I. FACULTY SENATE

Under the provision of the revised Faculty Senate Constitution approved by the Board of Governors, the Faculty Senate serves as the representative body of the faculty. The Senate may initiate deliberations on those issues provided for in the Constitution or respond to requests for its deliberation. Elections are conducted annually to fill vacancies. Senate resolutions are forwarded to the Provost and the University President as recommendations for adoption by the University President. (FS Motion 2006-2007-8)

1. FACULTY SENATE CONSTITUTION

Preamble

To provide for regular and effective faculty participation in the governance of University of Central Missouri, this constitution is drawn in the interests of democratic cooperation and collegially shared governance.

Article I - Authority

a. The authority for the governance of University of Central Missouri lies with the Board of Governors and the University President. This combination of authority is hereinafter referred to as the Administration.

b. The Faculty Senate, as the representative body of the faculty of University of Central Missouri, shall:

(1) Make decisions in areas of responsibility assigned to the Faculty Senate by the Administration;

(2) Advise and make recommendations to the Administration on matters referred to the Faculty Senate for that purpose;

(3) Constitute a forum for discussion of matters that are of concern to the faculty and make recommendations concerning its findings on those matters to the Administration.

Article II - Functions

Section I. Collegial Relationship of the Faculty Senate and Administration

a. The Faculty Senate shall make its decisions promptly and meet administrative deadlines when necessary, on matters referred to the Faculty Senate under Article I, Section b, 1. The University President shall implement those decisions.

b. The Faculty Senate shall respond promptly and meet administrative deadlines when necessary in advising and making recommendations to the Administration on matters referred to the Senate under Article I, Section b, 2. The University President shall report back to the Faculty Senate the final action taken on these matters.

c. The Faculty Senate President shall report to the Provost and the University President, those recommendations made by the Faculty Senate as a result of the Faculty Senate's consideration of matters of concern initiated within the faculty under Article I, Section b, 3. The University
President shall report to the Faculty Senate in person or through a selected representative, the action taken on these matters. (revised per FS Motion 2006-2007-8, approved by University President 1/2/2007)

d. Whenever the Faculty Senate decides, by a majority of its membership, to ask to be heard directly by the Board of Governors, the Faculty Senate President shall so inform the University President, then ask the President of the Board of Governors to place the Faculty Senate's representative and topic on the agenda for the next regular Board meeting.

Section II. Responsibilities of the Faculty Senate

a. The Faculty Senate may appoint a minimum of one-half of the members of all university-wide academic and/or faculty welfare committees.

b. In order to facilitate the operation of the university and maintain the committee system, the Faculty Senate shall create a FS Committee on Committees whose principal purpose will be to establish the appropriate criteria for the size, membership, organization, function(s) and duration of the following committees:

(1) All university-wide academic and/or faculty welfare committees;

(2) All committees the Senate shall direct it to create.

Actions taken and nominations made by the FS Committee on Committees are subject to Faculty Senate confirmation.

The Faculty Senate may determine the appropriate criteria for ad hoc committees.

c. The Faculty Senate may participate in the development of policy in those areas involving the general welfare and well being of the university. These areas shall include but are not necessarily limited to:

(1) The formulation of policy relating to curriculum and instruction;

(2) The formulation of principles and policies concerning academic affairs such as academic freedom, pay, tenure, promotions, appointments, dismissal of faculty members, leaves, work loads, retirement, fiscal priorities, and faculty and administrative evaluations.

d. The Faculty Senate may develop such by-laws as become necessary for carrying out its responsibilities.
Article III
Faculty Senate Organization

Section I.
Faculty Senate Representation

a. Faculty Senate Members

(1) The Faculty Senate shall consist of twenty-six elected members. Eligible for membership is full-time faculty with at least one academic year of service including the current term. Full-time faculty is those persons holding academic rank of instructor, assistant professor, associate professor, or professor with full-time appointment by the university. Faculty members who hold administrative positions that require them to evaluate the performance of other faculty are not eligible to serve on the Faculty Senate. (revised per FS motion 2006-2007-7, approved by University President 1/12/2007)

(2) The Faculty Senate members shall be elected as follows:

(a) There shall be three representatives from each College, one representative from the Library faculty, and one representative from Academic Enrichment, for a total of fourteen of the twenty-six Senate Representatives.

(b) The balance of twelve members shall be prorated to the four Colleges by application of the prorating formula as indicated in By-law g (8) on the basis of the number of faculty members of each College at the time of the election.

(3) The University President, or a designated alternate, may sit as an ex-officio member without vote. The Student Government Association may appoint one of its members as a liaison without vote.

(4) The term of office for Faculty Senate members shall be two years. A member may be elected to succeed to an additional term of two years, after which the member's name will be withdrawn from eligibility for one year.

(5) An alternate is eligible for senate membership and may serve up to two consecutive terms if elected.

(6) All Faculty Senate elections as identified under By-Law g (6) shall be conducted by the FS Committee on Elections, which shall be appointed by the FS Committee on Committees and approved by the Faculty Senate. All full-time faculty members are eligible to vote in all such elections conducted by the Faculty Senate.

b. Membership Alternates and Succession

(1) The number of alternates elected from each college shall equal one-half the number of Faculty Senate members allotted the college or the next greatest integer if one half the number of senators is not an integer. Library Faculty and the Department of Academic Enrichment will be allotted a total of two alternates. An alternate shall serve in the event that the regularly elected member is temporarily unable to attend.
(2) In the event of death, leave of absence, illness beyond seven weeks, resignation, or after seven days from termination of contract of a member of the Senate, the vacancy shall be filled by an alternate until the unit affected elects a replacement to complete the unexpired term of the Faculty Senate member.

(3) If an alternate is unable to complete the term, the unit shall elect a replacement to complete the unexpired term of the alternate.

Section II. Faculty Senate Officers

a. The officers of the Faculty Senate shall consist of a President and a Vice President. The officers shall perform all the duties generally ascribed to their respective positions by the latest edition of Robert's Rules of Order.

b. The FS Executive Committee of the Faculty Senate shall consist of the two elected officers of the Faculty Senate, and one member from each of the Colleges and one member from the Department of Academic Enrichment or Library Faculty. The Faculty Senate SPRC representative is a voting member of this committee as well. (FS Motion 2008-2009-10 approved by President Podolefsky 3/16/09)

c. The officers shall be elected by a secret ballot from the membership of the Faculty Senate by a majority vote of the members present at the organizational meeting, which shall follow the last regular meeting of the Senate in the academic year, with newly elected members seated and voting. Each unit's selection for the FS Executive Committee shall be decided by a caucus of each unit's Senators. (approved Fall, 2000 Special Election)

d. The election of officers and the FS Executive Committee shall be conducted as directed by the Faculty Senate through its by-laws and those so elected shall begin to serve at the first meeting following their election and continue to serve through the last regular meeting of the academic year.

e. The FS Executive Committee shall select a parliamentarian. The parliamentarian may be a person in the regular employ of the university but shall not be a member of the Faculty Senate.

f. In the event of a vacancy in the Office of President, the Vice-President shall assume the office and duties of President. The resulting vacancy in the office of Vice President shall be filled by a secret ballot from the membership of the Faculty Senate by a majority vote of the members present at the first meeting following the creation of the vacancy.

Section III. Faculty Senate Meetings

a. All meetings shall be open to the public, except, as the Faculty Senate shall decide by a vote of two-thirds of the members present.

b. A quorum shall consist of two-thirds of the members of the Senate.

c. There shall be a minimum of six regular meetings of the Faculty Senate during an academic year. Other meetings shall be held on the call of the Faculty Senate President, or at the written request of at least 25 percent of the Faculty Senate membership, or at the written request of the University
President. Notices of all meetings shall be distributed to the faculty at least one week in advance. The organizational meeting shall be called by the current senior officer of the Faculty Senate still in the employ of the university, seniority depending upon the order of enumeration of Article III, Section II, paragraph a. In the absence of any such officers, the University President shall be empowered to call the organizational meeting.

d. The agenda shall be adopted by the FS Executive Committee and shall be distributed to the faculty at least one week in advance of each Faculty Senate meeting. Any member of the faculty may submit items for the agenda. These items must be in writing and must be presented to the FS Executive Committee in ample time to be considered for the agenda. Matters not appearing on the agenda may be discussed only upon majority approval of the Faculty Senate members present.

e. Minutes shall be recorded and circulated to members of the faculty and administration and to the Student Government Association and the Board of Governors.


Article IV. Amendments

This constitution may be amended by a recommendation sustained by a two-thirds vote of the Faculty Senate, a majority of the voting faculty eligible under Article III, Section I, paragraph a (6), and the Administration. Proposals for amendments must be circulated in writing to individual members of the Faculty Senate with the agenda of the meeting at which the proposal is to be considered, and to individual members of the faculty no later than thirty days before the voting date which shall be designated by the Faculty Senate.

Should the Faculty Senate either refuse to consider or fail to pass a proposed amendment, the faculty may still vote on it if 25 percent of the faculty sign a petition requesting such a referendum. If in the subsequent vote, a majority of the faculty approves the proposed amendment and the Administration approves it, then this constitution shall be amended as proposed.

Article V. Ratification

To be accepted, this constitution must be ratified by a two-thirds vote of the Faculty Council, a majority of the voting faculty eligible under Article III, Section I, paragraph 1, e., and the Administration. Copies of this constitution, as adopted by the Faculty Council, shall be distributed to the faculty no later than thirty days prior to the referendum date, which shall be designated by the Faculty Council.

After the Administration has approved this constitution, the existing Faculty Council shall function as a transitional body. It shall conduct an election for the new Faculty Senate in accordance with the procedures outlined in this constitution.

2. BY-LAWS OF THE FACULTY SENATE

a. Selection of Alternates

When a member of the Faculty Senate cannot attend a meeting of the Faculty Senate, it shall be the responsibility of that member to notify one of the elected alternates from that unit and assure that the unit shall be represented. In the event of an emergency the unit's Senators shall select the alternate.
b. Selection of the Faculty Senate President and Vice President

To facilitate the establishment of an orderly and expeditious process for electing the Faculty Senate President and Vice President:

(1) By April 1 of each year the Faculty Senate Secretary will forward to all members of the incoming Faculty Senate, a list of all newly elected and returning Senators along with a notice calling for nominations for the offices of Faculty Senate President and Vice President.

(2) Nominations for those offices must be submitted to the Faculty Senate Secretary on or before 4:00 p.m. April 15, or in cases where that date falls on a weekend or a holiday, on the next regular class day.

(3) To be valid the nomination must (a) specify the office for which the person is being nominated, (b) include the signature of the Senator placing the name in nomination, (c) include the signature of the Senator seconding the nomination, and (d) include the signature of the candidate indicating her/his willingness to serve, if elected.

(4) Nomination forms will be sent only to those Senators who will be serving on the Faculty Senate during the coming year, as they are the only people eligible to be nominated or to place a name in nomination.

(5) Following the closing of the filing period, the FS Secretary will prepare a ballot listing the names of all candidates nominated for the offices of Faculty Senate President and Vice President. Sample ballots will be distributed to all members of the Faculty Senate one-week prior to the election, which shall be held immediately following the final Faculty Senate meeting of each academic year.

(6) Only those Senators whose names have been placed in nomination in conformity with the above procedures will be eligible to be considered for election to the offices of President and Vice President. In the event that no names are placed in nomination for either of the above officers, nominations will be taken from the floor. (4/26/00)

(7) The person empowered to preside at the organizational meeting of a new Senate shall conduct the election of the new Senate President.

c. Selection of FS Executive Committee

A caucus of each unit’s Senators shall decide each unit’s nomination for the FS Executive Committee.

d. Meetings of the FS Executive Committee

The FS Executive Committee of the Faculty Senate may invite the President of the University to attend their meetings.
e. Committee Yearly Report

All Faculty Senate committees shall submit annually a written summary of their deliberations, including the name of the new chair, to the Faculty Senate Office by May 20. The Faculty Senate will receive reports each fall.

f. Method of Amending the BY-LAWS

A motion sustained by a two-thirds vote of the Faculty Senate provided that the amendment has been submitted in writing at a previous meeting may amend these BY-LAWS.

g. Elections

(1) Scheduling. The FS Committee on Elections shall conduct a General Election annually for all vacating elective committee positions. The General Election shall take place no later than the third Wednesday in March.

(2) Filing.

(a) Declarations. Persons seeking candidacy for election to any Faculty Senate elective position (see section g (1) above) must file with the FS Committee on Elections. Another person with written consent of the nominee may also nominate candidates.

(b) Deadlines. Filing must be completed by a date set and announced by the FS Committee on Elections. This deadline must precede the election date by at least ten (10) calendar days. (4/26/00)

(c) Supplemental Filing. If there are insufficient filings to fill the elective positions available, the FS Elections Committee shall solicit supplemental filings for an additional 7 days. If there are no supplemental filings, the position shall remain vacant until the next election. (4/26/00)

(d) Restrictions. Candidates may not serve as both a Faculty Senate member and a Senate Alternate. Candidates may file for only one of the following committees: FS University Curriculum Committee, FS General Education Committee, or Academic Program Review Committee. (Revised Faculty Senate 4/16/2008; APC name changed to APRC 1/14/10)

(3) Procedure. Standing procedures to be followed in the election process will be clearly delineated by the FS Committee on Elections for all faculty at the time candidates are solicited. Changes or temporary variations in such procedures shall be developed by the FS Committee on Elections and approved by the Faculty Senate.

(4) Ballots. Ballots shall be prepared by the FS Committee on Elections and available for voting on dates set and announced by that Committee. The Committee shall discard unofficial or improperly marked ballots.

(5) Elections. (4/26/00)
(a) General Election. In the General Election, candidates receiving the highest number of votes shall be declared elected until all the positions to which each electoral unit is entitled have been filled. (Motion 2009/2010-21 3/24/10)

(b) Run-Off Election. If two or more candidates tie for election, the FS Committee on Elections shall, within seven days of the General Election, conduct a Run-Off Election for the unit or units affected.

(c) Special Elections. A special election is defined as one held in addition to regularly scheduled elections. All of the guidelines and restrictions listed in 5. (a), (b), and (c) above shall apply to special elections.

(d) Exceptional Situations. When the Faculty Senate determines by a two-thirds vote that an exceptional situation exists, the Faculty Senate may authorize the FS Committee on Elections to conduct an election with shortened time lines.

(6) Records. The FS Committee on Elections chair shall file the results of all elections in the Faculty Senate Office. These records will be retained for a period of one year at which time the records will be destroyed at the direction of the FS Executive Committee.

(7) Vacancies. The FS Committee on Elections, upon notification and/or investigation that a vacancy exists for an elective position shall certify that a vacancy does exist.

(a) The following guidelines shall be used to determine that such a vacancy does exist:

1) A member is no longer under contract with the university.

2) A member leaves campus for at least one semester/enrollment period (excluding summer).

3) A member becomes ineligible to serve.

4) A member in any other way denies a unit representation (e.g., resignation, illness).

(b) When such a vacancy is declared, the FS Committee on Elections shall conduct a special election to elect a member to complete the unexpired portion of the term.

(8) Faculty Senate Membership.

When prorating the nine faculty members to the four colleges the following system shall be followed:

(a) In the event there are fewer than the number of specified senators after rounding to the nearest whole number the college nearest one-half but less than one-half shall receive the additional senator.

(b) In the event that more than one senator needs to be elected to comprise the nine, the colleges nearest one-half but less than one-half shall receive the additional senators until enough are determined.
(c) In the event that there are more than the number of specified senators after rounding, the college or colleges nearest one-half but greater than one-half shall have their number reduced by one until the correct number of senators is achieved.

h. Duties of the Officers of the Faculty Senate.

(1) President. The FS President, representing the FS Executive Committee, shall supervise the FS Office Professional. Responsibilities include, but are not limited to, evaluating performance on an annual basis, making recommendations to the designated reviewer based on job performance, and evaluating the job description periodically. It shall also be the duty of the President of the Faculty Senate to:

(a) Preside at all meetings of the Faculty Senate and perform all the duties ascribed to the position of presiding officer by Robert's Rules of Order (latest edition).

(b) Ensure that the responsibilities of the Faculty Senate are met as prescribed by the Faculty Senate Constitution, By-laws, and Special Rules of Order.

(c) Serve as Chair of the FS Executive Committee.

(d) Create and appoint ad hoc committees.

(e) Promote academic freedom and faculty welfare by acting as liaison between administration and faculty and stand for the Faculty Senate, declaring its will and obeying its commands.

(f) Make decisions on faculty matters in emergency situations subject to approval by the FS Executive Committee.

(g) Ascertain that all official correspondence to the Faculty Senate, all resolutions, committee reports, and approved action reports from the Faculty Senate are on file in the Faculty Senate Office and that they be current and open for review by the faculty.

(h) Cast a deciding vote.

(i) Be a non-voting ex-officio member of all committees of the Faculty Senate.

(j) Preside over fall and spring university general faculty meetings.

(k) Represent the Faculty Senate on the Academic Council, the Board of Governor’s Committee on Academic Affairs and the President’s Cabinet.

(2) Vice President. It shall be the duty of the Vice President of the Faculty Senate to:

(a) Preside and perform the duties of the President of the Senate in the absence of the President.

(b) Serve as a member of the FS Executive Committee.

(c) Chair the FS Committee on Committees.
(d) Represent the Faculty Senate on the Provost Council.
   (Revised per FS Motion #2005-2006-9, 10/5/05)

(3) Parliamentarian. It shall be the duty of the Parliamentarian of the Faculty Senate to perform all duties ascribed to the position of parliamentarian by Robert's Rules of Order (latest edition).

   i. Attendance of Faculty Senators.

Persons elected to the Faculty Senate are expected to attend all Faculty Senate Meetings. By a majority vote of the members of the FS Executive Committee, a senator may be asked to resign after three absences (which were deemed irresponsible) from meetings scheduled a minimum of one week in advance during the regular academic year. When such a vacancy is declared, the FS Committee on Elections shall conduct a Special Election to elect a Senator to complete the unexpired portion of the term.

   j. Committee Membership.

Full-time faculty with at least one academic year of service including the current term, are eligible for committee membership. Full-time faculty are those persons holding academic rank of instructor, assistant professor, associate professor, or professor with full-time appointment by the university. (Faculty Senate Motion 2007/2008-21 and 2011-2012-2)

   k. Vacancies on Appointed Committees

(1) The FS Committee on Committees will verify that a vacancy exists according to the guidelines in section g. 7a of these By-Laws.

(2) The committee member creating the vacancy will have two options:

   (a) Resign the committee position by written notification to the Chair of the FS Committee on Committees. The FS Committee on Committees will then nominate a replacement for approval by the Faculty Senate.

   (b) Request a temporary replacement by submitting a written request to the Chair of the FS Committee on Committees. The request should be made as soon as the individual is aware of the need for a replacement but at least one month prior to the start of the semester in which the vacancy will occur. The person making the request should include at least two names of persons willing to fill the temporary vacancy. The FS Committee on Committees will then nominate a replacement for approval by the Faculty Senate.

(3) Failure of the committee member creating the vacancy to communicate in writing with the Chair of the FS Committee on Committees in the prescribed time period will constitute resignation of the committee position. The FS Committee on Committees will then nominate a replacement for approval by the Faculty Senate.
SPECIAL RULES OF ORDER OF THE FACULTY SENATE

a. Resolutions and motions prepared by members of the Faculty Senate, along with resolutions and motions prepared by other faculty members, should be submitted in writing or appropriate word processing format to the Faculty Senate Office for inclusion in the Faculty Senate’s agenda at the earliest practicable meeting of the Senate. This rule shall not be construed to prevent the introduction of amendments by members of the Faculty Senate to action items on the agenda at the time such agenda items are under discussion. Other motions, resolutions and amendments must conform to the requirements of Article III, Section III, Paragraph d. of the UCM Faculty Senate Constitution, in the Faculty Guide. Proposed agenda items will be deemed to comply with the requirement of the “ample time to be considered” provision of this paragraph of the Constitution when they are submitted electronically at least 72 hours prior to the FS Executive Committee’s meetings to adopt the agenda for the next Faculty Senate meeting.

b. The FS Executive Committee of the Faculty Senate shall place all items submitted to it by a member of the Faculty Senate on the Faculty Senate's agenda unless the individual Faculty Senate member submitting the item requests or consents to the removal of the item from the Faculty Senate's agenda.

c. It shall be the prerogative of the Faculty Senate President, or the officer presiding in the President's absence, to extend or withhold recognition of speakers from the audience at any meeting of the Faculty Senate. It shall be the prerogative of the FS Executive Committee to determine whether a guest speaker shall be included in the agenda and permitted to address the Faculty Senate. It shall also be the prerogative of the Faculty Senate President, or the officer presiding in the President's absence, to limit the time allotted to speakers from the audience to address the Faculty Senate or of guest speakers to address the Faculty Senate in order to facilitate the business of the Senate.

d. Members of the Faculty Senate may request the inclusion of statements and communications as attachments to the Faculty Senate minutes. The Faculty Senate President, with a majority vote of the Faculty Senate shall have the statements or communications attached to the electronically published minutes.

e. In April of each year the Faculty Senate Secretary will send final report forms to all Faculty Senate committees. All final committee reports including the name of the new chair shall be submitted to the Faculty Senate Office in typed form by May 20, annually. The Faculty Senate will receive reports in the fall. Action items should be sent to the Faculty Senate on a continuing basis, not with the final report.

f. The Faculty Senate Executive Committee will act as a steering committee to make sure the appropriate committee is handling a given matter of concern.

g. Resolutions and motions, excluding FS Committee on Committees nominations that are presented at a Faculty Senate meeting without having been submitted to the FS Executive Committee and distributed to Senators one week prior to the meeting shall be offered for a first reading only. Action on such items will be taken at the next meeting of the Faculty Senate after due time for analysis and discussion. This rule may be suspended.

J. FACULTY SENATE REPRESENTATIVES

A complete list of Faculty Senate officers, Executive Committee, and Faculty Senators can be found at the Faculty Senate homepage http://www.ucmo.edu/faculty_senate

K. COMMITTEE STRUCTURE

1. University/Administrative Committees. Several university/administrative committees assist in the operation of the university. For further information see the Provost’s website at http://www.ucmo.edu/provost/committees/

2. Faculty Senate Committees. Faculty Senate Committees have been established to assist in the Faculty Senate’s responsibility. Each committee reports to the Faculty Senate. For further information contact the Faculty Senate Office at 543-4808 or see the website at http://www.ucmo.edu/faculty_senate

3. Faculty Senate Guidelines for Service on Faculty Committees

Philosophy

In accordance with its Constitution, the Faculty Senate represents all faculty interests in matters of collegial governance. For collegial governance to succeed, the Senate must depend upon the cooperation and dedication of the various committees established to advance faculty welfare and secure academic excellence. It follows that election or appointment to a faculty committee is an honor and a mark of confidence of one’s colleagues. The representative principle requires a high standard of behavior, decorum and commitment on the part of all those selected. Committee members should represent the interests of the university community, and avoid a partisan attitude and an unduly narrow approach to issues; yet as representatives of specific university units each member should make every effort to ensure that the needs and opinions of that unit are expressed.

Guidelines

a. Acceptance of an appointment or election to a committee requires acceptance of the governance structure provided by the Faculty Senate Constitution and the charge and rules which govern the operations of the committee.

b. Acceptance of appointment or election to a committee requires that every effort be made to attend all meetings of the committee and to participate fully in its work. If an obvious schedule conflict exists which may severely limit attendance, the appointment or election must be declined.

c. Committees in which faculty members participate shall be conducted in a democratic manner. Except in those specific cases provided for in the committee charge, all meetings shall be open to any interested party from the university community.

d. Committee resolutions, decisions, and reports shall be determined by majority vote of the voting membership. Individuals who find themselves unable to accept the conclusions or recommendations of the committee majority shall have the right to submit a minority report to the Faculty Senate or to any other authority to which the committee reports.
e. Individuals serving on committees must treat colleagues with respect, listen to every point of view expressed, and seek to find agreement and consensus. Neither the chair, nor any other person, has the authority or right to prevent individual committee members from expressing opinions.

f. Scheduling of meetings should be the prerogative of the committee chair. If, however, a majority of the committee agrees that an additional meeting or meetings are in order, they may request the chair to call such meetings to conduct business.

g. Committee chairs shall make certain that minutes are kept of every committee meeting; that all members are informed of the committee’s activities; that business is conducted promptly and in accordance with these guidelines; and that the charge of the committee is carried out in full. Immediately after the Faculty Senate has confirmed its annual list of new faculty appointees for the following year, the committee chair shall convene a meeting of the outgoing, returning and incoming members to provide for an orderly transition from one year to the next. At that meeting, which should take place prior to the conclusion of the Spring Semester, the new and returning members of the committee should select a new chair who will then be responsible for convening the committee shortly after the beginning of the Fall Semester. The selection of the new chair should take place before the conclusion of the Spring Semester and be reported to the Faculty Senate Office.

h. The Faculty Senate recommends that ex-officio members of committees not serve as chairs.

i. In addition to submitting the annual report of the committee to the Faculty Senate, the committee chair shall keep the committee minutes on file (with attendance records) and send a copy to the Faculty Senate Office after each meeting. The Faculty Senate may request the chair of a committee or its designated representative of any committee, to report upon the committee’s activities whenever the Faculty Senate shall find it necessary and proper to fulfill its responsibilities.

j. Faculty members serving on committees are primarily representative of the faculty and should always act to secure, protect, and advance the faculty welfare in accord with the general good of the university, the maintenance of academic excellence, and the best education of the student body.

k. Faculty committee members, appointed to committees by the Faculty Senate, serve at the pleasure of the Faculty Senate and may be removed from their positions by the Faculty Senate before the completion of their term, upon the recommendation of a majority of the FS Committee on Committees, or by a motion in the Faculty Senate, for violations of the Faculty Senate Constitution, the guidelines herein set forth, or the rules and charge of the individual committee. In the event the Faculty Senate determines to remove a faculty representative from a committee, it may remove only a representative of its own appointment upon the majority vote of the Faculty Senators present and voting. If the individual so desires, before any vote to remove is taken, the Faculty Senate can hear that individual.

l. In case of a faculty vacancy on an elected university committee, the Faculty Senate President may appoint a representative from the unit where the vacancy exists. Any such appointee shall serve until a new committee member is elected, either at the next regular election or a special election called for that purpose.