



WESTCLIFF
UNIVERSITY
FACULTY SENATE

CONSTITUTION & BYLAWS
OF THE
FACULTY SENATE

**2020-
2021**

Compiled and edited under the auspices of the Faculty Senate
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Westcliff University Senate Overview

Mission Statement

The Westcliff University Faculty Senate's mission is to lead faculty not only in fulfilling their responsibilities in the shared governance and policies of the University, but also to advocate for the growth of scholarship, learning, teaching, research, service, and respect for equity, diversity and inclusion by acting as a collective and independent voice that serves as a liaison between faculty and stakeholders.

Vision Statement

The Faculty Senate aspires to be seen by Westcliff University members and community stakeholders as a valued collaborator in the fulfillment of the University's vision to become a well-respected and cutting-edge higher education institution worldwide. By continuing to exercise its vested authority to encourage faculty members to inspire, empower and develop students' personal and professional competencies, the performance of the Faculty Senate aims at being recognized as highly essential to the daily endeavors of faculty and to University decisions that affect academic affairs in general.

History

In 2016, the Westcliff University Faculty Senate held its first meeting, and began to regularly operate with one ad hoc executive committee and four standing committees: Academic Standards, Policies, and Procedures Committee, Curriculum Committee, Faculty Affairs Committee, and Performance Assessment Committee. At that time, all faculty, regardless of rank, were considered Senators. In 2019, the Faculty Senate added a fifth committee, the Equity, Diversity, and Inclusion Committee and, later that same year, held its second officer election. In 2020, the Faculty Senate voted to convert from an open Senate membership structure to instead a limited Senate membership structure. The new structure move was made in an effort to preserve sustainability and scalability as the institution continued to grow.

Senate Overview

The Faculty Senate is made up of three Senate officers and five standing committees. Officer roles include that of President, Vice President, and Secretary. Officer terms are two-years long, and officers are eligible to serve a maximum of two terms.

Standing Committees include:

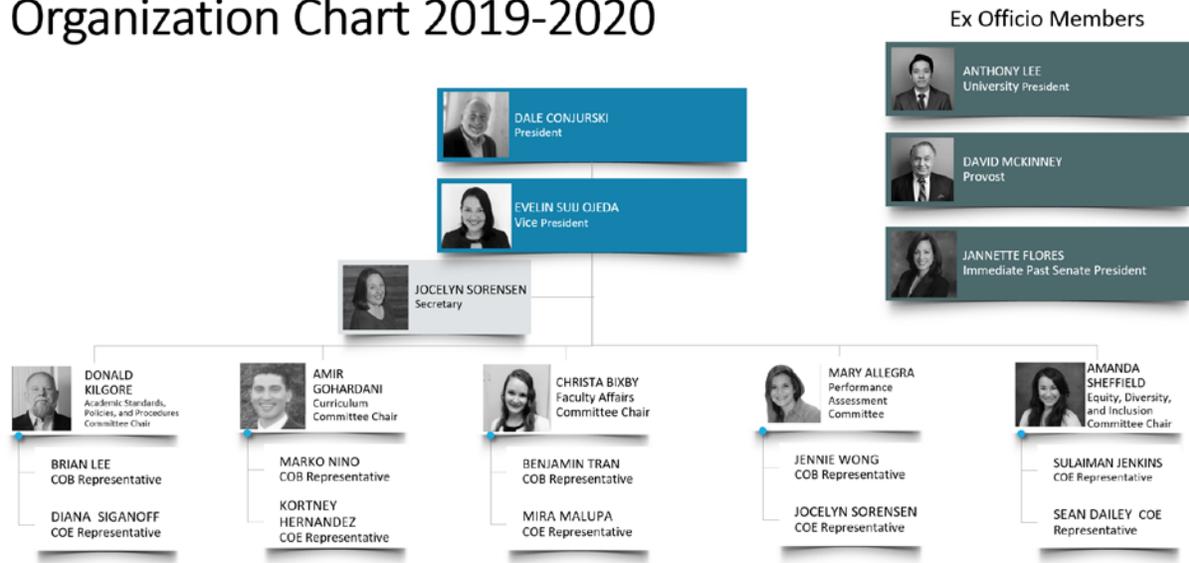
- Academic Standards, Policies, and Procedures Committee
- Curriculum Committee
- Faculty Affairs Committee
- Performance Assessment Committee
- Equity, Diversity, and Inclusion Committee.

Each committee consists of one committee chair and two faculty representatives, one from each college. Committee chairs and committee representative terms are for a period of one year, and committee chairs and representatives may serve a maximum of two terms.

Though not listed on the Senate organizational chart, the Faculty Senate President assumes the role of Immediate Past Faculty Senate President upon completion of service. The most recent election was held in August 2019. The next election will take place in August 2021.

FACULTY SENATE

Organization Chart 2019-2020



Faculty Constitution and Procedural Bylaws

Preamble

This Constitution is established in order that the Westcliff University Faculty may participate in the achievement of these purposes through shared governance and the principle of academic freedom.

Article I: Purpose and Authority

The name of this body shall be the Westcliff University Faculty Senate.

Section 2.

Subject to the approval of the Board of Trustees, the authority to establish, implement, and govern educational and academic policies of Westcliff University is vested in the University Faculty, as defined by the Board of Trustees.

Section 3.

The Faculty Senate is an official University body for shared governance. It considers and makes recommendations concerning educational policies and other matters of University-wide importance. The Senate shall foster discussion and maintain adequate communication channels among students, staff, faculty, administrative officers, and the Board of Trustees on all matters affecting the welfare of the University or its constituents.

Article II: Faculty Senate Membership and Service

Section 1.

Each existing college shall have, at minimum, one participating Faculty Senator (hereto within referred

to as "Senator"). Colleges are defined in Article II Section 3. Faculty members, regardless of their location (*e.g.*, onsite or online) shall be counted in.

Section 2.

While all faculty in good standing are eligible to serve, preference will be given to those faculty desiring to serve within a Senate role who meet Tier 1, Tier 2, and Tier 3 criteria, in listed order. Criteria include:

TIER 1: Full-time faculty who have been with the institution for any amount of years and who have not exceeded more than the maximum term allotted for a Senate role.

TIER 2: Part-time faculty who have taught 4 classes at the institution and who have demonstrated high-quality work through special projects (non-teaching projects). Tier 2 faculty must be given a recommendation by at least one special project lead.

TIER 3: Part-time faculty who have taught 4 classes with the institution, and who have demonstrated high-quality teaching. Tier 3 faculty must be recommended by their program chair and/or dean.

Section 3.

As of the last update to this document, the following are considered existing colleges for the purposes of determining Senate seats:

1. College of Business
2. College of Education
3. College of Technology and Engineering

Section 4.

Terms of office shall begin on the first day of Session 1. The term of office of an elected Senate Officer shall be two years. Senate Officers can be reelected for a maximum of one consecutive term. The term of office of an appointed standing Committee Chair and College Representative shall be one year. Committee Chairs and Committee Representatives cannot serve in the same role for more than one term but can serve in a different role within the same committee. A Senator cannot serve on a Standing Committee for more than two consecutive terms. Senators cannot serve on more than one committee at a time.

Section 5.

All Senators are expected to:

1. Attend all Senate meetings. If unable to attend the meeting, the Senator must should make an effort to find a competent substitute to act as her/his proxy at the meeting. To ensure an independent and democratic vote, current Senators may not act as a proxy. Said proxy will have all rights and privileges accorded a regular Senator during the meeting. The Senator must provide notification of the substitution to the President and the Secretary prior to the start of the meeting.
2. Prepare for Senate meetings, including reviewing the agenda and any relevant documents sent.

3. Participate in meetings, including voting, as long as doing so advances the business of the Senate.
4. Gather opinions and other information from their representation colleges concerning Senate activity.
5. Show proper decorum during meetings.

Section 6.

If an officer must vacate her/his seat, the vacancy shall be filled by a special election within Faculty Senate. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member. If the remainder term is less than one year, this term will not count as a full term of officer service.

If a committee chair must vacate her/his seat, the Senate President will appoint a new committee chair and fill the role. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member. If the remainder term is less than six months, this term will not count as a full term of committee service.

If a committee representative must vacate her/his seat, the committee chair will appoint a new committee representative. The term of a member under these circumstances shall commence immediately and shall be for the duration of the absence or unexpired term of the regularly elected member. If the remainder term is less than six months, this term will not count as a full term of committee service.

Section 7.

A Senator may be removed from office at the discretion of the Faculty Senate President with consultation from the Provost. In the event a Senator is removed, the President will inform the relevant college dean and fill the seat with another Senator, ensuring representation from each college remains reflected within the committee.

Article III: Officers

Section 1.

Administrative officers of the Senate consist of the President, Vice-President, and Secretary. Immediate Past President shall serve in an advisory role as a non-voting officer. During their respective terms the President and the Immediate Past President will not represent their colleges in the Senate. Officers shall be a Westcliff University faculty member of good standing with more than one-year teaching experience at Westcliff University. As the term draws to a close, the Faculty Senate Officers shall solicit nominations, including self-nominated candidates, for officer roles and submit their names to the current Faculty President. The current Faculty President shall confirm the willingness of each nominee to run and, if elected, to serve.

Section 2.

At the end of a term, the President will assume the role of the Immediate Past President. In the event the outgoing President is unable or unwilling to serve as the Immediate Past President, the President will appoint another past Faculty Senate President as a replacement for the position of Immediate Past

President. In the event that a past Faculty Senate President is unwilling or unable to serve, then the role will remain vacant.

Section 3.

The Senate President (hereto within referred to as "President") with the assistance of the Senate Secretary (hereto within referred to as "Secretary") will hold a vote to elect any vacant officer roles. Confirmation of willingness to serve in any capacity must be received no later than one week prior to the end of the current term of office.

Section 4.

The authority of the President will be terminated before the end of its term if she/he loses eligibility, voluntarily resigns with eligibility or is removed from office by the Senate with/without eligibility.

1. Voluntary resignations shall be tendered before the Senate at its regular meetings.
2. Removal of the President or Immediate Past President by the Senate requires a simple majority vote at a regular Senate meeting, followed by a two-third vote at a special meeting of the Senate convened within two weeks after the regular meeting. The special meeting will be convened and presided by the Secretary. The removed President or Immediate Past President shall not complete her/his term as a Senator.
3. In the unlikely event that the authority of the President is terminated, but the Vice-President is still in good standing, the Vice-President will assume the role of President to finish the term left by the removed President and then she/he will start her/his originally elected term.
 - a. The removed President will not serve as Immediate Past President.
4. In the unlikely event that the authority of the Vice-President is terminated, the Senate will vote to replace the Vice-President at the next regular meeting of the Senate. These actions may never be part of a consent agenda.
5. In the unlikely event the authority of the Immediate Past President is terminated, the President will appoint the most recent eligible Past President to serve in that capacity.
6. In the unlikely event that the authority of both the President and the Vice-President is terminated at the same time:
 - a. If the authority of the Immediate Past President is still in good standing, then she/he will convene and preside the Senate meeting to elect a new President and the Vice-President in not more than two weeks.
 - b. If the authority of the Immediate Past President is also terminated, then the Secretary will convene and preside over the election of the President and the Vice-President in not more than two weeks.

Section 5.

Duties of the President shall include the following:

1. Preside at all meetings of the Senate.
2. Set the agenda of the Senate.
3. Serve on the Senate Executive Committee.
4. Chair the Senate Executive Committee.
5. Appoint committee members, as outlined in Articles IV and V.
6. Coordinate the dissemination of information relating to Senate activities, in conjunction with

the Senate Secretary.

7. Represent the Senate on administrative councils.
8. Moderate the official faculty senate email distribution list.
9. Represent Faculty Senate at Board of Trustee meetings at least once per year.

Section 6.

Duties of the Vice-President shall include the following:

1. Assist the President in executing the duties of the office.
2. Serve as President during any absence by the President.
3. Serve on the Executive Committee.
4. Represent the Senate at staff and student meetings, as needed.

Section 7.

Duties of the Immediate Past President shall include the following:

1. Serve as a resource to the President, Vice-President, and Secretary regarding past practices and other matters for the maintenance of continuity from one administration to the next.
2. Preside over regular Senate meetings in the absence of both the President and the Vice-President.

Section 8.

The duties of the Secretary shall include:

1. Acquire the agenda and related attachments, if any, from the President, and house the agenda and attachments with Senate records.
2. Maintain a current roster of Senators and record attendance.
3. Collect and read the member proxies at the meeting.
4. Record and prepare meeting minutes.
5. Disseminate meeting minutes according to Article III, Section 14.
6. Schedule a Zoom video conference meeting room for all Senate meetings.
7. Maintain a permanent record of Senate minutes.
8. Maintain records of standing committee membership.
9. Prepare updated versions of the Constitution for distribution.
10. Archive all past versions of Constitutions and Bylaws.
11. Verify the eligibility of Senators and committee members.

Article IV: Faculty Senate Committees

Section 1.

Duties of standing committees include:

1. Initiating and reviewing policy, policy changes, and/or related activities in their areas of responsibility.
2. Providing their recommendations to the Senate for action.
3. Consulting with and providing advice to the Administration, students, and staff when requested to do so.
4. Promptly and responsively discharging their duties.

Section 2.

Committees shall determine their own procedural rules. However, no committee shall conduct business without a majority of members present. Committees are to meet at least once per quarter. Each committee will keep such records, such as meeting minutes, as necessary to conduct business. In addition, every Senate Committee will make an oral report of progress to the Senate at every regular Senate meeting.

Section 3.

The Chair of each Standing Committee shall select members of standing committees consistent with Articles IV and V. Representatives shall be faculty members as defined by the Senate's Constitution. Such membership shall be presented to the Senate at the first meeting of each term. Committee members will serve a one-year term. Committee service begins on the first day of Session 1 and ends on the last day of Session 6 of every year, unless otherwise specified by the Senate President. The Faculty Senate Officers shall solicit nominations, including self-nominated candidates, for Standing Committee Chair roles and submit their names to the current Faculty President. The current Faculty President shall confirm the willingness of each nominee to run and, if elected, to serve.

Section 4.

Standing Committee Chairs will communicate all committee business to the Senate. The Senate President has the right to remove the chair of a standing committee and seek a replacement from the standing committee membership if the chair is not effectively performing their duties.

Section 5.

All Senate committee action and project proposals are subject to review and approval by the Executive Committee prior to start.

Section 6.

The Senate may create special ad hoc committees as it deems necessary. Such committees shall be discharged upon the completion of their assigned duties. The duties of an ad hoc committee should not duplicate work being done by or take over the responsibility of a standing committee at any time. Ad hoc committees shall be commissioned by a majority vote of the full Senate.

Section 7.

Standing committees shall adhere to the following:

1. Voting membership (four members):
 - a. Chair
 - b. One faculty member from each college.
2. Non-voting membership:
 - a. Student representative
 - b. Staff representative (optional)
3. Terms and limits:
 - a. One-year term.

- b. Limit of two consecutive years (two terms).

Academic Standards, Policies, and Procedures Committee Charges

The committee shall study policy areas and make recommendations affecting admissions, programs, general education, and academic standards. The committee may initiate study of issues regarding improvement of any aspect of education or programs, and issues pertaining to identifying, recruiting and enrolling students at Westcliff University. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. University and college admission criteria
2. University remediation and placement criteria
3. Service learning and university honors requirements and policies
4. University-wide undergraduate and postgraduate academic requirements, programs, and policies

Curriculum Committee Charges

The committee shall study all curricular items related to courses, programs of study, and pedagogy. The committee may mediate curricular disputes between academic units. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. Approval of changes to content or context (additions, modifications, deletions) for all courses, including addition or deletion solely in instances where significant changes affect the accreditation outcomes. Consequently, benign changes that do not significantly influence/ alter the learning outcomes will remain outside the scope of work for this committee
2. Recommending new programs or sunseting of programs to the Faculty Senate

Faculty Affairs Committee Charges

The committee study policy areas and make recommendations affecting those matters which pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the faculty, collectively and as individuals. The committee may review issues pertaining to identifying, recruiting and retaining the services of faculty at Westcliff University. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. Academic promotion
2. Orientation of new faculty members
3. Academic responsibilities
4. Standards of appointment

Performance Assessment Committee Charges

The committee shall study and advocate for all assessment activity in conjunction with the Learning, Innovation, and Teaching Excellence Center. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. Review the institution's assessment plans and processes and recommend ways for improvement
2. Study and suggest policies for reporting assessment data
3. Develop and suggest policies for the dissemination of assessment data

Equity, Diversity, and Inclusion Committee

Charges: The committee shall review and suggest activities and training related to equity, diversity, and inclusion across the institution. The committee may work with faculty, staff, and other units to initiate, advise, and provide support for training on issues of diversity, equity and inclusion, including recruitment, advancement, and retention of underrepresented groups. The committee shall have the responsibility for recommending to the Faculty Senate the following:

1. Study and evaluate facets of diversity within Westcliff University with appropriate administrative support.
2. Recommend policies that foster an environment of civility, diversity and inclusion among faculty, staff and students.
3. Identify or offer equity, diversity, and inclusion-focused training related to the academic setting.
4. Collaborate with appropriate departments and committees across the university on student-centered events and projects aimed at creating a cohesive and inclusive student experience.

Section 8

Executive Committee

The Executive Committee shall adhere to the following:

1. Voting membership (three members):
 - a. Senate President
 - b. Vice-President
 - c. Secretary
2. Non-voting membership (three members):
 - a. Provost
 - b. University President
 - c. Immediate Past Senate President
3. Terms and limits:
 - a. Two years starting the first day of Session 1 of a term start.

Charges: The Executive Committee sets Faculty Senate agendas, helps the senate conduct business per the bylaws set forth in this document, and facilitates communication between both the university president and board of trustees, and Senators. The committee coordinates with committees, recommends Faculty Senate actions, appoints committee chairs, and responds to the concerns of voting faculty members. Specific actions may include:

1. Meet and organize for the term year during the last week of August.
2. Delegate tasks to Senate committees.
3. Approve projects submitted by Senate committees.
4. Review the progress of Senate committees.
5. Set the agenda for upcoming Senate meetings.
6. Interpret, when necessary, provisions of the Constitution and the Bylaws.
7. Create ad-hoc committees to address special topics outside the scope of the Faculty Senate standing committees.

Article V: Meetings and Voting Procedures

Section 1.

Regular meetings of the Senate shall be held four times a year; January, April, July, and October.

Section 2.

Special meetings may be called by the President or on petition of one-third of the membership of the Senate.

Section 3.

Meetings of the Senate shall be open to the public, but faculty attending who are not serving in Senate or who have not been asked to present at the meeting will not be compensated for such time. Additionally, debate on some of the agenda items may be deemed closed at the discretion of the Senate. For closure to occur, a motion to enter a closed session must be made and seconded, and a majority vote must be achieved. If the motion is approved, all non-Senators will be asked to leave. The Senate can also exempt some invited guests to stay in the closed session. At each Senate meeting the University President and Provost will be invited to make announcements. The President may allow other non-Senators to speak and/or provide reports. However, only Senators may make motions and only Senators may vote on motions before the Senate.

Section 4.

The primary business of the Senate is to review, propose, and approve of policy with respect to the following matters:

1. Academic freedom, including rights and responsibilities.
2. All curricular matters, including establishment, dissolution, and substantial changes to programs.
3. Research and scholarship.
4. All affairs and matters relating to faculty.
5. Academic standards, policies, and prerequisites.
6. Requirements for degrees.
7. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
8. Teaching quality.
9. Professional standards and criteria for positions accorded academic rank.
10. Policies and procedures for promotion, tenure, and evaluation.
11. Matters relating to equity, diversity, and inclusion within the university.
12. And other academic matters.

The agenda for each regular meeting shall be posted to the Senate website and sent out to the faculty email distribution list at least one week before each meeting. Any member of the Senate may request of the President that an item be placed on the agenda. The order of business for Senate meetings shall be as follows:

1. Approval of the previous meeting minutes.
2. Committee and other reports.
3. Unfinished business.

4. New business.
5. Announcements.
6. Adjournment.

The President, in consultation with the other Senate Officers, may add an urgent piece of new or committee business to a meeting if the timing is critical.

Section 5.

A quorum of at least one half of Senate membership plus one shall be present in order to conduct Senate business.

Section 6.

During regular and special meetings, the committee shall conduct votes via a Google Forms link developed by the Executive Committee. Voting results are immediately announced by the Secretary and recorded on meeting minutes.

Section 7.

The Executive Committee is to notify Senate via email regarding votes required on time-sensitive items for which a meeting cannot be scheduled. Votes on time-sensitive items must allow for seven (7) calendar days from the opening of the vote to the close of the vote. The Executive Committee shall notify Senate of the results of the vote within seven (7) calendar days from the close of the vote.

Section 8.

The minutes of the meeting shall be posted to the secure Senate website and emailed out to the faculty distribution list by the Secretary within one week after the meeting.

Article VI: Amending the Constitution and Bylaws

Section 1.

Amendments to the bylaws may be proposed by the Senate. At a meeting of the Senate where the amendment is proposed, a vote will be cast to determine whether to consider the amendment at the next regular Senate meeting. If two-third of the votes cast are in favor of the bylaws change, it will be added to the agenda for the next regular meeting of the Senate.

Section 2.

The Secretary of the Senate will distribute the proposed amendment to all members of the faculty no later than seven days after the Senate votes to consider the amendment at their next regular meeting.

Section 3.

At the next regular meeting of the Senate, if approved by two-third of the ballots cast, the change will be submitted to the Provost.

Section 4.

When approved by the Provost, the changes shall become effective immediately.

Section 5.

This Constitution shall be reviewed at least once a year by an ad hoc committee nominated by the Faculty Senate President. The committee shall submit a report with recommendations to Faculty Senate.

Frequently Asked Questions

What is the Faculty Senate?

The Faculty Senate is an advisory body representing the general faculty, consisting of elected and ex-officio members. The Faculty Senate and the committees on which the faculty serve shall be the primary media for the essential joint effort of the faculty and administration in the government of Westcliff University.

What are the duties of the Faculty Senate?

The Faculty Senate shall ratify or amend all matters of academic policy or faculty welfare which have been recommended by any standing, special committee, or academic leadership of Westcliff University, or initiate any policies in such matters which it deems desirable.

What is the relationship between the Faculty Senate and administration?

The WU Faculty Senate is the centerpiece of shared governance. The elected WU Faculty Senators serve as the voice of WU's general faculty. The Faculty Senate and the various standing committees on which the faculty serve are the primary conduit for the essential joint effort of faculty and administration in the long-standing shared governance of Westcliff University. The Provost and the Faculty Senate President facilitate communication between faculty and academic leadership, enabling continued and effective faculty participation in all aspects of the University community.

What are the responsibilities of Faculty Senators to their units and to the university?

Because the legislative powers of the general faculty are delegated to the Faculty Senate, and Senators are the elected representatives of their academic units to this legislative body, Senators (officers and committee chairs and representatives) are responsible for communicating with faculty in their respective colleges about all actions, pending and completed, of the Faculty Senate. Best practices for the Senator-college communications include reviewing the Faculty Senate agenda and meeting minutes with actions, sharing announcements, and serving as a liaison between faculty and Faculty Senate.

Who determines the schedule of meetings for the Faculty Senate and its committees?

Four regular meetings of the Faculty Senate are held annually in the months of January, April, July, and October. The Senate President announces the exact day and time of the meetings one year in advance. Meeting attendees include Senate Officers and Senate Committee Members. In an exceptional situation in which the regular procedures for scheduling a meeting of the Faculty Senate are clearly inadequate and would cause undue delay, the Faculty Senate President has the right to call a special session of the Faculty Senate. A notice stating the purpose of any special session shall be distributed to the members of the Faculty Senate and the general faculty at least twenty-four hours prior to the meeting.

How does the Faculty Senate communicate with the faculty at large?

While not an invitation to attend, the general faculty is informed of the time, place, and agenda of all meetings held by Faculty Senate. Each member of the general faculty receives a copy of the agenda via email for each meeting of the Faculty Senate at least one week before the date of the meeting. In

addition, all Faculty Senate meeting agendas and minutes are posted online on the [Faculty Senate Webpage](#).

Who sets the meeting agenda?

The Faculty Senate shall be free to establish its own agenda, though it is the responsibility of Executive Committee to curate them. The President has the discretion to make last minute adjustments to the agenda regarding urgent matters.

What are the duties of the Faculty Officers? How long do they serve?

All faculty officers are elected for two year terms, with the ability for re-election once. The Faculty Senate President shall preside at all regular and special Senate meeting. He or she is empowered to call special meetings when deemed necessary. The President is an ex-officio member of all academic committees and various administrative committees. The President may delegate to the Vice President, or an appointed representative, his or her seat on any of the academic or various administrative committees. He or she shall appoint persons to fill unexpired terms on standing committees. The Executive Committee distributes Senate meeting agendas and any relevant corresponding documents no later than seven days prior to a meeting.

The President is responsible for representing the Faculty at Board of Trustee meetings. For the length of his/her term as President, the Faculty Senate President will serve as described in the Bylaws.

The Vice President shall perform all of the duties of the President in either the absence or incapacity of the President. The Vice President of the Faculty shall serve, at the request of the President, as the President's representative on standing committee meetings. The Vice President shall succeed to the office of President in the event that office should become vacant during the term of the incumbent.

The Secretary shall keep accurate minutes of all regular and special meetings, ensure distribution of copies of the minutes within seven days after a held meeting to all members of the general faculty, keep accurate record of membership and attendance of the Faculty Senate, inform President should a seat become vacant, and serve, at the request of the President, as the President's representative at standing committee meetings, and perform such other appropriate duties as directed by the Faculty Senate President.

How are speaking rights granted?

Members of all committees reporting to the Senate are automatically granted speaking privileges at regular and special meetings. Visitors may not participate in Senate discussions or business except by advance invitation of the Senate. Such an invitation will be announced to the Senators prior to the meeting. Those wishing to address an issue and speak to the Senate should contact the President via email at least 14 days prior to the meeting and make an official request.

Who can ask questions during the question period in Senate meetings? To whom can questions be addressed?

Faculty senators and ex-officio members may ask questions during the question period. Questions may be addressed to anyone who has given a report to the Senate, Faculty Officers, ex-officio members (including administrators) in attendance, or individuals who have been granted speaking privileges.

How does a senator make a motion?

1. A Senator asks for the floor by using the Zoom video conference *Chat* feature or by clicking the *Raise Hand* feature.
2. The President will recognize the Senator. The President will recognize the Senator by name.
3. After receiving formal recognition, the member is then said to “have the floor.”
4. Once recognized, the Senator states her/his name and academic unit.
5. Addressing the President, the Senator introduces a motion in the form of “I move that...” followed by the statement of the motion.
6. Another member seconds the motion. Without recognition from the presiding official, a member must say, “I second the motion.” If the motion is not seconded, it “dies for lack of a second.”

How do I submit an item to a standing committee that may require a full Senate vote?

Each item that requires a full faculty senate vote must be emailed directly to the corresponding committee chair, with the Senate President in copy. The standing committee is allotted seven days to make a recommendation which they will then forward on to the Senate President with the request for a full senate vote. Upon receipt from the President, the item will be set for a vote at the next regularly scheduled faculty senate meeting. If the item must be voted upon prior to the next scheduled meeting, the President will email the item to the full senate for review and electronic vote (for additional information on email voting procedures see Article V, Section 7).