

DRAKE UNIVERSITY  
Rules and Regulations of the Faculty Senate

1.0 RULES OF PROCEDURE

1.01 Except as otherwise provided in the Academic Charter or the Rules and Regulations of the Faculty Senate, Robert's Rules of Order shall govern the proceedings of the Faculty Senate.

The president-elect of the faculty Senate shall be elected from the Senators who are beginning the first year of their newly elected two-year term at the spring semester organization meeting. A majority of the full voting membership is required to elect. Should the Senate President resign or be unable to complete their term of office, the president-elect will complete the unexpired term and a new president-elect would be elected. The Senate President shall function as the presiding officer at meetings of the Senate, as chair of Senate's Executive Committee, and may represent the Senate to the President of the University, the Board of Governors, and the Entire University community. When the President of the Senate is unable to preside, the president elect shall preside in their place.

The President of the Senate may appoint a parliamentarian for assistance. The parliamentarian need not be a member of this Senate.

1.04 Persons other than members of the senate may be heard at Senate meetings up approval of a majority of members present, or at the request of a committee presenting a report.

1.05 The Senate, by majority vote, may declare a meeting to be a closed meeting and has the power to close the meeting to all except members of the Senate.

1.06 Visitors may attend meetings of the Senate except for closed meetings and shall be permitted to remain except for actions in which they engage which violate the decorum of the Senate meeting. The President of the senate shall have the power to determine when actions of visitors violate the decorum of the Senate.

1.07 The Registrar of the University shall keep a record of the proceedings of the Senate and cause an abstract of the same to be transcribed and circulated to the Senators, the Chair of the Board of Governors of the University, the President of the University, The Secretary of the University, members of the faculty, the officers of the student government, the University Library, and Olmsted Student Activities Center. The Senate may by two-thirds vote seal or omit distribution of its records relating to any closed meeting. Members of the senate shall have access to all records of the Senate in the Office of the Registrar at reasonable times.

1.08 General files of the Faculty Senate and its officers shall be housed in an office provided for the purpose or in the Office of the Registrar of the University.

1.09 Revisions of the senate rules shall be formulated by the Executive Committee and recommended to the Senate for action. A two-thirds vote of the Senate shall be required for revision of the Senate rules.

1.10 Substantive main motions to be introduced to the Senate for purposes of debate under the item “new Business” shall be submitted in writing to the President of the Senate for inclusion in the general mailing to Senators.

1.11 Substantive main motions, which are not so submitted, but merely introduced on the floor of the Senate, shall be submitted to the Secretary in writing immediately after having been made orally on the floor.

1.12 Substantive main motions not submitted according to Paragraph 1.10 above shall be allowed five minutes for introduction and discussion. Further consideration of such motions shall automatically be postponed to the next meeting of the Senate unless sent to Committee or unless the rule is waived by a two-thirds vote of the Senate.

1.13 Upon receipt of a substantive main motion, the Secretary shall affix a number to it according to a sequential numbering system applicable to each Senate year. Each such motion is to be referred to by its assigned number in the minutes.

1.14 A quorum for the Senate shall be a majority of the membership.

1.15 Voting rights of all members of the Senate shall be uniform.

1.16 The Secretary of the Senate shall regulate the budget for reproduction of Senators’ statements for distribution to members of the Senate. Upon authorization by the Secretary of the Senate, individual Senators may charge reproduction of a reasonable number of pages of their views regarding Senate business for distribution to Senators. No funds are available for preparation of the copy. Senators availing themselves of this opportunity shall consult the Secretary of the Senate regarding the appropriate account number and the place to record the charge.

The Secretary of the Senate shall advise Chairs of standing Senate Committees concerning the availability of funds, appropriate account numbers, and other details. Chairs should exercise care to avoid overdraft on the Senate funds.

## 2.00 MEETINGS AND NOTICE

2.01 The Senate shall normally meet each month from September through May on the third Wednesday from 3:30 to 5:00 p.m. The Senate shall meet at other times upon petition by five Senators. Such petitions may be submitted either to the President of the University or to the President of the Senate. The President of the Senate shall establish the time and place of the meeting and fix the agenda.

2.02 Notice of meetings of the Senate shall be sent to members by the Secretary of the Senate stating the time and place of meeting and the agenda for the meeting in a convenient manner calculated to reach the person notified at least five days before the meeting. No meeting of the Senate shall be without authority to transact business due to failure of written notice to reach any person entitled to notice. In an emergency declared by the President of the University or the President of the Senate, any manner of notice of the time and place of meeting shall be timely if sent three days before the meeting or received one day before the meeting. Notice of specially called meetings shall include a full statement of the matter or matters to be brought before the Senate for consideration and action. At regularly scheduled meetings, a two-thirds majority of the members present may waive notice requirements for that meeting, amend the agenda and take up matters not scheduled on the agenda.

### 3.00 ELECTIONS

3.01 The election of new Senate members shall be completed before March 31 and the new Senate should be organized at once for the limited purpose of choosing its officers. Elected members may assume office the day following spring commencement of the year of their election.

3.02 The twelve members at-large elected from and by the Faculty of Instruction shall be elected from the list of eligible candidates. Candidates who will not be in residence during the following year shall be listed separately with a statement that, although eligible, the candidates will not be available to carry out duties as Senate members. The Executive Committee shall designate the Board of Tellers who will conduct the election in the customary manner except as herein otherwise provided.

3.03 Senators will be elected to two-year terms, with one-half of the faculty representatives being elected each year. Senators can be elected to two consecutive terms, after which they will be ineligible for election for one year.

3.04 The Faculty Senate shall be constituted as follows:

- 1) One member of the Faculty of Instruction from and elected by each college except the College of Arts and Sciences wherein one member of the Faculty of Instruction elected from and by each of its four divisions.
- 2) Twelve members of the Faculty of Instruction elected at-large

3.05 In the event that a member of the Senate cannot or will not hold the office of Senator, the body making the initial election shall have the power and duty to replace such a person at the earliest possible time. A member of Senate who misses three or more meetings in one academic year shall be referred to the Executive Committee for a removal vote. In the case of Senators elected at-large from and by the Faculty of Instruction, such replacement shall be secured by appointing the next eligible candidate as determined from the vote tally sheets of the preceding election as maintained by the Board of Tellers.

#### 4.00 COMMITTEES

4.01 Senate Committee members shall continue in office until their successors are appointed. (see paragraph 3.01 above.)

4.02 The Executive committee may recommend from time to time additions, deletions, or alterations in the number and types of Senate committees to the Senate. However, no change can be made in committee structure without the approval of the Senate.

4.03 Senate committees should meet regularly, at least once each month, during the academic year and may meet more often upon call by the Chair of the committee or upon majority vote by the committee concerned. The time and place of meetings shall be determined by each committee. Other committees and subcommittees may establish schedules appropriate to their functions.

4.04 The quorum necessary to take action by a committee of the Senate shall be a majority of the voting membership in the committee. Proxy representation does not apply in committee or subcommittee meetings, for either quorum or voting purposes. If less than a quorum is present for a properly scheduled meeting, those present have power to adjourn the meeting to a later time they may designate. Notice of the adjourned meeting must conform to Paragraph 4.16.

4.05 Committees and subcommittees shall meet on call by the committee chair or any two members, at a convenient hour.

4.06 Each Senate Committee shall report to the Senate at least once during the academic year with a report indicating work completed or in progress made no later than the February meeting of the Senate. Committee Chairs shall be responsible for making such reports. The Chair may designate another member of the committee to make the report.

4.07 Committee reports to the Senate shall be presented in good style and form, and in writing. Such reports shall be circulated to all Senators to reach them no later than three days prior to the Senate meeting at which the reports will be presented. When Senate action is required the action sought should be clearly stated in motion form.

4.08 Recommendations from committees to the Senate shall be made upon majority vote of the committee present and voting. Any minority of a committee may also present a minority opinion, stated in writing, and circulated to the Senate so as to reach Senators no later than three days prior to the Senate meeting at which their report will be presented.

4.09 The Executive committee shall refer matters submitted for inclusion on the Senate agenda to each of the committees having the substantive matter concerned within their area of responsibility prior to inclusion on the Senate agenda. The Senate, by a vote of two-thirds of those present at any regular meeting, may require a matter to be placed on the agenda for the next regular meeting or to be taken up out of order.

4.10 Senate committees may establish ad hoc subcommittees and ad hoc conference committees as necessary, and may designate the constituency of such committees.

4.11 With the concurrence of the Executive Committee, or of the Senate, a standing Senate committee may establish standing subcommittees. Constituency of standing subcommittees shall be determined by the Executive Committee.

4.12 Ad hoc committees of the Senate may be established as needed by the Senate. Constituency of Senate Ad Hoc Committees shall be regulated by the Executive Committee. Such committees shall have a limited purpose and shall have a life of no more than two years, unless extended by Senate action. The Chair of the ad hoc committee will prepare and file with the Senate Secretary a brief summary of committee activities within one month after the committee has ceased operations.

4.13 The Executive Committee is charged with the responsibility for determining the numbers and selecting the membership of standing committees of the Senate. Any member of a Faculty Senate committee who regularly fails to attend meetings or is otherwise delinquent in his/her responsibilities to the committee may be removed upon the recommendation of the Committee Chair and by a majority vote of the Executive Committee. The vacancy shall be filled as provided in paragraph 4.15.

4.14 Committees and subcommittees of the Senate shall have the authority and responsibility provided by the authority establishing the Committee. Except as provided in the Academic Charter, a committee shall make legislative recommendations to the parent committee. Standing and ad hoc committees shall submit recommendations to the Senate through the Executive Committee: administrative action of committees and subcommittees are reviewable by the Senate and parent committee respectively; judicial action by a committee or subcommittee shall be reviewable only as provided by the Academic Charter, Rules and Regulations, or prior resolution of the Senate.

4.15 Except as provided in the Academic Charter, vacancies in committee and subcommittee membership shall be filled promptly by the appointing authority.

4.16 Notice of all meetings, including agenda where feasible, shall be sent to all members, by U.S. or campus mail, telephone, or any other means reasonably calculated to reach them. The notice shall be sent at least three days (exclusive of Saturday and Sunday) before the meeting is scheduled. The requirement for notice for a particular meeting may be waived by unanimous consent of the entire membership of the committee or subcommittee involved.

4.17 Action (other than deferral or proposed action, or adjournment) by a committee or subcommittee must be authorized by vote of a majority of those present and entitled to vote.

4.18 Each committee and subcommittee may determine and declare that all or any portion of any of its meetings is closed, and may thereupon exclude from the meeting all whose

presence is inappropriate. Open meetings may be attended by interested spectators. Non-members of a committee or subcommittee shall not have the right to speak in a committee meeting except upon invitation by the committee or subcommittee. Each committee retains power to exclude anyone whose presence is disruptive to the meeting.

4.19 Senate Committee may determine the requirements for reports from subcommittees under their jurisdiction. Provision for presentation of minority opinions should be made.

4.20 When a committee has under consideration a matter within its jurisdiction, the matter may be removed from its consideration only by action of the Senate.

4.21 Undue influence of committee deliberations and processes or violations of established committee procedures shall be reported to the Senate.

4.22 At the beginning of the academic year the Secretary of the Senate shall take steps to ascertain that Senate Standing Committees have been organized and are functioning. The Secretary shall make a report to the Senate at the October meeting certifying the status of the Standing Committees and shall furnish each Senate member a list of meeting times and places of each committee and subcommittee. Committee Chairs, except the Chair of the committee on Academic Freedom and Tenure, will give the Secretary of the senate 10 day before each regular Senate meeting, a brief listing of the investigations and legislations under consideration by the committee. The Secretary will furnish each Senator a copy of these listing for each regular Senate meeting.