

## 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.