

# BYLAWS OF THE WOU FACULTY SENATE

## PREAMBLE

Realization of the University's potential requires the cooperative efforts of all its components, including the students, the faculty, the president, other administrators, classified personnel, alumni, and friends. The WOU Faculty Governance Charter and Bylaws serves as statements of agreement between the president and the faculty of WOU regarding the faculty's role in this cooperative effort. The Bylaws, more specifically, serve as the Charter's regulatory system, which defines the rules for operating the Faculty Senate.

## ARTICLE I

### Membership of the Faculty Senate

**Section 1.** The Faculty Senate consists of one senator per ten WOU faculty FTE, elected from each faculty unit identified in Section 2 of this article. Each tenure-track faculty is counted at 1 FTE, and each half-time (.5 FTE) or more non-tenure-track faculty is counted at .5 FTE. The numbers of senators per faculty unit are, therefore, as follows: 1 to 10 FTE – one senator; above 10 to 20 FTE – two senators; above 20 to 30 FTE – three senators; above 30 to 40 FTE – four senators, and so on.

**Section 2.** Faculty units, for purposes of representation, include the following:  
1) Behavioral Sciences; 2) Business & Economics; 3) Computer Science; 4) Creative Arts; 5) Criminal Justice Sciences; 6) Deaf Studies and Professional Studies; 7) Education and Leadership; 8) Health and Exercise Science; 9) Humanities; 10) Library; 11) Natural Sciences and Mathematics; and 12) Social Science.

**Section 3.** The president of WOU and the immediate past president of the Faculty Senate, and the WOU representatives to the Interinstitutional Faculty Senate are ex-officio, nonvoting members of the Faculty Senate, except when the latter shall be continuing to serve an elected senatorial term.

## ARTICLE II

### Elections to the Faculty Senate

**Section 1.** Each of the faculty units elects its representatives. Representatives are elected by majority vote. Elections are conducted during spring term each year.

**Section 2.** Only eligible faculty may vote in a senator election.

**Section 3.** Terms of office are two years, unless filling a position with an unexpired term, in which case the elected faculty senator will hold office until that term ends.

**ARTICLE III**  
**Executive Committee Members and Their Duties**

**Section 1. Membership**

- 1.1 Officers
  - President
  - Vice President
  - Secretary
  - Past President
- 1.2 At-large members
  - Four at-large senators
- 1.3 Ex-officio nonvoting members
  - Two WOU IFS representatives
  - One Curriculum System Manager/Programmer
- 1.4 The term of office of all Executive Committee members shall be one year.
- 1.5 Three committee members constitute a quorum.
- 1.6 Executive Committee members must include faculty from the College of Education and the College of Liberal Arts and Sciences, and, when possible, from Library and Media Services.
- 1.7 The Faculty Senate President must hold tenure.

**Section 2. Election Procedure**

- 2.1 During election years, or as needed, election of officers takes place during the second Faculty Senate meeting in April.
- 2.2 During election years, or as needed, election of at-large senators and the Curriculum System Manager/Programmer takes place during the second Faculty Senate meeting in May. The Curriculum System Manager/Programmer is not subject to the usual Executive Committee term limits, and may retain the position year-to-year with the permission of the current Faculty Senate President.
- 2.3 The sequence of officer election is as follows: President, Vice President, and Secretary.
- 2.4 The slate of candidates for President, Vice President, Secretary, and at-large Senators shall be made by a Nominating Committee.
- 2.5 The Nominating Committee shall be selected by faculty senators at the March meeting.
- 2.6 The Nominating Committee shall consist of four members: the past president of the Faculty Senate serving on the current Executive Committee, a second member chosen from the current Executive Committee, and two members at-large from the current Faculty Senate. The Past President shall serve as chair and coordinator.
- 2.7 All officer nominees presented by the Nominating Committee shall give their consent; the names shall be distributed at least three days before the first regular April meeting.
- 2.8 All at-large nominees presented by the Nominating Committee shall give their consent; the names shall be distributed at least three days before the first regular May meeting.
- 2.9 In addition, nominations may be made from the floor at the first regular April meeting for officers, or at the first regular May meeting for at-large senators, by any member of the Faculty Senate provided the nominator can confirm the prior consent of the nominee.

- 2.10 Election is conducted by ballot at the second regular April meeting for officers, and the second regular May meetings for at-large senators, and shall include a write-in option for each position. If necessary, a run-off election will be conducted between candidates tying for the highest number of votes.
- 2.11 Unless running for office, the current secretary will count the ballots and report the election results during the second April and May meetings. If the current secretary is running for office, another member of the Faculty Senate will serve as the election officer.
- 2.12 The term of the Executive Committee begins at the adjournment of the final Faculty Senate meeting for the academic year, usually the last meeting in May.
- 2.13 No person shall be elected to the same office or position for more than two consecutive terms.
- 2.14 Vacancies occurring among elected officers or at-large Executive Committee members are filled for the period to complete the term, in the same manner as described, as soon as possible after the vacancy is announced.
- 2.15 In the event that the immediate past president is unavailable to serve on the Executive Committee, nominations and election from the available and willing pool of past presidents shall occur in the same manner as the election of the at-large members of the Executive Committee of the Faculty Senate.

### **Section 3. Duties of the Executive Committee and Its Officers**

- 3.1 Executive Committee
  - 3.1.1 General supervision of the affairs of the Faculty Senate.
  - 3.1.2 Serving as an advisory body to the university president, when requested or when the nature of a situation calls for urgent consideration of a faculty viewpoint.
  - 3.1.3 Determine the agenda of regular and/or special meetings of the Faculty Senate.
  - 3.1.4 Review petitions presented in accordance with provisions of the Charter and validations of said petitions.
  - 3.1.5 When necessary, make recommendations to the Faculty Senate regarding committee structure, committee charges, and formation of new committees. Regularly solicit informational reports from Faculty Senate committees.
  - 3.1.6 Update and maintain Faculty Senate website and online archive. While a single member of the Executive Committee may be designated as webmaster, all non-routine changes must be approved by a majority of the Executive Committee. Executive Committee will bring substantive changes to the website to the Faculty Senate for approval.
  - 3.1.7 Perform such other duties as are specified in these bylaws or as may be assigned to it by the Faculty Senate. Nothing stated herein, or actions taken by the Executive Committee, shall conflict with the recommendations or advisement of the Faculty Senate.
- 3.2 President
  - 3.2.1 Preside at meetings of the Faculty Senate.
  - 3.2.2 Act as a tie-breaker during votes taken at Faculty Senate meetings.
  - 3.2.3 Preside at meetings of the Executive Committee.
  - 3.2.4 Report all Executive Committee decisions and actions to the Faculty Senate.
  - 3.2.5 Be responsible for distributing the agenda of the meetings of the Faculty Senate at least three days prior to the scheduled meeting.
  - 3.2.6 Call regular and/or special meetings of the Faculty Senate and the Executive Committee.

- 3.2.7 Represent the faculty at times and places where such representation is necessary or suggest or designate alternates to the soliciting parties.
  - 3.2.8 Serve as the Faculty Senate webmaster, responsible for updating and maintaining the Faculty Senate website and online archive. If another member of the Executive Committee is more qualified and willing to assume this responsibility, the president can allow that person to serve instead.
  - 3.2.9 Oversee the Faculty Senate budget, including catering at meetings, orientations or retreats, and the annual Pastega Awards ceremony.
  - 3.2.10 Hire a student worker to record the minutes of Faculty Senate and Curriculum Committee meetings, and Executive Committee meetings if so desired by the Executive Committee. The student shall be paid at a rate approximately 25% higher than minimum wage.
  - 3.2.11 When received from the student recorder, post the minutes to the Faculty Senate website.
  - 3.2.12 Attend quarterly WOU Board of Trustee meetings and present a report on the workings of Faculty Senate to the WOU Board. Share this report in writing in advance of the Board meeting with the President's office to be included in the Board meeting docket.
  - 3.2.13 Perform such other duties as are specified in these bylaws, or as may evolve through actions of the Faculty Senate.
- 3.3 Vice President
- 3.3.1 Preside at meetings of the Faculty Senate in the absence of, or at the request of, the president of the Faculty Senate.
  - 3.3.2 Preside at meetings of the Executive Committee in the absence of, or at the request of, the president of the Faculty Senate.
  - 3.3.3 Carry out any duties of the president of the Faculty Senate dealing with Faculty Senate affairs while serving in their stead.
  - 3.3.4 Serve as parliamentarian for the Faculty Senate.
  - 3.3.5 Be responsible for carrying out campus-wide elections and plebiscites.
  - 3.3.6 In cooperation with the offices of the deans of the two colleges and Library and Media Services, develop and maintain an accurate listing of faculty at WOU, the number of FTE employed in each faculty unit, and the number of faculty senators to which each faculty unit is entitled, as provided by the Charter and Bylaws.
  - 3.3.7 As a representative of the Executive Committee, notify faculty units of adjustments in the number of Faculty Senators to which they are entitled, when such changes are dictated by changes in the number of FTE employed by the faculty unit. Notification shall take place during winter term, and adjustments will be made at the time of the annual election of Faculty Senators.
  - 3.3.8 Notify faculty units of the need for both present and newly elected faculty senators to attend the second regular May meeting of the Faculty Senate.
  - 3.3.9 Perform such other duties as are specified in these bylaws, or as may be assigned by the president of the Faculty Senate.
  - 3.3.10 As "committee liaison," assist with updating committee membership listings, assigning people to their choice of committee, and collecting data on committee service, ideally with one other member of Faculty Senate Executive Committee.
- 3.4 Secretary
- 3.4.1 Maintain an updated list of all faculty senators
  - 3.4.2 Work with the student recorder to answer questions about minute-taking and

related subjects. If no student recorder has been hired, the secretary should record and distribute the minutes of all meetings of the Faculty Senate to the president.

- 3.4.3 Distribute all notices, materials, and such other matters as may be requested by the president and/or the Faculty Senate.
  - 3.4.4 Assist the vice president in the conduct of campus-wide elections and plebiscites.
  - 3.4.5 Perform such other duties as are specified in these bylaws or as may be assigned by the president of the Faculty Senate.
- 3.5 Past President
- 3.5.1 Serve in a non-voting, ex-officio capacity on the Faculty Senate Executive Committee.
  - 3.5.2 If also serving as an elected Senator, the past president can vote at Faculty Senate meetings but remains non-voting ex-officio during Executive Committee meetings.
  - 3.5.3 Maintain updated committee charges. Coordinate with division chairs to ensure committee appointments.
  - 3.5.4 Share this information with the other members of the Executive Committee and the president, for posting on the Faculty Senate webpage.
- 3.6 Curriculum Duties
- 3.6.1 For curriculum proposals to drop a course, modify a course, or introduce a new course, or to modify a program, the Faculty Senate president may approve, based on the recommendations of the Curriculum, Graduate, and Honors committees, minor changes to courses and programs. More substantive changes that may impact other areas will be discussed with the Executive Committee, and, when any member of the Executive Committee believes the proposal should go to the full body, the proposal will be included on an upcoming Faculty Senate agenda as New Business.
  - 3.6.2 All curriculum proposals approved by the Faculty Senate president or the Faculty Senate Executive Committee will be listed during the Faculty Senate president's Institutional Report and/or included in the minutes for archival purposes.
  - 3.6.3 All drop program and new program curriculum proposals will be put on an upcoming Faculty Senate agenda as New Business
  - 3.6.4 Responsibilities of the Curriculum System Manager/Programmer
    - 3.6.4.1 Working with faculty and WOU administration to ensure the smooth and responsive flow of curriculum requests in a way that meets the needs of the various constituencies that need to interact with them.
    - 3.6.4.2 Recommend and implement adjustments/improvements to the system. If the incumbent has the skills and desire, they are responsible for making adjustments or changes directly to the curriculum system. In this case their title is "Executive Committee Curriculum System Manager/Programmer. If not, they will be responsible for working directly with the individual(s) making those changes to implement them with as little disruption as possible. In this case their title is "Executive Committee Curriculum System Manager"
    - 3.6.4.3 Serve as a resource and primary contact for questions about or issues with the curriculum system.
    - 3.6.4.4 Attend Faculty Senate Executive Committee meetings as needed.

## **ARTICLE IV**

### **Meetings of the Faculty Senate**

#### **Section 1. Regular Meetings.**

- 1.1 Regular meetings of the Faculty Senate are held during each of the following months: October, November, December, January, February, March, April, May, and June. If deemed necessary at the June meeting, a special meeting for the second Tuesday in July at the regular meeting time may be scheduled by a motion stating the purpose of the meeting. This motion requires a majority to pass.
- 1.2 Regular meetings of the Faculty Senate are held from 3:30 to 5:00 p.m. on the second and fourth Tuesday of each month, except only one meeting will be held in December, March, and June on the second Tuesday.
- 1.3 The Faculty Senate Executive Committee may cancel meetings should there be no matters of importance or imminence.
- 1.4 Meetings may be extended beyond the 5:00 p.m. adjournment time by a majority vote.
- 1.5 Conducted in accordance with the published agenda. Deviations from the published agenda are permitted only by a majority vote of senators present.

#### **Section 2. Special Meetings.**

- 2.1 Special meetings of the Faculty Senate are called in one of the following ways:
  - 2.1.1 by the Faculty Senate when a motion stating the date, time, and purpose of such meeting is passed by a majority vote of the Senators present and voting;  
or
  - 2.1.2 by the president of the Faculty Senate when a written request stating the purpose of the meeting is submitted by a member of the Faculty Senate signed by twenty percent of the entire faculty.
- 2.2 Special meetings should be announced and the agenda published at least 48 hours in advance of meeting time. In the case of an emergency meeting with less than two (2) days notice, at least two-thirds of the Faculty Senate's membership must be present to conduct business.
- 2.3 New or additional business not germane to the stated purpose of the special meeting may be introduced only by a vote of approval from two-thirds of the senators present and voting.

#### **Section 3. Planning Session.**

- 3.1 If necessary, a Faculty Senate planning session may be held during the Tuesday of the week prior to fall term.
- 3.2 Agenda items might include a review of business for the upcoming year; review of Faculty Senate committee charges, assignments, and structures; and Faculty Senate policies and procedures.

#### **Section 4. Attendance and Participation.**

- 4.1 All meetings of the Faculty Senate shall be open to all members of the faculty, administration, and staff. Non-senators shall participate in discussion only upon invitation by the Faculty Senate president and should not sit at the tables reserved for senators.
- 4.2 Discussion at Faculty Senate meetings shall be of a forum nature except when a specific motion is presented for action or when the president of the Faculty Senate deems a more formal framework to be desirable. The rules contained in *Roberts Rules*

- of Order, Revised*, most recent edition, shall govern Faculty Senate action on motion and situations in which they are invoked by the Faculty Senate president.
- 4.3 Each member of the Faculty Senate is expected to attend meetings regularly. A unit may provide an alternate in the absence of an elected senator, identifying the alternate to the Faculty Senate president prior to the meeting or during roll.
- 4.4 Newly elected senators will attend the second May meeting and will assume their official duties at the conclusion of the final Faculty Senate meeting of the academic year, usually the second meeting in May.

**Section 5. Alternates and Vacancies.**

- 5.1 When a faculty senator is on leave or sabbatical, their faculty unit may designate an alternate for the period of vacancy.
- 5.2 In case of vacancy by resignation, an election within the affected unit shall be conducted within thirty (30) days after the vacancy has occurred.
- 5.3 Alternates and/or replacements assume full voting responsibilities in the Faculty Senate, but do not automatically become appointed to the absent senator's elected Faculty Senate committees.
- 5.4 In case of vacancy on elected Faculty Senate committees, appointments shall follow the original procedures for election as described in the WOU Faculty Governance Charter and Bylaws.

**ARTICLE V  
Order of Business**

**Section 1.** At regular meetings the business of the Faculty Senate shall be conducted in the following order:

- Call to order
- Call of the roll (by circulation of sign-in sheet)
- Corrections to and approval of minutes from previous meeting(s)
- Institutional Reports:
  - 1. Faculty Senate President
  - 2. University President
  - 3. University Provost
  - 4. Additional Reports by Approved Request (e.g., ASWOU, ASC, Staff Senate, Interinstitutional Faculty Senate, other)
- Consideration of Old Business
- Consideration of New Business
- Informational Presentations (e.g., committee reports, reports of deans, other)
- Adjournment

**Section 2.** At special meetings, the business of the Faculty Senate shall be conducted in the following order:

- Call to order
- Call of the roll (by circulation of sign-in sheet)
- Consideration of special business
- Adjournment

## **ARTICLE VI**

### **Rules of Procedure**

- Section 1.** A majority of the members of the Faculty Senate shall constitute a quorum for transaction of business.
- Section 2.** All actions or recommendations of the Faculty Senate shall be by a majority of members present and voting.
- Section 3.** The president of the Faculty Senate shall be responsible for distributing the agenda for each Faculty Senate meeting at least three calendar days prior to the scheduled meeting.
- Section 4.** All actions requiring a vote of the Faculty Senate will be presented over two meetings. At the first meeting, the item will appear under New Business; the issue will be presented in writing and a representative from the sponsoring party should be present to summarize the proposal and address questions. At the second meeting, the item will appear under Old Business, with the intent that it may be voted upon, although further discussion is possible. A representative from the sponsoring party should be present at the second meeting to address questions.
- Section 5.** Any member of the faculty may ask the Executive Committee to consider items or issues one week in advance of the Faculty Senate meeting. New business not on the published agenda may be heard during New Business, subject to Article 6, Section 4.
- Section 6.** Any action of the Faculty Senate may be subject to review by the faculty. A petition for appeal must be signed by twenty (20) percent of the entire faculty and presented to the Faculty Senate president within ten (10) days of the posting of the minutes of the meeting at which the action was taken. The item(s) appealed shall then be distributed to the eligible faculty for vote by secret ballot. A majority of those voting shall be required to reverse the Faculty Senate's action.
- Section 7.** Subject to the above restrictions, the Faculty Senate is empowered to make faculty governance bylaws. Such bylaws can be established, deleted, or amended only by a two-thirds majority of senators voting.

## **ARTICLE VII**

### **Committees of the Faculty Senate**

- Section 1.** The Faculty Senate establishes, defines, and coordinates those committees deemed necessary to the functioning of all university faculty governance and other such committees as it sees useful.
- Section 2.** When deemed necessary, the Faculty Senate should select from its own membership a Committee on Committees to advise it on matters pertaining to structure, charge, and functioning of committees. Such action should be taken during any year featuring wide-scale committee assessment and review. A standing committee is not needed for occasional adjustments or membership appointments.

**Section 3.** Faculty Senate committees shall review all major policy or curriculum proposals. Major policies and proposals include changes in program hours, program elimination or addition, proposals that impact members of the other college or administrative units, and others identified by the Faculty Senate. These will be forwarded to the Faculty Senate committees by committees serving the same function within the College of Education, the College of Liberal Arts and Sciences, Library and Media Services, or by administrative officers. Recommendations for implementation will occur following approval by the Faculty Senate committee and the Faculty Senate or Faculty Senate Executive Committee, and forwarded to the appropriate administrative officers.

**Section 4.** Each Faculty Senate committee is responsible for regularly reporting actions involving recommendations, changes in campus policy, or curriculum change to the Executive Committee, who may determine the status of the item – New Business or report. The Faculty Senate reserves the right to endorse or reject committee actions or recommendations or refer them back to the committee for further consideration.

**Section 5.** Every WOU faculty member will be provided access to committees dealing with personnel, curriculum, and budget through bylaws established by the college or department/division in which the majority of their assignments occur.

**Section 6.** Before the end of every spring term, each Faculty Senate committee shall create a document (“executive summary”) which summarizes its key accomplishments for the academic year and any outstanding issues, and sends it to the Executive Committee. The Executive Committee shall make this document available to new committee members by the start of the next academic year.

**Section 7.** A member of Executive Committee shall attend the first meeting of each committee to discuss expectations of the committee for that year.

## **ARTICLE VIII**

### **Interinstitutional Faculty Senate**

#### **Section 1. Election.**

- 1.1 Representatives to the Interinstitutional Faculty Senate shall be elected to terms of service specified by the IFS Constitution.
- 1.2 The Faculty Senate shall conduct an election to the IFS in May of the year in which the term of an IFS representative is to expire. The election should be held concurrent with and follow the procedures of the election of at-large members of the Executive Committee. In case of vacancy by resignation, an election shall be conducted within 30 days after the vacancy has occurred.
- 1.3 Any faculty member eligible to serve in the Faculty Senate may be elected to the IFS.

**Section 2.** The WOU representatives to the IFS shall maintain effective liaison with the WOU Faculty Senate through attendance of regular Faculty Senate and Executive Committee meetings.

**ARTICLE IX**  
**Amendment**

**Section 1.** An amendment to these bylaws may be proposed by either

- 1.1 two-thirds of the members of the Faculty Senate present and voting; or
- 1.2 an initiative petition signed by twenty (20) percent of the eligible faculty and presented to the president of the Faculty Senate.

**Section 2.** An amendment thus submitted shall become a part of these bylaws when approved, by secret ballot, by a majority of those voting in Faculty Senate elections.

**Section 3.** The Faculty Senate should review and, if necessary, amend the WOU Faculty Governance Charter and Bylaws every five years, or as conditions warrant, subject to Sections 1 and 2 of this article.

**[Last Amended: June 2020]**