

**BY-LAWS OF THE FACULTY SENATE
LOUISIANA STATE UNIVERSITY AT EUNICE**

Article I - Meetings

- 1) Meetings of the Senate will be open to the public, but only members of the Faculty Council and invited guests will be eligible to speak at Faculty Senate meetings.
- 2) The Senate reserves the right, upon majority vote, to go into closed session if sensitive or personal items are to be discussed, but no final action can be taken in closed session.
- 3) Members of the Senate may invite guests to speak or to testify about matters that the Senate is considering.
- 4) In scheduling regular meetings of the Senate, every effort shall be made to ensure that no member be excluded from attendance by his or her class schedule. Meeting schedules will be sent to all members of the Senate no later than the third week of each semester, and be posted on the Faculty Senate Bulletin Board.
- 5) There shall be a written notice given to all members of the Senate in advance of any special meetings. The agenda of special meetings shall be distributed to all members of the Faculty Council.

Article II - Agenda

- 1) The agenda of meetings of the Senate shall include notice of time and place of the meetings, and shall be circulated to all members of the Senate, and the Faculty Council at least forty-eight (48) hours in advance of regular meetings.
- 2) The Executive Committee shall establish the priority of topics on the agenda.
- 3) By a majority vote, the Senate can add to or change the order of the agenda.

Article III - Order of Business

- 1) Call to order
- 2) Each member and/or proxy shall be noted in the minutes by the Secretary
- 3) Approval or revision of the minutes
- 4) Chairperson's report: Board of Supervisors, etc. ...
- 5) Committee Reports
- 6) Old Business
- 7) New Business
- 8) Adjournment

Article IV - Minutes and Reports of Committees

- 1) The minutes of each meeting will be prepared by the Secretary and distributed to the entire membership of the Faculty Council within two weeks after the meeting.
- 2) The Library will be the official repository of Faculty Senate minutes. All minutes of the Faculty Senate and the Faculty Senate standing and ad hoc committee minutes will be filed in the library. The secretary of the Faculty Senate is responsible for sending the minutes of the scheduled meeting to the library. The chairperson of each standing and ad hoc committee will be responsible for sending the minutes to the library for filing. All minutes will be forwarded to the Administrative Secretary of the Library.
- 3) The minutes will be approved or corrected at the meeting that follows their distribution. Corrections will appear in the minutes of the meeting at which corrections were made.
- 4) At each regularly scheduled meeting of the Faculty Senate, each standing and ad hoc committee will give a brief report to the Faculty Senate. The reports of committee actions shall be noted in the minutes by the Secretary of the Faculty Senate.
- 5) Special committees will report their actions at the earliest scheduled meeting of the Faculty Senate. The reports of special committee actions shall be noted in the minutes by the Secretary of the Faculty Senate.

Article V - Officers

- 1) Chairperson: The Chairperson shall be the presiding officer at meetings of the Faculty Senate. He or she shall have the primary responsibility for preparing the agenda for each meeting and shall see that notices of meetings and agendas and minutes of previous meetings are properly circulated. As a representative from his or her faculty unit, the Chairperson has the right to vote on all issues. In the case of a tie vote, the motion fails. However, the motion may be brought up for reconsideration.
- 2) Vice-Chairperson: The Vice-Chairperson shall assume the responsibility of the Chairperson whenever the Chairperson is absent or otherwise unable to perform.
- 3) Secretary: The Secretary shall edit, summarize, prepare, distribute, and shall maintain the minutes of the Faculty Senate.
- 4) Parliamentarian: The Chairperson shall appoint a parliamentarian prior to the discussion of business of any meeting of the Senate. The parliamentarian shall be prepared to advise the Senate on points of order in accordance with Robert's Rules of Order, latest edition, except when these rules have been superseded by the Constitution or By-Laws of this Senate.

Article VI - Alternate Representation

- 1) By written notice to the Chairperson submitted before the meeting, a member of the Senate may choose another faculty member from his or her faculty unit to represent him or her at a Senate meeting. Such a representative must be eligible for election to the Senate according to Article III, Section E of the Constitution. This person would not have voting rights.
- 2) A member of the Senate may, by written notice to the Chairperson, give his or her proxy vote to another member of the senate if he or she is on official school business and unable to attend the meeting.
- 3) Proxies and alternate representatives shall be announced by the Chairperson at the meeting at which the proxies are to be voted.
- 4) If a member of the Senate absents himself or herself from the campus for a semester or longer, the position will be taken for that period by the eligible non-elected person who received the next highest number of votes in the last regular election in that faculty unit. If there is no person thus qualified, a special election will be held.
- 5) The seat of a member of the Senate who has been repeatedly absent from the Senate meetings can be declared vacant by a three-fourths vote of members of the Senate attending a meeting if a request for such action has been made in writing by at least thirty (30) percent of the faculty unit he or she represents. Final action on this item can be taken no sooner than the meeting after the one in which it was first discussed.

Article VII - Election of Officers

- 1) The Chairperson, Vice-Chairperson, and Secretary for any academic year will be elected by the incoming Senators in a meeting of the Senate in May, preceding the semester that they are to take office.
- 2) Nominations for officers shall be made verbally on the floor of the Senate.
- 3) Elections shall be held by secret ballot. If no one receives a majority vote on the first ballot, then there will be a second balloting between the two people receiving the largest number of votes.
- 4) In the event of a tie vote in the election of any officer, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting, then the tie shall be broken by casting lots.

Article VIII - Election of Members to the Senate

- 1) Election of members to the Senate will be carried out in accord with Article III of the Constitution of the Faculty Senate. Because of their direct involvement with academic concerns, one member from the Office of Academic Assistance Programs and Office of Student Affairs shall be seated in the Faculty Senate as non-voting representatives.
- 2) The Chairperson shall appoint one Senate member from each faculty unit to conduct the election for that unit.
- 3) The ballot for each faculty unit shall contain a list of eligible faculty members. The list shall be circulated to each faculty member in the faculty unit.
- 4) Each eligible faculty member from a particular faculty unit may vote for as many persons as there are positions to be filled.
- 5) All ballots will be secret and will be tabulated by the Chairperson and one other Faculty Senate member. Ties will be broken by a run-off vote to be held in that particular faculty unit.

Article IX - Committees

- 1) There will be standing and special committees
 - a) The creation or dissolution of any standing committee shall be ratified by the Faculty Council. For the sake of continuity, the Chairperson of each standing committee will retain membership on that committee for the next year. The Faculty Senate Executive Committee shall appoint the Chairman and members of each standing committee.
 - b) Special committees are defined as being of temporary duration and may be created and dissolved by the Faculty Senate as deemed necessary or desirable.
- 2) The Senate will delegate specified powers to its standing committees. These delegations will appear in the list of committees given below.
- 3) Normally the Senate will receive standing committee reports routinely, but the Senate reserves the right to review and reverse any standing committee action, other than that of the Courses and Curricula Committee. The Courses and Curricula Committee actions may only be revised by a majority vote of the Faculty Council.
- 4) All standing committees shall meet a minimum of once a semester.

- 5) There shall be student representation on each standing committee of the Faculty Senate.
- 6) The Chairperson of the Senate may appoint members of special committees at his or her own discretion, except as found in Article VI, Section C of the Constitution.
- 7) Special committees shall report to the Senate.
- 8) At present, the standing committees are:

Courses and Curricula Committee

Charges:

1. to act for the faculty to add, amend, delete, and define courses and curricula;
2. to forward such to the Office of Academic Affairs for appropriate disposition, which may include immediate implementation.

The Courses and Curricula Committee will be composed of a chairperson, the ex-chairperson, and one representative from each represented unit on campus, (Business and Technology, Liberal Arts, Nursing and Allied Health, Sciences, Academic Assistance Programs, Library, Student Affairs, and Administrative Council*). The representatives from Academic Assistance Programs and Student Affairs will be non-voting members. Also, the committee will have two student representatives with no voting rights.

Before or during the first week of the fall semester each faculty unit will meet to elect a representative to this committee.

*Administrators for committee assignment are to be selected from the Administrative Council unit. If they are not on the Administrative Council, then they will be considered for committee assignments from respective divisions.

Academic Policies Committee

Charges:

1. to review and recommend changes in all academic policies, except those duties delegated to the Courses and Curricula Committee.
2. to draft new policies on an as-needed basis

The committee will be composed of a chairperson, the ex-chairperson, and a representative from each of the academic units. To achieve balanced representation, the chairperson should not be from the same academic unit as the ex-chairperson. The representatives from the academic units will be appointed for staggered 2-year terms as follows:

- Odd years: Business and Technology, Liberal Arts
- Even years: Library, Nursing and Allied Health, Sciences

Article X - Changes, Additions, Modifications, and Repeal of By-Laws

These By-Laws may be changed, added to, modified, or repealed by a two-thirds vote of the Senate, provided that the proposal of such change was introduced in writing one month in advance of the vote, and distributed to each member of the Faculty Council.