

BYLAWS OF THE FACULTY SENATE OF TEXAS TECH UNIVERSITY

Section 1. Officers

Not later than its March meeting each year the Faculty Senate shall elect a President, Vice President, and Secretary from its membership to serve for a term of one year beginning on the first day following the end of the spring semester. The new officers-elect shall then attend the immediately succeeding April and May meetings of the Agenda Committee in a non-voting capacity. Nominees must have at least one full year remaining of their Senate terms at the time of their nomination. A majority vote shall elect such officers. A Senator who is not able to participate in the election of officers for university-approved reasons may cast an absentee ballot in the Office of the President of the Senate between Wednesday of the week preceding the election and 3:30 p.m. on the Tuesday before the election. If on any ballot no person receives a majority vote then there shall be a runoff between those receiving the two highest vote totals. The President shall appoint a person who is not a senator to act as Parliamentarian at meetings of the Senate. The Parliamentarian shall advise the Chair on all matters of procedure at the meeting according to the latest revision of Robert's Rules of Order.

Section 2. President

The President shall be a tenured member of the faculty at the time of nomination for the office. The President shall preside at meetings of the Senate. The President shall serve as chairperson of the Agenda Committee. The President shall appoint the members of a Committee on Committees each of whom shall be a senator from a different school or college. The President shall act as a representative of the Senate in University forums other than meetings of the Senate or voting faculty, and shall communicate the Senate's advice and recommendations to appropriate University officers. No later than March 1 of each year, the President shall advise the Elections Committee of the need to conduct an election of senators to succeed those whose terms are about to expire. At other times the President shall promptly advise the election committee of any senatorial vacancy and shall request that the committee conduct a special election to fill such vacancy. No member of the election committee may continue as a member of the committee if he or she accepts a nomination for the office of senator.

Section 3. Vice President

The Vice President shall serve as President in the event of the President's death, resignation or removal from office. In that event, the Senate shall elect a new Vice President to fill the unexpired term of office. The Vice President shall be a tenured member of the faculty at the time of nomination for the office. The Vice President shall serve on the Agenda Committee. The President may delegate to the Vice President to formalize the Vice President's role as Senate representative to the Academic Council* and other duties as the President may prescribe. The Vice President shall preside at the meetings of the Senate in the absence of the President.

Section 4. Secretary

The Secretary shall keep minutes and records of all the proceedings of the Senate. The Secretary shall regularly report the Senate's activities to the faculty of the University and shall promptly distribute the minutes of each meeting of the Senate and each meeting of the voting faculty to the faculty. The Senate meeting minutes shall include a roll of those senators who

were present and those who were absent. The Secretary shall serve on the Agenda Committee.

Section 5. Removal from Office

Any officer may be removed upon a two-thirds majority vote of the Senate. A vote shall not be taken unless a petition signed by 15% of the senators has been filed and attached to the agenda for the meeting at which the vote shall be taken.

Section 6. Committees

The Senate may establish and disestablish such standing and ad hoc committees as it deems appropriate and may reconstitute an ad hoc committee as a standing committee. The Committee on Committees shall nominate and the Senate shall appoint the members of each standing or ad hoc committee prior to adjournment of the final meeting of the spring term. At the first meeting following the end of the spring term, the members of the standing or ad hoc committee shall elect a committee chairperson and such other officers as may be appropriate for the effective functioning of the committee. Senators whose Senate terms have not expired should continue their committee duties for the succeeding year, or until reassigned. The President, Vice President and Secretary shall themselves constitute an Agenda Committee, which shall be responsible for preparing an agenda for each meeting and for distributing it to each senator on or before the Friday preceding the meeting, and which shall name Senate liaisons to university committees as they deem appropriate, subject to Senate vote. The Senate liaison to the Graduate Council shall be a member of the Graduate Faculty.

Section 7. Meetings

The Senate shall meet at least monthly during the semesters of the academic year. Monthly meetings shall be held in the Senate Room of the University Center building, unless decided otherwise by the Agenda Committee, on the second Wednesday of the month at 3:15 p.m. When scheduled meeting dates are not feasible, the Agenda Committee shall present alternate dates to the Senate for approval. The President of the Faculty Senate can call a special meeting of the Faculty Senate when this officer deems it necessary. A special meeting of the Faculty Senate must be called upon the receipt of a petition to the President of the Faculty Senate signed by at least ten members of the Faculty Senate. **During a campus emergency, the President of the Faculty Senate may authorize a meeting of the Senate conducted by electronic means.**

Senators assigned to colleges and schools not located in Lubbock County may attend meetings by distance participation through means approved by the Agenda Committee. The Agenda Committee may also allow other Senators to participate by distance. Senators who participate by distance must be able to hear contemporaneously the business of the Senate and send their votes on any issues requiring votes to the Senate staff assistant. Senators who participate by distance will be included to satisfy the quorum requirement. No business shall be transacted unless a quorum is present and continues to be present at the meeting. A majority of the duly elected and qualified senators constitutes a quorum. In the absence of a quorum the President may only make announcements of an informative nature, rule on the existence of a quorum, and recess once for a short period to attempt to secure a quorum.

Section 8. Vacancy of Senatorial Position

A Senate seat shall be declared vacant following three absences from regularly scheduled meetings without reasonable cause during a Senator's term of office. The responsibility of reporting cause lies with the Senator.

Reasonable cause may be defined as absence due to other University duties or business, illness, absence from the campus during the summer or pressing personal matters.

The President of the Senate shall have the authority to rule on the validity of the cause of absence. The Senator affected may appeal the ruling to the Senate, which may overrule the President by a simple majority.

If a Senator is absent for more than five consecutive months with reasonable cause, the seat shall nevertheless be declared vacant.

An anticipated absence of more than five consecutive regular meetings shall be cause to declare a seat vacant when such an anticipation is supported by knowledge of the conditions which may be reasonably expected to cause the absence.

Section 9. Establishing a Nominating Committee (added 10-13-99)

The Senate shall establish a Nominating Committee, which shall make every effort to nominate at least two people of each elected position (president, vice-president and secretary). If two nominations for each position are not found, the election of officers will proceed regardless. The committee is also responsible for ensuring that each person nominated for election is eligible and willing to serve.

The Nominating Committee shall present a list of candidates at the February meeting of the Faculty Senate. At that time, nominations from the floor of eligible and willing candidates will be placed on the ballot along with the other names. The Nominating Committee is responsible for determining that all candidates nominated from the floor are eligible to serve.

The Nominating Committee shall be responsible for printing the ballots, conducting the elections, and identifying the winners.

Elections for the new Faculty Senate officers shall take place at the March meeting of the Senate. At that time write-in candidates shall be accepted. Write-in candidates' names must be written in the blank space provided on the ballot. The presiding officer shall ensure that the write-in candidates are eligible to serve.

In all cases, the name of the candidate must be marked (checked off) in the space provided. A vote for a write-in candidate is not valid unless there is a check mark next to the name. If a ballot has a write-in candidate identified, but there is no check mark next to the name, that ballot shall be considered as void.

At the time of the election the presiding officer is responsible for explaining the rules concerning the election of officers to the Faculty Senate prior to balloting.

After the February Faculty Senate meeting, the chair of the Nominating Committee shall prepare election ballots. Absentee ballots shall be provided for any senator who cannot attend the March meeting and who meets the requirements stated in Section 1 of the Faculty Senate

By-laws. Absentee ballots shall be available in the office of the Faculty Senate during the balloting period as specified in Section 1 of the Faculty Senate By-laws.

If on any ballot, no candidate receives a majority vote, then there will be a runoff between those candidates receiving the two highest vote totals.

A person can only be nominated for one elected office at a time. A senator nominated for more than one position must determine which position he or she chooses to run for prior to any vote being taken.

Section 10. Methods of Communication (added May 9, 2012)

The Agenda Committee shall prepare an agenda for each meeting and shall distribute it to each senator on or before the Friday preceding the meeting. The Agenda Committee may allot a time period for agenda items and, if so, the duration of discussion of such items at the meeting shall be so restricted unless altered by a majority vote of the Senate.

Any student, faculty member, or staff member of the University may bring a matter of university concern to the attention of the Senate by communicating with the President of the Senate. The Agenda Committee shall make an appropriate announcement of the matter either in writing attached to the agenda or by placing the matter on the agenda. However, only a senator can introduce a proposition to be voted upon by the Senate.

A procedural proposition may be introduced by a senator at a meeting. A substantive proposition may be introduced by filing the proposition with the President in time for it to be attached to the agenda for the next meeting. If the proposition does not involve a matter of significant academic import or a policy recommendation then it may be voted upon at the next meeting. However, if it does involve a matter of significant academic import or a policy recommendation, and unless waived by a two-thirds majority vote of the Senate, the proposition will be attached to the agenda of the meeting at which it is being introduced, the proposition will be offered for a short explanation, inquiry and debate at such meeting, and shall be committed by the Chair at the close of debate to an appropriate committee for study, report and recommendation. The proposition and the committee's report and recommendation shall be attached to the agenda for the next meeting and no vote shall be taken by the Senate before such meeting.

Any Senator may move to call to the floor any item or subject that is not on the agenda, but such non-agenda item or subject shall not be discussed or considered unless the Senate by a majority vote shall amend the agenda. The agenda for the meeting shall be publicly posted or published in advance of the meeting. The Chair may permit any person the privilege of the floor unless the Senate by majority vote should withdraw the privilege.

All meetings shall be open meetings unless otherwise required by law or unless the Senate by two-thirds affirmative vote shall declare that a meeting or a part of a meeting shall be conducted in closed session. No vote shall be taken while a meeting is conducted in closed session.

If a vote of the Faculty Senate is urgently required for an important matter which, in the opinion of the Faculty Senate President, cannot wait until the next scheduled meeting of the

senate, then the Faculty Senate President may, with the approval of the Agenda Committee, poll the Faculty Senate by electronic mail (e-mail), including scanned documents or facsimile attachments relevant to the issue in question. Such a vote shall only be taken after the Faculty Senate President provides to all Faculty Senators (1) an explicit justification for the need for requesting an electronic vote, (2) pros and cons of the issue at stake, and (3) an opportunity for e-mail deliberations among Faculty Senators for at least one week prior to the official vote. Given the impossibility of establishing that a virtual quorum exists over a period of time, the e-mail proceedings will be considered to have met the quorum requirement if a majority of the Faculty Senate membership participates in the electronic vote by returning either a vote or an abstention when the vote is called. The resulting vote will be made public by posting the final tally on the Faculty Senate webpage. Minutes summarizing the main points of the email deliberations shall also be prepared and posted by the Secretary of the Faculty Senate.

Section 11. Adoption and Amendment

These Bylaws have been adopted by a two-thirds affirmative vote of the Senate and can be amended only by a two-thirds affirmative vote of the Senate. A Proposal to amend these bylaws shall be introduced by filing the proposition with the President in time for it to be attached to the agenda for the next meeting. That meeting, by a majority vote, may submit proposed amendments to the bylaws to the full Senate by means of a mail ballot overseen by the Agenda Committee.

Adopted this 19th day of April 1978.

As amended October 12, 1983, February 13, 1985, March 8, 1989, February 14, 1990, May 1, 1996, December 4, 1996, January 14, 1998 and October 13, 1999, May 9, 2012.