

1 BYLAWS OF THE FACULTY SENATE OF

2 McNEESE STATE UNIVERSITY

3 (revised Spring 2022)

4 **I. ELECTION OF MEMBERS**

5 A. Representation shall be by academic college, with a minimum of two senators per college. For the
6 purposes of Bylaws only, the Library is considered an academic college. The formula for representation
7 shall be one senator for each eight full-time faculty members (or fraction thereof) in a college, as
8 established by a census of the General Faculty attained from the Office of Institutional Research prior to
9 the holding of elections to the Faculty Senate in the spring of each academic year, plus one senator
10 (added to the total calculated). Elections, times and terms of appointment and all similar items may be
11 modified by the Executive Board at any time during the year as needed due to unforeseen
12 circumstances including pandemics and natural disasters.

13 B. Elections shall be held in April of each academic year on a calendar that will be arranged and
14 coordinated by the Committee on Committees.

15 1. The Committee on Committees will establish a calendar for elections to ensure completion of
16 the election process prior to the May meeting of the Faculty Senate. This schedule shall be
17 communicated to the general faculty no later than the date of the April meeting of the Faculty
18 Senate.

19 2. As part of this process a new census of university positions should be completed prior to the
20 April meeting of the Faculty Senate to calculate, if necessary, representation of the individual
21 colleges.

22 3. The Committee on Committees will be responsible for soliciting/receiving statements of
23 intentions to stand for the Senate from individual faculty members, by a date established on the
24 election calendar. This date should be no less than one week before the date established for the
25 election of the Senators.

26 4. Elections may be administered either by secret ballot or by secure electronic means, as
27 established by the Committee on Committees and arranged with the Office of Institutional
28 Research.

29 5. Ties shall be broken by a run-off election.

30 6. The Committee on Committees shall be responsible for publicizing the results of the election
31 to the general faculty.

32 **C. Terms of Office of Senators**

33 1. Terms shall begin following the close of the "first" (regular) May of the Faculty Senate in the
34 year of election and prior to the "second" (election of officers) May meeting.

35 2. Ordinarily, terms shall expire in three years. The Committee on Committees may authorize
36 terms of one or two years as needed to ensure that turnover of seats is staggered within each

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

3 D. In the event that a duly elected senator's academic responsibilities drops below 51% of that person's
4 total work load, such Senator will be eligible to serve only until the next regular election of membership
5 to the Faculty Senate. At such time her or his position would be declared vacant and the appropriate
6 academic college would elect a replacement. The newly elected Senator would serve the remainder of
7 the unexpired term provided he or she maintained eligibility for membership. Reductions in teaching
8 loads given to Senators are to be counted as teaching time in computing the teaching percentage.

9 E. A Senator shall be allowed to be absent from two regularly scheduled monthly meetings of the Senate
10 per academic year. If the Senator should be absent for a third, the seat shall be considered vacant unless
11 the Executive Committee decides to excuse it based on documented evidence that the third absence
12 was for participation in the meeting of a learned society or for compelling personal or immediate family
13 medical reasons. For the purpose of recording attendance, the Senate meeting shall begin with the
14 completion of roll call and end at 5:00 PM or with the appropriate action for adjournment or recess,
15 whichever shall occur first, and a Senator may participate in any discussion or vote on any issue that
16 arises during her or his physical presence at the meeting.

17 F. Special elections shall follow the same procedures as regular elections.

18 G. Anyone wishing to contest an election shall submit, in writing, the protest with any supporting
19 information to the Committee on Committees. The Committee on Committees shall rule on the protest
20 and shall reply in writing to the person lodging the protest within one week. The Committee on
21 Committees' decision may be appealed to the Faculty Senate's Executive Committee in writing within
22 one week of receipt of the judgment.

23 **II. ELECTION OF OFFICERS**

24 A. The officers of the Faculty Senate, except the Parliamentarian, shall be elected by members of the
25 next academic year's Senate at a special meeting held immediately following adjournment of the
26 outgoing Senate's regular meeting in May. The outgoing President shall preside over the special
27 meeting. A majority vote of the forthcoming Senate's members who are present at the special meeting
28 shall elect the officers.

29 B. Any faculty member with a seat in the Faculty Senate shall be eligible for an office of the Senate.
30 Candidates for the office of President of the Faculty Senate must possess tenure.

31 C. Candidates for both senator and officers of the Faculty Senate may self-nominate, but all candidates
32 for officer positions shall be identified prior to the May meeting(s) of the Faculty Senate on a schedule
33 approved and distributed by the Committee on Committees. If there is no candidate identified prior to
34 the meeting, candidates may be nominated from the floor.

35 D. Candidates for officers of the Faculty Senate may file for more than one office, though no person shall
36 be permitted to hold more than one position on the Executive Committee.

37 E. Officers shall be elected in the following order: President, Vice-President, Secretary, Record Keeper,
38 and three members-at-large of the Executive Committee. If a candidate has filed for more than one

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

3 F. Candidates may give a short address in a support of their candidacy, but once the floor opens to
4 general discussion and balloting, candidates should leave the room.

5 G. Voting for contested positions shall be done by either paper and/or electronic ballot. A voice vote or
6 show of hands shall be sufficient for uncontested elections, unless balloting is specifically requested by a
7 member of the Senate.

8 H. Successful candidates must receive votes from more than 50% of those Senators present. If no
9 candidate receives 50% of the vote on a first ballot, a run-off will be held between the two leading
10 candidates. If a candidate in an uncontested election fails to receive 50% of the vote, the office shall
11 remain vacant until a special election can be scheduled at a subsequent meeting of the Senate.

12 I. The new officers shall assume their duties immediately after the close of the second May meeting of
13 the Faculty Senate.

14 J. In the event that one of the positions on the Executive Committee becomes vacant, a special election
15 to fill the position may be held at any regular meeting of the Faculty Senate. Notice of such a special
16 election will be announced at the previous month's meeting of the Senate.

17 K. The Parliamentarian of the Senate shall be appointed by the President, in consultation with the
18 Executive Committee.

19 **III. DUTIES OF OFFICERS**

20 A. The President of the Faculty Senate shall:

21 1. Preside at meetings of the Executive Committee.

22 2. Select the place of the meeting of the Senate and notify Senators of any change in regularly
23 designated time and place if meeting.

24 3. Preside at meetings of the Senate.

25 4. Appoint the chairs and members of each committee of the Senate subject to the approval of
26 the Senate.

27 5. Appoint a Parliamentarian for the Senate subject to the approval of the Senate.

28 6. Upon the Senate's approval, assign each new proposal to the appropriate committee.

29 7. Be a voting member of the Senate.

30 8. Inform the Accepting Committee of each college of the necessity of holding special elections
31 to fill unexpired terms if more than one semester remains in the term. If no accepting
32 committee exists, the President shall appoint one.

33 9. Appoint a member of the General Faculty from the appropriate academic college to fill a
34 vacated seat in the Senate if one semester or less remains in the term.

- 1 10. State each issue being voted on before the vote is taken and announce to the Senate the
2 results of the vote, specifying the number voting for and against if voting is by hand or paper
3 ballot.
 - 4 11. Appoint a member of the Senate to keep records of any meeting at which the Secretary is
5 absent.
 - 6 12. Transmit to the proper administrative office the recommendations of the Senate.
 - 7 13. Report to the Senate and the General Faculty on the disposition of each recommendation
8 made to the administration. This report shall be made at the first Senate meeting after such
9 disposition is made.
 - 10 14. Recommend appointment to the University's standing committees those members of the
11 General Faculty selected by the Senate's Committee on Committees.
 - 12 15. Be a non-voting member of the Executive Committee for the year following his or her term
13 whether or not that person is a member of the Faculty Senate.
- 14 B. The Vice-President shall:
- 15 1. Serve as a member of the Executive Committee
 - 16 2. In the absence of the President, assume the duties of President.
 - 17 3. If the position of President should become vacant, become President. A new VicePresident
18 shall be elected according to the procedure set forth in Section II of these Bylaws.
- 19 C. The Secretary shall:
- 20 1. Serve as a member of the Executive Committee.
 - 21 2. Keep a clear and accurate record of the transactions of each meeting of the Senate.
 - 22 3. Deposit a duplicate of these records and other papers of the Senate in the University library
23 within a month after each meeting.
 - 24 4. Record the names of Senate members absent at each meeting.
 - 25 5. Select a substitute Secretary in the event the Secretary is unable to attend a meeting of the
26 Senate.
 - 27 6. Request that the President appoint an assistant Secretary.
 - 28 7. In the absence of the President and Vice-President, preside at meetings of the Senate long
29 enough to allow the election of a temporary President for the meeting.
 - 30 8. Record the number of Senators voting by hand or paper ballot for a recommendation, the
31 number voting against it, and the number abstaining.
 - 32 9. Notify the Record Keeper when a Senator has been absent from two meetings of the Senate.
 - 33 10. Carry on the necessary correspondence of the Senate.

1 11. Be responsible for reproducing and distributing minutes of each meeting of the Senate to
2 the General Faculty before the next meeting.

3 D. The Record Keeper shall:

4 1. Serve as a member of the Executive Committee.

5 2. Keep current a list of all members of the General Faculty.

6 3. Keep current a membership list of the Faculty Senate which shall include the date of election
7 and the date of expiration of each member's term.

8 4. Keep current a membership list of each committee of the Senate.

9 5. Upon notification from the Secretary that a Senator has been absent from two meetings of
10 the Senate in the span of an academic year, notify that member that in the event of a third
11 absence, the seat will be declared vacant.

12 6. Regularly update the Faculty Senate website and Blackboard/Moodle (or other internal
13 electronic information dissemination mechanism) postings

14 E. The Parliamentarian shall:

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

16 2. Keep available for reference at each meeting a copy of the Charter, the Bylaws, and the latest
17 edition of Robert's Rules of Order.

18 3. Keep available a number of copies of the Senate' Charter and Bylaws, giving a copy to each
19 newly-elected member of the Senate.

20 F. The Executive Committee shall:

21 1. Be comprised of the President, immediate past president (non-voting member),
22 Vice-President, Secretary, Record Keeper, and three members-at-large.

23
24 2. Meet a week before each monthly meeting of the Faculty Senate to prepare the agenda for
25 the Senate's meeting.

26 3. Make certain that any proposal submitted by a member of the General Faculty shall be
27 considered by the Faculty Senate.

28 4. Be responsible for the distribution of the agenda to all Senate members a minimum of five
29 days before the monthly meeting of the Senate.

30 5. Be responsible for the preparation in September of each academic year a calendar of
31 meetings for the Faculty Senate for that year. The calendar should also include dates of the
32 deadlines for submitting proposals for each monthly meeting of the Senate.

33 6. During the summer session, call, when necessary, special meetings of the Senate as specified
34 under Part IV, Section C, Paragraph 2 of these bylaws.

1 7. Be the sole official spokesperson for the Faculty Senate in all contacts with the local media or
2 delegate that responsibility.

3 8. Determine before the April meeting the number of delegates that each college is entitled to
4 have and announce this number at the April meeting.

5 9. Make the final ruling in any contested election.

6 **IV. PROCEDURES OF THE SENATE**

7 **A. Proposals and Recommendations**

8 1. Proposals submitted to the Executive Committee for inclusion on next month's agenda need
9 to be received before the Executive Committee's monthly meeting. These proposals need to be
10 submitted on the approved form.

11 2. All proposals from the floor must be submitted on the approved form to the Secretary by 4:30
12 PM.

13 3. Each new proposal shall be read to the Faculty Senate during the portion of the meeting
14 devoted to new business.

15 4. All proposals that have been read shall be dealt with according to Robert's Rules of Order
16 which permit the Senate to commit, to amend, to adopt, or to reject the proposal.

17 5. If a majority of the Senators approve, the President shall assign the proposal to the
18 appropriate committee of the Faculty Senate. If less than a majority of members approve, the
19 proposal shall be dropped from the Senate's agenda. An abstention shall count as a non-vote.

20 6. At the next meeting of the Senate, the committee shall make a full report of its studies on the
21 proposal and announce any alterations or objections that the committee feels advisable to
22 make.

23 7. After the committee has completed its report, the Senate shall debate the question of
24 adopting the proposed recommendation. Amendments may be submitted from the floor.

25 8. The failure of a committee to make a report at its appointed time shall not preclude the right
26 of the Faculty Senate at that time to move, debate, adopt, or reject the proposed
27 recommendation, or a variation of it.

28 9. Procedures for voting in Senate meetings.

29 a. Voice Vote: a voice vote will be used to decide Faculty Senate matters unless another
30 form of voting has been specified. Voice votes will be heard for, against, and abstaining
31 on the motion or proposal.

32 b. Hand Vote: a hand vote will be used by the Faculty Senate to quantify the results of a
33 vote. Hand votes may be requested by any Faculty Senator unless a paper ballot vote is
34 to be used. Hand votes will be counted for, against, and abstaining on the motion or
35 proposal.

1 c. Paper Ballot Vote: a paper ballot vote should be used by the Faculty Senate to decide
2 sensitive issues and when directed by the Faculty Senate Bylaws. A majority vote by the
3 Faculty Senate is required in order to declare a sensitive issue. Paper ballots will be
4 identified by college and counted for, against, and in abstention on the motion or
5 proposal. Senators may also vote using an electronic voting method approved by the
6 Chairperson of the Committee on Committees.

7 10. A proposed recommendation shall not be adopted as a recommendation of the Faculty
8 Senate unless it receives the vote of a majority of the Senate's members voting at the meeting.

9 11. The President of the Faculty Senate shall transmit to the proper administrative officer of the
10 University all recommendations approved by the Faculty Senate. Each recommendation
11 approved by a hand vote or by secret ballot shall be accompanied by a notation of the number
12 of members for it, against it, and abstaining.

13 12. Proposals brought from the floor during a Faculty Senate meeting shall be dealt with
14 according to Robert's Rules of Order (see Article IV, Section A3).

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

16 1. The Senate shall undertake studies or investigations when such measures are required for
17 meaningful and responsible discharge of the Senate's functions.

18 2. A non-member of the General Faculty may be allowed or invited to address the Senate by a
19 majority vote of members present at a meeting or the Executive Committee. The Senate shall
20 not prevent or inhibit the right of a member of the General Faculty to appear before the Senate.
21 Nonmembers of the Senate must, however, abide by the rules and procedures of the Senate.

22 C. Meetings

23 1. The Senate shall schedule regular monthly meetings at 3:10 p.m. on any Wednesday chosen
24 by the Executive Committee. The Senate shall not meet regularly in January, June, July, and
25 August.

26 2. The Executive Committee, or one-third of the membership of the Faculty Senate, may call a
27 special meeting of the Senate to consider a matter warranting immediate attention. Such
28 meetings may be called during the summer session as well as during the academic year.

29 3. Senators not having summer employment may attend special meetings of the Senate during
30 the summer.

31 4. By the end of May of each year, the Secretary will ascertain from each member of the Faculty
32 Senate whether he or she will be available to attend summer meetings. For special summer
33 meetings, a quorum will consist of one-half of those members who have stated their availability
34 or twelve members, whichever is greater. A quorum will be necessary to conduct any official
35 business in the name of the Senate.

36 5. The Senate may go into executive session by a vote of two-thirds of the members present at a
37 meeting.

1 6. Unless specifically stated otherwise in the Faculty Senate Bylaws, the current edition of
2 Robert's Rules shall determine all questions of parliamentary procedure.

3 **V. COMMITTEES**

4 A. Committees

5 1. The Faculty Senate may have the following standing committees:

6 a. ACADEMIC AFFAIRS: shall handle matters pertaining to academic policies (including
7 policies concerning teaching load and course preparations), faculty competence,
8 promotions, admissions, academic standards, grading standards, and related matters.

9 b. COMMITTEE ON COMMITTEES: shall handle matters pertaining to senate elections. It
10 is therefore recommended the Committee on Committees be comprised of one senator
11 from each academic college. The Committee on Committees also recommends to the
12 President of the Senate members of the General Faculty each year to serve on some of
13 the University's standing committees. The Committee shall recommend which
14 University standing committees should be subject to expansion.

15 c. FACULTY & TEACHING AFFAIRS: shall handle matters pertaining to faculty
16 development, faculty scholarship, teaching and teaching resources, working conditions,
17 class sizes, and related matters.

18 d. RULES: shall handle matters pertaining to the Senate's procedures, By-Laws, Charter,
19 and related matters. The Rules committee also makes periodic studies of the Senate to
20 determine its role in the University. It is recommended the Rules Committee be chaired
21 by the faculty senate parliamentarian.

22 e. STUDENT RELATIONS: shall handle matters pertaining to students and will facilitate
23 communication among faculty and student organizations. The Student Relations
24 Committee will be the faculty senate's official avenue for working with the McNeese
25 Student Government Association on issues effecting faculty and students.

26 F. COMMUNITY PARTNERSHIP: shall handle matters pertaining to community outreach
27 in an effort to advocate for higher education through engagement with the community
28 as well as local, state, and higher education leadership.

29 2. It is recommended that approximately one half of a standing committee's members remain
30 on that committee for the following academic year.

31 3. Each committee shall seek factual information and the opinion of interested parties so as to
32 provide the Senate with a complete report on matters within the committee's jurisdiction.

33 4. Each committee shall maintain minutes of meetings or at the very least, provide a synopsis of
34 the decisions made at the meetings and send such minutes/synopsis to the Secretary of the
35 Faculty Senate.

36 B. Special Committees

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

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4 AMENDING THE BYLAWS

5 An amendment may be proposed by a member of the Faculty Senate or by a petition of ten percent
6 (10%) of the General Faculty and to be ratified must be subsequently approved by two-thirds of the
7 Senate.