LMU FACULTY SENATE BYLAWS

BYLAW No. 1 [Constitution Article I, Section E]

The Senate seats shall be clearly designated by means of a suitable identification code, and the specific dates of terms for each seat recorded and maintained by the Senate Elections Committee. (For example, the seats representing the Business Administration constituency will be designated Business Seat 1, Business Seat 2 etc.) Each individual Senator will be identified as the occupant of a specific seat.

BYLAW No. 2 [Constitution Article I, Section G; and Article III, Section C]

The newly elected Senate will take office on the date of the University’s annual Commencement. Both the outgoing and incoming Senate presidents should take part in the Commencement exercises in a suitable manner.

BYLAW No. 3 [Constitution Article I, Section G; and Article III, Section C]

After the annual Senate elections have been completed and candidates and University faculty have been notified of the results, but before the completion of the Spring semester, the sitting Senate Executive Committee will call a meeting of both the newly elected and the continuing senators for the sole purpose of election of officers (Executive Committee) of the new Senate. The ordinary meeting time and day for this meeting will be 2:45 pm on the Friday of the last week of classes, before the final examination week. Only the new and continuing Senators will be empowered to vote to elect these officers. The election of officers will be conducted by means of secret written ballots. The Elections Committee will tally the votes and immediately report the name of the winner of each office, but not the tally. However, if any senator (or faculty member or librarian eligible to hold a Senate seat) wishes to know the tally, s/he has the right to privately ask the Chair of the Elections Committee, who will provide that information. Furthermore, any Senator (or faculty member or librarian eligible to hold a Senate seat) may inspect the ballots in the company of the Chair of the Elections Committee, who will keep the ballots available for four months after the elections.

BYLAW No. 4 [Constitution Article II, Section A]

Nominations and elections for Continuing Faculty seats will be conducted by the Senate Elections Committee. Each year the Elections Committee will prepare a schedule for conducting nominations and elections, and will submit the schedule to the full Senate for approval at least one month in advance of the elections. Nominations and elections will be conducted during the following Spring semester. The elections schedule will specify no less than one week from the date of distribution of the call for nominations to the deadline for their submission, no less than one week for voting, and no less than one week from the end of the voting period to the date of the Senate meeting at which officers are elected. Elections – nominations and voting – will be carried out electronically. A call for nominations will be distributed to all eligible Continuing Faculty; faculty may nominate themselves or other eligible Continuing Faculty. In cases other than self-nominations, nominees shall be contacted to see if they are willing and able to serve. Following the close of the nominations period, the Senate Elections Committee shall prepare a
secret electronic ballot to distribute to all eligible Continuing Faculty. These ballots will not contain spaces for write-in Candidates. The results of the election will be reported to the Senate membership and to the candidates not less than one week before the date of the Senate meeting at which officers of the Senate will be elected. The election results will be available to the University community through the Senate Executive Committee. “Results” in this text means the identity of the successful candidates. The vote tally will not be announced. However, if any Senator (or faculty member or librarian eligible to hold a Senate seat) wishes to know the tally, s/he has the right to privately ask the Chair of the Elections Committee, who will provide that information.

BYLAW No. 5 [Constitution Article H, Section C]

Vacancies in Continuing Faculty seats shall be filled by means of a Special Election, according to provisions in the Faculty Senate Bylaws. In the case of vacancies due to leave, replacements will serve the length of the leave only. In the case of vacancies due to resignation or termination, the newly elected Senator will complete the term of the seat as scheduled. The Senate Elections Committee will identify the specific seats involved and the time lengths and dates of the replacements in the call for nominations.

BYLAW No. 6 [Constitution Article II, Section C]

Senate terms for Contingent Faculty seats are for three years, with no senator serving for more than two consecutive terms. Nominations and elections for Contingent Faculty seats will be conducted by the Senate Elections Committee at the beginning of the fall semester. The elections schedule will specify no less than one week from the date of distribution of the call for nominations to the deadline for their submission, no less than one week for voting, and no less than one week from the end of the voting period to reporting of the results. Nominations and voting will be carried out electronically. A call for nominations will be distributed electronically to all eligible Contingent Faculty, who may nominate themselves or other eligible Contingent Faculty. In cases other than self-nomination, nominees shall be contacted to see if they are willing and able to serve. Following the close of the nominations period, the Senate Elections Committee shall prepare a secret electronic ballot to distribute to all eligible Contingent Faculty. These ballots will not contain spaces for write-in Candidates. Normal elections for the three contingent faculty senate seats are staggered, with one seat election per year.

The names of the elected Senators will be available to the University community through the Senate Executive Committee. The vote tally will not be announced; however, any Senator (or faculty member or librarian eligible to hold a Senate seat) has the right to request the tally from Chair of the Elections Committee, who will provide that information.

Vacancies in Contingent Faculty seats will be filled by means of a Special Election conducted by the Elections Committee. A vacancy is created by a lapse in contract of one semester with the University. Special Elections shall occur in the spring semester at the time of the regular elections and at the beginning of the fall and spring semesters, as necessary. Special elections – nominations and voting – will be carried out electronically and will follow the prescribed method and timeline for normal elections. In case of vacancies due to lapse in service, replacements will
serve for one semester. In the case of vacancies due to recall, resignation or termination (three or more consecutive semesters off-contract), the newly elected Senator will complete the term of the seat as scheduled.

BYLAW No. 7 [Constitution Article II, Section E]

The Elections Committee will be composed of three members. They will be appointed by the Executive Board from among the Senate membership, after the annual election of members of the Senate in the Spring semester, and after the newly constituted Senate has elected its Executive Board. The membership of the Elections Committee should be announced to the Senate at its first meeting in the Fall semester. Any senator who intends to be a candidate in an election supervised by the Elections Committee should decline to serve on the Elections Committee during the year he/she will be a candidate. Moreover, if a member of the Elections Committee later becomes a candidate in an election supervised by the Elections Committee during the year he/she is a member of the Committee, he/she should resign from the Elections Committee. If a member of the elections Committee resigns from that Committee for any reason, he/she will be expeditiously replaced by a member of the Senate, chosen and appointed by the Senate Executive Board. This replacement member of the Elections Committee will serve on the Committee for the duration of the academic year term of the Committee members.

BYLAW No. 8 [Constitution Article IV, Section A]

The Senate meets every other Thursday afternoon at 2:45 p.m., with the exact meeting dates to be announced by the Senate Executive before the start of the academic year. The President and the executive Committee may increase the number of meetings and the day and time to ensure a timely and efficient discharge of the mandate of the Senate.

BYLAW No. 9 [Constitution Article IV, Section E]

Senate policy for recognizing spectators at meetings, i.e. guests not individually invited, such as non-senatorial members of the faculty, is based on Article IV, Section E of the Constitution, which states that “Typically discussions at Senate meetings will be limited to Senators and guests invited by the Executive Committee.” The following principals form the basis of the policy. The Senate as a body always has the authority to recognize all speakers and to limit debate among senators and guests alike. Senators have priority in addressing any issue, per Robert’s Rules of Order. Within these limits, however, the presiding officer may recognize others in attendance at Senate meetings, but always at the pleasure of the Senate. In the event that a member of the Senate raises an objection, a motion to recognize either specific individuals or, in general any spectators present may be made and, if seconded, subjected to vote of the Senate members present.

BYLAW No. 10 [Constitution Article VI, Sections A and B]

The Committee on Committees will be composed of one faculty member from each College and School and one full-time, professional librarian. They will be appointed after the annual election of members of the Senate in the Spring Semester, by the newly constituted Senate Executive Committee, for a term of three years. The membership of the Committee on Committees will be
announced to the Senate at the first meeting of the Fall semester. If a member of the Committee on Committees resigns for any reason, he or she will be replaced by a member of the Senate, chosen and appointed by the Senate Executive Committee. The replacement member will serve for the duration of the academic year term of the committee members. The duties of the Committee on Committees are detailed in the bylaws of the Committee on Committees.

BYLAW No. 11 [Constitution Article VI, Section C-1 j]

In keeping with their responsibilities to their Senate colleagues and their faculty constituents, Senators unable to attend a Senate meeting or otherwise participate in Senate activities should provide the Senate with the reason(s) for absence or non-participation. Repeated absence by a senator may be grounds for recall.

BYLAW No. 12 [Constitution Article VI, Section C-2]

The Senate will create and maintain a standing Governance and By Laws Committee. The Governance and By Laws Committee will be composed of three senators and the Senate Parliamentarian.

BYLAW No. 13 [Constitution Article VI, Section C-2]

The Senate will appoint five members to the Committee on the Economic Status of the faculty (ESOF)

BYLAW No. 14 [Constitution Article VI, Section F]

The procedures for amending the Senate Bylaws are as follows. Proposed amendments to the Senate Bylaws will first be referred to the Senate Bylaws Committee. Proposed amendments may be brought to the Senate either on the recommendation of the Senate Bylaws Committee, or by petition of one-fifth of the total membership of the Senate. Written notice of the proposed amendment, including the full content of the changes proposed, must be given at the previous meeting. During Senate deliberations, the proposed amendments to the Senate Bylaws may be modified only to the extent permitted in Robert’s Rules of Order (Chapter XVIII, section 57). To be adopted by the Senate, proposed amendments to the Senate Bylaws require a two-thirds majority.

BYLAW No. 15 [Constitution Article IV, Section 2.1]

The Senate President receives course remissions as specified in the Senate Constitution. The other members of the Senate Executive Committee (Vice President, Secretary, fourth member) shall receive one course remission, to be taken in either the fall or the spring semester. Professional Librarians who serve on the Executive Committee shall be released to attend the Committee’s meetings and to perform the duties of the office.
BYLAW No. 16 [Constitution Article IV, Section 1, 2]

While the Faculty Senate does not meet during the summer, there is the expectation that the Senate President liaise with senior university administrators and represent the faculty when the Senate is not in session. Normal summer duties of the Senate President include but are not limited to:

- Service on year-long committees and councils, including the Provost's Planning Council and the University Policy Committee.
- Meetings with the Provost, the President, and other senior administrators as needed.
- Attendance at the Senior Leadership Retreat.
- Finalize committee appointments and the Committee Directory with the Chair of the Committee on Committees.
- Revise and then publish the Faculty Handbook with the outgoing Senate President, the outgoing Chair of the Faculty Handbook and Academic Life, the Vice President for Human Resources, and the Associate Provost for Faculty Affairs.

The President shall receive a summer stipend of $4000. This amount will be assessed periodically to adjust for an expansion of the President's duties and/or general increases in similar stipends.

Original Bylaws, October, 1991
Revised, December, 1994
Revised, November, 2006
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