

# **BYLAWS OF THE UNIVERSITY SENATE\***

## ***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 only to review and check 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 shall be composed of one hundred and two (102) members.
- b) The representation of the Senate shall be 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.
  - 4) Four members elected by and representing the faculties of the regional campuses, one each from Calumet, Fort Wayne, North Central and Indianapolis. †††
  - 5) One undergraduate student member to be selected annually by the Student Senate and one graduate student member to be selected annually by that graduate student organization approved by the Graduate Council, with terms of office to begin on June 1.
  - 6) The remaining ninety-one members shall be apportioned among the faculty units according to the number of faculty members attached to the respective faculty unit including those assigned by the president for the purpose of participating in faculty government procedures, with the provision that no faculty unit shall have fewer than two members. In instances where a dean is administratively responsible for more than one school, the faculties of these schools shall be considered as a single faculty unit. For the purpose of participating in faculty government procedures the faculty of the Libraries and the faculty of the North Central campus shall each separately be considered a faculty unit. †††

\*University Senate Document 89-19, 23 April 1990

†Language carried forward from University Senate Document 04-3, October 18, 2004.

††University Senate Document 05-10, 17 April, 2006

††† University Senate Document 06-2, 20 November, 2006

c)

There shall be between six and fifteen designated Advisors to the senate who shall be accorded full floor privileges but not the vote. These advisors shall be members of the administrative staff recommended by the senate by virtue of their positions and appointed by the president. One of these shall be the secretary of the faculties, who shall act as secretary of the senate. Advisors may serve as members of senate committees.\* ††††

The senate and committee assignments of the advisors shall be recommended by the senate to the president for a three-year term to begin the next academic year. When vacancies occur, the Nominating Committee shall consult with the chairpersons of the senate standing committees and then, at the second regular meeting of the senate in the spring, propose to the senate a slate of advisors and their committee assignments. Advisors may be recommended to serve successive terms. \*\*

d) In the event that the immediate Past Chair of the Senate has not been elected to a new Senate term, the immediate Past Chair shall serve as an ex-officio member of the Senate, with full floor privileges but not the vote. †††

### 2.01 Reapportionment

The senate shall determine the apportionment of elected senators to the several faculty units (see Section 2.00 b 5) in December of each academic year on the basis of the current assignment of faculty to units. This apportionment shall become effective on the following June 1.

The senate may reapportion itself at any other time upon a two-thirds affirmative vote of all members of the senate.

### 2.02 Eligibility

Only members of the voting faculty with professorial rank shall be eligible for election to the senate.

### 2.03 Election of Senators

The normal term of an elected senator shall be three years, beginning on the June 1 following his/her election. A Senator can serve no more than 2 consecutive terms (3 years each) on Senate.\*\*\* In the event a Senator does not complete his or her term, a replacement Senator shall be elected for the remainder of the original term. After reapportionment of the senate in December, the individual faculties (see Section 2.00 b 5) will complete the election of senators who are to assume office on the coming June 1, and report the results to the secretary of the senate by February 1. The individual faculties will set up their own methods for nomination and election of senators. They may provide alternates to serve, if an elected senator is unable to serve temporarily, or to replace a senator recalled on request of the senate. ††

\*University Senate Document 90-9, 22 October, 1990

\*\*University Senate Document 90-15 (Revised), 25 February, 1991

†University Senate Document 04-3, 18 October, 2004

†††University Senate Document 05-10, 17 April, 2006

\*\*\*University Senate Document 11-17, 23 April 2012

††University Senate Document 88-21, 24 April 1989

††††University Senate Document 06-2, 20, November, 2006

## 2.04 Recall

In the case of a senator who is unduly absent, the senate may petition the unit concerned to recall the senator and elect another. A recall petition shall require the affirmative vote taken by ballot at a regular meeting of two-thirds of the senators present.

### ARTICLE III OFFICERS

#### 3.10 Presiding Officer

The presiding officer of the senate shall be the president of the University or, his/her designee, who normally will be the chairperson of the senate. In case both are absent, the vice chairperson of the senate shall preside.\*

#### 3.20 Chairperson and Vice Chairperson of the University Senate\*\*

- a) The chairperson and the vice chairperson shall each serve for a term of one year beginning June 1. The vice chairperson shall succeed the chairperson. Election of the vice chairperson shall be 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 shall nominate at least two members of the University Senate for the office of vice chairperson. Additional nominations shall be accepted from the floor at any time before the election. Nominees must be elected, senators. Once elected, the chairperson and vice chairperson shall serve as Senators-at-large and shall relinquish their positions as representatives of an academic unit. The remainder of their terms, if any, shall be filled by a special election in their academic units. Brief resumes of the academic, administrative, and senate service of each nominee shall be 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 shall be taken to choose between the two candidates receiving the largest number of votes on the first ballot. †
- d) In the event that the chairperson is absent from campus or otherwise unable to perform the duties of the office, the vice chairperson shall serve in his/her stead. In the event that the chairperson is unable to complete the term of office, the vice chairperson shall succeed to the position of chairperson. When such a vacancy in the office of vice chairperson occurs the Nominating Committee shall nominate two members of the University Senate for the office of vice chairperson. Additional nominations shall be accepted from the floor. A new vice chairperson shall then be elected by the procedure described in section 3.20c at the next regular meeting of the University Senate or at a special meeting called for that purpose. †

\*University Senate Document 90-9, October 22, 1990

\*\*University Senate Document 89-16, March 26, 1990

†Language carried forward from University Senate Document 05-2, October 17, 2005

- e) In the event that an interim chairperson is needed before a special election can be held, the chairperson of one of the standing committees shall serve in that capacity, the order of selection being that shown in Article V 5.01 of the Bylaws.\*
- f) The University Senate may remove a chairperson from office by a two-thirds vote of the whole number of the members of the University Senate.

### 3.21 *Duties of the Chairperson of the University Senate*

- a) The chairperson may convene the University Senate in special session.
- b) The chairperson should interpret the views of the University Senate to the president of the University and the Board of Trustees.
- c) The chairperson shall serve as the chairperson of the Advisory Committee and may call meetings of the committee.
- d) The chairperson, with the assistance of the Steering Committee, shall have the responsibility for expediting the implementation of the University Senate actions.
- e) In emergency situations, the chairperson shall receive opinions of faculty members and transmit them to the appropriate administrative officers.
- f) The chairperson may convene the chairpersons of the senate standing committees and other persons as needed to consult and advise on special issues.

### 3.22 *Duties of the Vice Chairperson of the University Senate\**

- a) The vice chairperson will attend meetings of the Board of Trustees.
- b) The vice chairperson will serve as a member of the Advisory Committee and the Steering Committee. If at the time of being elected to the office of vice chairperson, the person elected is a member of a senate standing committee and desires to continue to serve on that committee, he/she may do so but will then serve on the Steering Committee in a non-voting, ex-officio capacity. The secretary of the senate shall be informed of the vice chairperson's decision within 30 days following his/her election.\*\*
- c) The vice chairperson will aid the chairperson in carrying out his/her duties.

### 3.30 *Secretary*

The secretary of the senate shall be that person designated by the president as secretary of faculties.

\*University Senate Document 89-16, 26 March 1990

\*\*University Senate Document 90-2, 22 October 1990

### 3.31 *Duties of the Secretary*

The secretary of the senate shall prepare minutes of each meeting for duplication within ten days and for distribution to members of the University faculty within twenty-one days after each meeting. The secretary of the senate shall serve as secretary of the Advisory Committee. In addition, the secretary will have duties as may be prescribed by these bylaws and by parliamentary authority adopted by the senate.

### 3.40 *Sergeant at Arms*

The sergeant at arms shall be designated each year by the president from among the members of the faculty who are not members of the senate, or from among members of the university staff, for a term beginning on June 1.†

### 3.41 *Duties of the Sergeant at Arms*

The duties of the sergeant at arms shall be to maintain a record of attendance at all senate meetings, to report attendance to the Steering Committee after each meeting, to separate faculty visitors from voting members of the senate, to control the presence of persons not authorized to attend senate meetings, and to carry out instructions of the senate or its presiding officer during each meeting.

### 3.50 *Parliamentarian*

The parliamentarian, who need not be a member of the senate, shall be designated each year by the president, for a term beginning on June 1.

### 3.51 *Duties of the Parliamentarian*

The duties of the parliamentarian shall be those prescribed in these bylaws and by the parliamentary authority adopted by the Senate.

## *ARTICLE IV MEETING*

### 4.00 *Meetings*

Regular meetings of the senate will be held on the third Monday of each month of the academic year September through April, with the following exceptions: The senate will meet on the second Monday of September and on the fourth Monday of January, and will not meet in December unless the Steering Committee, by a majority vote, calls for and sets a time and agenda for such a meeting. The date of the meeting may, under unusual circumstances, be displaced by not more than one week by action of the Steering Committee announced at least one week in advance of the actual date of the meeting.\*

The senate may be convened for special sessions by the president of the University or the chairperson of the University Senate, by the unanimous agreement of the Steering Committee, or upon petition of any twenty members of the senate submitted to the chairperson of the University Senate or the chairperson of the Steering Committee. Members of the senate shall be given notice of the special session by the Steering

\*University Senate Documents 80-2, 20 October 1980; 95-5, 25 March 1996; 95-7, 22 April 1996, 19 October 1999

†Language carried forward from University Senate Document 04-2, September 13, 2004

Committee at the earliest possible date, 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 only cancel this meeting 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, shall be distributed to members of the senate at least five days before that meeting.

In the case of special meetings, the agenda shall be available to members of the senate at least two days before that meeting. The agenda shall indicate what senate documents, reports and petitions are to be considered and shall provide for a question time. The agenda may be amended by the senate 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 agenda for a meeting has been accepted by the senate, the order in which items are dealt with, and specified allotments of time, shall be changed only by majority vote.

#### 4.02 *Reports and Documents*

Normally, all matters brought before the senate shall be in the form of a numbered report, if for information, or of a numbered document, if for action. Each proposed action shall be presented in a standard format which carries a document number, date, subject source, references, as appropriate, and intended disposition. Committee reports shall list the names of the committee members with an indication of their respective vote.

In preparing documents for senate consideration that involve a change of regulations, documents shall clearly show a comparison of the existing and proposed new regulations.

All documents which are to be submitted to the senate shall be submitted to the Steering Committee for agenda assignment.

Documents will be 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 on the document and any amendments will normally await its 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 members of the senate and submitted in writing to the Steering Committee in time for distribution with the agenda for the next meeting will be so distributed.

When a document appearing on the agenda marked "for discussion" or an item introduced as new business is acceptable without amendment, it may be adopted without delay, after a suspension of the rules by consent or by a two-thirds majority of those

present and voting, by a two-thirds majority affirmative vote. Likewise, when a document appearing 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 and/or adopted at that meeting by a two-thirds majority vote.

Items on the agenda for a special meeting will require a two-thirds majority vote of those present and voting for adoption. However, in the case of an item that has been presented for discussion at a regular meeting of the senate, a majority vote will be sufficient for adoption at a special meeting held prior to the next regular meeting of the senate or within 30 days, if the original meeting is the last regular meeting of the senate during the academic year, provided that the Steering committee has determined that: (a) the item is of such a nature that it cannot be acted upon at the next regularly scheduled meeting of the senate; and (b) circumstances are such that the item could not have been presented for discussion at an earlier, regular meeting of the senate.\*

Documents submitted by the Nominating Committee placing names in nomination constitute an exception. Such documents shall be placed on the agenda, marked “for action” in the first instance and shall be acted upon as specified in Section 5.02 of these bylaws.

Documents submitted by the Student Affairs Committee recommending action on White resolutions shall be an additional exception. Such documents shall be placed on the agenda, marked “for action” at the first instance. \* \*

A faculty committee chairperson may request the senate to postpone action contemplated on matters which fall within the purview of that committee. An automatic one-month postponement should be granted the faculty committee so that it may make a recommendation. A two-thirds vote of the senate would be required to deny such a postponement.

#### 4.03 *Voting*

Decisions of the senate shall be determined by a majority vote of those senators present and voting, unless contrary requirements are specified elsewhere in these bylaws or in the University Code.

Upon all occasions when a majority vote is not apparent after *viva voce* voting, the presiding officer shall call for a vote by a show of hands.

Any member of the senate may request that the vote on any issue be taken by secret written ballot. This request shall be granted without debate.

When two or more persons have been nominated for the same elective position, the vote shall be by written ballot.

\*University Senate Document 81-9, 15 March, 1982

\*\*University Senate Document 73-17, 15 April, 1974

#### 4.04 *Advice of Faculty*

By a two-thirds vote of those senators present, the senate may seek the advice and counsel of the faculty on any issue through a mail ballot.

#### 4.05 *Attendance at Meetings*

Meetings of the senate normally will be open to all faculty members, as observers, and to other persons invited to attend by the Steering Committee or the presiding officer. Members of the press will be admitted only by invitation of the Steering Committee. Representatives of the University News Service and of *The Purdue Exponent* normally will be invited to be present.

The Steering Committee, on the advice of the student senator, 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 the executive sessions, all visitors not explicitly designated for attendance by the presiding officer, or by majority vote of the senators present, shall be excluded, and remarks shall not be recorded.

#### 4.07 *Quorum*

Fifty-one members of the senate shall constitute a quorum. No substitute shall be permitted to serve during the absence of a senator. The presence of a quorum shall be determined by the sergeant at arms at the beginning of each meeting, and at other times at the request of the presiding officer. Upon instruction from the presiding officer, the sergeant at arms may attempt to secure the attendance of additional members of the senate need to complete a quorum. (Once a senate meeting begins, determination as to the presence of a quorum should be made only if a request for this comes from the floor of the senate.)

### *ARTICLE V SENATE COMMITTEES*

#### 5.00 *Senate Committee Authority and Responsibility*

The University Senate shall establish its standing and special committees and shall define and limit their duties, responsibilities, and powers; these committees shall be directly responsible to the senate.

A majority or tie vote among the senate members shall be sufficient to carry any issue.

Advisors and student members shall 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 shall be recorded separately for the information of the senate.

### 5.01 *Committee Structure*

The standing committees of the University Senate, hereafter called “senate committee(s),” shall be the following:

- Steering Committee
- Nominating Committee Student Affairs Committee Faculty Affairs Committee Educational Policy Committee
- University Resources Policy Committee
- Advisory Committee

The senate may create special committees which shall have such powers and perform such duties and act for such times as are designated in the resolutions calling for their appointment, except that no such committee shall be appointed or formed to perform the regular duties already specifically assigned to a senate committee. A special committee shall have tenure only during the academic year in which it is authorized, unless a definite term is specified in the authorizing motion, or it is continued by action of the University Senate.

### 5.02 *Membership, Appointment, and Terms of Senators on Senate Committees*

The senate committees shall be constituted of senators, advisors to the senate and students provided for in other sections of these bylaws.

Elections will be 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 names proposed, will be circulated with the agenda for the meeting at which elections are to take place. At least one nominee shall be identified for each elective vacancy on each senate committee, except that two shall be named for each vacancy on the Steering and Nominating committees. Members of the Steering and Nominating Committees shall be elected at the March meeting and members of other committees shall be 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 shall be by written ballot, and a plurality is sufficient to elect.\*

Advisors to senate committees shall be chosen in accordance with the provisions in section 2.00c.

The Nominating Committee may recommend for Senate vote the appointment of *ex officio* members to Senate Committees. *Ex officio* members will be 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 deliberations of the committee.\*\*

### 5.03 *Chairpersons of Senate Committees\*\**

Prior to June 1, each senate committee shall hold a preliminary meeting of members as of June 1, and elect a chairperson for a one-year term starting June 1. The Chairperson shall be a senator and may serve successive terms. Each such committee shall inform the secretary of the senate and the chairperson of the senate the name of its elected committee chairperson for the coming year.

### 5.04 *Reporting of Senate Committees*

Each senate committee shall report to the senate at its request or at the request of the Steering Committee. A senate committee may provide information concerning its activities to the president, any other senate committee, faculty, council, or faculty member.

### 5.05 *Relationship of Senate Committees to Councils and University Committees*

Each senate committee is authorized to deal directly with all councils and University committees in its area of responsibility and to work with them in preparing policy proposals, and shall transmit such proposals to the University Senate together with whatever recommendations it might offer regarding action. The chairperson of each senate committee is responsible for seeing that each council or University committee in its area of responsibility has organized itself appropriately for the conduct of its business including selection of its chairperson, transmits minutes of its meeting to the senate committee, and reports annually to that senate committee. The chairperson of each senate committee may appoint a member of that committee to serve as liaison with any council or University committee in its area of responsibility.

Elections or appointments to all University committees and councils shall be accomplished in March or April of each year for terms of service which shall begin on June 1. Student representatives (graduate or undergraduate) shall be recommended by the Student Senate to the University Senate Nominating Committee.

### 5.06 *Reporting of Councils and University Committees*

Each council and University committee, following each meeting held, will forward minutes to its designated senate committee and annually report its activities. It should work with the designated senate committee in the preparation of proposals involving policy changes or other matters which require senate action.

### 5.10 *The Steering Committee\**

The Steering Committee shall consist of twelve members: the President of the University, the chairperson of the senate, the vice chairperson of the senate, the secretary of the senate who shall serve without vote, and eight additional senators.

\*University Senate Document 90-15 (Revised), 28 January, 1991

\*\*University Senate Document 90-15 (Revised), January 28, 1991

### 5.11 *Duties and Responsibilities*

- a) The Steering Committee shall propose the agenda for every session of the senate. It shall ensure the distribution of the agenda to each member of the senate at least five days before each regularly scheduled meeting.
  - 2) The Steering Committee shall provide, for distribution along with the agenda, a reporting of the items received by the committee, along with the action taken on each item, by vote.
- b) The agenda shall provide 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, a question period, a resume of items under consideration by the committees of the senate, such reports and documents as have been received in completed form, from senate committees for discussion and/or action by the senate, appropriate faculty proposals, new business, and any memorial resolutions. †
  - 1) The Steering Committee may invite vice presidents, or others judged to possess information of special concern to the senate, to report annually on matters of general interest within their areas of responsibility, at which time members of the senate shall have the opportunity to put questions, whether or not related to the report.
  - 2) The question period will provide ten minutes during which time members of the senate shall receive responses to questions regarding policies and actions of general interest previously submitted in writing to the chairperson of the senate.
  - 3) Memorial resolutions which have previously been 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 the colleagues for which memorial resolutions have been submitted are announced and a moment of silence is observed. After the senate meeting, the Secretary of Faculties will send a letter to the family with condolences and indicate that the resolution is now included in the senate record/minutes. Once a year, the Steering Committee shall remind Deans and Department Heads of this policy regarding memorial resolutions.\*
- c) The Steering Committee may schedule an annual report of each of the senate committees to the senate.
- d) The various councils will be requested by the Steering Committee to inform the Senate of their activities, studies, and recommendations at fixed intervals to be established by the Steering Committee.

\*University Senate Document 05-11 (Revised), 17 April, 2006

†Language carried forward from University Senate Document 77-7, 17 October, 1977; University Senate Document 77-15, February 20, 1978; University Senate Document 04-2, 12 September, 2004

- e) The Steering Committee shall 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 shall\*:
- (1) Place such a proposal on the agenda of the next regular meeting of the senate which 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) Place the proposal before a special session of the senate called by an appropriate means
  - or (3) Refer the proposal to one or more other senate committees for study
  - or (4) Refer the proposal to an existing council or University committee which shall then refer the matter with its recommendations to the appropriate senate committee.
- If a proposal is received by or referred to a council or to a senate or University committee for study, the committee concerned shall submit its recommendations concerning 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 will then be required to inform the proposer of the recommendations and, unless the proposer desires otherwise, to place proposal and any committee recommendations regarding the proposal on the agenda of the next regular meeting of the senate which is to convene fifteen or more days thereafter.
- f) The Steering Committee shall enable representatives of the Student Senate to present their recommendations at appropriate times to the University Senate for consideration and action. The Steering Committee shall arrange for the Student Senate to report annually to the University Senate on matters of concern to the Student Senate.
  - g) The Steering Committee should arrange for attendance at the appropriate senate meeting of any person or persons who may have special resources or insights that might aid the senate in its deliberations on specific agenda issues.
  - h) The Steering Committee shall route to the appropriate Senate committee or committees' documents, proposals of an individual or a group of individuals, or papers on any matters pertaining to senate affairs.
  - i) The Steering Committee shall serve to coordinate the activities of the senate committees on common, related, or interdependent matters. This coordination may be achieved by allocation of 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 of its own initiative refer to the appropriate senate committee matters of overall interest to the University or to the senate. It may request senate committees to make studies and reports on subjects of concern to the University Senate.
- k) The Steering Committee shall, when requested by the president of the University, refer any problem of overall concern to the appropriate senate committee and shall report is recommendations to the president.
- l) The chairperson of the Steering Committee shall ensure that all University Senate reports and documents are prepared according to the format prescribed in 4.02.
- m) The Steering Committee shall transmit all University Senate documents to the designated recipient and also determine whether or not appropriate steps are being taken for implementation of the senate's action.
- n) The Steering Committee shall maintain an up-to-date record of all matters which are 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 shall ensure that information is prepared for the *Faculty Handbook* clearly stating how the faculty can express opinions to the senate or can request senate actions.
- p) The Steering Committee shall have only the powers enumerated by these bylaws and nothing contained in the powers granted to it shall be interpreted to mean that it has any legislative authority.

#### 5.20 *The Nominating Committee*

The Nominating Committee shall consist of nine senators. An executive secretary appointed by the president on the recommendation of the Nominating Committee shall serve 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
- b) Nominate members, after consultation with the appropriate senate committee, to the various faculty committees. Nominees to the Faculty Committee on Collective Bargaining, the Faculty Committee on Censure and Dismissal Proceedings, the University Grade Appeals Committee, and the Purdue Student Publishing Foundation shall be presented to the senate for election, such election to constitute final approval. Nominees to all other faculty committees shall be presented directly to the president for this appointment.\*
- c) Annually solicit from the faculty, by mail questionnaire, information concerning faculty preferences and qualifications for committee assignments.

- d) Propose to the senate, advisors and their committee assignments in accord with sections 2.00c and 5.02. \*\*

### 5.30 *The Student Affairs Committee*\*\*

The Student Affairs Committee shall consist of thirteen senators and three advisors. Six student members are also to serve on the committee, five undergraduate students selected by the Student Senate and one graduate student selected by the graduate student organization approved by the Graduate Council. The University Senate Nominating Committee shall present this slate of six student nominees to be elected by the University Senate at that meeting of the senate at which senators are normally elected to fill vacancies on standing committees. Each student so elected shall serve for a term of one year.

### 5.31 *Duties and Responsibilities*

The Student Affairs Committee shall be concerned with matters having to do with the general social, cultural, and practical welfare of all students of the University. Specific non-classroom matters of concern to this committee shall include, but 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 which would enhance the University environment of the student for learning and living.

### 5.40 *The Faculty Affairs Committee*

The Faculty Affairs Committee shall consist of thirteen senators and two advisors.

### 5.41 *Duties and Responsibilities*

The Faculty Affairs Committee shall be concerned with those matters which pertain primarily to the responsibilities, rights, privileges, opportunities, and welfare of the faculty, collectively and as individuals. Such items as tenure, procedures for academic promotions, orientation of new faculty members, insurance and health program planning, academic responsibilities, and standards of appointment are topics which fall within the area of responsibility of the Faculty Affairs Committee.

### 5.50 *The Educational Policy Committee*\*

The Educational Policy Committee shall consist of thirteen senators, three advisors, three students (two under-graduates; one graduate), and ex-officio members as deemed appropriate by the EPC. The Purdue Student Senate shall recommend the undergraduate students and the Purdue Graduate Student Government shall recommend the graduate student. The University Senate Nominating Committee shall present this slate of three student nominees to be elected by the University Senate at that meeting of the senate at which senators are normally elected to fill vacancies on standing committees. Each student so elected shall serve for a term of one year. †

### 5.51 *Duties and Responsibilities*

The Educational Policy Committee shall be concerned with, but not limited to: 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.

### 5.60 *The University Resources Policy Committee* \*

The University Resources Policy Committee shall consist of thirteen senators, two advisors and three students (two undergraduates; one graduate). The Purdue Student Senate shall recommend the undergraduate students and the graduate student organization approved by the Graduate Council shall recommend the graduate student. The University Senate Nominating Committee shall present this slate of three student nominees to be elected by the University Senate at that meeting of the senate at which senators are normally elected to fill vacancies on standing committees. Each student so elected shall serve for a term of one year.

### 5.61 *Duties and Responsibilities*

The University Resources Policy Committee shall be 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.

### 5.70 *The Advisory Committee*

The Advisory Committee shall consist of the president of the University, the chief academic officer of the University, the chairperson of the senate (see 3.21c), the vice chairperson of the senate, the past chairperson of the senate, the secretary of the senate (see 3.31), the several chairpersons of the senate to provide at least one representative from each faculty unit (see 2.00b 5). (Senators from each unit not represented by a committee chairperson will elect one of their number to serve.)\*\*\*

### 5.71 *Duties and Responsibilities*

The Advisory Committee shall meet on call of the chairperson of the senate, the President, the Board of Trustees, or at the request of any three members of the committee, to advise regarding any matter of concern to the faculty.\*\*

\*University Senate Document 99-3, 24 January 2000

\*\*University Senate Document 90-16, 25 February 1991

\*\*\* University Senate Document 05-10, 17 April 2006

### 5.80 *Special Committees*

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

### 5.81 *Duties and Responsibilities*

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

## *ARTICLE VI LEGISLATIVE REVIEW BY THE UNIVERSITY FACULTY*

6.00 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 if, within two weeks after the senate minutes covering the action have been mailed to the faculty, a petition by at least seventy-five faculty members stating the objections of the petitioners is received by the presiding officer of the senate or, if absent from the campus, by the chairperson of the Steering Committee. In such a case, a meeting of the Steering Committee shall be held as soon as possible. The Steering Committee shall determine the most effective method for consideration of the objections stated in the petition. It shall schedule the petition for consideration by the senate 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 will place the matter on the agenda for the next regular meeting of the senate for reconsideration. If the agenda for the next senate meeting has already been distributed, the Steering Committee shall attempt to give due notice to all members of the senate and shall also attempt 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 the appropriate documents summarizing the opposing views, to a mail ballot of the University faculty.

The result of the ballot shall be acceptance or final rejection of the senate's reaffirmed action. The Steering Committee shall make appropriate arrangements for the handling of the mail ballot. It shall arrange for preparation of documents summarizing opposing views on this matter 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 mail ballot must be sent out 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 mailing shall be final.

*ARTICLE VII*  
*PARLIAMENTARY AUTHORITY*

7.00 The fourth edition (2001) of *The 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*  
*AMMENDMENTS*

8.00 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 that the proposed amendment has been: 1) distributed with the agenda of the preceding, regularly scheduled meeting of the senate and 2) discussed at that preceding meeting. Suspension of rules is not permitted in considering proposed amendments to the Bylaws.\*