

## Proposed Revisions to UNI Faculty Senate Bylaws

Revisions are proposed to the following areas:

[Senate Committees](#)

[Secretary's Role](#)

[Senate Officer Selection](#)

### **1. Draft revision pertaining to senate committees**

Changes to the names and functions of senate committees has made references in the Senate Bylaws to some committees obsolete. Because the functions and timelines of all committee work is now published in committee charters in the Faculty Senate Handbook, references to specific committees in the Senate Bylaws are unnecessary, providing only something to be revised any time changes are made. Therefore, references to specific committees and their functions (e.g. the Committee on Committees – now the Senate Nominating Committee) may perhaps be stricken from the Bylaws.

### **Bylaws revision:**

**6.5 Selection of committee members.** ~~A subcommittee of the faculty senate~~ ~~The Committee on Committees~~ shall coordinate college elections for all committees of the senate and the faculty that are chartered by the faculty senate. ~~and shall hold elections for all at-large positions on committees. The Committee on Committees- This subcommittee~~ shall have the power to fill committee vacancies via appointment until such time as it is able to conduct an election to fill the position for the remainder of the term.

6.5.1 ~~This subcommittee~~~~The Committee on Committees~~ shall report the results of all elections to the Chair of the Senate no later than ~~April 15~~April 1.

6.5.2 ~~This subcommittee~~~~The Committee on Committees~~ shall issue an annual report to the Senate that briefly describes the charge of each committee and updates the membership of the Senate and all committees. This report shall be presented to the Senate at its final regularly scheduled meeting of the spring semester. ~~The subcommittee-Committee on Committees~~ shall at this time recommend to the Senate the discharge of any standing or ad hoc committees (except for standing committees established by the Faculty Constitution) which in its judgment have become superfluous. ~~The Secretary of the Senate shall append this report to these Bylaws.~~

~~3.(c) Nominations shall also be solicited to be made from the Senate floor prior to the election.~~

## 2. Draft revision pertaining to Secretary's role

Improvements in technology and in the senate's practices pertaining to preparing and distributing monthly senate minutes have made much of the Secretary's role, as currently written in the Senate Bylaws, unnecessary. However, senate leadership has discovered other tasks that a Secretary can fulfill, but these tasks are more closely a blend of the roles of a Parliamentarian and an Executive Director for a Board. The most important of these activities pertain to facilitating institutional memory and infrastructure (e.g. the faculty senate shared Google drive) across cohorts of senate officers and facilitating orderly senate meetings, among others. Thus, revisions to the role of the senate Secretary, and perhaps the role's title, are warranted.

### Bylaws revision:

**3.0 ORGANIZATION.** The chairperson of the Senate shall appoint a **Parliamentarian secretary** of the Senate from the Faculty. The **Parliamentarian secretary** will serve in a non-voting capacity.

~~3.4 Duties of the Parliamentarian-secretary. In general, a The Parliamentariansecretary shall perform the following duties: will maintain institutional memory and ensure adherence to the Senate Bylaws across cohorts of senate officers. Specifically, a Parliamentarian will:~~

~~3.4.1 Publish and distribute to the university faculty and to the President of the Northern Iowa Student Government (NISG) within one calendar week after Senate approval (as possible and Practicable) the minutes of the Senate meetings.~~

~~3.4.2 Assist the chairperson of the Senate, as required, in the preparation and distribution of notices of meetings of the Senate and in the preparation and distribution of the calendar and docket of the Senate as provided in Sections 7.6 and 7.7 of these bylaws.~~

~~3.4.3 Keep the minutes and other official documents of the Senate in a safe and accessible place.~~

~~3.4.4 Furnish to faculty non-members and to officers of the Northern Iowa Student Government (NISG), on request, pertinent documents of the Senate.~~

~~3.4.1 Attend and facilitate meetings of the University Faculty Senate, advising senate officers regarding matters of procedure and historical context.~~

~~3.4.2 Attend meetings of senate officers and advise them regarding preparation and distribution of the calendar, the docket, petitions, and meeting notices.~~

~~3.4.3 Advise senate officers regarding faculty senate relations with other components of the university, such as administrative and student leaders.~~

### 3. Draft revision pertaining to Senate Officer selection

It may be advisable to broaden the scope of eligibility for entry into the senate officer succession beyond just current senators. There are numerous faculty who might make an excellent candidate for senate leadership who are not current senators. Examples might be former senators, current or former senators or senate officers in college senates, or individuals with significant leadership experience at another institution. Although faculty having these qualifications might be excellent candidates for senate leadership, the Senate Bylaws currently do not provide for their eligibility as a senate officer. The draft revisions provide a remedy to that condition, enabling the nomination of qualified faculty members to the senate leadership succession beyond those who are currently elected senators.

#### Bylaws revision:

**3.0 ORGANIZATION.** At the last regular meeting of the spring semester, the Senate shall elect, ~~from its newly elected and continuing members,~~ a vice chairperson to take office beginning May 15. The election will be held in executive session.

3.0.1 The vice chairperson may be a current senator, or may be any current member of the voting faculty who has previously served meritoriously in an elected office of faculty governance, at this institution or another, with preference given to those who have served meritoriously in elected leadership roles.

3.0.2 The chairperson shall be the person whose term as vice chairperson is just ending, and the former chairperson shall be the person whose term as chairperson is just ending. ~~No one may hold two offices simultaneously or serve consecutive terms in the same office.~~

3.0.3 The term for each of the three offices of senate leadership is normally one academic year, beginning and ending on May 15. Under extenuating circumstances and with majority vote of Senators, the term may be extended for up to an additional year.

3.0.4 The chairperson of the Senate shall appoint a Parliamentarian from the Faculty. Unless the Parliamentarian is an elected senator, they will serve in a non-voting capacity. Due to the nature of the Parliamentarian's role, they should be someone who has an extensive history of service to the faculty senate, with preference given to those who have formerly served as a senate officer.

3.0.5 If a senate officer the rising chairperson's is an elected senator, and their term seatservice in the Senate would otherwise end at the conclusion of theirhis or her term as vice chaends during the three-year officer succession, the term shall be automatically extended for one year until the end of their service as a senate officer. ~~Such extension would not replace the normal election cycle for a new Senator from the vice-chairofficer's constituency. of the seat is unaffected, but the officer will maintain the seat until the end of their tenure as a senate officer. At that time, either the former officer or another delegate from the former officer's constituency shall be appointed to serve in the seat until it is next due for re-election.~~

3.0.6 Nominations for vice chairperson will be administered by the Senate Nominating Committee. ~~Normally, nominations for the office will be made by a nominating committee composed of outgoing Senate members. However, the Senate may decide in a particular spring semester (by two-thirds majority of members present and voting at a Senate meeting for which this matter has been announced,~~

~~at least a week previously, as an item of business) to suspend this nominating procedure for the election in question and to substitute, for that election, another nominating procedure that seems more appropriate and/or workable. In any case, the procedure used shall permit n~~

3.0.6(a) Prior to the election, nominations shall be solicited from the voting faculty and from current senators. Self-nominations will be encouraged. If nominating someone else, the nominator must secure the written assent of the nominee.

3.0.6(b) Any nomination must be accompanied by a detailed description of the nominee's qualifications, pertaining to paragraph 3.0.1 in this section, to be considered valid. Any nomination without a detailed description of the nominee's qualifications will not be considered.