

To: The University Senate
From: Faculty Affairs Committee
Subject: Senators' Rights and Responsibilities
Reference: [University Senate Bylaws Article VII](#): The first edition (2012) of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (AIP) governs the Senate in all parliamentary situations that are not provided for in the University Code or in the Bylaws.

The [Election Procedures Inquiry Commission Report](#) (EPIC) recommends several criteria for a Senator to be effective and to be considered in good standing.

To be **effective**, the EPIC report recommends that a Senator:

[1] Possess a detailed knowledge of the Purdue University Senate Bylaws

For a Senator to be considered **in good standing**, the EPIC report's recommendations include:

[2] Attendance to at least a majority of regular Purdue University Senate meetings

and

[3] Attendance at a majority of Senate committee meetings

Request from the Steering Committee to develop a Senate member code of conduct (1/11/2022):

*“May I request that the Steering Committee ask the Faculty Affairs Committee to extract a code of conduct from the *Parliamentarian’s Handbook* and present it for adoption by the Senate?”*

Disposition: University Senate for Discussion and Adoption

Rationale: Faculty Senate Membership plays an essential function in faculty governance at Purdue University. Elected Senators give time and thought to the performance of their duties; yet Senate Bylaws are silent on the rights, privileges, and responsibilities of Senators. The following changes provide guidance regarding Senators’ rights and responsibilities in relation to their Senate and Committee membership. In 2021, Chair Steve Beaudoin tasked the Faculty Affairs Committee with developing a code of conduct for University Senators.

Proposal: The University Senate recognizes the need to develop a code of conduct drawn from the first edition (2012) of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (AIP), and to amend the Senate Bylaws to include a description of rights and privileges of Senators informed by the recommendations of the Election Procedures Inquiry Commission (EPIC) Report and recommendations.

Existing Bylaws Language	Proposed Language
<p>Article II: Membership of the Senate</p> <p>2.04 Recall</p> <p>If a Senator is unduly absent the Senate may petition their unit to recall the Senator and elect another. A recall petition requires an affirmative vote of two-thirds of the Senators voting and present at a regular meeting.</p>	<p>Article II: Membership of the Senate</p> <p>2.04 Rights, Privileges, and Responsibilities</p> <p>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.</p> <p>2.041 Rights and Privileges</p> <p>Rights and privileges of Senators include, but are not limited to, the following:</p> <ul style="list-style-type: none"> 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 uses Senate rules 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.

2.52 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.
 - i. If the complaint is made against the Senate Chair and/or Vice Chair, the Secretary of Facilities will randomly select 3 Standing Committee chairs.
 - ii. 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.
 - i. 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.)

i. 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.

ii. 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.

iii. 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.
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Committee Votes:

For:

Faculty

Françoise Brosseau-Lapré
Patricia Davies
Nastasha Johnson
David Koltick
Brian Richert
Jennifer Scheuer
Susan South
John Springer
Eric Waltenburg (chair)

Advisors

Peter Hollenbeck
Lisa Mauer

Against:

N/A

Abstained:

N/A

Absent:

Faculty

Charles Bouman
Stephen Hooser
Angeline Lyon
Anish Vanaik