

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **SENATE**

Policy #: **1.2**

Membership

Members of the Senate are drawn from the Assembly, and include both ex-officio and elected members. Elected members have the right of voice and vote. Ex-officio members have the right of voice only.

- a. **Ex-Officio Members:** Ex-Officio members are the Chancellor, Vice Chancellors, Chief of Staff, Deans, and Directors.
- b. **Elected Members:**
 - 1) Each academic department elects one of its own members.
 - 2) Seven Assembly members are elected by the Assembly as Senate representatives-at-large.
 - 3) Four student assembly members elected by the Student Senate.

Elections

Elections are held in April of each school year for departmental representatives and members-at-large, and in September for student members.

- a. **Department Representatives:** The president of the Senate will notify each department head, in writing, on or about April 1, of department representative vacancies. Each department head is responsible for conducting an election within the department and reporting the results to the president of the Senate not later than May 1. Elections will be by secret ballot.
- b. **Members-at-large:** Nomination and election of members-at-large will be accomplished during a called meeting of the Assembly to be held in April of each year.
- c. **Student Senators:** Nomination and election of student senators will be accomplished during a meeting of the Student Senate held in September of each year.
- d. **Vacancies:** In the event of vacancies arising during the school year, the president of the Senate has the right to appoint interim members-at-large. For all other elected members, the president of the Senate will request the responsible person conduct the necessary election to determine a replacement.

Term

All department members will serve for a period of two years, except the first year, when one-third of the members will be elected for one-year terms; one-third for two-year terms; and one-third for

three-year terms. Members-at-large and student senators serve for terms of one year. Initial designation of length of terms will be accomplished by random selection during the first meeting of the Senate.

Officers

The officers of the Senate are president, vice president, secretary and parliamentarian, with duties customary to these offices.

- a. The chairman and vice chairman of the Assembly are also president and vice-president of the Senate.
- b. The secretary and parliamentarian are elected annually by a majority vote of the first fall meeting following the general elections.
- c. The president of the Senate will ensure compliance with the provisions of this document; will cast the tie breaking vote on any Senate matter; will appoint ad hoc committees to perform special services as needed; and will sit as an ex-officio, non-voting member on all committees.
- d. The parliamentarian will serve as chairman of the Senate Rules Committee, the members of which will be appointed by the president. The Rules Committee will establish procedures for the conduct of meetings.
- e. The secretary of the Senate will also serve as secretary for the Assembly.

Meetings

The Senate will meet in October, December, February, April and once in the summer. Special meetings may be called by the president or by petition of twenty percent of the Senate.

- a. *Quorum:* A simple majority of the elected membership of the Senate constitutes a quorum. Any senator unable to attend a Senate meeting may designate, in writing, another assembly member as his/her proxy. The substituting member will be included when determining the presence of a quorum.
- b. *Attendance:* The president of the Senate may request the replacement of any elected senator who misses two consecutive meetings regardless of the appointment of a proxy.
- c. *Agenda:* The president of the Senate is responsible for providing each senator with a notification of meeting dates and times, and for providing him/her with an agenda of subjects to be addressed. The notification and agenda will be published no less than seven days prior to the meeting date. This requirement may be abrogated for emergency called meetings.
 - 1) Any item submitted by a senator to the Agenda Committee will be placed on the agenda if received prior to the publication date.
 - 2) Any item submitted by the chairman of a standing committee will be placed on the agenda. The committee recommendation must be in sufficient detail to permit knowledgeable and prompt action by the full Senate. The committee chairman may

appear before the full Senate to explain and defend the committee recommendation.

- 3) All agenda items will be acted upon prior to opening the floor for consideration of other business. Standing committee recommendations must be acted upon within sixty days (60) of submission to the president or at the next scheduled meeting.
 - 4) All standing committees introducing recommendations designed to be considered for the purpose of developing institutional policy must be placed on the Senate Agenda.
- d. *Minutes:* The president of the Senate is responsible for ensuring prompt publication and distribution of the minutes of Senate meetings.
- 1) Minutes will be forwarded promptly to the Chancellor and senators, with a copy deposited in the John Brown Watson Memorial Library. Each senator, in turn, is responsible for disseminating information within his/her department, including posting the minutes on departmental bulletin boards.
 - 2) Summaries of meetings will be made available to all campus offices promptly after each meeting.

Authority

- a. The Senate exercises general legislative and advisory powers and is empowered to act on all matters within the jurisdiction of the Assembly.
- b. Legislative action becomes effective thirty days following the date of enactment with the following qualifications:
 - 1) Any Senate action may be vetoed by the Chancellor within thirty days of the action. If differences cannot be resolved, the Senate may, by at least three-fifths vote of those present and voting, appeal these differences to the President of the University System for mediation. If settlement is not achieved within thirty days, the President shall submit the issue to the Board of Trustees for resolution.
 - 2) The Assembly may exercise its power of referendum on any Senate action by petition of thirty-five (35) members of the Assembly. The petition must be presented to the president of the Senate within thirty (30) days of enactment of the legislation in question. Thereafter, the legislative action will be suspended pending reconsideration by the Senate and/or full Assembly.
 - 3) Any action considered by the Senate or the Chancellor to carry clear and significant implications for other universities will be set aside for up to sixty (60) days and referred to other faculty governments in the system or to the President of the University.
 - 4) All communications should be in writing and signed by the appropriate person(s).

Fiscal and Clerical Support

Adequate operational funds will be provided through the campus budget. A separate budgetary

category is established for campus governance.

Resource(s): Board Policy 1510.1
Approved by: Board of Trustees
Approval date: January 1996
Custodian: Human Resources