

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.