

PROPOSED BY-LAWS REVISIONS – JANUARY 31, 2013

ARTICLE II

MEMBERSHIP

1. Members

The Faculty Senate shall be composed only of faculty who do not hold administrative positions. Department chairs, associate deans, assistant deans, and deans are not eligible for membership:

- a. One tenured or tenure-track faculty member from each academic Department (excluding the Chair of the Faculty Senate and the Secretary of the General Faculty) elected by and from the voting members of the General Faculty of each respective Department.
- b. One additional faculty member at the rank of Senior Lecturer or Lecturer III from each college, who is qualified to vote in the General Faculty, elected by and from the voting members of the General Faculty in each of the University's colleges.

One faculty member from the **University College** who is qualified to vote in the General Faculty, elected by and from the voting members of the General Faculty in the program.

RATIONALE: REPLACES FRESHMAN COLLEGE

- c. Ex officio members include the Secretary of the General Faculty (with vote), the immediate past chair of the Faculty Senate, the chair of the Graduate Council, **and the Chair of the Retired Faculty Association.**

RATIONALE: ALREADY APPROVED NEEDS TO BE ADDED TO BYLAWS

2. Terms of Office

- a. The term of office of elected faculty members of the Faculty Senate shall be three years commencing September 1. One-third of the faculty members of the Faculty Senate shall be elected each year. Faculty members may serve a maximum of two consecutive three-year terms. Ex officio members shall serve by virtue of their position.
- b. In the event of a Senator not fulfilling their three-year term, replacements will be appointed by the resigning Senator, in consultation with the Chair of the Senate, when the remaining term is less than one year. In all other cases, a new election will take place. The replacement senator will carry out the remainder of the three-year term.

3. Roles and Responsibilities of Faculty Senators

- a. Attend all Faculty Senate meetings or designate a substitute, in consultation with the department chair, to represent the department if the senator cannot attend a meeting.
- b. Regularly report Faculty Senate activity to the department faculty, including discussions and votes conducted as part of Faculty Senate monthly meetings.
- c. Inform department faculty of agenda items for monthly Faculty Senate meetings as soon as the information becomes available.
- d. Inform department faculty of the availability of current Faculty Senate minutes through the Senate web page.
- e. Initiate meetings in the department, in consultation with the department chair, as necessary, to discuss issues being considered by the Faculty Senate.
- f. **Serve on at least one Faculty Senate Standing Committee.**

ADDED FOR CLARIFICATION TO THIS SECTION OF BY-LAWS. WAS STATED
IN ARTICLE VIII

ARTICLE III

OFFICERS

The Faculty Senate shall have its own elected officers, including a Chair of the Senate, a Vice Chair, a Secretary, and a Parliamentarian.

1. Chair of the Senate

The Chair of the Faculty Senate is elected from the body of the Faculty Senate. The Chair shall preside over all meetings of the Faculty Senate. The Chair will represent UTSA at the UT System Faculty Advisory Council. The Chair's position as his/her unit's representative will be filled by an alternate who will serve the remainder of the Chair's term. The Chair will vote on actions in the Senate only in the case of a tie.

2. Vice-Chair

The Vice-Chair is elected from among the body of the Faculty Senate, and remains a voting representative of his/her academic unit. If the Chair is unable to complete his or her term of office, then the Vice-Chair will assume the Chair's duties for the remainder of the Vice-Chair's term of office, and his or her academic unit will be directed to elect an alternate for the remainder of his or her term as Faculty Senator. A new Faculty Senate Chair will be elected, if necessary, at the next scheduled election.

3. Secretary

The Secretary's duties shall include the following:

- a. The solicitation, preparation, and distribution of agenda items for meetings of the Faculty Senate. This duty shall be carried out by the Secretary as a member of the Executive Committee of the Senate.
- b. The conduct of elections of officers and others, as necessary, of the Faculty Senate, the preparation of forms and ballots for the nominations and elections, and the certification of election results.
- c. The preparation, distribution, and maintenance of records of the Faculty Senate.
- d. The transmittal of recommendations of the Faculty Senate to the President and Provost.
- e. Any other duties assigned by the Faculty Senate.

4. Parliamentarian

The Parliamentarian shall rule on points of order with respect to the conduct of meetings.

5. Terms of Offices

The term of office of the Chair of the Faculty Senate will be two years; the term of office of the Vice-Chair, Secretary, and Parliamentarian will be one year.

6. Elections

The Nominating, Elections and Procedures Committee will conduct the Elections.

The election of the Chair of the Faculty Senate will be held at the April meeting of the Faculty Senate in alternating years. The election of the other officers will be held yearly at the May meeting. The Nominating, Elections, and Procedures Committee shall present to the Faculty Senate printed ballots containing slates of candidates.

RATIONALE: PROCEDURE FOR ELECTION OF CHAIR UNCHANGED. SHIFT IN TIMING FOR ELECTION OF OFFICERS – FROM SEPTEMBER TO MAY TO SUPPORT SMOOTHER TRANSITION – WE REMOVED THE STIPULATION THAT THERE MUST BE AT LEAST TWO NOMINEES FOR EACH OFFICER

Elections for Secretary of the General Faculty shall be conducted in the spring, according to the following procedures.

- a. The Nominating, Elections and Procedures Committee shall solicit nominations for the position. A description of the responsibilities of the position shall be presented with the solicitation.
- b. Those nominated shall provide the Chair of the Nominating, Elections and Procedures Committee with a statement of professional accomplishments and interest in the position, not to exceed two pages.
- c. Paper or electronic ballots listing the nominees in alphabetical order shall be distributed, along with the nominees' statements, to all eligible voting members of the General Faculty. Votes shall be counted by the Nominating, Elections and Procedures Committee and certified by the Chair of the Faculty Senate. Election shall be by majority vote. If no majority is obtained in the first election, a paper or electronic ballot runoff election will be conducted between the candidates with the two highest vote counts.
- d. Voting eligibility of faculty will be determined by the definitions contained in the Handbook of Operating Procedures.
- e. Procedural questions shall be addressed in writing to, and interpreted by, the Parliamentarian of the Faculty Senate.

ARTICLE VIII

COMMITTEES

1. Appointment and Membership

- a. Except for committee members designated in these Bylaws, members of all standing and special committees of the Senate shall be elected by the Senate. Subcommittees of committees may be chosen by the membership of such committees.
- b. The Nominating, Elections, and Procedures Committee shall prepare and present a slate of nominees for the Executive Committee and all standing committees for election at the May Senate meeting.
- c. All voting members of the General Faculty are eligible to serve on a committee of the Senate.
- d. The chairperson of each Senate Standing Committee must be a member of the Senate.
- e. At least two members of each Senate Committee must be members of the Senate. An exception is the Executive Committee comprising Faculty Senators alone.
- f. Each committee shall elect its chairperson for the next academic year in May.
- g. The term of office for the Executive Committee members shall be for one year. The term of office for members of all other standing committees shall be for three years.
- h. All terms of office begin September 1.
- i. All Senators are required to serve on at least one standing committee. No faculty member may serve on more than two Faculty Senate standing committees or serve as chair of two Faculty Senate standing committees.

RATIONALE: CLARIFICATION OF PROCEDURES FOR ELECTING (NOT APPROVING) COMMITTEE MEMBERS.

BASIC CHANGE IS TO HOLD ELECTIONS IN MAY MEETING. BUT TERMS OF SERVICE WILL REMAIN WITH START IN SEPTEMBER (AUGUST) AT START OF NEW ACADEMIC YEAR.