

Bylaws of the Faculty Senate of Eastern Oregon University

Article I. Name

The name of this organization shall be Eastern Oregon University Faculty Senate, hereinafter referred to as the Faculty Senate.

Article II. Purpose

The purpose of the Faculty Senate is as follows.

1. To discuss and to take action as provided by Oregon law on any University issue the Faculty deems necessary.
2. To make recommendations to the Provost on any issue of academic concern to Eastern Oregon University;
3. To consider and act upon the recommendations of Faculty Senate standing and ad hoc committees;
4. To review the actions of the University Council and if necessary, by majority vote, to request reconsideration by the council; and
5. To serve as the faculty voice for recommendations on any matter of concern to the University.

Article III. Membership

Section 1. There shall be seventeen (17) voting members of the Faculty Senate plus one non-voting University Council Representative, as prescribed by Article IV, Section 1 of the Eastern Oregon University Constitution. The Provost, or his/her designee, shall be an *ex officio* member of the Faculty Senate without vote. Members shall serve in the Faculty Senate until their successors are elected.

Section 2: Duties

- A. Representation: Members of the Faculty Senate shall seek the views of their constituents on matters to be brought before the Senate, and present these views to the Senate in its deliberations. Having exercised such responsibility, the members of the Senate are free to vote on matters according to their own reasoned judgments. Senators will inform their constituents of the nature and outcomes of Senate deliberations.
- B. Attendance: Given the importance of insuring active participation of all senators and fair representation of constituents, if a senator misses two senate meetings in a given quarter, the Senate President will consult with the senator about attendance, and may, after consultation with Senate officers and the electing group, declare the seat vacant.

Article IV. Officers

Section 1. There shall be four (4) officers of the Faculty Senate: a President, a Vice-President, a Secretary and a University Council Representative.

Section 2. The duties of the Faculty Senate President are as follows.

- A. To serve as the presiding officer for all regular and special meetings of the Faculty Senate.
- B. To set the agenda for all regularly scheduled meetings of the Faculty Senate.

- C. To represent the Faculty Senate at meetings of the University President's Cabinet.
- D. To serve as the official representative of the Faculty Senate.
- E. To perform all other duties as requested by the Faculty Senate.

Section 3. The duties of the Faculty Senate Vice-President are as follows.

- A. To serve as the presiding officer of meetings of the Faculty Senate in the absence of the Faculty Senate President.
- B. To represent the Faculty Senate at all official functions in the absence of the Faculty Senate President.
- C. To perform all other duties as requested by the Faculty Senate President or the Faculty Senate.

Section 4. The duties of the Faculty Senate Secretary are as follows.

- A. To make public the minutes of meetings of the Faculty Senate and supporting documents.
- B. To perform all other duties as requested by the Faculty Senate President or the Faculty Senate.

Section 5. The duties of the University Council Representative are as follows.

- A. To keep the Faculty Senate apprised of all actions of the University Council.
- B. To perform all other duties as requested by the Faculty Senate President or the Faculty Senate.

Section 6. Officers of the Faculty Senate shall serve for one (1) academic year, or until their successors are elected.

Article V. Meetings

Section 1. The Faculty Senate shall hold regularly scheduled meetings no fewer than three (3) times per academic term, excluding summer sessions.

Section 2. The regularly scheduled meeting time of the Faculty Senate shall be on Tuesdays starting at 3:15pm.

Section 3. The Faculty Senate President shall make public a draft agenda for each regularly scheduled meeting no fewer than five (5) business days before the start of the meeting. Changes to the agenda may be made at the discretion of the Faculty Senate President prior to the meeting and/or by Senate action at the beginning of the meeting.

Section 4. A special meeting of the Faculty Senate may be called by the Faculty Senate President upon the written request of five (5) members, or upon the written request of twenty-five percent (25%) of the faculty. The written request must contain an agenda for the meeting and a rationale for the request. The Faculty Senate President shall schedule the special meeting for a date within one (1) week of receipt of the written request. Only those items listed in the agenda may be considered at the special meeting.

Section 5. All meetings of the Faculty Senate shall be open to the general public, and especially to members of the faculty. There shall be a public comment period at each meeting of the Faculty Senate.

Article VI. Committees

Section 1. There shall be an **Executive Committee** of the Faculty Senate, composed of the Faculty Senate President, Faculty Senate Vice-President, Faculty Senate Secretary and University Council Representative. The Executive Committee shall act on behalf of the Faculty Senate when classes are not in session during the academic year, and during summer months.

Section 2: Faculty Personnel Committee (FPC), as described in Article 5 Section 1 of the EOU Constitution. The FPC Chair shall report to Faculty Senate at least annually.

Section 3: Educational Policy and Curriculum Committee (EPCC), as described in Article 5 Section 2 of the EOU Constitution. The EPCC Chair shall report to Faculty Senate at least annually.

Section 4: Academic Standards Committee, as described in Article 5 Section 2 of the EOU Constitution. The Academic Standards Chair shall report to Faculty Senate at least annually.

Section 5. Faculty Development Fund Committee (FDFC); formally the Research and Grants Committee)

- A. Organization of the FDFC. The FDFC shall consist of four (4) elected members, faculty representatives from each College. FDFC members will serve three-year terms. The Faculty Senate is responsible for overseeing the nominations and the elections of faculty representatives.
- B. The duties and responsibilities of the FDFC shall be as follows:
 - a. To administer, distribute, and report on allocations from the Faculty Travel Fund to members of Eastern faculty.
 - b. To establish and revise the criteria for Faculty Travel Fund awards.
 - c. To evaluate requests and make recommendations to the Provost for Faculty Travel Fund awards.
 - d. To administer, distribute, and report on allocations from the Sharing the Learning Funds to Eastern students.
 - e. To establish and revise the criteria for Sharing the Learning Fund awards.
 - f. To evaluate requests for Sharing the Learning Fund awards.
 - g. To maintain records of Faculty Travel Fund and Sharing the Learning Fund awards.
 - h. To perform any other duties requested by the Faculty Senate.
- C. The FDFC Chair shall report to Faculty Senate at least annually.

Section 6. Honors Program Committee: The Honors Program is on hiatus. Should an Honors Program exist, language will be added here describing the Honors Program Committee.

Section 7. The Faculty Senate President, or the Faculty Senate by majority vote, may appoint **ad-hoc committees** of the Senate as deemed necessary. The duration of an ad-hoc committee shall be no longer than one (1) calendar year, unless re-tasked in the subsequent year.

Article VII. Elections

Section 1. Election of the officers of the Faculty Senate shall take place at the last regularly scheduled meeting of each academic year, but no sooner than June 1. Nominations and elections for each office shall be held sequentially in the following order: Faculty Senate President, Faculty Senate

Vice-President and Faculty Senate Secretary, and University Council Representative. Voting for all officers shall be by secret ballot. A nominee for an officer may only be elected upon receiving at least ten (10) votes in the affirmative.

Section 2. Regular elections for Senators shall take place no later than June 1 of each academic year.

Section 3. Special elections for a vacant seat shall be held within ten (10) classroom days, excluding summer sessions, upon the declaration of the Faculty Senate President that the seat is vacant.

Section 4. The Faculty Senate shall elect two (2) representatives and one (1) alternate representative to the Inter-Institutional Faculty Senate (IFS). Each IFS representative shall serve for three (3) calendar years, or until his/her successor is elected. Any member of the faculty shall be eligible to serve as an IFS representative. The procedure for electing IFS representatives shall follow the same procedure used for electing officers of the Faculty Senate. The elections for IFS representatives shall take place at the June Faculty Senate meeting for terms beginning in September.

Article VIII. Parliamentary Procedure

Section 1. Nine (9) voting members of the Faculty Senate shall constitute a quorum at all meetings thereof.

Section 2. Voting by proxy is specifically forbidden, with the exception of the student representative.

Section 3. To ensure opportunity for Faculty Senate deliberation and consultation with constituents, larger action items, such as policy changes, will be introduced for discussion at one meeting before action is taken at a subsequent meeting. Because curriculum changes recommended by EPCC have been vetted by multiple faculty groups, they are an exception. If other expedited action is needed, action may be taken in a single meeting with a two-thirds vote of Senators present.

Section 4. The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the order the Faculty Senate may adopt.

Article IX. Amendment of Bylaws

These Bylaws may be amended at any regularly scheduled meeting of the Faculty Senate by a two-thirds vote of members present and voting, provided that the amendment has been distributed in writing to all members of the Faculty Senate at least two (2) weeks prior to the meeting at which the amendment is to be considered.

Revision approved by Faculty Senate on January 15, 2019.