



PURDUE
UNIVERSITY®

University Senate

BYLAWS OF THE UNIVERSITY SENATE

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UNIVERSITY SENATE

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ARTICLE I
PURPOSE AND POWERS

1.00 Powers of the University Senate

The University Senate was established by adoption of Executive Council Document 63-3 (Final Revision, February 17, 1964) by a mail ballot of the University faculty, and approval in principle by the Board of Trustees of Purdue University. Sections A and D of the University Code, Part II, show the delegation of powers to the faculties and the designation of the University Senate as the legislative body of the faculty at the West Lafayette campuses. These Bylaws are designed to implement those documents but not to replace them.

The University Senate is the governing body of the faculty and it exercises the legislative and policy-making powers assigned to the faculty, subject to review and check only by the faculty by established procedures (Article VI). Therefore, subject to the authority of the Board of Trustees and in consultation with the President, it has the power and responsibility to propose or to adopt policies, regulations, and procedures intended to achieve the educational objectives of Purdue University and the general welfare of those involved in these educational processes.

ARTICLE II
MEMBERSHIP OF THE SENATE

2.00 Composition

- a) The Senate is composed of 104 members.
- b) The representation of the Senate is apportioned as follows:
 - 1. The President of the University.
 - 2. The Chief Academic Officer and the Chief Fiscal Officer of the University.
 - 3. The Chairperson and Vice Chairperson of the Senate.
 - 4. Two members elected by and representing the faculties of the regional campuses: one each from Purdue Northwest and Purdue Fort Wayne.
 - 5. Two members elected by and representing the faculty who hold University Tenure.
 - 6. One undergraduate student member selected annually by the Purdue Student Government (PSG) and one graduate student member selected annually by the Purdue Graduate Student Government (PGSG), with terms of office to begin on June 1.
 - 7. The remaining ninety-three members are apportioned among the faculty units according to the number of faculty members attached to the respective faculty unit. This includes those the President assigns to participate in faculty government procedures, with the provision that no faculty unit has fewer than two members. Where a Dean is administratively responsible for more than one school, the faculties of these schools are considered a single faculty unit.
- c) Between six and sixteen designated Advisors to the Senate are accorded full floor privileges but not the vote. The Advisors are members of the administrative staff appointed to the Senate by virtue of their positions. One of these is the Secretary of Faculties, who acts as Secretary to the Senate. Advisors may serve as members of Senate committees.

The Senate recommends the Advisors' Senate and committee assignments for a three-year term to begin the following academic year. When vacancies occur, the Nominating Committee consults with the chairpersons of the Senate Standing Committees and then, at the second regular meeting of the Senate in the spring, proposes to the Senate a slate of Advisors and their committee assignments. The Senate may recommend that Advisors serve successive terms.

- d) An immediate past Chairperson of the Senate who has not been elected to a new Senate term serves as an ex officio member of the Senate, with full floor privileges but not the vote.

2.01 Reapportionment

The Secretary of Faculties determines the apportionment of elected Senators to the faculty units (Section 2.00 b 6) based on the current assignment of faculty to units, and brings the

apportionment to the University Senate for consideration and vote each November. It becomes effective on the following June 1.

The Senate may reapportion itself at any other time with a two-thirds affirmative vote of all members.

2.02 Eligibility

Only members of the voting faculty with professorial rank (tenured, tenure-track, and clinical faculty) are eligible for election to the Senate. Deans, Associate Deans, and Assistant Deans may not serve as Senators.

2.03 Election of Senators

The normal term of an elected Senator is three years, beginning on June 1 following their election. A Senator may serve no more than two consecutive three-year terms. Service on the University Senate for another faculty member (who may be on sabbatical or medical leave) for one or two semesters does not affect the replacement faculty member's eligibility to serve two consecutive three-year terms. It is considered a term of service, however, if a Senator replaces another faculty member for three semesters or more. If a Senator does not complete their term, their unit elects a replacement Senator for the remainder of the original term.

After reapportionment of the Senate in November, the individual units (Section 2.00 b 6) elect Senators to assume office on the next June 1 and report election results to the Secretary of Faculties by February 1. Faculty members may nominate themselves, or colleagues may nominate them with the nominee's agreement. Faculty eligible for election to the Purdue University Senate must be tenured, tenure-track, or clinical faculty. Election must be by secret ballot (paper or electronic). If an elected Senator is unable to serve for a semester or to replace a Senator recalled on request of the Senate, their unit selects a replacement Senator for the remainder of the original term.

2.04 Rights, Privileges, and Responsibilities

All Senators have equal rights, privileges, and responsibilities. These include those put forth in Article II, Section 2.041 and 2.042 of these Bylaws. The Chair and Vice Chair of the Senate assume the responsibility for creating an environment in which Senators can exercise their rights, privileges, and responsibilities freely and without fear of retribution.

2.041 Rights and Privileges

Rights and privileges of Senators include, but are not limited to, the following:

- a) Attend Senate meetings
- b) Respect and be respected
- c) Speak openly
- d) Ask questions, and rise to a parliamentary or factual inquiry
- e) Be heard
- f) Present proposals
- g) Oppose proposals

- h) Propose motions
- i) Nominate candidates for office
- j) Be a candidate for office
- k) Vote on motions
- l) Express an opinion freely and without interruption or interference, provided that the rules for debate, which are applicable to all members, are observed
- m) Know the meaning of the question before the assembly and what its effect will be
- n) Request information from or through the presiding officer on any motion they do not understand so that they may vote intelligently

2.042 Responsibilities

Responsibilities of Senators include, but are not limited to, the following:

- a) Protect the parliamentary rights of all members
- b) Act in fairness and good faith
- c) Act when rules are used to deny the rights of other members, or to thwart the will of the assembly, including overemphasis on minor technicalities or dilatory tactics
- d) Attend at least 50% of Senate meetings and committee meetings in a single academic year
- e) Represent their constituents by soliciting their input on Senate items for discussion, and by providing to them information on Senate actions
- f) Possess a detailed knowledge of the Purdue University Senate Bylaws

2.05 Procedures for Expulsion

2.051 Cause for Expulsion

If a Senator takes action to deny the rights of other Senators, or to thwart the will of the Senate, the Senator is not acting consistently with the responsibilities of a Senator.

2.052 Process for Expulsion

- a) The offending Senator is reported to the Secretary of Facilities and/or the Sergeant-at-Arms.
- b) The Senate Chair and Vice Chair are notified of a possible disciplinary matter and appoint an ad hoc investigatory committee of 3 voting Senators. (Steps will be taken to ensure members of the investigatory committee do not have any conflicts of interest.) At this time, the accused Senator (respondent) is notified of an inquiry.
 1. If the complaint is made against the Senate Chair and/or Vice Chair, the Secretary of Facilities will randomly select 3 Standing Committee chairs.
 2. The group of 3 Standing Committee chairs will create an ad hoc investigatory committee consisting of 3 voting Senators. (Steps will be taken to ensure that the group of 3 randomly drawn Standing Committee chairs and the members of the ad hoc investigatory committee do not have any conflicts of interest.)
- c) The ad hoc investigatory committee examines the charges and alleged behavior.
 1. The respondent will be allowed to respond in person or in writing to the charges relating to the respondent.

- d) If a majority of the ad hoc investigatory committee finds, from a preponderance of the evidence, that the respondent acted in a harassing manner or contrary to the will of the Senate, a report is made to the Chair and Vice Chair of the Senate, or to the group of 3 Standing Committee chairs who set up the ad hoc investigatory committee if the Chair and/or Vice Chair of the Senate are the object of the complaint, that disciplinary actions are in order.
- e) Upon this notification, the Chair and Vice-Chair of the Senate, or the group of 3 Standing Committee chairs, will constitute an ad hoc disciplinary committee of 3 voting Senators. (Steps will be taken to ensure members of the ad hoc disciplinary committee have no conflicts of interest.)
 - 1. The ad hoc disciplinary committee will review the findings of the ad hoc investigatory committee and all other related documents, and determine whether expulsion is in order.
 - 2. A finding of expulsion requires a unanimous vote of the ad hoc disciplinary committee, and subsequently a two-thirds affirmative vote of the Senators voting and present at a regular meeting.
 - 3. If an expulsion order is made, the Secretary of Facilities will inform the respondent that removal from the Senate has occurred, and will contact the Senator's academic unit for a replacement. The chair of the Nominating Committee will be informed immediately and will manage the replacement of the respondent on any Standing Committees.

2.06 Attendance and Recall

2.061 Cause for Recall

If a Senator is absent for more than 50% of Senate and/or Committee meetings in a single academic year, the attendance record is inconsistent with the responsibilities of a Senator. The Secretary of Facilities and Standing Committee chairs will monitor Senator attendance at Senate and committee meetings, respectively.

- a) Attendance is determined through the process of taking attendance and determining if quorum has been achieved at the start of Senate and Committee meetings.
- b) Senators not present at the time quorum is declared may make a request to the Secretary of Facilities or the Committee chair that the time at which they became present be noted, at which point they will be deemed present and in attendance.

2.062 Process of Recall

The Secretary of Facilities and/or the Committee chair will report excessively absent Senators to the chairs of the Steering and Nominating Committees at the end of the academic year.

- a) The Steering Committee will notify the Senator that removal has occurred effective at the start of the subsequent academic year.
- b) The Secretary of Faculties will contact the Senator's academic unit to request a replacement.
- c) The Nominating Committee will replace the Senator on any committee assignments.

2.07 Knowledge of Purdue University Senate Bylaws

At the start of each academic year, all newly elected Senators must complete a training course on the Purdue University Senate Bylaws, administered by the Secretary of Facilities. Senators may not participate in regular Senate meeting or Committee meeting votes until the training is completed.

- a) Refresher courses are not required for Senators serving either continuous or non-continuous terms.
- b) Interim Senators (e.g., those serving in place of absent Senators due to sabbatical, FMLA, etc.) are relieved of this requirement.

ARTICLE III
OFFICERS

3.10 Presiding Officer

The presiding officer of the Senate is the President of the University or their designee, normally the Chairperson of the Senate. If both are absent, the Vice Chairperson of the Senate presides.

3.20 Chairperson and Vice Chairperson of the University Senate

- a) The Chairperson and the Vice Chairperson each serves a one-year term beginning June 1. The Vice Chairperson succeeds the Chairperson. Election of the Vice Chairperson is by secret ballot at the regular March meeting of the University Senate.
- b) At the regular February meeting of the University Senate, the Nominating Committee nominates at least two faculty members for the office of Vice Chairperson. Additional nominations are accepted from the floor at any time before the election. Nominees must be current Senators and members of the voting faculty with professorial rank (tenured, tenure-track, and clinical faculty). Once elected, the Chairperson and Vice Chairperson serve as Senators-at-large and relinquish their positions as representatives of an academic unit. A special election in their respective academic units fills any remainder of their term. Brief résumés of the academic, administrative, and Senate service of each nominee are distributed at the time of nomination.
- c) To be elected Vice Chairperson, a candidate must receive a majority of the votes cast. If no candidate receives a majority on the first ballot, a second vote is taken between the two candidates who received the largest number of votes on the first ballot.
- d) If the Chairperson is absent from campus or otherwise unable to perform the duties of the office, the Vice Chairperson serves in their stead. If the Chairperson is unable to complete the term of office, the Vice Chairperson succeeds to the position of Chairperson. When such a vacancy in the office of Vice Chairperson occurs, the Nominating Committee nominates two members of the University Senate for the office of Vice Chairperson. Additional nominations are accepted from the floor. A new Vice Chairperson is then elected by the procedure described in section 3.20 c at the next regular meeting of the University Senate or at a special meeting called for that purpose.
- e) If an interim Chairperson is needed before a special election can be held, the Chairperson of one of the Senate committees serves in that capacity. The order of selection is shown in Article 5.01 of these Bylaws.
- f) The University Senate may remove a Chairperson from office by a two-thirds vote of the entire membership.

3.21 Duties of the Chairperson of the University Senate

Duties of the Chairperson of the University Senate may include, but are not limited to, the following:

- a) Chair the Advisory Committee and call meetings of the committee.
- b) Big Ten Academic Alliance (BTAA) member.

- c) Report the views of the University Senate to the President of the University and the Board of Trustees. The Chairperson is an ex officio member of the Board's Academic and Student Affairs Committee and reports during the open meeting.
- d) Convene the University Senate in regular and special sessions.
- e) Convene the Chairpersons of the Senate committees and other persons as needed to consult and advise on special issues.
- f) In emergency situations, receive opinions of faculty members and transmit them to the appropriate administrative officers.
- g) Executive Policy Review Group (EPRG) member.
- h) Graduation Grand Marshal at Summer, Fall, and Spring Commencements.
- i) Intercampus Faculty Council member.
- j) Meet with the Provost regularly.
- k) With the assistance of the Steering Committee, responsible for expediting implementation of University Senate actions.

3.22 Duties of the Vice Chairperson of the University Senate

- a) Attend meetings of the Board of Trustees.
- b) Serve as a member of the Advisory Committee and the Steering Committee. If the person is a member of a Senate committee when elected Vice Chairperson and wants to continue serving on that committee, they may do so; however, they then serve on the Steering Committee in a non-voting, ex officio capacity. The Secretary of Faculties is informed of the Vice Chairperson's decision to remain on the Senate committee within 30 days following their election.
- c) Help the Chairperson carry out their duties.
- d) Assist the Chairperson as Grand Marshal at graduations (as needed).
- e) Member of the Big Ten Academic Alliance (BTAA).

3.30 Secretary of Faculties

The Secretary of Faculties is designated by the University President as Secretary of the Senate.

3.31 Duties of the Secretary of Faculties

- a) Provide guidance to the Chairperson of the Senate and others (as needed).
- b) Ensure Senate Bylaws are adhered to.
- c) Prepare minutes of each meeting for posting to the Senate website and distribution to Senate members before the next meeting.
- d) Serve on the Advisory Committee and as secretary of the Nominating and Steering committees.
- e) Other duties as may be prescribed by these Bylaws and by parliamentary authority adopted by the Senate.

3.40 Sergeant-at-Arms

The President of the University designates the Sergeant-at-Arms from among members of the faculty who are not members of the Senate, or from among members of the university staff.

3.41 Duties of the Sergeant-at-Arms

- a) Maintain a record of attendance at all Senate meetings.
- b) Keep attendance of the Steering Committee.
- c) Separate faculty visitors from voting members of the Senate.
- d) Control the presence of persons not authorized to attend Senate meetings.
- e) Carry out instructions of the Senate or its presiding officer during each meeting.

3.50 Parliamentarian

The Parliamentarian, who may be the Secretary of Faculties, is not required to be a member of the Senate.

3.51 Duties of the Parliamentarian

Responsible for assisting the University Senate in following these Bylaws and the parliamentary authority adopted by the Senate.

ARTICLE IV MEETINGS

4.00 Meetings

Regular meetings of the Senate are held on the third Monday of each month from September to April, with the following exceptions: The Senate meets on the second Monday of September and on the fourth Monday of January, and does not meet in December unless the Steering Committee, by a majority vote, calls for and sets a time and agenda for such a meeting. In unusual circumstances the date of a regular meeting may be displaced by not more than one week by action of the Steering Committee, as long as it is announced at least one week in advance of the original meeting date.

The Senate may be convened for special sessions by the President of the University or Chairperson of the University Senate; by the unanimous agreement of the Steering Committee; or by petition of any 20 members of the Senate submitted to the Chairperson of the University Senate or Chairperson of the Steering Committee. The Steering Committee notifies members of the Senate of the special session as early as possible, and not less than two days before the meeting. Only subjects specifically listed in the proposed agenda for a special meeting may be considered at that meeting.

In the absence of documents for discussion and/or action, the Steering Committee may cancel one Senate meeting each semester. The Steering Committee may cancel this meeting only by unanimous vote two weeks before a regularly scheduled Senate meeting and with immediate notification of Senate members.

4.01 Agenda

The agenda for a regular meeting of the Senate, as prepared by the Steering Committee with the assistance of the Secretary of Faculties, is distributed by the Secretary of Faculties to members of the Senate at least five days before that meeting.

In the case of special meetings, the agenda is available to members of the Senate at least two days before that meeting. The agenda indicates what Senate documents, reports, and petitions are to be considered and provides time for questions. The Senate may amend the agenda by consent or by majority vote, except that only subjects specifically listed in the announced agenda for a special meeting may be considered at that meeting. After the Senate accepts the agenda for a meeting, the order in which items are dealt with and specified allotments of time can be changed only by majority vote.

4.02 Reports and Documents

All matters brought before the Senate normally are in the form of a numbered report if for information, or the form of a numbered document if for action. Each proposed action is presented in a standard format that carries a document number, date, subject, and source references, as appropriate, and intended disposition. Committee reports list the names of committee members with their respective vote.

Documents prepared for Senate consideration that involve a change of regulations must clearly compare existing and proposed new regulations.

All documents to be submitted to the Senate are submitted to the Steering Committee for agenda assignment.

Documents are introduced to the Senate on the agenda of a regular meeting with the designation “for discussion.” When so designated, amendments to the document may be proposed and discussed, but final action and any amendments normally wait until the document’s appearance on the agenda for the next regular meeting of the Senate, marked “for action.” Discussion of documents marked “for discussion” may be terminated by consent or by adoption of a subsidiary motion. Amendments cosigned by two or more Senate members and submitted in writing to the Steering Committee in time for distribution with the agenda for the next meeting are so distributed.

A document on the agenda marked “for discussion” or an item introduced as new business that is acceptable without amendment may be adopted without delay. This occurs after suspension of the rules by consent or by a two-thirds majority of those present and voting. Likewise, when a document on the agenda marked “for discussion” or an item introduced as new business is considered to be of sufficient urgency to warrant full consideration and action without the customary delay, it may, after the adoption of a motion to suspend the rules, be amended by a two-thirds majority of those present and voting and/or adopted at that meeting by a two-thirds majority of those present and voting.

Items on the agenda for a special meeting require a two-thirds majority vote of those present and voting for adoption. However, if an item has been presented for discussion at a regular meeting of the Senate, a majority vote is sufficient for adoption at a special meeting. This special meeting is held prior to the next regular meeting of the Senate or within 30 days, if the original meeting is the last regular Senate meeting of the academic year. This is provided the Steering Committee determines the item is of such a nature that it cannot be acted on at the next regularly scheduled meeting of the Senate; and circumstances are such that the item could not have been presented for discussion at an earlier, regular Senate meeting.

Documents that the Nominating Committee submits to place names in nomination are an exception. Such documents are placed on the agenda, marked “for action” in the first instance, and acted on as specified in Section 5.02 of these Bylaws.

Documents the Student Affairs Committee submits to recommend action on White Resolutions are an additional exception. Such documents are placed on the agenda and marked “for action” in the first instance.

A Chairperson of a Faculty committee may request the Senate to postpone action on matters that fall within the purview of that committee. An automatic one-month postponement should be granted to the Faculty committee so it can make a recommendation. A two-thirds vote of the Senate is required to deny such a postponement.

4.03 Voting

Decisions of the Senate are determined by a majority vote of those Senators present and voting, unless requirements to the contrary are specified elsewhere in these Bylaws or in the University Code.

On all occasions when a majority vote is not apparent after a voice vote, the presiding officer calls for a vote by a show of hands or electronic vote.

Any member of the Senate may request that the vote on any issue be taken by secret electronic ballot. This request is granted without debate.

When two or more persons have been nominated for the same elective position, the vote is by secret electronic ballot.

4.04 Advice of Faculty

By a two-thirds vote of those Senators present, the Senate may seek the advice and counsel of the entire university faculty on any issue.

4.05 Attendance at Meetings

Meetings of the Senate normally are open to all faculty members, as observers, and to other persons the Steering Committee or the presiding officer invite. Members of the press are admitted only by invitation of the Steering Committee. Representatives of the University News Service and The Purdue Exponent normally are invited.

The Steering Committee, on the advice of the Student Senators, may invite other students to be present for a particular occasion.

4.06 Executive Sessions

At any meeting, the President of the University may declare the Senate to be in executive session. By majority vote of the Senators present, the Senate may declare itself in executive session. During executive sessions, all visitors not explicitly designated for attendance by the presiding officer, or by majority vote of the Senators present, are excluded, and remarks are not recorded.

4.07 Quorum

Fifty percent (50%) of Senators plus one additional member constitute a quorum. No substitute is permitted to serve during the absence of a Senator. The Sergeant-at-Arms determines the presence of a quorum at the beginning of each meeting and at other times at the request of the presiding officer. On instruction from the presiding officer, the Sergeant-at-Arms may attempt to secure the attendance of additional members of the Senate needed to complete a quorum. (Once a Senate meeting begins, the presence of a quorum is determined only upon request from the floor of the Senate.)

ARTICLE V
SENATE COMMITTEES

5.00 Senate Committee Authority and Responsibility

- a) The University Senate establishes its standing and special committees, and defines and limits their duties, responsibilities, and powers; these committees are directly responsible to the Senate.
- b) A majority or tie vote among the Senate members is sufficient to carry any issue.
- c) Advisors and student members have full voice and vote on all matters, except for personnel selection, for the purpose of advising the committee, and the Senate.

On documents sent to the Senate the vote of the Senate members and those of the Advisors and student members is recorded separately for the information of the Senate.

5.01 Committee Structure

Standing Committees of the University Senate are the following:

- a) Steering Committee
- b) Nominating Committee
- c) Equity, Diversity, and Inclusion Committee
- d) Student Affairs Committee
- e) Faculty Affairs Committee
- f) Educational Policy Committee
- g) University Resources Policy Committee
- h) Advisory Committee

The Senate may create special committees that have powers, perform duties, and act for the times designated in the resolutions calling for their appointment; however, no such committee may be appointed or formed to perform the regular duties already specifically assigned to a Senate Standing committee. A special committee has tenure only during the academic year in which it is authorized, unless the authorizing motion specifies a definite term, or University Senate action continues it.

5.02 Membership, Appointment, and Terms of Senators on Senate Standing Committees

Standing committees are constituted of Senators, Advisors to the Senate, and students provided for in other sections of these Bylaws.

Elections are held annually at the last two regular meetings of the Senate to fill elective vacancies on each Senate committee for the coming year for terms beginning June 1, and at such other times as vacancies may need to be filled. The report of the Nominating Committee, including proposed names, is circulated with the agenda for the meeting at which elections are to take place. At least one nominee must be identified for each elective vacancy on each Senate committee. Members for all committees are elected at the April meeting. In each

instance, nominations may be made from the floor. When the number of nominees exceeds the number of vacancies to be filled, election is by written ballot, and a plurality is sufficient to elect.

Advisors to Senate committees are chosen in accordance with the provisions in section 2.00 c. The Nominating Committee may recommend for Senate vote the appointment of ex officio members to Senate committees. Ex officio members are faculty members who are not Senators and bring valuable expertise to the respective committee. Ex officio members have no vote on the Senate committee but may otherwise participate fully in the committee's deliberations.

5.03 Chairpersons of Senate Standing Committees

Prior to June 1, each Senate committee holds a meeting and elects a Chairperson for a one-year term starting June 1. The Chairperson should be a Senator and may serve successive terms. The outgoing (or continuing) chair provides the name of its elected committee Chairperson for the coming year to the Secretary of Faculties and the Chairperson of the Senate before June 1, when the new term begins.

5.04 Reporting of Senate Committees

Each Senate committee reports to the Senate at its request or at the request of the Steering Committee. A Senate committee may provide information about its activities to the President, any other Senate committee, faculty, council, or faculty member.

5.05 Relationship of Senate Standing Committees to Faculty Committees

Each Senate committee is authorized to deal directly with all Faculty committees in its area of responsibility and to work with them in preparing policy proposals. The Senate committee transmits such proposals to the University Senate together with its recommendations for action. The Chairperson of each Senate committee is responsible for seeing that each Faculty committee in its area of responsibility has organized itself appropriately to conduct its business, including selecting its chairperson, transmitting its work to the Senate committee, and submitting an annual report to that Senate committee. The Chairperson of each Senate committee may appoint a committee member to serve as liaison with any Faculty committee in its area of responsibility.

Elections or appointments to all Faculty committees and councils are accomplished in March or April of each year for terms of service that begin on June 1. Undergraduate and graduate student representatives are recommended by PSG and PGSG, respectively, to the Secretary of Faculties and the chair of the University Senate Nominating Committee once elected.

5.06 Reporting of Councils and University Committees

Faculty committee chairs should keep their designated Senate committee chair informed of their work and provide an annual report of the committee's activities. Faculty committee chairs should work with the designated Senate committee chair in preparing proposals

involving policy changes or other matters that require Senate action, using document templates available on the Senate website.

5.10 The Steering Committee

The Steering Committee consists of twelve members: the President of the University, the Chairperson of the Senate, the Vice Chairperson of the Senate, the Secretary of Faculties who shall serve without vote, and eight additional Senators.

5.11 Duties and Responsibilities

- a) The Steering Committee proposes the agenda for every session of the Senate. It ensures distribution of the agenda to each member of the Senate at least five days before each regularly scheduled meeting. The Steering Committee, with the assistance of the Secretary of Faculties, provides for distribution along with the agenda, a report of items being brought to the University Senate by the Steering committees, along with the action taken on each item, by vote.
- b) The agenda provides for approval of minutes of the previous meeting, acceptance of the agenda, remarks by the President, a report of the Chairperson of the Senate, reports from other officers of the University (as needed), a question period, a résumé of items under consideration by the committees of the Senate, reports and documents received in completed form from Senate committees for discussion and/or action by the Senate, appropriate faculty proposals, new business, and memorial resolutions.
 1. The Steering Committee may invite Vice Presidents, or others judged to possess information of special concern to the Senate, to report on matters of general interest in their areas of responsibility. At that time members of the Senate may ask questions, related or not related to the report.
 2. The question period provides time for members of the Senate to receive responses to questions regarding policies and actions of general interest, preferably previously submitted in writing to the Chairperson of the Senate.
 3. Memorial resolutions previously prepared by colleagues and read at a College/School faculty meeting should be sent to the Secretary of Faculties for inclusion in the agenda for an upcoming Senate meeting. During the Senate meeting, names of colleagues for whom memorial resolutions have been submitted are announced, and a moment of silence is observed. After the Senate meeting, the Secretary of Faculties sends a letter to the family with condolences and indicates that the resolution is now included in the Senate record/minutes. The Steering Committee, with the assistance of the Secretary of Faculties, should remind Deans and Department Heads of this policy on memorial resolutions each year.
- c) The Steering Committee may schedule an annual report of each of the Senate committees to the Senate.
- d) The Steering Committee requests a report from all Senate committees (and through them, their respective Faculty committees) to inform the Senate of their activities, studies, and recommendations, at fixed intervals that the Steering Committee will establish.

- e) The Steering Committee may receive communications from any faculty member or group of members who wish to present any proposal before any meeting of the Senate. The Steering Committee does one of the following:
 1. Places such a proposal on the agenda of the next regular meeting of the Senate that follows receipt of the proposal by fifteen or more days, or, if that agenda is full, on the agenda of the next regular Senate meeting; or
 2. Places the proposal before a special session of the Senate called by an appropriate means; or
 3. Refers the proposal to one or more other Senate committees for study; or
 4. Refers the proposal to an existing Faculty committee, which then refers the matter with its recommendations to the appropriate Senate committee.

For proposals received by or referred to a Senate or University committee for study, that committee submits its recommendations on the proposal, together with the proposal in its proposer's original or amended form, to the Steering Committee within ninety days from the date of referral. The Steering Committee informs the proposer of the recommendations and, unless the proposer wishes otherwise, places the proposal and any committee recommendations regarding it on the agenda of the next regular meeting of the Senate that is to convene fifteen or more days thereafter.

- f) The Steering Committee enables representatives of PSG and PGSG to present their recommendations at appropriate times to the University Senate for consideration and action. The Steering Committee arranges for PSG and PGSG to report annually to the University Senate on matters of concern to the Student Senate.
- g) The Steering Committee should arrange for any person or persons with special resources or insights that might aid the Senate in its deliberations on a specific agenda item to attend the appropriate Senate meeting.
- h) The Steering Committee routes documents, proposals of an individual or group, or papers on any matters pertaining to Senate affairs to the appropriate Senate committee or committees.
- i) The Steering Committee coordinates the activities of Senate committees on common, related, or interdependent matters. This coordination may be achieved by allocating matters coming before the Steering Committee to the appropriate one or more committees, by calling for joint committee reports, or by requesting joint Senate or University committee sessions.
- j) The Steering Committee may, on its own initiative, refer matters of overall interest to the University or to the Senate to the appropriate Senate committee or Faculty committee. It may request that Senate committees study and report on subjects of concern to the University Senate.
- k) The Steering Committee, when requested by the President of the University, refers the President's concern to the appropriate Senate committee and reports its recommendations to the President.
- l) The Chairperson of the Steering Committee ensures that all University Senate reports and documents are prepared according to the format prescribed in 4.02.
- m) The Steering Committee, with the assistance of the Secretary of Faculties, transmits all University Senate documents to the designated recipient and also determines whether appropriate steps are being taken to implement the Senate's action.

- n) The Steering Committee maintains an up-to-date record of all matters under consideration by Senate committees. This information should be sent to the faculty with the minutes of each regular University Senate meeting.
- o) The Steering Committee has only the powers enumerated by these Bylaws, and nothing contained in the powers granted to it should be interpreted to mean that it has any legislative authority.

5.20 The Nominating Committee

The Nominating Committee consists of nine Senators. The Secretary of Faculties serves as an ex officio member, without a vote.

5.21 Duties and Responsibilities

The duties of the Nominating Committee are to:

- a) Nominate elective members for all Senate committees, which may require the Nominating Committee to nominate Senators to fill Senate committee seats when too few Senators volunteer to fill all required Senate committee seats. In the case of Senators going on a short (1-semester) leave of absence, if their academic unit selects a temporary replacement, then that Senator will also replace the person on leave for their Standing Committee assignment(s).
- b) Nominate members to the various Faculty committees, with consultation of the appropriate Senate committee.
- c) Annually solicit from the faculty information about faculty preferences and qualifications for committee assignments.
- d) Propose Advisors and their committee assignments to the Senate in accord with Sections 2.00 c and 5.02.

5.30 The Equity, Diversity, and Inclusion Committee

The Equity, Diversity, and Inclusion Committee (EDIC) consists of thirteen Senators, three Advisors, and three students (two undergraduate students and one graduate student). The Provost of the University or designee and the Vice Provost for Faculty Affairs or designee are established ex officio members. Additional ex officio members are invited as the EDIC deems appropriate. The PSG recommends the undergraduate students, and the PGSG recommends the graduate student. Each student so chosen serves for a term of one academic year. Any member absent for more than two meetings during a single academic year may forfeit membership on the EDIC.

5.31 Duties and Responsibilities

The EDIC provides guidance in all aspects of climate, recruitment, retention, inclusion, and equal opportunities for access and success. To this end, the duties of the EDIC are to:

- a) Proactively engage with other university units, departments, and/or organizations to promote a climate of inclusion.

- b) Seek to increase cultural awareness, respect, and inclusion of all groups – including traditionally underrepresented groups based on culture, ethnicity, language, gender, and/or sexual orientation status, and all others noted in Purdue’s nondiscrimination policy.
- c) Review Purdue University’s programs for the recruitment and retention of faculty, staff, and students.
- d) Advise the Senate regarding issues of prohibited discrimination, equal opportunity, outreach, and related matters.
- e) Initiate joint explorations and investigations with other Senate Standing committees to ensure that diversity and equity issues are integrated throughout Senate deliberations.
- f) Encourage diverse representation of multiple perspectives across Senate and other university committees.

5.40 The Student Affairs Committee

The Student Affairs Committee consists of ten Senators and three Advisors. Four student members also serve on the committee: three undergraduate students selected by the PSG and one graduate student selected by the PGSG. Each student so elected serves for a term of one year.

5.41 Duties and Responsibilities

The Student Affairs Committee is concerned with matters related to the general social, cultural, and practical welfare of all students of the University. Specific non-classroom matters of concern to this committee include, but are not be limited to, University Placement Service, intercollegiate athletics, counseling, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations, Student Senate actions and recommendations, extracurricular activities, provision of equal rights and opportunities, and any other matters that would enhance students’ university environment for learning and living.

5.50 The Faculty Affairs Committee

The Faculty Affairs Committee consists of thirteen Senators and two Advisors.

5.51 Duties and Responsibilities

The Faculty Affairs Committee is concerned with matters that pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the faculty, collectively and as individuals. Topics in its area of responsibility include tenure, procedures for academic promotions, orientation of new faculty members, insurance and health program planning, academic responsibilities, and standards of appointment.

5.60 The Educational Policy Committee

The Educational Policy Committee (EPC) consists of thirteen Senators, four Advisors, three students (two undergraduate students and one graduate student), and ex officio members as

the EPC deems appropriate. The PSG selects the undergraduate students, and the PGSG selects the graduate student. Each student so elected serves for one year.

5.61 Duties and Responsibilities

The EPC is concerned with, but not limited to, consideration of the following matters: improvement of instruction, grades and grading, scholastic probation, dismissal for academic reasons and reinstatement, standards for admission, academic placement, the academic calendar, policies for scheduling classes, honors programs general educational policy, general research policies, military training programs, general curriculum standards, coordination of campus and extension curricula, general academic organization, and interdepartmental and inter-institutional research and education programs.

5.70 The University Resources Policy Committee

The University Resources Policy Committee consists of thirteen Senators, two Advisors and three students (two undergraduate students and one graduate student). The PSG recommends the undergraduate students, and the PGSG recommends the graduate student. Each student so elected serves for a term of one year.

5.71 Duties and Responsibilities

The University Resources Policy Committee is concerned with, but not limited, to, consideration of the following matters: planning optimal utilization of the physical facilities of the University, including buildings, the library, scientific and other equipment and educational aids; studies of staff needs, utilization, and planning; interdepartmental cooperation of improved facilities and staff utilization; and nonacademic planning, including architecture, landscaping, parking, and traffic.

5.80 The Advisory Committee

The Advisory Committee consists of the President of the University, Chief Academic Officer of the University, Chairperson of the Senate (see 3.21 c), Vice Chairperson of the Senate, past Chairperson of the Senate, Secretary of Faculties (see 3.31), and at least one representative from each faculty unit from among the chairpersons of Senate Standing committees (see 2.00 b 6). Senators from each unit not represented by a committee Chairperson will elect one of their number to serve.

5.81 Duties and Responsibilities

The Advisory Committee meets monthly during the academic year to advise the Administration regarding any matter of interest to the Administration or concern to the faculty. The conversation is confidential and minutes are not taken.

5.90 Special Committees

Special committees are appointed by the President of the University to accomplish a specific purpose (see 5.01).

5.91 Duties and Responsibilities

Special committees of the Senate have such powers, perform such duties, and act for such times as designated in the resolutions calling for their appointment, except that no such committee may be formed to perform any regular duties already specifically assigned to a Senate Standing committee. A special committee has tenure only during the academic year in which it is authorized, unless the authorizing motion specifies a definite term or Senate action continues it.

ARTICLE VI
LEGISLATIVE REVIEW BY THE UNIVERSITY FACULTY

6.00 Faculty Review of Senate Action

Senate actions are subject to review and check of the University faculty through the following procedures.

- a) Any action taken by the Senate may be returned to the Senate for mandatory reconsideration under these conditions: Within two weeks of when the Senate minutes covering the action are posted to the faculty, a petition by at least 75 faculty members stating their objections is received by the presiding officer of the Senate or, if the presiding officer is absent from the campus, by the Chairperson of the Steering Committee. In such a case, the Steering Committee meets as soon as possible. The Steering Committee determines the most effective method to consider the objections stated in the petition. It schedules the petition for Senate consideration at the earliest regular meeting, consistent with due consideration of the petition by an appropriate committee, or at a special meeting of the Senate called for an earlier date.
- b) At any convocation of the University faculty, past actions of the Senate may be brought to the floor for discussion. If a majority of those present rejects a previous action of the Senate, the Senate must reconsider its action at its next regular meeting. The Steering Committee places the matter on the agenda for reconsideration at the next regular Senate meeting. If the agenda for the next Senate meeting has already been distributed, the Steering Committee attempts to give due notice to all members of the Senate and also attempts to arrange for appropriate committee consideration of the matter at issue.

If, in either of the above two procedures, the Senate reaffirms its original action in unamended form, the issue must be submitted, along with appropriate documents summarizing the opposing views, to the University faculty for electronic vote.

The result of the vote is acceptance or final rejection of the Senate's reaffirmed action. The Steering Committee shall arrange for preparation of documents summarizing opposing views by appropriately selected individuals or groups of individuals; it may allow the presentation of a variety of views if proponents of these views present appropriate documents. The vote must be posted within two weeks of the Senate's reaffirming action, or at least five days before the date of the spring commencement, whichever is earlier. The decision of the majority voting on such a ballot within two weeks of its posting is final.

ARTICLE VII
PARLIAMENTARY AUTHORITY

7.00 Authority on Parliamentary Procedure

The current edition of The American Institute of Parliamentarians Standard Code of Parliamentary Procedure governs this Senate in all parliamentary situations that are not provided for in the University Code or in these Bylaws.

ARTICLE VIII
AMENDMENTS

8.00 Amendments to the Bylaws

Amendments to these Bylaws of the University Senate, consistent with the University Code, may be adopted by a vote of two-thirds of those Senators present and voting at a regular meeting of the Senate, provided the proposed amendment has been distributed with the agenda of the preceding, regularly scheduled meeting of the Senate; and discussed at that preceding meeting. Suspension of rules is not permitted in considering proposed amendments to the Bylaws.