

**BYLAWS OF THE FACULTY SENATE OF  
McNEESE STATE UNIVERSITY**  
(revised Spring 2017)

I. ELECTION OF MEMBERS

- A. Representation shall be by academic college, with a minimum of two senators per college. For the purposes of Bylaws only, the Library is considered an academic college. The formula for representation shall be one senator, plus one senator for each eight (or fraction thereof) full-time faculty members in a college, as established by a census of the General Faculty attained from the Office of Institutional Research prior to the holding of elections to the Faculty Senate in the spring of each academic year.
- B. Elections shall be held in April of each academic year on a calendar that will be arranged and coordinated by the Committee on Committees.
1. The Committee on Committees will establish a calendar for elections to ensure completion of the election process prior to the May meeting of the Faculty Senate. This schedule shall be communicated to the general faculty no later than the date of the April meeting of the Faculty Senate.
  2. As part of this process a new census of university positions should be completed prior to the April meeting of the Faculty Senate to calculate, if necessary, representation of the individual colleges.
  3. The Committee on Committees will be responsible for soliciting/receiving statements of intentions to stand for the Senate from individual faculty members, by a date established on the election calendar. This date should be no less than one week before the date established for the election of the Senators.
  4. Elections may be administered either by secret ballot or by secure electronic means, as established by the Committee on Committees and arranged with the Office of Institutional Research.
  5. Ties shall be broken by a run-off election.
  6. The Committee on Committees shall be responsible for publicizing the results of the election to the general faculty.
- C. Terms of Office of Senators
1. Terms shall begin following the close of the “first” (regular) May of the Faculty Senate in the year of election and prior to the “second” (election of officers) May meeting.
  2. Ordinarily, terms shall expire in three years. The Committee on Committees may authorize terms of one or two years as needed to insure that turnover of seats is staggered

within each college and so that approximately one-third of the Senate is elected each year. Elections for unexpired seats shall only be for the remaining portion of the term.

- D. In the event that a duly elected senator's academic responsibilities drops below 51% of that person's total work load, such Senator will be eligible to serve only until the next regular election of membership to the Faculty Senate. At such time her or his position would be declared vacant and the appropriate academic college would elect a replacement. The newly elected Senator would serve the remainder of the unexpired term provided he or she maintained eligibility for membership. Reductions in teaching loads given to Senators are to be counted as teaching time in computing the teaching percentage.
- E. A Senator shall be allowed to be absent from two regularly scheduled monthly meetings of the Senate a year. If the Senator should be absent for a third, the seat shall be considered vacant unless the Executive Committee decides to excuse it based on documented evidence that the third absence was for participation in the meeting of a learned society or for compelling personal or immediate family medical reasons. For the purpose of recording attendance, the Senate meeting shall begin with the completion of roll call and end at 5:00 PM or with the appropriate action for adjournment or recess, whichever shall occur first, and a Senator may participate in any discussion or vote on any issue that arises during her or his physical presence at the meeting.
- F. Special elections shall follow the same procedures as regular elections.
- G. Anyone wishing to contest an election shall submit, in writing, the protest with any supporting information to the Committee on Committees. The Committee on Committees shall rule on the protest and shall reply in writing to the person lodging the protest within one week. The Committee on Committees' decision may be appealed to the Faculty Senate's Executive Committee in writing within one week of receipt of the judgment.

## II. ELECTION OF OFFICERS

- A. The officers of the Faculty Senate, except the Parliamentarian, shall be elected by members of the next academic year's Senate at a special meeting held immediately following adjournment of the outgoing Senate's regular meeting in May. The outgoing President shall preside over the special meeting. A majority vote of the forthcoming Senate's members who are present at the special meeting shall elect the officers.
- B. Any faculty member with a seat in the Faculty Senate shall be eligible for an office of the Senate. Candidates for the office of President of the Faculty Senate must possess tenure.
- C. Candidates for both senator and officers of the Faculty Senate may self-nominate, but all candidates for officer positions shall be identified prior to the May meeting(s) of the Faculty Senate on a schedule approved and distributed by the Committee on Committees.
- D. Candidates for officers of the Faculty Senate may file for more than one office, though no person shall be permitted to hold more than one position on the Executive Committee.
- E. Officers shall be elected in the following order: President, Vice-President, Secretary, Record Keeper, and three at-large members of the Executive Committee. If a candidate has filed for

more than one office and is successful in winning election to a position, he or she will then be ineligible for any other office for which he or she has been nominated.

- F. Candidates may give a short address in a support of their candidacy, but once the floor opens to general discussion and balloting, candidates should leave the room.
- G. Voting for contested positions shall be done by paper ballot. A voice vote or show of hands shall be sufficient for uncontested elections, unless balloting is specifically requested by a member of the Senate.
- H. Successful candidates must receive votes from more than 50% of those Senators present. If no candidate receives 50% of the vote on a first ballot, a run-off will be held between the two leading candidates. If a candidate in an uncontested election fails to receive 50% of the vote, the office shall remain vacant until a special election can be scheduled at a subsequent meeting of the Senate.
- I. The new officers shall assume their duties immediately after the close of the second May meeting of the Faculty Senate.
- J. In the event that one of the positions on the Executive Committee becomes vacant, a special election to fill the position may be held at any regular meeting of the Faculty Senate. Notice of such a special election will be announced at the previous month's meeting of the Senate.
- K. The Parliamentarian of the Senate shall be appointed by the President, in consultation with the Executive Committee.

### III. DUTIES OF OFFICERS

- A. The President of the Faculty Senate shall:
  - 1. Preside at meetings of the Executive Committee.
  - 2. Select the place of the meeting of the Senate and notify Senators of any change in regularly designated time and place if meeting.
  - 3. Preside at meetings of the Senate.
  - 4. Appoint the chairs and members of each committee of the Senate subject to the approval of the Senate.
  - 5. Appoint a Parliamentarian for the Senate subject to the approval of the Senate.
  - 6. Upon the Senate's approval, assign each new proposal to the appropriate committee.
  - 7. Be a voting member of the Senate.
  - 8. Inform the Accepting Committee of each college of the necessity of holding special elections to fill unexpired terms if more than one semester remains in the term. If no accepting committee exists, the President shall appoint one.
  - 9. Appoint a member of the General Faculty from the appropriate academic college to fill a vacated seat in the Senate if one semester or less remains in the term.
  - 10. State each issue being voted on before the vote is taken and announce to the Senate the results of the vote, specifying the number voting for and against if voting is by hand or paper ballot.
  - 11. Appoint a member of the Senate to keep records of any meeting at which the Secretary is absent.
  - 12. Transmit to the proper administrative office the recommendations of the Senate.

13. Report to the Senate and the General Faculty on the disposition of each recommendation made to the administration. This report shall be made at the first Senate meeting after such disposition is made.
14. Recommend appointment to the University's standing committees those members of the General Faculty selected by the Senate's Committee on Committees.
15. Be a non-voting member of the Executive Committee for the year following his or her term whether or not that person is a member of the Faculty Senate.

B. The Vice-President shall:

1. Serve as a member of the Executive Committee
2. In the absence of the President, assume the duties of President.
3. If the position of President should become vacant, become President. A new Vice-President shall be elected according to the procedure set forth in Section II of these Bylaws.

C. The Secretary shall:

1. Serve as a member of the Executive Committee.
2. Keep a clear and accurate record of the transactions of each meeting of the Senate.
3. Deposit a duplicate of these records and other papers of the Senate in the University library within a month after each meeting.
4. Record the names of Senate members absent at each meeting.
5. Select a substitute Secretary in the event the Secretary is unable to attend a meeting of the Senate.
6. Request that the President appoint an assistant Secretary.
7. In the absence of the President and Vice-President, preside at meetings of the Senate long enough to allow the election of a temporary President for the meeting.
8. Record the number of Senators voting by hand or paper ballot for a recommendation, the number voting against it, and the number abstaining.
9. Notify the Record Keeper when a Senator has been absent from two meetings of the Senate.
10. Carry on the necessary correspondence of the Senate.
11. Be responsible for reproducing and distributing minutes of each meeting of the Senate to the General Faculty before the next meeting.

D. The Record Keeper shall:

1. Serve as a member of the Executive Committee.
2. Keep current a list of all members of the General Faculty.
3. Keep current a membership list of the Faculty Senate which shall include the date of election and the date of expiration of each member's term.
4. Keep current a membership list of each committee of the Senate.
5. Upon notification from the Secretary that a Senator has been absent from two meetings of the Senate, notify that member that in the event of a third absence, the seat will be declared vacant.
6. Regularly update the Faculty Senate website and Blackboard postings.

E. The Parliamentarian shall:

1. Be the final authority on parliamentary procedure at meetings of the Senate.

2. Keep available for reference at each meeting a copy of the Charter, the Bylaws, and the latest edition of Robert's Rules of Order.
3. Keep available a number of copies of the Senate' Charter and Bylaws, giving a copy to each newly-elected member of the Senate.

F. The Executive Committee shall:

1. Be comprised of the President, immediate past president (non-voting member), Vice-President, Secretary, Record Keeper, and three other Senators elected for one-year terms.
2. Meet a week before each monthly meeting of the Faculty Senate to prepare the agenda for the Senate's meeting.
3. Make certain that any proposal submitted a member of the General Faculty shall be considered by the Faculty Senate.
4. Be responsible for the distribution of the agenda to all Senate members a minimum of five days before the monthly meeting of the Senate.
5. Be responsible for the preparation in September of each academic year a calendar of meetings for the Faculty Senate for that year. The calendar should also include dates of the deadlines for submitting proposals for each monthly meeting of the Senate.
6. During the summer session, call, when necessary, special meetings of the Senate as specified under Part IV, Section C, Paragraph 2 of these bylaws.
7. Be the sole official spokesperson for the Faculty Senate in all contacts with the local media or delegate that responsibility.
8. Determine before the April meeting the number of delegates that each college is entitled to have and announce this number at the April meeting.
9. Make the final ruling in any contested election.

#### IV. PROCEDURES OF THE SENATE

A. Proposals and Recommendations

1. Proposals submitted to the Executive Committee for inclusion on next month's agenda need to be received before the Executive Committee's monthly meeting. These proposals need to be submitted on the approved form.
2. All proposals from the floor must be submitted on the approved form to the Secretary by 4:30 PM.
3. Each new proposal shall be read to the Faculty Senate during the portion of the meeting devoted to new business.
4. All proposals that have been read shall be dealt with according to Robert's Rules of Order which permit the Senate to commit, to amend, to adopt, or to reject the proposal.
5. If a majority of the Senators approve, the President shall assign the proposal to the appropriate committee of the Faculty Senate. If less than a majority of members approve, the proposal shall be dropped from the Senate's agenda. An abstention shall count as a non-vote.

6. At the next meeting of the Senate, the committee shall make a full report of its studies on the proposal and announce any alterations or objections that the committee feels advisable to make.
7. After the committee has completed its report, the Senate shall debate the question of adopting the proposed recommendation. Amendments may be submitted from the floor.
8. The failure of a committee to make a report at its appointed time shall not preclude the right of the Faculty Senate at that time to move, debate, adopt, or reject the proposed recommendation, or a variation of it.
9. Procedures for voting in Senate meetings.
  - a. Voice Vote: a voice vote will be used to decide Faculty Senate matters unless another form of voting has been specified. Voice votes will be heard for, against, and abstaining on the motion or proposal.
  - b. Hand Vote: a hand vote will be used by the Faculty Senate to quantify the results of a vote. Hand votes may be requested by any Faculty Senator unless a paper ballot vote is to be used. Hand votes will be counted for, against, and abstaining on the motion or proposal.
  - c. Paper Ballot Vote: a paper ballot vote should be used by the Faculty Senate to decide sensitive issues and when directed by the Faculty Senate Bylaws. A majority vote by the Faculty Senate is required in order to declare a sensitive issue. Paper ballots will be identified by college and counted for, against, and in abstention on the motion or proposal.
10. A proposed recommendation shall not be adopted as a recommendation of the Faculty Senate unless it receives the vote of a majority of the Senate's members voting at the meeting.
11. The President of the Faculty Senate shall transmit to the proper administrative officer of the University all recommendations approved by the Faculty Senate. Each recommendation approved by a hand vote or by secret ballot shall be accompanied by a notation of the number of members for it, against it, and abstaining.
12. Proposals brought from the floor during a Faculty Senate meeting shall be dealt with according to Robert's Rules of Order (see Article IV, Section A3).

B. Studies, Investigations, and Appearances by Non-Members

1. The Senate shall undertake studies or investigations when such measures are required for meaningful and responsible discharge of the Senate's functions.
2. A non-member of the General Faculty may be allowed or invited to address the Senate by a majority vote of members present at a meeting. The Senate shall not prevent or inhibit the right of a member of the General Faculty to appear before the Senate. Non-members of the Senate must, however, abide by the rules and procedures of the Senate.

### C. Meetings

1. The Senate shall schedule regular monthly meetings at 3:10 p.m. on any Wednesday chosen by the Executive Committee. The Senate shall not meet regularly in January, June, July, and August.
2. The Executive Committee, or one-third of the membership of the Faculty Senate, may call a special meeting of the Senate to consider a matter warranting immediate attention. Such meetings may be called during the summer session as well as during the academic year.
3. Senators not having summer employment may attend special meetings of the Senate during the summer.
4. By the end of May of each year, the Secretary will ascertain from each member of the Faculty Senate whether he or she will be available to attend summer meetings. For special summer meetings, a quorum will consist of one-half of those members who have stated their availability or twelve members, whichever is greater. A quorum will be necessary to conduct any official business in the name of the Senate.
5. The Senate may go into executive session by a vote of two-thirds of the members present at a meeting.
6. Unless specifically stated otherwise in the Faculty Senate Bylaws, the current edition of *Robert's Rules* shall determine all questions of parliamentary procedure.

## V. COMMITTEES

### A. Committees

1. The Faculty Senate may have the following standing committees:
  - a. **ACADEMIC AFFAIRS:** shall handle matters pertaining to academic policies (including policies concerning teaching load and course preparations), faculty competence, promotions, admissions, academic standards, grading standards, and related matters.
  - b. **COMMITTEE ON COMMITTEES:** shall handle matters pertaining to senate elections. It is therefore recommended the Committee on Committees be comprised of one senator from each academic college. The Committee on Committees also recommends to the President of the Senate members of the General Faculty each year to serve on some of the University's standing committees. The Committee shall recommend which University standing committees should be subject to expansion. The Committee will conduct a census to assess representation:
    - i. Every year, and/or
    - ii. Whenever a department is transferred between colleges.

- c. FACULTY & TEACHING AFFAIRS: shall handle matters pertaining to faculty development, faculty scholarship, teaching and teaching resources, working conditions, class sizes, and related matters.
  - d. RULES: shall handle matters pertaining to the Senate's procedures, By-Laws, Charter, and related matters. The Rules committee also makes periodic studies of the Senate to determine its role in the University. It is recommended the Rules Committee be chaired by the faculty senate parliamentarian.
  - e. STUDENT RELATIONS: shall handle matters pertaining to students and will facilitate communication among faculty and student organizations. The Student Relations Committee will be the faculty senate's official avenue for working with the McNeese Student Government Association on issues effecting faculty and students.
  - f. COMMUNITY PARTNERSHIP: shall handle matters pertaining to community outreach in an effort to advocate for higher education through engagement with the community as well as local, state, and higher education leadership.
  - g. TOWN HALL: shall handle matters pertaining to public forums on higher education in conjunction with local and state leadership and other organizations.
2. It is recommended that approximately one half of a standing committee's members remain on that committee for the following academic year.
  3. Each committee shall seek factual information and the opinion of interested parties so as to provide the Senate with a complete report on matters within the committee's jurisdiction.
  4. Each committee shall maintain minutes of meetings or at the very least, provide a synopsis of the decisions made at the meetings and send such minutes/synopsis to the Secretary of the Faculty Senate.

#### B. Special Committees

1. The President of the Senate shall have the authority to create special ad hoc committees to deal with matters that do not fall within the jurisdiction of the standing committees.

### AMENDING THE BYLAWS

An amendment may be proposed by a member of the Faculty Senate or by a petition of ten percent (10%) of the General Faculty and to be ratified must be subsequently approved by two-thirds of the Senate.