

**BYLAWS OF THE FACULTY SENATE
OF OREGON INSTITUTE OF TECHNOLOGY**

Article I: **MEMBERSHIP OF THE FACULTY SENATE**

Section I: **Membership** — The membership shall be as follows:

- A. **Six senators at large.** One At-Large Position is designated as senate president. The senate president must be tenured at the time of election, and must have served for at least two years on faculty senate at the time of election. One At-Large Position will be designated as the senate representative to the Inter-institutional Faculty Senate and will be elected to a three-year term to run concurrently with the IFS term of office. Election of this At-Large Position will be held one month before the beginning of the next IFS term of service and will otherwise be conducted following normal election procedures.
- B. **Senators elected by the faculty groups.** Each faculty group as listed in Article I, Section 2 of the Bylaws, is entitled to elect one senator for every ten full-time faculty members (or major fraction thereof) within that faculty group. If the teaching assignment of a full-time faculty member requires that they be a part of more than one faculty group, then they will be considered a member of that faculty group in which they devote the majority of their teaching time.
- C. **Two senators from the Academic Council.** Two senators will be elected from and by the Academic Council under the provisions stated in the Charter of the Faculty Senate, Article I, Section 1 B. One senator will be from the College of Engineering, Technology and Management, the other will be from the College of Health, Arts and Sciences.
- D. **Two senators *ex officio* from the Administrative Council.** The representatives from the Administrative Council will be designated by members of that group. Any member of the Administrative Council may fill this position at a given meeting. Because of the *ex officio* nature of this position, the Administrative Council representatives will not be counted for quorum call and will not vote.
- E. **One senator *ex officio* from the President's Council.** The representative from the President's Council will be designated by the president of Oregon Institute of Technology. Any member of the President's Council may fill this position at a given meeting. Because of the *ex officio* nature of this position, the President's Council representative will not be counted for quorum call and will not vote. The president of ASOIT or a representative from the ASOIT Senate shall be an *ex officio* member of the OIT Faculty Senate. Because of the *ex officio* nature of this position, the representative will not be counted for quorum call and will not vote.

Section 2: **Faculty Groups Authorized to Elect Senators:**

- College of Engineering, Technology and Management
- College of Health, Arts and Sciences
- Library Faculty

Any OIT program location with six or more faculty in one of the above groups shall be entitled to at least one senator from that group for each ten faculty or major fraction thereof selected from that location. In the event there are no

faculty willing or able to fill positions from a particular location, those positions will be filled by faculty elected from another location. All senators, although elected under a specific faculty group, are chosen to afford a special means of communication of ideas throughout the OIT community. All senators will act as prescribed in the Charter of the Faculty Senate, Article I, Section 5.

Article II: **NOMINATION AND ELECTION PROCEDURES**

Section 1: **Selection and Election of Senators:**

- A. During the week of the first Monday in February, the Elections Committee shall conduct an election for senate president, by secret ballot. Two weeks or more prior to the first Monday in May, the Elections Committee shall conduct an election of senators, by secret ballot, for those positions for which there is a pending vacancy. Prior to calling for elections, the chair of the Elections Committee shall secure a certified list of faculty who, as of February 1 for the presidential election or April 1 for election of senators, are qualified voters according to Article I, Section 1, of the Charter.
- B. Prior to the first Monday in February, the Elections Committee will notify faculty if there is a pending vacancy in the Faculty Senate President position, and shall call for nominations. Prior to the Monday of the week prior to the first Monday in May, the Elections Committee will notify faculty of any pending vacancies in other Senate positions, and shall call for nominations.
- C. Any qualified voter may file a nomination with the Elections Committee, which shall then determine the eligibility of the nominees as defined by the Charter and the Bylaws. Nominees are candidates for all of those positions for which there is a pending vacancy in their own group or, if nominated for senator at large, are candidates for all open senator at large positions. Persons who are nominated for both faculty group positions and senator at-large positions shall choose which position to stand for. Such nominees must notify the Elections Committee of their choice by noon on Friday prior to elections week. Otherwise the determination of positions shall be made by the Elections Committee. Nominees will provide a statement of 200-500 words describing their qualifications for office and their policy goals by noon on Friday prior to elections week.
- D. Elections shall be by mail and /or secure electronic ballot. Nominee statements by each candidate will be distributed with the ballot. The position of the names of nominees on the ballots shall be determined by lot. Each voter may vote for as many nominees as there are pending open positions.
- E. At least three members of the Election Committee shall validate the election results and deliver them to the president of the Senate. Members of the Elections Committee who are candidates for election are not eligible to participate in election validation. Ballots with more names chosen than there are open positions shall be declared void.
- F. The nominee(s) receiving the most votes by group and location, as noted above, are elected. In case of a tie vote for the last available position(s), the winner(s) shall be determined by a runoff election between the tied candidates. In the case of a senate president election, if no candidate receives

a majority, the winner shall be determined by a runoff election between the two candidates who received the most votes. The runoff shall be conducted during the week following the general election and shall be conducted in accordance with the procedures outlined for the general election.

- G. The president of the Faculty Senate shall notify the faculty of the results of all elections.
- H. The president of the Faculty Senate shall call for an organizational meeting of the new Senate immediately following the last scheduled meeting of spring term. The first order of business after the call to order shall be the seating of the newly elected senators.

Section 2: **Attendance and Participation:**

- A. All meetings of the Senate shall be open to all members of the electorate. Visitors shall participate in discussion only upon invitation by the president of the Senate.
- B. The Senate may resolve itself into executive session (senators or their alternates only) upon a two-thirds vote. All votes on such matters as discussed in executive session shall be taken in open meetings.
- C. Regular attendance at meetings of the Senate is expected of all members or their alternates. If a Senate position is unattended at three regular Senate meetings during the academic year, that position shall be declared vacant and open.
- D. Alternates will be selected and will attend senate meetings according to the following procedure:
 - 1. Each senator other than the senate president will designate an alternate from his or her elective group, subject to confirmation by the senate president. If a senator is unable to complete the term of office, then the alternate will automatically be designated as senator, who will in turn appoint an alternate, subject to confirmation by the senate president. Alternates will serve as senators until the next regular election. If the senate president is unable to complete their term of office, the vice-president will serve until a special election is held to elect a replacement. A special election must be held within one month of the vice-president assuming the duties of president.
 - 2. The alternate shall have full voting privileges in the absence of the duly elected senator.
 - 3. At no time shall an alternate serve as an alternate for more than one senator.

Section 3: **Selection and Election of Senate Officers:**

- A. The election of Senate Officers other than senate president will be held at the organizational meeting of the new Senate immediately after the seating of the newly elected senators.
- B. The Executive Committee shall serve in the capacity of a nominating committee for offices of the Senate. In selecting candidates for office, the Executive Committee will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their nominations.

Opportunity shall be given for nominations from the floor during the last two meetings of the year.

- C. Voting shall be by secret ballot by all members of the Senate. In selecting candidates for office, Senators will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their voting. The incumbent secretary shall prepare the ballots and shall count and tally all the ballots with the aid of two other senators who are not candidates for office. Election shall be by majority vote.
- D. The elected officers shall begin their terms immediately upon being apprised of the results of the elections.
- E. Senators may not be officers unless they have served one academic year on the Senate. Service as an alternate senator is not included.

Section 4: **Terms of Office:**

- A. The terms of officers and all senators shall begin at the organizational meeting.
- B. Senate officers may serve any number of consecutive terms provided they are nominated annually and are elected to that office by the senate.

Article III: **OFFICERS AND THEIR DUTIES**

Section 1: **Duties of the President of the Senate** — The president of the Senate shall:

- A. Preside at all meetings of the Faculty Senate.
- B. Be responsible for publishing the agenda of the meetings of the Senate.
- C. Call regular or special meetings of the Senate.
- D. Appoint, with the approval of the Senate, all standing committees of the Senate.
- E. Perform such other duties as are specified in the Charter and Bylaws, or as may evolve through actions of the Senate.

Section 2: **Duties of the Vice President** — The vice president shall:

- A. Serve as assistant to the president in all duties of the president; in the absence of the president, preside at the meetings and at that time assume all responsibilities of the office.
- B. Serve as chairman of the elections Committee.

Section 3: **Duties of the Secretary** — The secretary shall:

- A. Cause to be recorded, collected, preserved, and duplicated the minutes of all meetings of the Faculty, the Faculty Senate and the Executive Committee.
- B. Cause distribution of the minutes of Faculty and Faculty Senate meetings to the electorate.
- C. Maintain the valid list of membership of the Faculty Senate, and duly authorized alternates, at each meeting.
- D. Maintain an accurate listing of the electorate.
- E. Perform such other duties as may be assigned by the president.

Article IV: **EXECUTIVE COMMITTEE**

Section 1: **Membership:**

- A. The membership of the Executive Committee of the Faculty Senate shall consist of the officers of the Senate and two members elected from the Senate.
- B. Election shall be in the same manner and at the same time as the election of officers of the Senate. In selecting candidates for office, Senators will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their voting.
- C. The terms of office will be one year, other than senate president, which will be two years.
- D. A simple majority shall constitute a quorum.

Section 2: **Duties** — The duties of the Executive Committee shall consist of:

- A. Supervising the affairs of the Faculty Senate between regular meeting dates.
- B. Serving as an advisory body to the president at such times as the president requests, when the nature of a situation calls for urgent consideration of faculty viewpoint, and during the absence of the Faculty at vacation periods.
- C. Determining the agenda of regular meetings of the Faculty Senate by meeting with the president, or in some manner acceptable to the majority of the group, at least one week in advance of a Senate meeting.
- D. Reviewing a petition in accordance with Article IV, Section 1, of the Charter, advising the Senate of its actions by report, and placing it on the agenda.
- E. Performing such other duties as are specified in these Bylaws, or as may be assigned to it by the Senate.
- F. The Faculty Senate shall have the right to review and approve or rescind any action of the Faculty Senate Executive Committee.

Article V: **MEETINGS OF THE FACULTY SENATE**

Section 1: **Regular meetings, as authorized in the Senate Charter, shall be:**

- A. Held on the first Tuesday of each month during the academic year subject to the provisions in Article II, Section 5, of the Charter.
- B. Supplemented by special meetings, as hereinafter provided.
- C. Conducted in accordance with the published agenda. Deviations from the published agenda shall be made according to the Charter, Article III, Section 1.

Section 2: **Special meetings of the Faculty Senate shall be:**

- A. Additional meetings and called special meetings.
- B. Additional meetings as may be agreed upon and the date, time, and purpose established by assent of a regular constituted quorum of the Faculty Senate.
- C. Called meetings which shall be convened by the president of the Senate when:

1. A request stating the purpose of the meeting is submitted in writing signed by one-third of the Senate members or 20 percent of the entire faculty.
 2. Deemed necessary by the president.
- D. Conducted with respect to the business for which the meeting was called. New or additional business not germane to the stated purpose of the meeting may not be introduced.

Article VI: **ORDER OF BUSINESS AND RULES OF PROCEDURE**

Section 1: **At regular meetings of the Senate, business shall be conducted as follows:**

1. Call to order.
2. Call of the roll.
3. Determination of a quorum
4. Approval of the minutes.
5. Reports of officers.
6. Report of the ASOIT Delegate
7. Reports of standing committees
8. Reports of special or ad hoc committees
9. Unfinished business
10. New business
11. Open floor period
12. Report of the Provost
13. Report of the President's Council Delegate
14. Report of the AOF representative
15. Report of the IFS representative
16. Report of the Fiscal Operations Advisory Council
17. Report of the Administrative Council Delegates
18. Adjournment

Section 2: **At any special meeting of the Senate, business shall be conducted as follows:**

- A. Call to order
- B. Call of the roll
- C. Consideration of the stated business for which the meeting was called
- D. Adjournment

Section 3: The rules contained in Robert's Rules of Order, Revised, shall govern the Senate in all cases for which they may be invoked by the president.

Section 4: Participation in discussion at Senate meetings shall be of an informal forum nature except at those times when a specific motion is presented for action by the Senate,

wherein rules of procedure as herein described relative to motions and voting shall prevail.

Section 5: The president shall determine the method of vote in accordance with the Charter, Article II, Section 7, and the results will be recorded in the minutes in accordance with the Charter, Article III, Section 2. However, a roll call vote must be taken at the request of any senator.

Section 6: **Committee Charges and/or Actions:**

- A. To charge a standing committee of the Faculty Senate (Charter of Faculty Senate, Article II, Section 4) requires a majority vote of either the:
 - 1. Faculty Senate, or the
 - 2. Faculty Senate Executive Committee.
- B. In addition to the above (Article VI, Section 6A), matters may be brought to the standing committee's attention, but not necessarily for action, by:
 - 1. The president of the Faculty Senate.
 - 2. Any two (2) members of the standing committee.
- C. Standing committee meetings are called by:
 - 1. The chair of the committee. If the chair is absent, declines, or neglects to call a meeting, the committee can meet at the call of:
 - a. Any two (2) members of the committee providing notification is sent to all members of the committee.
 - b. Action in committee meetings can occur only when a quorum (majority) is present.

Article VII: **INTERINSTITUTIONAL FACULTY SENATE REPRESENTATION**

Section 1: **Representatives** — Two full-time faculty will be elected to represent the Oregon Institute of Technology at the Interinstitutional Faculty Senate. One representative will be an Oregon Institute of Technology senator-at-large. The second representative is not required to be a member of the Oregon Institute of Technology Faculty Senate.

Section 2: **Election**

- A. The two IFS representatives are to serve staggered terms of three years.
- B. The OIT senator-at-large will be elected as outlined in Article 1, Section 1, of these Bylaws. The Faculty Senate will conduct the election for the second representative. The election is to be held at least one month prior to the expiration of the current IFS term.
- C. Eligible faculty shall be tenured and otherwise as defined in Article 1, Section 1B, of the Charter of the Faculty Senate of Oregon Institute of Technology.
- D. Selection of alternates for the IFS senator or representative shall be in accordance with the eligibility noted above.

Article VIII: **REVIEW OF SENATE ACTION BY THE FACULTY**

Section 1: **Procedure for Petition** — To rescind any action of the Faculty Senate, a petition signed by 25 percent of full time faculty members must be presented to the Senate president.

Section 2: **Procedure for Referendum** — Upon validation of said petition by the Executive Committee, the Senate president shall conduct a referendum vote of eligible faculty. A two-thirds majority is required to rescind.

Article IX: **AMENDMENT**

Section 1: These Bylaws may be amended by the Senate at any regular meeting. Passage of the amendment shall require a two-thirds vote of the total Senate membership.

Section 2: A proposed amendment may be presented to the Senate by any one of its members. It shall be presented in written form.

Article X: **REGULAR REVIEW OF FACULTY CONSTITUTION, AND FACULTY SENATE CHARTER AND BYLAWS**

Section 1: Faculty Senate will conduct regular reviews of the Faculty Constitution, Faculty Senate Charter, and Faculty Senate Bylaws. The senate president will appoint an ad-hoc committee, which will review the documents and recommend if changes are needed.

Section 2: A review of the Faculty Constitution, Faculty Senate Charter, and Faculty Senate Bylaws will take place no later than the 2024-25 academic year.



Faculty Senate President

4 April 2017

Date

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