

# **Article I. University Senate: Structure and Functions**

## **Section 1. Membership**

The University Senate shall consist of **eighteen** student members elected from the Student Senate, **eighteen** members of the Staff elected from the Staff Senate, and **eighteen** faculty members elected to the Faculty Senate. The Chancellor and the Provost shall be ex-officio, non-voting members. The presidents of the student, faculty, and staff senates shall also be ex-officio, non-voting members of the University Senate if they are not among the elected members of the University Senate. **The composition of the University Senate may not be changed unless two-thirds of each constituency group (student, staff, and faculty) approves.**

## **Section 2. Officers**

The president of the University Senate (a faculty member) shall also serve as chair of the University Senate Executive Committee ("SenEx"). The vice president of the University Senate (a student in Academic even years, a staff member in Academic odd years) shall also be one of the appointed staff or students on SenEx and will serve as vice-chair of SenEx. In the absence of the president, the vice-president shall preside, as described in section 6.

## **Section 3. Faculty Members on University Senate: Nomination, Election, Term of Office and Vacancies**

**Eighteen out of 39** faculty, **inclusive of FacEx and proportionally representative of different academic units**, elected to the Faculty Senate shall serve simultaneous terms on the University Senate (see Art. II).

## **Section 4. Student Members on University Senate: Nomination, Election, Term of Office and Vacancies**

There are **eighteen** student members on the University Senate. At its regular joint meeting of the newly elected and outgoing Student Senates, outgoing Student Senate shall nominate and elect from among its members the three Special Representatives (Holdover Senators) to the University Senate. The method of election shall be in the descending order of most votes received. The **eighteenth** student member of the

University Senate shall be the Student Body Vice President serving as an ex-officio, voting member.

At the Joint Student Senate meeting, the incoming undergraduate student members of the Student Senate shall nominate and elect seven (7) undergraduate student members of the University Senate, and the graduate student members shall nominate and elect two graduate student members of the University Senate. The graduate student membership bloc of the Student Senate is composed of all those Student Senators pursuing post-baccalaureate degrees at the time they declare their candidacy for the Student Senate. The method of both elections shall be in descending order of most votes received.

Members of the Student Senate elected as Special Representatives in accordance with the first paragraph of this section shall take office immediately upon election and shall serve until their successors have been elected. Other members of the Student Senate elected to the University Senate shall take office on the day after the University Commencement exercises of the year of their election and shall serve a one-year term. A member of the Student Senate who has served three successive terms on the University Senate shall be ineligible for re-election to the University Senate at the end of the third term but shall become eligible to serve again after one year has elapsed from the end of the last term.

Student members of the University Senate, of the University Senate Executive Committee, and of other bodies whose members are chosen by the Student Senate shall be subject to removal by the Student Senate according to Rules and Regulations duly promulgated by the Student Senate.

Vacancies in the undergraduate student membership on the University Senate shall be filled by election by and from the undergraduate student membership of the Student Senate. Vacancies in graduate student membership on the University Senate shall be filled by election by and from the graduate student membership of the Student Senate.

### **Section 5. Staff Members on University Senate: Nomination, Election, Term of Office and Vacancies**

At the transition meeting of the staff senate in April, the new Staff Senate will elect **seventeen** voting representatives from and by its members. The president-elect is a

voting member of the University Senate. The president serves as an ex-officio, non-voting member. They shall assume their University Senate responsibilities immediately upon election and shall serve until their successors have been elected. Vacancies in the Staff Senate membership on the University Senate shall be filled by appointments made by the president of the Staff Senate with the consent of a majority of the Staff Senate Executive Committee.

## **Section 6. Meetings and Quorum**

The University Senate shall normally meet at least once each month during the academic year. A meeting may be canceled if the University Senate Executive Committee declares that no pertinent business is at hand. Other meetings may be called by the Chancellor or the Provost, by the University Senate Executive Committee, or by petition from at least ten members of the University Senate to the University Senate Executive Committee. If the petition so requests, the University Senate shall meet within seven academic calendar days following delivery of the petition; otherwise, the Senate shall consider the issue described in the petition at its next monthly meeting or within sixty days. Within these limits the time and place of the meeting shall be specified by the University Senate Executive Committee.

The Senate President, in consultation with the Chancellor and the Provost, shall prepare the agenda for the meetings of the University Senate. The agenda shall be made available to all members before each regular or special meeting. The majority of those elected to Senate shall constitute a quorum to do business. Minutes of all meetings shall be made available to members not later than thirty days after their approval. Voting may take place by a show of hands or by voice vote. On rare occasions, voting by private ballot is permitted upon the approval of two-thirds of the members present and voting.

Meetings may be closed to non-members by an affirmative vote of two-thirds of the members present and voting. Such closure must be done in conformity with State law. (See Appendix.) In the absence of such closure, any member of Senate may move to permit a non-member of Senate to speak for a specified time on the issue under consideration, with a two-thirds majority of those present and voting required for approval.

The president shall preside at all meetings of the University Senate. In the president's absence, the vice-president shall carry out the duties of the president. If the vice president should also be absent or unavailable, then the University Senate Executive Committee shall designate another member of the University Senate to act as presiding officer.

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## **Article VI. University Senate Executive Committee: Structure and Functions**

### **Section 1. Membership, Term of Office and Nomination**

**Nine** members of the University Senate shall be elected to serve as the University Senate Executive Committee. The term will begin the day after Commencement of the election year and will continue until Commencement the following year.

**Three** members of the Faculty Senate Executive Committee shall serve on SenEx. Election of the FacEx members shall take place in accordance with the provisions of Article VII, Section 1. The President-Elect and **two** staff members representing the Staff Senate shall be elected by that group. At its regular joint meeting the undergraduate student members of the incoming Student Senate shall nominate and elect two undergraduate student members to SenEx from the undergraduate student membership of the University Senate, and the graduate student members of the incoming Student Senate shall nominate and elect one graduate student member to SenEx from the graduate student membership of University Senate. The graduate student membership bloc of the Student Senate is composed of all those Student Senators pursuing post-baccalaureate degrees at the time they declare their candidacy for the Student Senate.

The President and the President-elect of the University Senate shall be ex-officio, non-voting members of SenEx if not elected to one of the **three** faculty positions on SenEx. Such ex officio membership shall not be counted toward the maximum of two consecutive years of membership on SenEx. The presidents of the Faculty, Student, and Staff Senates shall serve as ex-officio, non-voting members of SenEx if they are not among the elected SenEx members. The President of the Staff Senate may vote in the absence of one of the two voting representatives for Staff Senate

## **Section 8. Functions and Powers**

1.8.1 The University Senate shall act in behalf of the University's faculty, staff, and students in the performance of its powers. The University Senate Executive Committee shall ensure the effective execution of these responsibilities.

1.8.2 Subject to and in accordance with the control of the Chancellor and the Board of Regents as provided by law, the University Senate is empowered to formulate such Rules and Regulations as it shall deem wise and proper for the control and government of such affairs of the University as directly affect the entire Lawrence campus, including the Edwards campus, and shall take such steps as it shall deem necessary for their implementation and administration. Affairs of the University which directly affect the entire Lawrence campus include, but are not limited to, academic procedures and policies (such as the requirements for graduation and degrees, the methods of evaluating academic work, and the standards of academic conduct of faculty and students) common to the College and all Schools, class and examination schedules, the calendar, the libraries, campus-wide activities and events, the role of the University in public affairs, participation in organization and administration, the framing and execution of long-range plans, decisions regarding existing or prospective resources, and fiscal affairs. The University Senate Rules and Regulations so formulated may be enacted, amended or repealed by majority of the University Senate members present at a regular or special meeting pursuant to the following procedure:

(a) A proposed addition or amendment to, or repeal of, any part of the University Senate Rules and Regulations (USRR) or University Code (CODE) shall be presented in writing as a main motion (hereinafter "proposal") for initial consideration by the University Senate using any one of the four following procedures:

- i.) The University Senate Executive Committee may originate a proposal by a two-thirds vote of the Senate Executive Committee members present and voting, to be forwarded to University Senate for consideration.
- ii.) Any of the three constituent senates may forward a proposal to the University Senate Executive Committee, by at least a majority vote.

iii.) A petition containing the proposal and signed by one hundred members of the university community (including faculty, staff, and students, as defined in their respective Codes) may be forwarded to the University Senate Executive Committee.

iv.) A member may propose an amendment from the floor (including rationale) in writing, as a main motion during "New Business" at any regular or special meeting of the University Senate. A majority vote of the Senate members present and voting shall be necessary for the amendment to receive initial consideration as a main motion at the following meeting.

(b) The President of the University Senate Executive Committee will forward all proposals along with any recommendations received under item (a) i. – iv, to the University Senate, following the procedures outlined below.

€ The university community shall be notified of a proposal, which shall be posted on line or otherwise made available to the university community at least seven calendar days (excluding spring break, summer session and break, fall and thanksgiving break, and winter break) before its initial consideration at a regular or special meeting of the University Senate. The posting shall provide an explanation of the reasons for the proposal. It shall also indicate the time and place of the University Senate meeting at which the proposed changes will be considered.

(d) Faculty, staff, and students may submit written comments on the proposed enactment, amendment or repeal until noon on the date of the meeting at which the University Senate will discuss the matter. Comments shall be submitted to the Office of University Governance and shall be reported to the University Senate President, to the University Senate.

(e) Subject to the power of the presiding officer to provide for the orderly conduct of the meeting, spokespersons of constituencies from the university community with opposing views shall be permitted to make brief presentations to the University Senate before a vote is taken on a proposed enactment, amendment or repeal.

(f) No enactment, amendment, or repeal shall be adopted upon initial consideration unless the University Senate, by a two-thirds majority of members present, shall vote to suspend this provision.

(g) The requirements of subsections € through (f) shall not apply to technical amendments determined by the University Senate Executive Committee to be necessary to correct errors or clarify the original intent of provisions, which may be approved by simple majority vote of the University Senate Executive Committee.

(h) It shall be the duty of the office of university governance to collect, compile and codify the rules and regulations, to make them available and, when necessary, to make appropriate technical changes to official statements of rules and policies, per section (g).

1.8.3 No action of the University Senate to adopt or amend the rules and regulations of the University Senate, except for technical amendments under section 1.8.2(g), shall become effective until the following procedures for review have been exhausted:

(a) Senate's action to adopt or amend the Rules and Regulations shall normally be distributed by special notice to the University Community **and to the Faculty Senate for approval of amendments to the articles specified in paragraph (b).**

**(b) The Faculty Senate shall separately approve proposed amendments to the following academic policy articles of University Senate Rules and Regulations:**

- **Article I: Academic Schedules**
- **Article II: Academic Work and Its Evaluation**
- **Article III: Graduation and Degrees**
- **Article IV: Publications**
- **Article VIII: Policy and Procedures Regarding Academic Program Discontinuance**
- **Article IX: Guidelines for Dealing with Allegations of Research Misconduct**

**The Faculty Senate shall vote at its next scheduled meeting following the receipt of notice and report outcome of the vote to the University Senate Executive Committee ("SenEx").**

(c) A review by the University Senate of its action to adopt or amend the rules and regulations of the University Senate may be requested by at least a majority vote of any of the three constituent senates. A review may also be requested by petition of 100 members of the university community, including faculty, staff, and students, as defined in their respective codes. Such request for review shall be forwarded to the University Senate president within twenty-one calendar days of the date of special notice

(excluding spring break, summer session and break, fall and thanksgiving break, and winter break).

(d) If a request for review is received by the University Senate president, the review of the action of the Senate shall be placed on the agenda of the next scheduled meeting of the Senate. In this case, the action shall not be transmitted to the Provost and Chancellor unless the action is approved by a majority of members present at the meeting.

(e) The results of the review, together with a copy of the petition, shall be submitted to the Provost.

(f) If no request for review is received by the senate president, the action of the University Senate to create or amend rules and regulations of the University Senate shall be transmitted to the Provost and Chancellor for final approval.

1.8.4 The University Senate may also adopt statements of University policy or procedure that are generally applicable to the University Community, provided that such proposed statements follow the procedures listed in 1.8.2, (a) through €. One-third of the University Senate members who are present and voting, may cause notification of the opportunity to request a review to be sent to the members of the three constituent senates as provided in 1.8.3

1.8.5 In those cases where recommendations approved by Senate and forwarded to the Chancellor for approval are rejected by the Chancellor, the University Senate President will invite the Chancellor, or a representative, to discuss with Senate the reasons for the rejection, in an effort to find some common ground of agreement on the recommendations involved.

## **Article XVII. Procedures**

### **Section 1. Amendment of this Code**

The Student Senate may amend Articles III, VIII and XIV; the Staff Senate may amend Articles IV, IX, and XV; by a two-thirds vote of the members of the respective Senate present and voting at a regular or special meeting, provided that the call of the meeting shall have included a copy of the proposed amendment, together with such



explanatory materials as may be proper, and shall have been mailed to each member at least ten academic calendar days before the day of the meeting.

The Faculty Senate may amend Articles II, VII, and XIII of this Code following the procedures for amendment to the Rules and Regulations of the Faculty Senate set forth in Article II, section 5 of this Code. However, a two-thirds majority of those present shall be required for amendments to this Code.

Those sections of this Code that pertain to the composition of the University Senate may only be changed in accordance with Article 1, Section 1.

The remainder of this Code may be amended at a regular or special meeting of the University Senate following the procedures for amendment to the Rules and Regulations of the University Senate set forth in Article I, section 8 of this Code. However, a two-thirds majority of those present shall be required for amendments to this Code.

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