate Athletics Committee and the Judicial Committee shall be considered closed or executive sessions.

f. A committee of the Faculty Senate shall have the authority to issue interpretations of Senate policies that it has previously introduced to a Senate and which that Senate and the administration have approved. The Faculty Consultative Committee may issue interpretations for any policy adopted by any committee that reports to the Faculty Senate. Those interpretations shall be considered part of the policy (1) once the interpretation has been reported for information at the next Faculty Senate meeting following committee approval of the interpretation, and (2) neither the Faculty Senate nor the President makes objection before or at that Senate meeting. The Faculty Senate may, by simple majority of those present and voting, vote not to approve the interpretation, in which case it is not part of the policy. If the President objects, the interpretation must be brought back at the following meeting for a vote by the Faculty Senate.

g. Committees of the Faculty Senate shall have the authority to take up matters of concern only to the Twin Cities campus, including the appointment of subcommittees to take up Twin Cities campus matters. When they do so, only the Twin Cities campus members of the committees may vote on any actions to be taken with respect to such matters. The chair of the committee shall rule on which matters are of concern only to the Twin Cities campus.

h. Committees shall report to the Faculty Senate as provided by these Bylaws. Certain committees may have a secondary reporting line to another Senate, as provided in the Bylaws governing specific committees. The Senate to which a committee has a secondary reporting line may refer matters to the committee and call for reports and recommendations from the committee. The Committee on Finance and Planning shall have a dual reporting line to both the University Senate and the Faculty Senate.

i. Additional general Rules for functions and operational procedures of all committees of the Faculty Senate shall be contained in the Rules for Committees of the Faculty Senate.

4. Removal of Faculty Senate Committee Chairs and Faculty Senate Committee members

a. Committee chairs may be removed by a two-thirds vote of the Faculty Consultative Committee. If the committee chair to be removed is an academic staff member, the Faculty Consultative Committee will consult with the P&A Consultative Committee before voting on removal. Any committee chair who is to be the subject of a vote on removal may submit a statement to the Faculty Consultative Committee before a vote on removal is taken. There is no appeal from the decision of the Faculty Consultative Committee to remove a committee chair. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

b. Committee chairs may be removed from their position only on the grounds that they have failed to perform the duties required of a committee chair, they have obstructed the business of the Faculty Senate or its committee(s), they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee. Anyone removed as committee chair is automatically removed from membership on the committee.

c. Faculty, alumni, and ex officio members of a committee may be removed from a committee by a two-thirds vote of the Faculty Consultative Committee. If the committee member is an alumni representative, the Faculty Consultative Committee will consult with the President and the Director of the Alumni Association before voting on removal. If the committee member is an ex officio member, the Faculty Consultative Committee will consult with the appointing officer before voting on removal. Student members may be removed from a committee by a two-thirds vote of the Student Consultative Committee. Academic staff members may be removed from a committee by a two-thirds vote of the P&A Consultative Committee. Civil Service members of a committee may be removed by a two-thirds vote of the Civil Service Consultative Committee.

d. Committee members may be removed from a committee only on the grounds that they have prevented the committee from conducting its business, if they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee.

e. Any committee member who is to be the subject of a vote on removal may submit a statement to the Faculty Consultative Committee, Student Consultative Committee, Council of Academic Professionals and Administrators, or the Civil Service Committee, as appropriate, before a vote on removal is taken. There is no appeal from the decision of these groups on a decision to remove a committee member. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

f. The Faculty Consultative Committee shall have the authority, by a two-thirds majority vote, to remove its chair. The Faculty Consultative Committee shall also have the authority, by a two-thirds majority vote, to remove one of its members.

g. The provisions of this Section (4) may not be used to infringe on the academic freedom of committee chairs and committee members. Neither committee chairs nor committee members may be removed from their position because they express unpopular views.

h. Nothing in this section (4) shall affect the operation of Senate Rule Article II, Section (2)(f) , which provides for replacement of committee members who are repeatedly absent from meetings of their committees.

i. In all cases, the majorities required in this section (4) are two-thirds majorities of the full voting membership of the committee, not two-thirds of those present and voting.

5. Faculty Senate Committee Charges

A. ACADEMIC FREEDOM AND TENURE COMMITTEE

The Academic Freedom and Tenure Committee is responsible for all matters of policy related to academic freedom and faculty tenure, including the Regents' policy, "Faculty Tenure." The Academic Freedom and Tenure Committee reports to the Faculty Senate and does not deal with individual disputes.

Membership

The Academic Freedom and Tenure Committee shall be composed of:
at least 7 faculty members (including at least 5 who are tenured and at least one from a system campus),
2 academic professional members whose responsibilities are primarily teaching or research,
1 postdoctoral fellow/associate,
2 graduate students, and
ex officio representation as specified by vote of the Faculty Senate.

Faculty, academic professionals, and students shall be appointed by the Committee on Committees. The postdoctoral fellow/associate shall be appointed by the Postdoctoral Association. The academic professional, postdoctoral fellow/associate, and graduate student members may not vote on any issue related to faculty tenure; the decision about whether a matter relates to tenure shall be determined by the chair. The chair of the committee shall be a tenured faculty member.

Duties and Responsibilities

- a. To review periodically the University's policies on academic freedom, its underlying principles, and the tenure regulations.
- b. To review periodically the tenure-and-promotion system for faculty appointments, and any related policies, and make recommendations to the Faculty Senate and to the appropriate senior academic administrators.
- c. To review proposals from any source for amendment of the Regents Policy on Faculty Tenure and report its views to the Faculty Senate within the time limits provided by the Regents' Policy.
- d. To review annually the use of contract and non-faculty instructional appointments in all departments and colleges, and make recommendations to the Faculty Senate and the appropriate senior academic administrators.
- e. To provide Interpretations of the tenure policies in accordance with the Regents' Policy.
- f. To monitor the post-tenure review process.
- g. To review and monitor issues of academic freedom arising in, pertinent to, or affecting the University of Minnesota.
- h. To promote understanding of the concepts and exercise of academic freedom across the University.

- i. To advise senior academic administrators concerning issues of academic freedom, and of academic tenure and rank.
- j. To make recommendations it deems appropriate to the Faculty Consultative Committee or other committees of the Faculty Senate.

B. ACADEMIC HEALTH CENTER FACULTY CONSULTATIVE COMMITTEE

The Academic Health Center Faculty Consultative Committee shall represent the faculty at large in the Academic Health Center and not the individual institutes, colleges, schools, or departments.

Membership

The AHC FCC shall be composed of 8 faculty members as follows: 3 from the Medical School (one from Basic Sciences, one from Clinical Sciences, and one from the School of Medicine, UMD) and 1 each from Dentistry, Nursing, Pharmacy, Public Health, and Veterinary Medicine. Members shall be nominated and elected by the colleges' faculty governance committees.

In case of a faculty vacancy, the remaining members of the Academic Health Center Faculty Consultative shall fill the vacancy, by majority vote, with an interim appointment until the next general election.

The Academic Health Center Faculty Consultative Committee shall elect its chair from amongst its members for a one-year term of office. The chair shall be eligible for re-election to that position.

Duties and Responsibilities

Steering

- a. To meet at least monthly to discuss matters of concern to the faculty.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the Senior Vice President for Health Sciences or Administrative officers or from the subcommittees.
- c. The chair shall meet each semester with the chair of the AHC Student Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.
- d. To advise the Senior Vice President for Health Sciences on procedures for making administrative appointments and to participate in the selection process.
- e. To create and terminate all subcommittees of the AHC FCC.

Executive

- a. To serve as a deliberative body of the AHC Faculty Assembly on all major items it deems necessary and appropriate and to call meetings of the AHC Faculty Assembly as needed.
- b. To act on behalf of the AHC Faculty Assembly when a decision is required and when it would not be possible to convene a special meeting of the AHC Faculty Assembly in a timely fashion.

- c. To report regularly on any matters which, in its judgment, should be brought to the attention of the AHC or specifically to the attention and consideration of the AHC Faculty Assembly.
- d. To examine any action taken respecting the AHC by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.

C. COUNCIL ON LIBERAL EDUCATION

The Council on Liberal Education has responsibilities for baccalaureate degree requirements for those who graduate from the Twin Cities campus of the University.

Membership

The Council on Liberal Education shall be composed of faculty and student representatives (both undergraduate and graduate/professional); members of the academic staff may also be appointed. Three-quarters of the members of the Council shall be regular faculty members. ["Regular" as defined in *Faculty Tenure*]. The faculty and academic staff members shall be appointed by the Provost, in consultation with the deans and with the Twin Cities members of the Educational Policy Committee, and shall be drawn from among the colleges and schools of the Twin Cities campus, including the professional schools. The student members shall be appointed by the Provost in consultation with the Twin Cities student members of the Student Committee on Committees. The chair of the Council shall be designated by the Provost and shall be a faculty member.

Duties and Responsibilities

- a. To review and approve or disapprove all proposals for courses designated for the Diversified Core and Designated Themes of Liberal Education Curriculum.
- b. To formulate the procedures for 1) proposing courses to be added to, and 2) deleting courses from, the Diversified Core and Designated Themes of Liberal Education Curriculum.
- c. To establish and regularly review the criteria for courses which will be considered for designation for the Diversified Core and Designated Themes of Liberal Education Curriculum.
- d. To regularly review for their effectiveness the liberal education requirements.
- e. To advise the Provost on implementation of recommendations concerning liberal education requirements.
- f. To foster continuing discussion among the faculty about issues of liberal and undergraduate education.
- g. To recommend to the Faculty Consultative Committee such actions or policies it deems appropriate.

D. EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee is concerned with all matters that influence the quality of education at the University. It deals primarily with those affairs which affect educational policy and procedures on a University-wide basis.

Membership

The Educational Policy Committee shall be composed of:
12 faculty/academic professional members,
6 students (including one from a system campus), and
ex officio representation as specified by vote of the Faculty Senate.

Members shall be appointed by the Committee on Committees. Academic professional members must be eligible to serve in the Faculty Senate. The chair of the committee shall be a tenured faculty member.

Duties and Responsibilities

- a. To consult with and advise the president and senior officers it determines appropriate on all matters of educational policy and to recommend to the Faculty Consultative Committee and the Faculty Senate such actions or policies on educational issues it deems appropriate and necessary.
- b. To recommend to the Faculty Senate policies on the extension of the teaching, resources of the University to the people of the State of Minnesota at large and to advise the president and senior academic officers with respect to these matters.
- c. To formulate policies governing calendars, and to set the calendar of the University with the approval of the Faculty Senate and to approve any exemptions to that calendar.
- d. To consult with the executive vice president and provost on all matters of educational development and on all proposals related thereto.
- e. To recommend to the Faculty Senate and the president and senior academic officers policies concerning University programs offered for students of especially high ability and achievement.
- f. To recommend to the Faculty Senate policies on international education and to advise the president and senior academic officers on the operation of international education policies.
- g. To review undergraduate group distribution requirements and all proposals related to the core curriculum and to examine issues related to duplication of courses between colleges, the proliferation of courses that meet the group distribution requirements, and cross-collegiate cooperation.
- h. To receive reports on the quality and effectiveness of undergraduate, graduate, and professional education, and to foster improvement of teaching effectiveness and faculty evaluation and recognition of excellent teaching.

- i. To advise the senior vice president for academic affairs and provost on the ROTC program and relations between the University and the Department of Defense and to recommend to the Faculty Senate policies on University-ROTC relationships.
- j. To review campus services with respect to compliance with state and federal laws regarding admissions, records, and financial aid, and to advise administrative offices and, when appropriate, the Senate, on issues concerning the offices dealing with such services.
- k. To advise the Faculty Senate and the Provost on matters relating to classrooms.

E. FACULTY ACADEMIC OVERSIGHT FOR INTERCOLLEGIATE ATHLETICS COMMITTEE

The Faculty Academic Oversight for Intercollegiate Athletics Committee has responsibility for eligibility, compliance, and other issues relating to academic integrity of participants in the programs. This committee will work closely with the Office of the Provost.

Membership

The Faculty Academic Oversight for Intercollegiate Athletics Committee shall be composed of: 8 tenured faculty members appointed to the Intercollegiate Athletics Committee, 2 faculty athletics representatives to the NCAA, and ex officio representation as specified by vote of the Twin Cities Faculty Delegation.

Since the purpose of this committee is to ensure that students who choose to participate in athletics have a full opportunity to pursue and complete their University studies, the primary qualification for appointment to this committee is a commitment to teaching students, rather than a special interest in athletics.

All members shall be appointed by the Senate Committee on Committees.

The chair of the Intercollegiate Athletics Committee shall serve as the chair of the Faculty Academic Oversight for Intercollegiate Athletics Committee.

Duties and Responsibilities

- a. To oversee certification of the eligibility of students who participate in varsity athletics programs, in cooperation with the Office of the Provost, in accordance with the standards of the NCAA and other external organizations.
- b. To establish University academic standards for participation in varsity athletics, including minimum grade point average and progress toward degree. These standards must meet and may exceed the standards established by the NCAA and other external organizations and are in addition to the academic standards established by the college in which each student is enrolled. The committee will see that students are informed of these standards, are warned if they are not making reasonable progress, and are declared ineligible if they fail to meet them.
- c. To conduct regular reviews of the grade average and progress of each student, with the assistance of the Office of the Provost. It will also regularly evaluate the performance of each team in achieving the academic goals of student participants, and will advise the Director of Intercollegiate Athletics concerning the performance of coaches in support of these goals. It will also advise the senior administrator responsible for athletics, the Provost, the President, and the Twin Cities members of the Faculty Consultative Committee regarding the support for academic achievement shown by each of the teams and the department.
- d. To establish scheduling standards limiting the days in any term that a student may be absent to participate in athletic events. It will review every schedule for conformity to these standards. In unusual cases, the committee may grant exceptions to that rule.

- e. To advise the Director of Academic Center for Student-Athletes regarding matters within the authority of that office.
- f. To receive a report from the Director of Athletic Compliance at least once each semester regarding significant compliance concerns coming to the attention of that office. It will also refer any compliance matters that come to its attention to the Director of Compliance. It will report any concerns about compliance issues to the Director of Intercollegiate Athletics, the senior administrator supervising compliance, the President, and the Twin Cities members of the Faculty Consultative Committee. It will advise the Director of Compliance regarding matters within the authority of that office.
- g. To participate, either representative(s) or the full committee, in searches for the Director of Intercollegiate Athletics, of Academic Center for Student-Athletes and of Athletic Compliance, and in searches for major coaching positions, and in any periodic comprehensive performance review of these positions, paying particular attention to the qualifications of candidates in the fields of academic performance and compliance.
- h. To advise and consult with the athletics department to ensure that those participating in or employed by the athletics programs observe required standards of compliance and academic integrity, and will make such reports and recommendations as may be necessary.
- i. To advise the President and the faculty representatives regarding positions the University should take on proposed NCAA or other external rules relating to academic performance, eligibility, or compliance.
- j. To consult regularly with the Director of Intercollegiate Athletics and to meet at least once each semester to discuss programs and policies for ensuring academic performance and compliance with all standards. It will meet at least once each semester with the Director of Intercollegiate Athletics to review the academic performance of the teams, the support given to academic performance by the department, coaches and teams, and to make recommendations in this regard.
- k. To meet regularly with the Provost or a representative of the Office of the Provost.
- l. To formulate policies governing Twin Cities intercollegiate athletics. All policies will be reported to the Twin Cities members of the Faculty Consultative Committee for action and to the Twin Cities Faculty Delegation for information after the Twin Cities members of the Faculty Consultative Committee have acted. The Twin Cities Faculty Delegation has the authority to reverse or modify a decision by the Twin Cities members of the Faculty Consultative Committee.
- m. To recommend to the Twin Cities Faculty Delegation and the Twin Cities members of the Faculty Consultative Committee resolutions, actions or policies as it deems appropriate.

In evaluating individual or team records, the committee may act as a whole or by subcommittee.

The chair and tenured faculty members, except for the Faculty Representatives to the NCAA, may not accept any tickets, team travel, or other benefit or favor from the athletics department. Exceptions may be granted by the President and the chair of the Faculty Consultative Committee.

The committee deals with eligibility and compliance issues established by the University and by the NCAA and external organizations. It does not review the decisions of coaches imposing sanctions on athletes for violating team rules.

1. FACULTY ATHLETICS REPRESENTATIVES

The faculty athletics representatives will serve as the University's delegates to NCAA, Big 10, WCHA and other external organizations. The representatives also will perform certain functions prescribed in the rules of those organizations, in these by-laws, and as delegated by the President. The authority of the representatives does not displace any of the authority granted to the two committees above. The faculty athletics representatives are appointed by the President in consultation with the Twin Cities members of the Faculty Consultative Committee. Before making an appointment the President will give an opportunity for interested faculty members to apply. The President will also solicit nominations from the Intercollegiate Athletics Committee.

A faculty athletics representative must be a member of the regular faculty who holds permanent tenure, and may not hold an administrative office higher than that of a department head or chair. The faculty athletics representatives will serve at the pleasure of the President for a three (3) year term. Normally, individuals will not serve more than six (6) consecutive years in this office, but the President may, with approval of the Twin Cities members of the Faculty Consultative Committee, reappoint an individual as faculty athletics representative for additional terms of up to three years. So long as the University has two faculty athletics representatives from the Twin Cities campus, every effort should be made to ensure that their terms are staggered.

The President, after receiving the recommendations of the Faculty Academic Oversight for Intercollegiate Athletics Committee and the Intercollegiate Athletics Committee, will determine the position the University will take regarding proposed changes in NCAA and other external rules. The faculty athletics representatives will faithfully represent this position.

The Faculty Academic Oversight for Intercollegiate Athletics Committee has primary responsibility for all eligibility and compliance issues. If the rules of any external organization require a faculty representative to make a decision or recommendation on any matter relating to eligibility or compliance, the representative will first refer the matter to the Faculty Academic Oversight for Intercollegiate Athletics Committee and will faithfully carry out its recommendation.

F. FACULTY AFFAIRS COMMITTEE

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty and postdoctoral fellows/associates.

Membership

The Faculty Affairs Committee shall be composed of:
at least 10 faculty members,
2 academic professional members,
1 graduate assistant,
1 undergraduate student,
2 postdoctoral fellows/associates, and
ex officio representation as specified by vote of the Faculty Senate.

Faculty, academic professional, and student members shall be appointed by the Committee on Committees. Postdoc members shall be appointed by the Postdoctoral Association. The chair of the committee shall be a tenured faculty member.

Duties and Responsibilities

- a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty and postdoctoral fellow/associates, and to recommend improvements in the design and implementation of faculty personnel policies, including such matters as tenure and promotion (in conjunction with the Academic Freedom and Tenure Committee), salary and benefits, faculty development, and hiring and retirement alternatives.
- b. To examine and propose University policies and programs associated with faculty development.
- c. To examine and propose benefit options and benefit option counseling available for current and retired faculty (with the assistance of the Employee Benefits Department).
- d. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Office of Asset Management and Employee Benefits Offices and recommend appropriate changes.
- e. To monitor any legislation and other policies affecting faculty or postdoctoral fellow/associate welfare.
- f. Interact with the P&A Consultative Committee on all items that jointly impact academic staff and faculty, such as benefits and retirement.
- g. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.

G. FACULTY CONSULTATIVE COMMITTEE

The Faculty Consultative Committee shall represent the faculty at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Faculty Consultative Committee shall serve as the consulting body to the president and as executive committee of the Faculty Senate.

Membership

The tenured and tenure-track faculty of the Twin Cities campus and those tenured and tenure-track faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 9 members, and the tenured and tenure-track faculty of the Morris campus shall elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Individuals holding, in addition to their professorial title, a University position carrying as any part of its title, for any percentage time, president, vice president, chancellor, provost, dean, executive director, librarian, counsel, attorney, or chief of staff at a collegiate or central administrative level may not serve on the committee. Individuals holding, in addition to their professorial title, an administrative appointment as department chair or department head (or its equivalent, such as center director) are eligible to serve on the committee.
- Each campus faculty shall submit a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly. The clerk of the campus assembly shall distribute election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed by the end of spring semester. In case of a tie, the clerk shall choose the successful candidate by lot.
- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established in these bylaws.
- The Nominating Subcommittee is responsible for identifying Twin Cities faculty candidates for the Faculty Consultative Committee. The Nominating Subcommittee shall consist of the Twin Cities voting members of the Faculty Consultative Committee (except the chair and vice chair), the chairs of Senate committees who are ex officio members of the Faculty Consultative Committee, and the immediate past voting members of the Faculty Consultative Committee. A faculty member must be eligible to serve on the Faculty Consultative Committee to serve on the Nominating Subcommittee. The Nominating Subcommittee shall elect a chair from among its members. The Nominating Subcommittee shall nominate twice as many faculty candidates for the Faculty Consultative Committee, who are confirmed as willing to serve, as are to be elected each year from the Twin Cities campus and from those faculty from the Duluth campus eligible to vote in Senate elections. To achieve balanced representation across the Twin Cities campus, the Nominating Subcommittee may choose to pair candidates. The final

slate of candidates shall be announced in the Faculty Senate docket for a spring semester meeting. Additional nominations of eligible faculty, confirmed as willing to serve, may be made by: (1) petition of 12 voting members of the Twin Cities faculty, provided that the petition is in the hands of the Senate Office the day before the Faculty Senate meeting; (2) nomination on the floor of the Faculty Senate by members of the Twin Cities Faculty Delegation when the slate is presented. If the nominees are paired, any additional nomination shall specify against which pair the nominee will run. The Senate Office shall present the slate to the Twin Cities Faculty Delegation for its approval. In the event there are additional nominations, the Twin Cities Faculty Delegation will reduce the slate to twice the number to be elected by voting by secret ballot. The slate as approved shall be presented to the faculty for an election, conducted in accordance with the preceding paragraph of the Faculty Senate Bylaws.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

Articles II, Section 2(f), Article IV, Section 2(f) and Article VI, Section 2(e) of the Rules governing absences from committee meetings and Article I, Section 4 and Article III, Section 4 of Bylaws governing absences from Senate meetings shall apply to the Faculty Consultative Committee.

The chair of the Faculty Consultative Committee shall be elected by their respective members from among their number for a one-year term of office. Chairs shall be eligible for re-election to that position. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

Duties and Responsibilities

Consultative

- a. To discuss with the president and other University officers issues or policies of the University of concern to the faculty and, as appropriate, to make recommendations concerning such matters to the Faculty Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Faculty Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Faculty Senate, which includes the authority to require that any committee of the Faculty Senate report on any matter within its jurisdiction within 30 days.

- b. To receive recommendations of any faculty member who wishes to present a proposal to the Faculty Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Faculty Senate.
- d. To convene on a regular basis the chairs of Faculty Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Faculty Senate or a committee of the Faculty Senate.
- f. To be responsible for the review, approval, and distribution of the docket for each meeting of the Faculty Senate.
- g. To recommend, with the approval of the Faculty Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Faculty Senate up to date.

Executive

- a. To serve as a deliberative body of the Faculty Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Faculty Senate.
- g. To dispose of business which appears to be not germane to the purposes of the Faculty Senate.
- h. To approve editorial changes in existing administrative policies previously approved by the Faculty Senate and in Faculty Senate documents (including the constitution, bylaws,

and rules), and to reflect changes in titles of administrative offices or officers; the changes will be reported to the Faculty Senate for information.

- i. To correct grammatical and punctuation errors and to approve other non-substantive technical amendments in existing administrative policies previously approved by the Faculty Senate and in Faculty Senate documents (including the constitution, bylaws, and rules); such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.

H. FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee serves as the consultative body to the president and senior University officers on all major issues of planning, budget, resource allocation policy, and University operations.

The committee is expected to consider matters of University-wide policy or effect.

The Committee may, from time to time, act as a Twin Cities campus committee, and take up matters exclusively of concern to the Twin Cities, and may appoint subcommittees to deal with issues that pertain to the entire University or only to the Twin Cities campus.

Membership

The Finance and Planning Committee shall be composed of
10 faculty members,
2 academic professional members,
4 students,
2 civil service members, and
ex officio representation as specified by vote of the University Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees.

Duties and Responsibilities

- a. To consult with and advise the president and senior University officers on planning, and in particular on financial and operational planning.
- b. To consult with and advise the president and senior academic and financial officers on the development of the biennial request, of supplemental budget requests, and the annual budget and to review the implementation of the annual budget.
- c. To consult with and advise the president and senior University officers on the development of the University's capital budget and capital plans, the biennial capital request, supplemental capital requests, and the implementation of capital projects.
- d. To participate in the development and review of all physical facilities planning.
- e. To consult with and advise the president and senior University officers on the financial and operational aspects of all major proposals and policy initiatives.
- f. To consult with and advise the president and senior University officers on other questions of resource allocation, including space allocation.
- g. To consult with and advise the president and senior University officers on the periodic review of University operations.
- h. To recommend to the Faculty Consultative Committee, Senate Consultative Committee, or to other Senate committees such actions or policies as it deems appropriate.

- i. To take up other matters as shall be referred to the committee by the Faculty Consultative Committee, the Senate Consultative committee, or other Senate Committees.

I. JUDICIAL COMMITTEE

The Judicial Committee hears complaints from faculty members who claim a violation under *Faculty Tenure*.

Membership

The Judicial Committee shall be composed of:
at least 15 tenured faculty members.

Members shall be appointed by the Senate Committee on Committees.

Duties and Responsibilities

- a. To discharge the powers, duties, and procedures of the Judicial Committee as set forth in *Faculty Tenure* and in the Judicial Committee's *Rules of Procedure*.
- b. To hear complaints by faculty members claiming violations to *Faculty Tenure*. The Committee has original jurisdiction in cases arising under sections 1, 4, 6, 7, 7a, 8, 9, 10, 11, 12 or 14. The Committee has appellate jurisdiction in all other faculty cases that have been heard before an appropriate University body (such as the Conflict Resolution Office) and that allege a violation of *Faculty Tenure*.
- c. To cooperate with other grievance bodies or related committees, especially the University Conflict Resolution Office and the University Conflict Resolution Committee regarding the routing of complaints and appeals; and to make recommendations regarding them.
- d. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.

J. RESEARCH COMMITTEE

The Research Committee represents the interests of faculty, academic professionals, students, and civil service staff in research and support for research at the University.

Membership

The Research Committee shall be composed of:

15 faculty members,
2 academic professional members,
3 students,
1 civil service member,
1 postdoctoral fellow/associate, and
ex officio representation as specified by vote of the Faculty Senate.

Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. Academic professional members must be eligible to serve in the Faculty Senate. Postdoc members shall be appointed by the Postdoctoral Association.

Duties and Responsibilities

- a. To recommend to the Faculty Consultative Committee such policies as it deems necessary and appropriate with respect to research activities, facilities, personnel, and patents.
- b. To consult with and advise the president and senior academic officers on the stimulation of and support for research activities.
- c. To assist in the evaluation of research programs within the University.
- d. To speak for the faculty on governmental, industrial, and other private sector and foundation support of the research programs of the University.
- e. To advise the Vice President for Research and the Dean of the Graduate School on matters relating to research.

**ARTICLE V. STUDENT SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS
(Changes to this article are subject to vote only by the Student Senate)**

1. Membership

For the purpose of electing representatives and alternate representatives, if any, to the Student Senate, qualified students shall vote within each of the following units of the University:

TWIN CITIES: Biological Sciences; Continuing Education; Dentistry; Design; Education and Human Development; Food, Agricultural, and Natural Resource Sciences; Law; Liberal Arts; Management; Medical School; Nursing; Pharmacy; Public Affairs; Public Health; Science and Engineering; Veterinary Medicine

CROOKSTON

DULUTH: Business and Economics; Education and Human Service Professions; Fine Arts; Liberal Arts; Science and Engineering;

MORRIS

ROCHESTER

The elected members of the Student Senate shall be members of the University Senate.

b. Student body presidents of the Crookston, Duluth, Morris, Rochester, and Twin Cities student bodies shall, if not otherwise elected, serve as ex officio nonvoting members. Student members of Senate committees shall, if not otherwise elected, serve as ex officio nonvoting members. They shall attend meetings of the Student Senate and report on Senate committee issues when relevant.

2. Election of Members

a. Eligibility

- a. All degree-seeking students shall be eligible to vote and to be elected to the Student Senate.
- b. To continue to serve in the Student Senate, a student representative must continue to meet the requirements for eligibility identified under "a" hereof.

b. Elections

Eligible students elect from their ranks 50 Student Senate members, who shall be distributed among the colleges and campuses in proportion to the number of students in those units. Each college shall be guaranteed one student senator. Morris and Crookston will be guaranteed a minimum of two student senators. Twin Cities colleges with one seat may be filled by an undergraduate, graduate, or professional student in that college. Twin Cities colleges with more than one seat will allocate seats according to the distribution of undergraduate and graduate/professional students in the college. Senate seat distribution will be presented to the Student Consultative Committee each year before the start of elections. Any modifications to the election process must be approved before the start of the annual election process.

1. System Campuses

a. Between February 1 and April 30 of each year, Crookston, Duluth, Morris, and Rochester as listed in Section 1 of this Article shall conduct an election for Student Senate members and alternate members, if any. If the alternates are to be elected, then the constitution of the institute, college, school or other unit shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as senators. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its elections. The results of the elections shall be mailed to the Senate Office not later than May 5.

b. A senator may designate anyone from the appropriate unit pool to serve as an alternate in the senator's absence by providing notice to the Senate Office prior to the commencement of any meeting of the University or Student Senate.

c. All members elected to the Student Senate shall begin service on July 1 and shall serve for one year. Elected members of the Student Senate shall not serve more than four one-year terms, or any part thereof, in any six year period.

2. Twin Cities

a. Between February 1 and August 10 of each year, Twin Cities units as listed in Section 1 of this Article shall conduct an election for Student Senate members and alternate members, if any, for the following year, in partnership with the All-Campus Election Commission (ACEC). In the case a senator is not elected through the ACEC election process, a run-off election is required. Each unit shall establish its own procedures, in accordance with the constitution, for conducting its run-off elections. If alternates are to be elected, then the constitution of the institute, college, school or other unit shall specify the number to be elected and their term in office, and they shall be elected at the same time and in the same manner as senators. The results of the run-off elections shall be provided to the Senate Office not later than August 15.

b. After August 15 of each year and for the current year, any open Student Senate members and alternate members from Twin Cities units as listed in Section 1 of this Article shall be filled by the Student Senate Consultative Committee with approval of the Student Senate. The Student Senate Consultative Committee shall establish its own procedures, in accordance with the constitution, for conducting elections.

c. A senator may designate anyone from the appropriate unit pool to serve as an alternate in the senator's absence by providing notice to the Senate Office prior to the commencement of any meeting of the University or Student Senate.

d. All members elected to the Student Senate shall begin service on July 1 and shall serve for one year. Elected members of the Student Senate shall not serve more than four one-year terms, or any part thereof, in any six year period.

3. Election and Duties of Officers

a. Election

The chair, vice chair, and ranking student senator shall be elected at a special spring semester session of the Student Senate attended only by student senators elected for the following year. The outgoing chair shall preside over the election. Non-senators and outgoing student senators may not be candidates for these positions. The chair and vice chair shall be constituents of different student governance organizations. In the event that no one is nominated for the vice

chair positions from a different student governance organizations, the position will be open to all qualified members of the Student Senate. The ranking student senator position is open to any senator. Terms of office shall be July 1 to June 30, and the person holding office is eligible for re-election.

b. Duties of the Chair

The duties of the chair are (1) to be the official spokesperson of the Student Senate; (2) to set the Student Senate agenda, to be approved by the Student Consultative Committee; (3) to serve as the chair of the Student Senate; (4) to serve as the chair of the Student Consultative Committee; (5) to serve as a member of the Senate Consultative Committee; (6) to serve as the University's representative on the Student Advisory Council; and (7) to serve on central University advisory committees as needed, or to delegate student members for advisory committees.

c. Duties of the Vice Chair

The duties of the vice chair are (1) to serve as the vice chair of the Student Senate; (2) to serve as the liaison to the Civil Service Senate; (3) to serve as the liaison to the P&A Senate; (4) to assume the duties of the chair in the event of an absence or incapacity of the chair; (5) to assume responsibilities delegated by the chair; (6) to ensure that the Student Senate Handbook is updated and distributed; and (7) to serve as the vice chair of the Student Consultative Committee.

d. Duties of the Ranking Student Senator

The duties of the ranking student senator are (1) to represent members of the Student Senate and their interests on the Student Senate Consultative Committee; (2) to serve as the Student Senate Consultative Committee liaison to the Student Senate; and (3) to assume responsibilities delegated by the chair.

4. Removal for Neglect of Meetings

a. A member of the Student Senate shall be said to have neglected a meeting if the member does not attend a meeting of the Student or University Senate, does not provide an alternate, or does not notify the Senate Office of the impending absence.

b. A member of the Student Senate shall forfeit membership by neglecting two meetings of the Student or University Senate.

c. The Senate Office shall notify any member who will forfeit Student Senate membership by neglecting the next meeting of the University or Student Senate.

d. A member of the Student Senate shall forfeit Student Senate membership if membership in the campus student association or assembly is forfeited by failure to satisfy attendance criteria specified in the constitution, bylaws, or rules of the campus student association or assembly.

e. A member whose membership has been forfeited may appeal to the Student Consultative Committee for reinstatement.

ARTICLE VI. COMMITTEES OF THE STUDENT SENATE (Changes to this article are subject to vote only by the Student Senate)

1. Committees, Subcommittees, and Special Committees

a. A Student Senate committee is any committee to which the Student Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the Student Senate. Membership of all Student Senate committees and procedures for electing or appointing members are described in these Bylaws. The Student Senate by appropriate Bylaws may create or terminate committees vested with such responsibilities as the Student Senate has the power to confer.

b. Subcommittees of Student Senate Committees: Student Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships shall typically have approximately the same ratio of faculty, academic professionals, students, civil service, and alumni as the parent committee and shall include ex officio representation as appropriate. If an exception is necessary, the parent committee shall consult with the Student Committee on Committees. The Student Committee on Committees shall also serve as a resource for, or source of, subcommittee nominations and shall, at the request of the parent committee, appoint members to standing subcommittees.

c. Special Committees: Special committees may be created to study and make recommendations on special topics within the areas of concern to the Student Senate. Special committees may be created, charged, and terminated by the Student Senate, the Student Consultative Committee, or committees of the Student Senate alone or jointly.

2. Eligibility for Membership

a. Students must be eligible to serve in the Student Senate to be eligible to serve on Student Senate committees.

b. Individuals holding academic staff titles are eligible to serve as voting members of Student Senate committees even if they are not qualified for membership in the Senate, except that no individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, attorney, controller, or chief of staff may serve as a voting member of a Student Senate committee, nor may the University Librarian. Individuals whose appointment responsibilities are primarily faculty but who incidentally have an administrative title and responsibilities within an academic department or its equivalent are eligible to serve as voting members of Student Senate committees.

c. No individual holding an academic staff title or a civil service title may serve on a Student Senate committee which includes among its ex officio members the University officer to whom the individual directly reports. If the Senate Committee on Committees or Civil Service Consultative Committee believes there is a reasonable potential for a conflict of interest for a prospective committee member from a unit on which a University officer from the same unit serves as an ex officio member, it should decline to appoint such an individual to a committee.

d. In the event of a question about whether someone is eligible to serve on a Student Senate committee, the initial decision will be made by the Student Committee on Committees, with review by the Student Consultative Committee at its discretion.

3. Committee Procedures

- a. Alternates or proxy voting are not permitted on Student Senate committees.
- b. All committees of the Student Senate shall keep minutes of their meetings and proceedings. Committee minutes must not contain information considered private or confidential under the provisions of state or federal law.
- c. Any committee of the Student Senate may be required, upon a majority vote of the members of the Student Senate present and voting, to report to the Student Senate at its next meeting.
- d. An ex officio member of any committee of the Student Senate shall not be entitled to vote as a member of the committee, unless provided for in the Student Senate Rules.
- e. Committees of the Student Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting. The committee shall keep a list of all topics discussed and actions taken in its closed meetings and incorporate that list in its minutes. Only committee members and others designated by the chair may remain in the meeting once a motion to close the meeting has been adopted.
- f. A committee of the Student Senate shall have the authority to issue interpretations of Senate policies that it has previously introduced to the Student Senate and which the Student Senate and the administration have approved. The Student Consultative Committee may issue interpretations for any policy adopted by any committee that reports to the Student Senate. Those interpretations shall be considered part of the policy (1) once the interpretation has been reported for information at the next Student Senate meeting following committee approval of the interpretation, and (2) neither the Student Senate nor the President makes objection before or at that Student Senate meeting. The Student Senate may, by simple majority of those present and voting, vote not to approve the interpretation, in which case it is not part of the policy. If the President objects, the interpretation must be brought back at the following meeting for a vote by the Student Senate.
- g. Committees of the Student Senate shall have the authority to take up matters of concern only to the Twin Cities campus, including the appointment of subcommittees to take up Twin Cities campus matters. When they do so, only the Twin Cities campus members of the committees may vote on any actions to be taken with respect to such matters.
- h. Committees shall report to the Student Senate as provided by the Bylaws. Certain committees may have a secondary reporting line to another Senate, as provided in the Bylaws governing specific committees. The Senate to which a committee has a secondary reporting line may refer matters to the committee and call for reports and recommendations from the committee.
- i. Additional general Rules for functions and operational procedures of all committees of the Student Senate shall be contained in the Rules for Committees of the Student Senate.

4. Removal of Committee Chairs and Committee members

- a. Committee chairs may be removed by a two-thirds vote of the Student Consultative Committee. Any committee chair who is to be the subject of a vote on removal may submit a statement to the Student Consultative Committee before a vote on removal is taken. There is no appeal from the decision of the Student Consultative Committee to remove a committee chair.

Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

b. If the committee chair to be removed is a faculty member, the Student Consultative Committee will consult with the Faculty Consultative Committee before voting on removal. If the committee chair to be removed is an academic staff member, the Student Consultative Committee will consult with the P&A Consultative Committee before voting on removal. If the committee chair or committee member is a civil service staff member, the Student Consultative Committee will consult with the Civil Service Consultative Committee before voting on removal. If the committee chair or committee member is an alumni representative, the Student Consultative Committee will consult with the President and the Director of the Alumni Association before voting on removal.

c. Committee chairs may be removed from their position only on the grounds that they have failed to perform the duties required of a committee chair, they have obstructed the business of the Senate or its committee(s), they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee. Anyone removed as committee chair is automatically removed from membership on the committee.

d. Student members of committees may be removed from a committee by a two-thirds vote of the Student Consultative Committee. Faculty, alumni, and ex officio members of a committee may be removed from a committee by a two-thirds vote of the Faculty Consultative Committee. If the committee member is an alumni representative, the Faculty Consultative Committee will consult with the President and the Director of the Alumni Association before voting on removal. If the committee member is an ex officio member, the Faculty Consultative Committee will consult with the appointing officer before voting on removal. Academic staff members may be removed from a committee by a two-thirds vote of the P&A Consultative Committee. Civil Service members of a committee may be removed by a two-thirds vote of the Civil Service Consultative Committee.

e. Committee members may be removed from a committee only on the grounds that they have prevented the committee from conducting its business, if they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee.

f. Any committee member who is to be the subject of a vote on removal may submit a statement to the Student Consultative Committee before a vote on removal is taken. There is no appeal from the decision of the Student Consultative Committee on removing a committee member. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

g. The Student Senate shall have the authority, by a two-thirds majority vote, to remove its chair. The Student Consultative Committee shall also have the authority, by a two-thirds majority vote, to remove one of its members.

h. The provisions of this Section (4) may not be used to infringe on the academic freedom of committee chairs and committee members. Neither committee chairs nor committee members may be removed from their position because they express unpopular views.

i. Nothing in this section (4) shall affect the operation of Senate Rule Article II, Section (2)(f), which provides for replacement of committee members who are repeatedly absent from meetings of their committees.

j. In all cases, the majorities required in this section (4) are two-thirds majorities of the full voting membership of the committee or Student Senate, as appropriate, not two-thirds of those present and voting.

5. Student Senate Committee Charges

A. ACADEMIC HEALTH CENTER STUDENT CONSULTATIVE COMMITTEE

The Academic Health Center Student Consultative Committee (AHC SCC) shall represent the graduate, professional, and undergraduate students and not the individual institutes, colleges, schools, or departments within the Academic Health Center.

Membership:

The Academic Health Center Student Consultative Committee shall be composed of 15 student members [2 from the Medical School-Twin Cities, and 1 each from Dental Hygiene, Dentistry, the Medical School-Duluth, Medical Lab Sciences-Rochester, Medical Lab Sciences-Twin Cities, Mortuary Science, Nursing-Rochester, Nursing-Twin Cities, Occupational Therapy-Rochester, Occupational Therapy-Twin Cities, Pharmacy-Duluth, Pharmacy-Twin Cities, Physical Therapy, Public Health, and Veterinary Medicine.]. Each member is elected/appointed by his/her respective student board if one exists. Otherwise appointments shall be made by a program advisor.

The Academic Health Center Student Consultative Committee shall elect its chair from amongst its members for a one year term of office. The chair shall be eligible for re-election to that position.

Duties and Responsibilities

- a. To meet at least monthly to discuss matters of concern to students.
- b. To meet regularly with the Senior Vice President for the Health Sciences, the Assistant Vice President for Education, and other academic officers to represent the viewpoints of students.
- c. The chair shall meet each semester with the chair of the AHC Faculty Consultative Committee to discuss issues of concern to both faculty and students, and the two committees shall meet jointly as deemed necessary by the chairs.
- d. The chair shall meet each semester with the chair of CHIP to discuss issues of concern to both groups.
- e. Each representative shall report to his/her student board/class at least once each semester.
- f. To meet and report to the Student Senate Consultative Committee as needed.

B. STUDENT AFFAIRS COMMITTEE

The Student Affairs Committee is concerned with all issues dealing with the welfare of students at the University of Minnesota.

Membership

The Student Affairs Committee shall be composed of:
6 faculty/academic professional members,
12 students,
1 civil service member,
1 alumni representative, and
ex officio representation as specified by vote of the Student Senate.

Student members shall exceed by at least one the total of other voting members. Faculty, academic professional, civil service, and student members shall be appointed by the Committee on Committees. The alumni member shall be appointed by the director of alumni relations.

Duties and Responsibilities

- a. To formulate and recommend to the Senate policies pertaining to all student affairs and all University-registered student organizations that are not within the control or supervision of any other committee of the Senate.
- b. To provide a comprehensive link between the University and all University student organizations in accordance with the defined relationship between the student organization and the University as described in the Policy on Registration and Classification of Student Groups for the Twin Cities campus and as defined by system campuses.
- c. To be concerned with the general welfare of international students and the services and affairs that pertain to them.
- d. To provide a link between health service staffs and the University community and to address problems in providing effective and efficient health care.
- e. To be concerned with the safety of students, both on and off campus.
- f. To recommend to the Senate Consultative Committee such actions or policies as it deems appropriate.

C. STUDENT COMMITTEE ON COMMITTEES

The Student Committee on Committees appoints students members of certain committees of the University Senate, Faculty Senate, and Student Senate, and advises the Student Consultative Committee on the committee structure of the Student Senate.

Membership

The Senate Committee on Committees shall be composed of 5 elected students.

Of the 5 student members, three shall be elected by the Student Consultative Committee from among their members. Of these three members, at least one must be from the Twin Cities and at least one must be from a system campus. This election will take place at the May Student Consultative Committee meeting. The remaining two members shall be elected from among the student senators by the Student Senate at their final meeting of the academic year. One seat is designated for a system campus student senator and the second seat is designated for a Twin Cities student senator. If quorum is not present at the final Student Senate meeting, nominations will be sought and the election will be conducted by the Student Consultative Committee.

Student vacancies shall be filled in accordance with the preceding procedures for the balance of any unexpired term.

The Student Committee on Committees shall elect its chair from amongst its members for a one-year term of office. The chair is eligible for re-election to that position

Duties and Responsibilities

- a. To forward annually to the Student Senate for approval names of undergraduate students, graduate/professional students, and chairs it recommends for appointment to those committees of the Student Senate specified in the Bylaws of the Student Senate. The committee shall give consideration to 1) representation from the various campuses and units when appropriate; 2) the number of committees on which the undergraduate student or graduate/professional student member currently is serving; 3) the recommendations of the respective committee chairs, faculty, academic professional, undergraduate student and graduate/professional student members, and the presidents of the respective student associations; and 4) expressions of interest in committee service offered by undergraduate students and graduate/professional students. In addition, the committee shall select student senators for committee membership when appropriate to encourage communication between the Student Senate and the committees and shall strive to assure full and adequate representation by race, gender, and class rank in constituting committees.
- b. To solicit annually from each all students a list of Senate committees in which the student has an interest in serving.
- c. To review periodically the committees of the Student Senate and recommend to the Student Consultative Committee any changes in committee structure, charge, or membership which it deems appropriate.

- d. To review and forward as appropriate to the Student Senate any proposed changes to the charge, membership, or ex officio members for committees of the Student Senate prior to approval from the Student Senate.
- e. To recommend to the Senate Committee on Committees, the Student Consultative Committee, and the Senate Consultative Committee such actions or policies as it deems appropriate.

D. STUDENT CONSULTATIVE COMMITTEE

The Student Consultative Committee shall represent the students at large and the seven recognized University of Minnesota student governance organizations, including the Council of Graduate Students (COGS), Crookston Student Association (CSA), Minnesota Student Association (MSA), Morris Campus Student Association (MCSA), Professional Student Government (PSG), Rochester Student Association (RSA), and the University of Minnesota Duluth Student Association (UMDSA).

The Student Consultative Committee shall serve as the consulting body to the president and as the executive committee of the Student Senate.

Membership

The Student Consultative Committee shall be composed of:

- one representative of COGS
- one representative of CSA
- one representative of MSA
- one representative of MCSA
- one representative of PSG
- one representative of RSA
- one representative of UMDSA
- the chair, vice chair, and ranking student senator of the Student Senate.

A student governance representative members shall be a member of the respective student governance organization who is elected or appointed in accordance with procedures determined by the respective campuses' student governance organizations.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The chair of the Student Senate shall also serve as the chair of the Student Consultative Committee. The vice chair of the Student Senate shall also serve as the vice chair of the Student Consultative Committee. The ranking student senator of the Student Senate shall also serve as the ranking student senator of the Student Consultative Committee. Chair, vice chair, and ranking student senator elections should be subject to the following provisions:

- The chair, vice chair, and ranking student senator shall not also hold executive, elected, or appointed positions in their respective student governance organizations.
- If either the chair, vice chair, or ranking student senator has already been elected to the Student Consultative Committee as a regular member, they must concede that position to another student, to be chosen as soon as possible by the appropriate student governance organization.
- If either the chair-elect, vice chair-elect, or ranking student senator -elect has already been elected to or will hold an executive or elected position in their respective student governance organization during the upcoming year, they must concede that position prior to taking office in the Student Senate.
- The chair, vice chair, and ranking student senator of the Student Senate shall be elected by the Student Senate in accordance with the Senate Constitution, Article 5, Section 3 (a).
- The chair, vice chair, and ranking student senator are eligible for re-election to these positions.

The seven members who serve on the Senate Consultative Committee shall be composed of:

- the chair of the Student Senate
- six of the seven student governance representatives.

The Student Consultative Committee will vote to determine which student governance representatives will serve on the Senate Consultative Committee.

Duties and Responsibilities

Consultative

- a. To meet separately from the Senate Consultative Committee as a consultative body, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Senate.
- c. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- d. To receive from any student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees reporting to the Student Senate, which includes the authority to require that any committee reporting to the Student Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any student who wishes to present a proposal to the Student Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To serve as a coordinating body between the president and the Student Senate or a committee reporting to the Senate.
- d. To serve as a coordinating body between the recognized student governance organizations and the Student Senate or a committee reporting to the Student Senate.
- e. To prepare and approve the agenda for each meeting of the Student Senate in accordance with the Constitution, Bylaws, and Rules of the University Senate.

Executive

- a. To serve as a deliberative body of the Student Senate on all major items the Student Senate deems necessary and appropriate.
- b. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

- c. To examine any action taken affecting students by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Student Senate.
- e. To appoint or assist in appointing, when requested, members of non-Senate committees.
- f. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- g. To dispose of business which appears to be not germane to the purposes of the Student Senate.

ARTICLE VII. P&A SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS (Changes to this article are subject to vote only by the P&A Senate)

1. Senate Membership and Voting Units

a. P&A Senate

1. For the purpose of electing representatives and alternate representatives, if any, to the P&A Senate, qualified P&A shall vote within each of the following units of the University:

TWIN CITIES: Academic Affairs; Academic Health Center; Athletics; Biological Sciences; Continuing Education; Dentistry; Design; Education and Human Development; Food, Agricultural, and Natural Resource Sciences; Human Resources; Law; Liberal Arts; Libraries; Management; Medical School; Nursing; Pharmacy; President; Public Affairs; Public Health; Research; Science and Engineering; Student Affairs; System Academic Administration; University of Minnesota Extension; University Relations; University Services; Veterinary Medicine

CROOKSTON

DULUTH

MORRIS

ROCHESTER

2. Units which have 100 or fewer individuals eligible to vote in P&A Senate elections shall have one representative in the P&A Senate. Units which have more than 100 individuals eligible to vote in Senate elections may elect two representatives to the P&A Senate. Units that choose to elect a second representative shall inform the Senate Office of this intention before an election is held to ensure eligibility and communication for the election. If the number of eligible voters in a unit falls below 101, both the senators from that unit may serve out their term but there shall be no election for the term that ends first. The Senate Office shall annually review the number of individuals eligible to vote in Senate elections in each unit and report the results to the P&A Consultative Committee and then each unit. P&A from individual units may petition the P&A Consultative Committee to consider recommending adjustments in the apportionment of P&A Senate members based on geographic distance or other circumstances.

b. University Senate

1. 23 elected members of the P&A Senate shall also serve as members of the University Senate.

2. Election of Members

a. P&A Senate

1. The elected representatives to the P&A Senate shall be elected by P&A in the preceding units.

2. No individual holding a central administrative position carrying as any part of its title president, vice president, chancellor, provost, executive director, counsel, attorney, dean, or chief of staff shall be eligible for election to the Senate, nor may the University Librarian.

3. To continue to serve in the P&A Senate, a P&A representative must be currently a regular member of his or her unit.

4. The elected representatives shall be elected in accordance with the following procedures:

a. By April 1, the Senate Office shall prepare for each unit listed in Section 1 of this Article a list of all persons in that unit who, as of February 1, are entitled to vote for P&A Senate members, and shall send the list to the P&A senators of each unit.

b. Between April 1 and June 15, each unit listed in Section 1 of this Article shall conduct an election for P&A Senate members and alternate members, if any.

c. Each unit shall establish its own procedures for conducting its elections. In establishing these procedures, each unit must adhere to the following principles and must provide notice of these principles to all individuals eligible to vote:

1. everyone in the unit eligible to serve in the P&A Senate must be provided the opportunity to nominate individuals in the unit to be candidates for the P&A Senate (including nominating themselves);

2. everyone in the unit eligible to serve in the P&A Senate must be provided the opportunity to vote in the elections;

3. write-in candidates must be permitted, and notice of that option must appear on any ballot;

4. ballots must be distributed to all eligible voters at least three working days before they are due; and

5. the ballot must make clear that elections are unit-wide, not department-based.

6. The Senate office will provide a ballot template that units may use.

d. The results of the elections shall be forwarded to the Senate Office not later than June 30.

e. All members elected to the P&A Senate shall begin service on July 1 and shall serve for three years. Elected members of the P&A Senate shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of nonmembership in the P&A Senate.

f. P&A vacancies in the P&A Senate shall be filled in accordance with procedures determined by the constituencies of the relevant voting unit.

g. The names of the P&A Senate members and alternate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

5. The P&A in each unit shall elect one alternate senator for each P&A Senate member at the same time and in the same manner as Senate members.

6. A senator may designate anyone from the appropriate unit pool to serve as an alternate in the senator's absence by providing notice to the Senate Office prior to the commencement of any meeting of the P&A Senate. A designated alternate will have all the rights of a senator, including voting.

b. University Senate

1. P&A Senate members and elected alternates are eligible to run for the University Senate.

2. The elected representatives to the University Senate shall be chosen by the P&A Senate.

3. Elections to the University Senate shall be held no later than the 30th day of April. One third, or as near to one third as arithmetically possible, of the representatives shall be elected each year.

4. All P&A Senate members elected to the University Senate shall begin service on July 1 and shall serve for three years. P&A elected to the University Senate shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of nonmembership in the University Senate.

5. To continue to serve in the University Senate, a P&A representative must be currently a member of his or her unit. If the P&A Senate term of a serving University Senate member expires during that person's University Senate term, that person is eligible to complete the University Senate term.

6. The pool of University Senate alternates shall consist of all P&A Senate members and alternates who are not currently serving in the University Senate.

7. A University Senate representative may designate anyone from the appropriate unit pool to serve as an alternate in the University Senate representative's absence by providing notice to the Senate staff prior to the commencement of any meeting of the University Senate. A designated alternate will have all the rights of a University Senate representative, including voting.

8. P&A vacancies in the University Senate shall be filled by the P&A Senate at their next scheduled meeting.

9. The names of the University Senate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

3. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the P&A Senate under the provisions of Article VI, Section 2, of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the P&A Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the P&A Consultative Committee to classify such a person with one of the voting units specified in Section 1 of this Article.

4. Removal for Neglect of Meetings

a. A member of the P&A Senate shall be said to have neglected a meeting of either the University Senate or the P&A Senate if the member does not attend, does not provide an alternate, or does not notify the Senate Office of the impending absence.

b. A member of the P&A Senate shall forfeit membership by neglecting four meetings of the P&A Senate in an academic year. A P&A member of the University Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate.

c. The Senate Office shall notify any member who will forfeit P&A Senate membership by neglecting the next meeting of the University or P&A Senate.

d. A member whose membership has been forfeited may appeal to the P&A Consultative Committee for reinstatement. The P&A Consultative Committee will review the case and make a recommendation to the P&A Senate, which can vote to uphold the expulsion or reinstate the member by majority vote.

5. Succession, Election, and Duties of Officers

a. Succession

In order to provide smooth leadership transitions and effective mentoring for the chair and chair-elect, the immediate past chair shall have an ex officio appointment to the PACC for a period of 12 months immediately following the conclusion of their term as chair.

b. Election

The chair-elect and subcommittee chairs shall be elected at a spring semester meeting of the P&A Senate. The chair shall preside over the election. Only P&A Senate members and elected alternates may be candidates for these positions. Terms of office shall be July 1 to June 30.

c. Duties of the Chair

The duties of the chair are (1) to be the official spokesperson of the P&A Senate; (2) to set the P&A Senate agenda, to be approved by the P&A Consultative Committee; (3) to serve as the chair of the P&A Senate; (4) to serve as the chair of the P&A Consultative Committee; (5) to serve as a member of the Senate Consultative Committee; (6) to serve on central University advisory committees as needed, or to delegate P&A for advisory committees; and (7) to organize an annual orientation and retreat.

d. Duties of the Chair-elect

The duties of the chair-elect are (1) to serve as the vice chair of the P&A Senate; (2) to serve as the vice chair of the P&A Consultative Committee; (3) to serve as the liaison to the Civil Service Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee; (4) to assume the duties of the chair in the event of an absence or incapacity of the chair; (5) to attend the Board of Regents meetings and report back to the P&A Senate on issues of interest to P&A; (6) to attend meetings of the CIC and report back to the P&A Consultative Committee on issues of interest to P&A; and (7) to assume responsibilities delegated by the chair.

e. Duties of the Immediate Past Chair

The duties of the immediate past chair are limited to an advisory role. The immediate past chair attends PACC meetings when requested, provides his or her experience and expertise to the chair, and helps mentor the Chair-elect.

f. Duties of the Subcommittee Chairs

The duties of the subcommittee chairs are (1) to organize and hold regular meetings of their respective subcommittees; (2) to assure that their subcommittees carry out the duties within their charges; (3) to assume responsibilities delegated by the P&A Senate chair; (4) to alert the P&A Senate to issues related to their respective areas; (5) to make regular reports concerning their subcommittees' activities at P&A Consultative Committee and P&A Senate meetings; and (6) to serve on the P&A Consultative Committee.

ARTICLE VIII. COMMITTEES OF THE P&A SENATE (Changes to this article are subject to vote only by the P&A Senate)

1. Committees, Subcommittees, and Special Committees

a. A P&A Senate committee is any committee to which the P&A Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the P&A Senate. Membership of all P&A Senate committees and procedures for electing or appointing members are described in these Bylaws. The P&A Senate by appropriate Bylaws may create or terminate committees vested with such responsibilities as the P&A Senate has the power to confer.

b. Subcommittees of P&A Senate Committees: P&A Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships may include faculty, students, civil service, alumni, and ex officio representation as appropriate.

c. Special Committees: Special committees may be created to study and make recommendations on special topics within the areas of concern to the P&A Senate. Special committees may be created, charged, and terminated by the P&A Senate, the P&A Consultative Committee, or Committees of the P&A Senate, alone or jointly.

2. Eligibility for Membership

a. Any P&A may serve on a P&A Senate committee or subcommittee except that no individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, controller, or chief of staff may serve as a voting member of a P&A Senate committee or subcommittee, nor may the University Librarian. An individual serving as a voting member of a P&A Senate committee or subcommittee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee or subcommittee. If the individual is appointed only to an interim or acting position, the chair of the P&A Consultative Committee may, with the consent of the P&A Consultative Committee, waive the requirement that the individual resign from the committee or subcommittee.

b. No P&A may serve on a P&A Senate committee or subcommittee which includes among its ex officio members the University officer to whom the individual directly reports. If the P&A Consultative Committee, the Senate Committee on Committees, the Student Committee on Committees, or the Civil Service Consultative Committee believes there is a reasonable potential for a conflict of interest for a prospective committee or subcommittee member from a unit on which a University officer from the same unit serves as an ex officio member, it should decline to appoint such an individual to a committee or subcommittee.

c. In the event of a question about whether someone is eligible to serve on a P&A Senate committee or subcommittee, the decision will be made by the P&A Consultative Committee.

3. Committee Procedures

a. Absentee or proxy voting are not permitted on the P&A Consultative Committee.

b. All committees of the P&A Senate shall keep minutes of their meetings and proceedings. Committee minutes must not contain information considered private or confidential under the provisions of state or federal law.

c. Any committee or subcommittee of the P&A Senate may be required, upon a majority vote of the members of the P&A Senate present and voting, to report to the P&A Senate at its next meeting.

d. An ex officio member of any committee or subcommittee of the P&A Senate shall not be entitled to vote as a member of the committee or subcommittee, unless provided for in the Rules.

e. Committees and subcommittees of the P&A Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee or subcommittee members present and voting. The committee or subcommittee shall keep a list of all topics discussed and actions taken in its closed meetings and incorporate that list in its minutes. Only committee or subcommittee members and others designated by the chair may remain in the meeting once a motion to close the meeting has been adopted.

f. A committee of the P&A Senate shall have the authority to issue interpretations of Senate policies that it has previously introduced to a Senate and which that Senate and the administration have approved. The P&A Consultative Committee may issue interpretations for any policy adopted by any committee that reports to the P&A Senate. Those interpretations shall be considered part of the policy (1) once the interpretation has been reported for information at the next P&A Senate meeting following committee approval of the interpretation, and (2) neither the P&A Senate nor the President makes objection before or at that Senate meeting. The P&A Senate may, by simple majority of those present and voting, vote not to approve the interpretation, in which case it is not part of the policy. If the President objects, the interpretation must be brought back at the following meeting for a vote by the P&A Senate.

g. Committees and subcommittees of the P&A Senate shall have the authority to take up matters of concern only to the Twin Cities campus, including the appointment of subcommittees to take up Twin Cities campus matters.

h. Committees shall report to the P&A Senate as provided by these Bylaws. Certain committees may have a secondary reporting line to another Senate, as provided in the Bylaws governing specific committees. The Senate to which a committee has a secondary reporting line may refer matters to the committee and call for reports and recommendations from the committee.

i. Additional general Rules for functions and operational procedures of all committees or subcommittee of the P&A Senate shall be contained in the Rules for Committees and Subcommittees of the P&A Senate.

4. Removal of P&A Senate Committee or Subcommittee Chairs and P&A Senate Committee or Subcommittee members

a. Chairs may be removed by a two-thirds vote of the P&A Senate. Any chair who is to be the subject of a vote on removal may submit a statement to the P&A Senate before a vote on removal is taken. There is no appeal from the decision of the P&A Senate to remove a chair. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

b. Chairs may be removed from their position only on the grounds that they have failed to perform the duties required of a chair, they have obstructed the business of the P&A Senate or its committee(s), or subcommittee(s), they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee or subcommittee. Anyone removed as chair is automatically removed from membership on the committee or subcommittee.

c. Members may be removed by a two-thirds vote of the P&A Senate. Any member who is to be the subject of a vote on removal may submit a statement to the P&A Senate before a vote on removal is taken. There is no appeal from the decision of the P&A Senate to remove a member. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.

d. Members may be removed from a committee or subcommittee only on the grounds that they have prevented the committee or subcommittee from conducting its business, if they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, the Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee or subcommittee.

e. The provisions of this Section (4) may not be used to infringe on the academic freedom of chairs and members. Neither chairs nor members may be removed from their position because they express unpopular views.

f. Nothing in this section (4) shall affect the operation of Senate Rules Article VIII, Section 2(d), which provides for replacement of members who are repeatedly absent from meetings of their committees or subcommittees.

g. In all cases, the majorities required in this section (4) are two-thirds majorities of the full voting membership of the Senate, not two-thirds of those present and voting.

A. P&A CONSULTATIVE COMMITTEE

The P&A Consultative Committee shall represent the P&A at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The P&A Consultative Committee shall serve as the consulting body to the president and as executive committee of the P&A Senate.

Membership

The P&A Consultative Committee shall consist of at least six voting members as follows and ex officio representation as specified by vote of the P&A Senate:

- (1) A Chair;
- (2) A Chair-elect;
- (3) the Chair(s) of the Benefits and Compensation Subcommittee;
- (4) the Chair(s) of the Communications Subcommittee;
- (5) the Chair(s) of the Outreach Subcommittee;
- (6) the Chair(s) of the Professional Development and Recognition Subcommittee.

These members shall be members of the P&A Senate at the time of election and elected by the P&A Senate. Members shall be nominated and elected subject to the following provisions:

- A call for nominations for the chair-elect and subcommittee chairs shall be made via email to the P&A Senate and at a P&A Senate meeting. The call shall include a nomination form. All current P&A Senate members and alternates are eligible to run for these positions.
- Nominations shall remain open for at least one month.
- The chair-elect and subcommittee chairs shall be elected at a P&A Senate meeting from nominations received in advance of the meeting or those from the floor of the P&A Senate.
- If there is a contested election for any office, subsequent runoff ballots shall be held among the candidates receiving at least 25% of the votes cast, until one candidate receives a majority of votes cast. In the case of a tie, another ballot shall be taken.
- If any member is not re-elected by his or her unit constituency, or if that unit's representation on the P&A Senate is changed, the member may continue to serve as on the P&A Consultative Committee if elected as a member and if their chair term limit has not expired.

Once elected, the P&A Consultative Committee chair and chair-elect will relinquish their unit-elected seats in the P&A Senate.

In case of a vacancy, the P&A Senate shall hold a special election until the next general election.

In the event that no candidate for the chair-elect is identified, the incoming chair will continue to fill the duties of the chair-elect until a special election is held to fill the chair-elect position.

Articles VIII, Section 2(d) of the Rules governing absences from committee meetings and Article I, Section 5 and Article VII, Section 4 of Bylaws governing absences from Senate meetings shall apply to the P&A Consultative Committee.

Duties and Responsibilities

Consultative

- a. To discuss with the president and other University officers issues or policies of the University of concern to P&A and, as appropriate, to make recommendations concerning such matters to the P&A Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the P&A Senate.
- c. To consult with the president or senior academic officers on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any P&A notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees and subcommittees of the P&A Senate, which includes the authority to require that any committee or subcommittee of the P&A Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any P&A who wishes to present a proposal to the P&A Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the P&A Senate.
- d. To serve as a coordinating body between the president and the P&A Senate or a committee of the P&A Senate.
- e. To be responsible for the preparation and distribution of the agenda for each meeting of the P&A Senate in accordance with the Constitution, Bylaws, and Rules of the P&A Senate.
- f. To recommend, with the approval of the P&A Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- g. To keep the published Constitution, Bylaws, and Rules of the P&A Senate up to date.
- h. To ensure a smooth leadership succession by conferring with the Outreach Subcommittee no later than December 31, to ensure that the Outreach Subcommittee enacts a plan to solicit nominees for the chair-elect and subcommittee chair positions.

Executive

- a. To serve as a deliberative body of the P&A Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the P&A Senate when a decision is required prior to the next scheduled meeting of the P&A Senate and when a decision is required when it would not be possible to convene a special meeting of the P&A Senate in a timely fashion; such actions will be reported to the P&A Senate at its next meeting and the P&A Senate may then overrule the P&A Consultative Committee.
- c. To examine any action relevant to P&A taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, P&A members of Senate and non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the P&A Senate.
- g. To dispose of business which appears to be not germane to the purposes of the P&A Senate.
- h. To make editorial changes in P&A Senate policies and documents (including the constitution, bylaws, and rules) to reflect changes in titles of administrative offices or officers; the changes will be reported to the P&A Senate for information.

Advocacy

- a. To assess and monitor University policy and the administration thereof with the goal of achieving equity across employee groups and among individual employees.
- b. To actively and regularly raise issues significant to P&A employees with University administration and governance.
- c. To educate and engage P&A employees in issues and policy affecting the employee group.

ARTICLE IX. CIVIL SERVICE SENATE MEMBERSHIP, ELECTIONS, AND OFFICERS (Changes to this article are subject to vote only by the Civil Service Senate)

1. Senate Membership and Voting Units

a. Civil Service Senate

1. For the purpose of electing representatives and alternate representatives, if any, to the Civil Service Senate, qualified civil service staff shall vote within each of the following units of the University:

TWIN CITIES: Academic Affairs, Academic Health Center, At-Large

CROOKSTON

DULUTH

MORRIS

ROCHESTER

2. Units which have 201 or more civil service staff eligible to vote in Senate elections shall have a minimum of two representatives in the Civil Service Senate. Units which have 26-200 civil service staff eligible to vote in Senate elections shall have two representatives in the Civil Service Senate. Units which have 25 or fewer civil service staff eligible to vote in Senate elections shall have one representative in the Civil Service Senate. If the number of eligible voters in a unit falls below 26, both the senators from that unit may serve out their term but there shall be no election for the term that ends first. The Senate Office shall annually review the number of individuals eligible to vote in Senate elections in each unit and report the results to the Civil Service Consultative Committee.

b. University Senate

1. 23 elected members of the Civil Service Senate shall also serve as members of the University Senate.

2. Election of Members

a. Civil Service Senate

1. The elected representatives to the Civil Service Senate shall be elected by the civil service staff of the preceding units.

2. To continue to serve in the Civil Service Senate, a civil service representative must be currently a member of the unit from which he or she was elected.

3. The elected representatives shall be elected in accordance with the following procedures:

a. By February 10, the Senate Office shall prepare for each unit listed in Section 1 of this Article a list of all persons in that unit who, as of February 1, are entitled to vote for Civil Service Senate members, and shall send the list to the Chair.

b. Between March 15 and June 1, each unit listed in Section 1 of this Article shall conduct an election for Civil Service Senate members. One third, or as near to one third as arithmetically possible, of the representatives shall be elected each year.

c. Each unit must adhere to the following principles and must provide notice of these principles to all individuals eligible to vote:

1. everyone in the unit eligible to serve in the Civil Service Senate must be provided the opportunity to nominate individuals in the unit to be candidates for the Civil Service Senate (including nominating themselves);

2. everyone in the unit eligible to serve in the Civil Service Senate must be provided the opportunity to vote in the elections;

3. ballots must be distributed to all eligible voters at least three working days before they are due; and

4. the ballot must make clear that elections are unit-wide, not department-based.

d. All members elected to the Civil Service Senate shall begin service on July 1 and shall serve for three years. Elected members of the Civil Service Senate shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of nonmembership in the Civil Service Senate.

e. Vacancies in the Civil Service Senate shall be filled in accordance with procedures determined by the Civil Service Consultative Committee.

f. The names of the Civil Service Senate members and alternate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

g. The pool of Civil Service Senate alternates shall consist of past Civil Service Consultative Committee members, past Civil Service Senate members, and civil service not elected to the Civil Service Senate.

h. A senator may designate anyone from the appropriate unit pool to serve as an alternate in the senator's absence by providing notice to the Senate Office prior to the commencement of any meeting of the Civil Service Senate. A designated alternate will have all the rights of a senator, including voting.

b. University Senate

1. The Civil Service Senate members are eligible to run for the University Senate.

2. The elected representatives to the University Senate shall be elected by the Civil Service Senate and shall reflect the same representative units in Article IX, Section 1(a)(1) and distribution used to configure the Civil Service Consultative Committee.

3. Elections to the University Senate shall be held no later than June 1. One third, or as near to one third as arithmetically possible, of the representatives shall be elected each year.

4. All Civil Service members elected to the University Senate shall begin service on July 1 and shall serve for three years. Elected members of the University Senate shall not serve more than two consecutive terms, and shall be eligible for re-election only after a one-year interval of non-University Senate membership.

5. To continue to serve in the University Senate, a Civil Service staff representative must continue to meet Civil Service eligibility requirements for the University Senate. Civil Service Senators who moves out of their area of representation during their term may serve out their term and continue to represent the former area of representation. To be reelected, they must be elected from their current area of representation.

6. The pool of University Senate alternates shall consist of past Civil Service Consultative Committee members, past Civil Service Senate members, civil service not elected to the Civil Service Senate, and current Civil Service Senate members who are not serving on the University Senate.

7. A University Senate representative may designate any eligible voting member from their appropriate area of representation to serve as an alternate in the representative's absence by providing notice to the Senate Office prior to the commencement of any meeting of the University Senate. A designated alternate will have all the rights of a senator, including voting.

8. Civil Service vacancies in the University Senate shall be filled by the Civil Service Senate at their next scheduled meeting.

9. The names of the University Senate members elected for the coming year shall be reported in the minutes of the first regular meeting of the succeeding fall semester.

3. Non-Affiliation with a Voting Unit

Any person eligible to vote for members of the Civil Service Senate under the provisions of the Senate Constitution, but not attached to any voting unit designated in Section 1 of this Article, may apply in writing to the Civil Service Consultative Committee for a determination of his or her status for voting for members of the Senate. It shall be a duty of the Civil Service Consultative Committee to classify such a person with one of the voting units specified in Section 1 of this Article.

4. Removal for Neglect of Meetings

a. A member of the Civil Service Senate shall be said to have neglected a meeting of either the University Senate or the Civil Service Senate if the member does not attend, does not provide an alternate, or does not notify the Senate Office of the impending absence.

b. A member of the Civil Service Senate shall forfeit membership by neglecting three consecutive meetings of the University Senate, the Civil Service Senate, or any combination thereof.

c. The Senate Office shall notify any member who will forfeit Civil Service Senate membership by neglecting the next meeting of the University or Civil Service Senate.

d. A member whose membership has been forfeited may appeal to the Civil Service Consultative Committee for reinstatement.

5. Election and Duties of Officers

a. Election

The chair-elect shall be elected from a pool of sitting Civil Service Consultative Committee members at a spring semester session of the Civil Service Consultative Committee. The chair shall preside over the election. Outgoing civil service senators and outgoing Civil Service Consultative Committee members may be candidates for this position. Term of office shall be July 1 to June 30.

b. Duties of the Chair

The duties of the chair are (1) to be the official spokesperson of the Civil Service Senate; (2) to set the Civil Service Senate agenda, to be approved by the Civil Service Consultative Committee; (3) to serve as the chair of the Civil Service Senate; (4) to serve as the chair of the Civil Service Consultative Committee; (5) to serve as a member of the Senate Consultative Committee; (6) to serve on central University advisory committees as needed, or to delegate civil service members for advisory committees; and (7) other duties as assigned in the Civil Service Operations Manual.

c. Duties of the Chair-elect

The duties of the chair-elect are (1) to serve as the vice chair of the Civil Service Senate; (2) to serve as the vice chair of the Civil Service Consultative Committee; (3) to serve as the liaison to the P&A Consultative Committee, the Faculty Consultative Committee, and the Student Consultative Committee; (4) to serve as a member of the Senate Consultative Committee; (5) to assume the duties of the chair in the event of an absence or incapacity of the chair; (6) to coordinate civil service representation at New Employee Orientation; (7) to assume responsibilities delegated by the chair; and (8) other duties as assigned in the Civil Service Operations Manual.

ARTICLE X. COMMITTEES OF THE CIVIL SERVICE SENATE (Changes to this article are subject to vote only by the Civil Service Senate)

1. Committees, Subcommittees, and Special Committees

a. A Civil Service Senate committee is any committee to which the Civil Service Senate delegates responsibilities in broad areas of University concern and whose reports are made directly to the Civil Service Senate. Membership of all Civil Service Senate committees and procedures for electing or appointing members are described in these Bylaws. The Civil Service Senate by appropriate Bylaws may create or terminate committees vested with such responsibilities as the Civil Service Senate has the power to confer.

b. Subcommittees of Civil Service Senate Committees: Civil Service Senate committees may appoint subcommittees as necessary to assist with their responsibilities. Membership of subcommittees need not be limited to members of the parent committee. Subcommittee memberships may include faculty, academic staff, students, civil service, students, and alumni representation as appropriate.

c. Special Committees: Special committees may be created to study and make recommendations on special topics within the areas of concern to the Civil Service Senate. Special committees may be created, charged, and terminated by the Civil Service Senate, the Civil Service Consultative Committee, or Committees of the Civil Service Senate, alone or jointly.

2. Eligibility for Membership

a. Civil service staff who serve on Civil Service Senate committees must be eligible to serve in the Civil Service Senate, term limits notwithstanding.

b. No individual holding a position carrying as any part of its title President, vice president, chancellor, provost, executive director, dean, counsel, controller, or chief of staff may serve as a voting member of a Civil Service Senate committee, nor may the University Librarian. An individual serving as a voting member of a Civil Service Senate committee who is appointed to a position which would bar them from service as a voting member on the committee shall resign from that committee. If the individual is appointed only to an interim or acting position, the chair of the Civil Service Consultative Committee may, with the consent of the Civil Service Consultative Committee, waive the requirement that the individual resign from the committee.

c. No individual holding a civil service title may serve on a Civil Service Senate committee which includes among its ex officio members the University officer to whom the individual directly reports. If the Senate Committee on Committees, Student Committee on Committees, or the P&A Consultative Committee believes there is a reasonable potential for a conflict of interest for a prospective committee member from a unit on which a University officer from the same unit serves as an ex officio member, it may decline to appoint such an individual to a committee.

d. Only individuals eligible to serve in the Civil Service Senate may serve as the chair of a committee of the Civil Service Senate.

e. In the event of a question about whether someone is eligible to serve on a Civil Service Senate committee, the decision will be made by the Civil Service Consultative Committee.

3. Committee Procedures

a. Alternates or proxy voting are permitted on Civil Service Senate committees. The pool of Civil Service Senate committee alternates shall consist of current Civil Service Senate members. A Civil Service committee member may designate anyone from the pool of alternates to serve as an alternate in the committee member's absence by providing notice to the Senate support staff prior to the commencement of any meeting of a Civil Service Senate committee. Civil Service committee members taking a leave of absence for more than three consecutive meetings should find a sitting Civil Service senator from their area of representation to replace them.

b. All committees of the Civil Service Senate shall keep minutes of their meetings and proceedings. Committee minutes must not contain information considered private or confidential under the provisions of state or federal law.

c. Any committee of the Civil Service Senate may be required, upon a majority vote of the members of the Civil Service Senate present and voting, to report to the Civil Service Senate at its next meeting.

d. An ex officio member of any committee of the Civil Service Senate shall not be entitled to vote as a member of the committee, unless provided for in the Rules.

e. Committees of the Civil Service Senate shall have a policy of open meetings. Closed or executive sessions may be held only after approval by a two-thirds majority of the committee members present and voting. The committee shall keep a list of all topics discussed and actions taken in its closed meetings and incorporate that list in its minutes. Only committee members and others designated by the chair may remain in the meeting once a motion to close the meeting has been adopted. Administrative ex officio members may be asked to leave.

f. A committee of the Civil Service Senate shall have the authority to issue interpretations of Senate policies that it has previously introduced to a Senate and which that Senate and the administration have approved. The Civil Service Consultative Committee may issue interpretations for any policy adopted by any committee that reports to the Civil Service Senate. Those interpretations shall be considered part of the policy (1) once the interpretation has been reported for information at the next Civil Service Senate meeting following committee approval of the interpretation, and (2) neither the Civil Service Senate nor the President makes objection before or at that Senate meeting. The Civil Service Senate may, by simple majority of those present and voting, vote not to approve the interpretation, in which case it is not part of the policy. If the President objects, the interpretation must be brought back at the following meeting for a vote by the Civil Service Senate.

g. Committees shall report to the Civil Service Senate as provided by these Bylaws. Certain committees may have a secondary reporting line to another Senate, as provided in the Bylaws governing specific committees. The Senate to which a committee has a secondary reporting line may refer matters to the committee and call for reports and recommendations from the committee.

h. Additional general Rules for functions and operational procedures of all committees of the Civil Service Senate shall be contained in the Rules for Committees of the Civil Service Senate.

4. Removal of Civil Service Senate Committee Chairs and Civil Service Senate Committee members

- a. Committee chairs may be removed by a two-thirds vote of the Civil Service Senate. Any committee chair who is to be the subject of a vote on removal may submit a statement to the Civil Service Senate before a vote on removal is taken. There is no appeal from the decision of the Civil Service Senate to remove a committee chair. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.
- b. Committee chairs may be removed from their position only on the grounds that they have failed to perform the duties required of a committee chair, they have obstructed the business of the Civil Service Senate or its committee(s), they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee. Anyone removed as committee chair is automatically removed from membership on the committee.
- c. Committee members may be removed by a two-thirds vote of the Civil Service Senate. Any committee member who is to be the subject of a vote on removal may submit a statement to the Civil Service Senate before a vote on removal is taken. There is no appeal from the decision of the Civil Service Senate to remove a committee member. Nothing in this section bars anyone from making use of the University's normal grievance processes for employees or students.
- d. Committee members may be removed from a committee only on the grounds that they have prevented the committee from conducting its business, if they have violated the Board of Regents Policy: Code of Conduct, Board of Regents Policy: Academic Misconduct, Board of Regents Policy: Student Conduct Code, or because their continued service would cast doubt on the integrity and credibility of the work of the committee.
- e. The provisions of this Section may not be used to infringe on the academic freedom of committee chairs and committee members. Neither committee chairs nor committee members may be removed from their position because they express unpopular views.
- h. Nothing in this Section shall affect the operation of Senate Rules Article X, Section (2)(c), which provides for replacement of committee members who are repeatedly absent from meetings of their committees.
- i. In all cases, the majorities required in this Section are two-thirds majorities of the full voting membership of the Senate, not two-thirds of those present and voting.

A. CIVIL SERVICE CONSULTATIVE COMMITTEE

The Civil Service Consultative Committee shall represent the civil service staff and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Civil Service Consultative Committee shall serve as the consulting body to the president and as executive committee of the Civil Service Senate.

Membership

The Civil Service Consultative Committee shall consist as follows of 13 voting members:

- (1) A Chair;
- (2) A Chair-elect;
- (3) one member from Crookston;
- (4) one member from Duluth;
- (5) one member from Morris;
- (6) one member from Rochester;
- (7) two members from the Twin Cities – Academic Affairs;
- (8) three members from the Twin Cities – Academic Health Center;
- (9) two members from the Twin Cities – At-Large;

The members from campus positions (numbers 3-9 above) shall be members of the Civil Service Senate at the time of election and elected by the Civil Service Senate. These members shall be nominated and elected subject to the following provisions:

- A call for nominations for the campus positions shall be made to the Civil Service Senate. The call shall include a nomination form. All current Civil Service Senate members are eligible to run for these positions.

- Nominations shall remain open for at least one month.

In the case of a tie, the Senate Office shall choose the successful candidate by lot.

Once elected, the Civil Service Consultative Committee members will relinquish their unelected seats in the Civil Service Senate.

In case of a vacancy, the Civil Service Senate shall hold a special election until the next general election.

Procedures for the election of the chair-elect are set out in Article IX, Section 5(a) of the Civil Service Senate Bylaws.

Duties and Responsibilities

Consultative

- a. To discuss with the president and other University officers issues or policies of the University of concern to civil service staff and, as appropriate, to make recommendations concerning such matters to the Civil Service Senate.
- b. To advise the president on major administrative appointments and to participate in the selection process.
- c. To receive from any civil service staff notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To provide supervision and direction to all committees and subcommittees of the Civil Service Senate, which includes the authority to require that any committee or subcommittee of the Civil Service Senate report on any matter within its jurisdiction within 30 days.
- b. To receive and evaluate proposed topics, determine appropriate agendas, and coordinate the flow of information and projects between the constituency, Civil Service Senate, and related governing entities.
- c. To serve as a coordinating body between the president and the Civil Service Senate or a committee of the Civil Service Senate.
- d. To be responsible for the preparation and distribution of the agenda for each meeting of the Civil Service Senate in accordance with the Constitution, Bylaws, and Rules of the Civil Service Senate.
- e. To recommend, with the approval of the Civil Service Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- f. To keep the published Constitution, Bylaws, and Rules of the Civil Service Senate up to date.

Executive

- a. To execute duties assigned by the Office of Human Resources Civil Service Employment Rules.
- b. To serve as the primary deliberative body of the Civil Service Senate on all major items it deems necessary and appropriate.
- c. To act on behalf of the Civil Service Senate when a decision is required prior to the next scheduled meeting of the Civil Service Senate and when a decision is required when it would not be possible to convene a special meeting of the Civil Service Senate in a timely fashion; such actions will be reported to the Civil Service Senate at its next meeting and the Civil Service Senate may then overrule the Civil Service Consultative Committee.

- d. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- e. To appoint or assist in appointing, when requested, civil service members of Senate and non-Senate committees.
- f. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- g. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Civil Service Senate.
- h. To dispose of business which appears to be not germane to the purposes of the Civil Service Senate.
- i. To make editorial changes in Civil Service Senate policies and documents (including the constitution, bylaws, and rules) to reflect changes in titles of administrative offices or officers; the changes will be reported to the Civil Service Senate for information.