

**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.