

**BYLAWS TO THE
CONSTITUTION OF
THE FACULTY SENATE
OF THE
UNIVERSITY OF SOUTH FLORIDA
SARASOTA-MANATEE**

ARTICLE I. Name

Bylaws to the Constitution of the Faculty Senate of the University of South Florida Sarasota-Manatee

ARTICLE II. Membership

The *Constitution of the Faculty Senate of the University of South Florida Sarasota-Manatee (USFSM)* specifies those eligible for membership in the Senate.

ARTICLE III. Senate Executive Committee

A. Membership

The composition of the Executive Committee is specified in the *Constitution*.

B. Voting

Each elected Executive Committee member shall be a voting member. Any ex-officio member(s) shall be non-voting members.

C. Term of Office

The term of office of Executive Committee members shall be one year. The term of office shall begin the first day of the fall semester following the annual election.

D. Conduct of Elections

The President of the Senate shall conduct and certify all elections.

E. Timing

The election of Executive Committee members shall be held in the spring semester of each year in accordance with the election procedures of the Senate.

ARTICLE IV. Meetings of the Senate

A. Regular Meeting

As specified in the *Constitution*. An agenda shall be sent to each senator at least one week prior to the next Senate meeting.

B. Special Meetings

As specified in the *Constitution*. Special meetings shall be called only with written notice of the meeting and its agenda sent to all senators one week prior to the meeting, time permitting.

C. Quorum

At least 51 percent of the membership of the Senate shall constitute a quorum. For purposes of calculating a quorum the size of the body shall exclude unfilled vacancies. During the summer term, the number required for a quorum shall be based upon the number of senators who have a university appointment for the summer term.

ARTICLE V. Senate Committees

A. Constitution and Bylaws Committee

1. Composition

The Constitution and Bylaws Committee shall have at least three members, each of which is a senator that shall be appointed to the committee by the President of the Senate. The term of office for each committee member shall be two years. At least one member shall be an Executive committee member.

2. Function

The Constitution and Bylaws Committee, a standing committee of the Senate, shall propose to the Senate changes in the *Constitution* and/or *Bylaws*.

B. Executive Committee

1. Composition

The Executive Committee shall be composed of the President of the Senate, the Vice President of the Senate, the immediate past President of the Senate, and the college/school Executive Committee Senators.

2. Functions

The Executive Committee shall serve the following functions:

- a. It shall act on behalf of the Senate on matters declared by the President of the Senate to be of an emergency nature. Any action taken in this respect by the Executive Committee shall be reported in writing by the President of the Senate to the members of the Senate at or before the next regular meeting. The Senate shall then review such action. The President of the Senate shall give the members of the Senate advance notice of the emergency meeting of the Executive Committee, if feasible.
- b. It shall serve as an advisory body to the President of the Senate on any matter which the President of the Senate brings before it. Meetings of an advisory nature need not be announced or reported to the Senate either before or after they occur.
- c. It shall advise the President of the Senate on setting the agenda items for Senate meetings.
- d. It shall serve as a faculty advisory body to the Regional Chancellor and Regional Vice Chancellor for Academic Affairs and in that capacity should meet with these university officers on a regular basis.

3. Meetings

The Executive Committee shall meet at the discretion of the President of the Senate, who shall chair this committee. When calling meetings of the Executive Committee, the President shall inform its members whether the meeting is of an emergency or advisory nature.

4. Quorum

A quorum for meetings of the Executive Committee shall consist of at least 51 percent of the members, including at least two elected Executive Committee Senators.

C. Academic Division Councils and Committees

The Academic Programs Committee, Awards and Rewards Committee, and Tenure and Promotion Committee are academic division committees and shall constitute standing committees of the Senate. This list of academic committees shall be updated as necessary.

These committees may make their own determinations as to the rights of ex-officio members.

D. Special and Ad Hoc Committees of the Senate

Other committees may be named by the President of the Senate as necessary and shall be temporary and stand for a period designated by the President of the Senate.

ARTICLE VI. Executive Committee Vacancies

The *Constitution* specifies how vacated Executive Committee seats shall be filled.

ARTICLE VII. Attendance

A. Responsible Officer

The Recording Secretary shall be responsible for keeping records of attendance at all meetings.

B. Excessive Absence

An Executive Committee Senator who must be absent from a meeting may send an alternate. The alternate must be an individual who is eligible for membership in the Senate and shall come from the same college/school. The alternate shall be so identified with a note from the elected absentee Executive Committee Senator. The Recording Secretary shall monitor attendance. An Executive Committee Senator who fails to notify the President of absences from two regular meetings without an alternate in any semester is presumed to have resigned from the Executive Committee. The President shall inform the Senate at the next regular meeting of resignations because of absence.

ARTICLE VIII. University-Wide Committees and Councils

A. Formation of New University Committees and Councils

1. The formation of new standing university-wide committees and councils shall be proposed on the Senate floor and shall be recommended to the President of the Senate by a majority vote of the Senate. Each standing university-wide committee or council may form ad hoc committees from within its own

membership. Requests for ad hoc committee members from the Senate shall be made to the President of the Senate. Nominations shall be called for during the next regular meeting of the Senate, approved by vote of the senators present and forwarded to the President or his or her representative for appointment.

2. No university-wide committee or council shall be established without Senate approval.
3. Memberships, charges, and functions of university-wide committees and councils shall not be changed without Senate approval.
4. University-wide committees and councils shall routinely submit minutes of their meetings to the Senate President and give reports to the Senate when requested.

B. Nominations to University-Wide Committees and Councils

The President shall nominate members of the general faculty for each position on the university-wide committees and councils. For purposes of membership on university-wide committees and councils, the definition of "General Faculty" shall include all titles listed in Instructional and Non-Instructional faculty sections of the USFSM Faculty pay plan. These include titles with modifiers like "Research," "Clinical," and "Visiting," etc., and/or titles with the terms "Assistant In," "Associate In," etc. Other administrators who hold faculty appointments are not eligible for membership if their administrative assignment is 50 percent or greater. Nominations may be made from the floor of the Senate. All such nominees must be approved by a majority vote of all senators present and voting prior to submission of the list of nominees to the Regional Chancellor or Regional Vice Chancellor for Academic Affairs for appointments.

ARTICLE IX. Standing Rules and Policies

Standing rules and policies of the Senate and of its committees may be recommended to the Senate by any senator or committee at any meeting of the Senate. Such standing rules and policies shall be adopted by majority vote of those present and voting. Senate committees may adopt temporary standing rules and policies consonant with the *Constitution* and *Bylaws*, necessary to the operations of such committees, subject to subsequent approval by the Senate. Changes in standing rules and policies or amendments to them shall be proposed and adopted in the same manner.

ARTICLE X. Rules of Order

Robert's Rules of Order (latest edition) shall govern in all parliamentary practice not otherwise covered by the *Constitution*, *Bylaws*, or standing rules and policies of the Senate. The President of the Senate shall appoint a Parliamentarian to render advice as requested.

ARTICLE XI. Amendments

All amendments to these *Bylaws* shall follow the rules set forth in the *Constitution*.