

BYLAWS

Meetings of the Faculty Senate

1. The Faculty Senate shall meet at least once per month during the academic year. In May, the outgoing Senate shall meet to conclude that year's academic business. Immediately following that meeting, the new Senate shall meet to elect officers.
2. Special meetings shall be held upon:
 - (a) the request of the University President or the Vice President for Academic Affairs;
 - (b) the request of the President of the Senate, or in his/her absence from the University campus, the President Pro Tempore of the Faculty Senate;
 - (c) the petition of at least the majority of the membership of the Faculty Senate; or
 - (d) the petition of at least 10 percent of the collective number of persons eligible to vote on amendments to the constitution and bylaws.
3. Minutes of all meetings shall be transcribed and distributed by the Senate Secretary to all Senate members; the minutes shall also be made available to all faculty. The President's Office shall distribute the minutes to the Board of Governors.

II. Membership

1. In accordance with Articles V and VI of the Constitution, the membership of the Faculty Senate shall be:
 - (a) two representatives, excluding division heads, of each academic division in which degrees are awarded;
 - (b) one representative, excluding division heads, of each academic division in which degrees are not awarded;
 - (c) one academic division head;
 - (d) ex-officio, voting: the President of the University, or his/her designee;

- (e) ex-officio non-voting: the Vice President for Academic Affairs; and
 - (f) non-voting: two Student Senate representatives.
2. The Dean of Student Affairs shall be invited to all Faculty Senate meetings and sent all agendas, bills, and other relevant documents.
 3. The structure of the Faculty Senate may be altered by an amendment to the bylaws as specified in Article VII.
 4. The term of office of the division head shall be for one year.
 5. The term of office of academic division representatives shall be for two years. The terms shall start and end at the regular May meeting.
 - (a) The terms of office for representatives in divisions in which degrees are granted shall be staggered, so that the term of one representative starts in even-numbered years and the term of the other representative starts in odd-numbered years.
 - (b) The Faculty Senate shall set the terms of representatives in divisions in which degrees are not granted, so that roughly half start on even-numbered years and the others start on odd-numbered years.
 - (c) Before the end of April, each division shall complete the election of its representative for the ensuing term. A division shall also elect an alternate representative.
 - (d) The qualifications of a representative from an academic division and the procedures for nomination and selection shall be determined by each division individually.
 - (e) In the event of a vacancy or absence of a division representative and alternate, the division head shall appoint a temporary representative for no more than 30 calendar days. In the case of vacancy, the division shall elect a replacement to serve the rest of the term.
 - (f) An academic division may institute its individual procedures for recall of its representatives and/or alternates.
 6. The term of office of the Student Senate representatives shall be for one year. The term shall start and end at the regular May meeting.
 - (a) The qualifications of the student representatives and the procedures for nomination and selection of these representatives shall be determined by Student Senate.

- (b) Student Senate may designate alternate representatives.
 - (c) In the event of a vacancy or absence of a Student Senate representative or alternate, a temporary representative for no more than 30 calendar days shall be appointed by Student Senate in a manner determined by Student Senate.
 - (d) Student Senate may change its representatives under procedures determined by Student Senate.
7. All voting members of Faculty Senate shall have faculty status. For Faculty Senate purposes those teaching in the Division of Military Science and those with advanced degrees in the Division of Libraries and Museums shall be deemed to have faculty status.

III. Councils and Committees

1. Councils and committees shall formulate their individual bylaws and rules of order subject to approval of a simple majority of the voting membership of the Faculty Senate.
2. Ad hoc committees may be formed by the simple majority vote of the Faculty Senate.

IV. Senate Officers

1. The President of the Faculty Senate shall be a division representative selected by a majority vote of the divisional representatives of the new Senate present. The term of office is one year. If no candidate receives a majority vote, a runoff vote of the two candidates with the highest number of votes shall be held. A President Pro Tempore shall be similarly elected. The election for these two positions shall be by secret ballot. The President and President Pro Tempore may be recalled by a two-thirds vote of the divisional representatives of the Senate.
2. The President and President Pro Tempore may succeed himself or herself in office for, at most, four consecutive terms.
3. The Vice President for Academic Affairs shall provide a secretary.
4. The President of the Senate shall convene and preside at regular and special meetings. The President may call a meeting of the faculty caucus composed of the Faculty Senate representatives of each division. The President shall attend

meetings of the Board of Governors and, if directed by the Senate, shall communicate faculty concerns to the Board of Governors, through channels approved by the Board. The President shall be available for consultation with faculty and shall communicate to the faculty how and when consultation may take place. The President shall be given secretarial assistance provided by the Vice President for Academic Affairs. The workload of the President shall be adjusted by the Vice President for Academic Affairs commensurate with the demands and responsibilities of the office.

- (a) The President Pro Tempore shall assume the chair in the absence of the President. The President Pro Tempore may represent the faculty and the Senate at University activities and shall assist the Senate President.
 - (b) If the President steps down from the chair to address the Senate on the merits of a bill, the President Pro Tempore shall preside.
5. If the office of the President or President Pro Tempore should become vacant the Senate, at its next meeting, shall elect a replacement to complete the unexpired term (as provided in number one of this section).
6. The Secretary shall prepare reports at the discretion of the President and transcribe minutes of each regular and special meeting. If the Secretary is not a member of the Senate, he or she shall be without voice or vote.
7. The President shall appoint a parliamentarian who shall be a member of the Senate. Rules of order shall follow Sturgis' Standard Code of Parliamentary Procedures.

V. Voting

1. A permanent voting record shall be maintained by the Secretary. With the exception of consent items and unanimous votes, all votes shall be recorded individually.
2. A division may elect to have one of its representatives cast both of its votes. Divisions shall inform Faculty Senate before meetings who is authorized to cast votes.
3. The following votes are required:
 - (a) to enact a bill - - a simple majority of votes cast with the number of votes in the affirmative at least equal to two-thirds of a quorum; abstentions do not count as votes cast.

- (b) to present an amendment to the constitution or bylaws to the University constituency - - a two-thirds vote of the Senate's voting membership.
 - (c) other Senate action - - a simple majority of votes cast with the number of votes in the affirmative at least equal to two-thirds of a quorum; abstentions do not count as votes cast.
- 4. To meet the requirements of V3 (a) and V3 (c), a quorum exists if there are representatives present who can cast a majority of all votes possible.
- 5. The Student Senate representatives shall have the right to have Student Senate's support of or opposition to a motion recorded in the minutes of Faculty Senate.

VI. Enactment of Bills

- 1. In meeting the provisions of Article II, a, b, and c, of the constitution recommendations shall be in the form of a bill.
- 2. A bill may be presented to the President by any Senate member prior to the next meeting.
 - (a) The Executive Committee of the Senate, whose membership and rules shall be determined by the Senate, shall set the agenda for Senate meetings and report to the Senate on actions taken.
 - (b) Bills that are assigned to a subcommittee and that fail to receive approval shall normally not be brought to the Senate. The Senate may, however, override decisions of its subcommittees and of its Executive Committee.
- 3. A bill that is determined not to fall within Article II(a) of the Constitution shall be referred to the appropriate academic division for its consideration. A bill that involves the curriculum requirements of only one division and that is not of University-wide significance may be adopted by approval of that division and the Vice President for Academic Affairs.
- 4. Bills passed by the Senate require final approval by the President of the University or by the President's designee. A decision not to approve shall be communicated to the Senate within 40 days of Senate approval.

VII. Amendments to the Constitution and Bylaws

1. Proposed amendments may be submitted by any member of the University community eligible to vote on amendments.
2. Proposed amendments shall be in writing.
3. (a) A two-thirds vote of the Senate membership is required for presentation of an amendment to the electorate.

(b) VII 3 (a) shall be waived when a petition of 20 percent of the electorate proposes an amendment.
4. Amendments shall be distributed in written form to all eligible voters at least 10 calendar days before the election.
5. Article VII of the Constitution stipulates the required vote for passage of an amendment.
6. The President of the Senate shall certify the election results and the text of any amendment. That certification shall be forwarded to the office of the University President for the consideration and action of the Board of Governors.
7. If the Board of Governors approves the amendment, the Office of the President of the University shall distribute an amended constitution and/or bylaws to each academic division and all administrative offices within 21 calendar days of the Board of Governors action.

VIII. Severability

If any article, section, or subsection of the Constitution or Bylaws is determined not to be in compliance with Missouri statutes, the Missouri constitution or the policies of the Board of Governors, the remaining subsections, sections, and articles shall remain in full force and effect.

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