Bylaws for the Faculty Senate
(Adopted March 1965; Approved by the Board of Trustees, April 16, 1965)

Article I: Elections and appointments

Sec. 1. All elections of Senate members (except for retired faculty), Senate officers and Senate council members shall be conducted through a secured electronic method as reviewed and approved annually by the Senate Executive Board. The Board shall count the votes, resolve tie votes by lot and certify the names of those elected. If an election is held to replace a Senate officer or Senate council member and there is only one nominee, the Senate may declare the single nominee elected by acclamation.

Sec. 2. A one-year term of service in the Faculty Senate is defined as beginning on 1 May and ending on 30 April.

Sec. 3. At a general election, the faculty shall elect the president and the vice president of the Senate, the representatives-at-large and all departmental representatives not elected in the preliminary departmental election. The general election shall be held at a time which will permit the results to be announced no later than seven days before the March meeting of the Senate.

Sec. 4. Representatives-at-large shall be self-nominated. Self-nominations must be submitted to the Senate Executive Board no later than twelve days before the general election date. One-third of the representatives-at-large shall be elected annually. The election ballot for representatives-at-large shall contain the names of all qualified candidates, listed in alphabetical order, from which the voters shall be instructed to vote for three. After tabulating the vote, the Senate Executive Board shall certify the three candidates receiving the highest number of votes as representatives with three-year terms.

In the event that the number of nominations received equals the number of vacancies, the nominees shall be declared elected by acclamation of the Faculty Senate Executive Board.

Sec. 5. Departmental representatives shall be elected in the departmental election conducted by the Senate Executive Board and completed no later than twelve days before the general election date. Approximately one-third of the departmental representatives shall be elected annually. Election of departmental representatives shall be conducted through a secured electronic method as reviewed and approved annually by the Senate Executive Board. On the electronic ballot shall appear the number of representatives to be elected by the voter's department in accordance with Article IV, Sec. 3, of the constitution. Each faculty member shall vote for as many qualified members of his/her department as there are representatives to be elected by his/her department. Preferential voting, a method of voting allowing voters to rank multiple candidates in order of preference, as described in the American Institute of Parliamentarians Standard Code of Parliamentary Procedures, will be used for election of departmental representatives. The department faculty member’s vote will count only once, if he/she ranks one candidate as first, second, and third it is the same as if he/she left the second and third choices blank. A candidate’s
chances of winning are not improved by selecting the candidate at more than one ranking on a ballot. The candidate with the majority of votes cast is elected. Ties will be resolved by lot as described in Article 1, Sec. 1 of the bylaws. The winner or winners shall be determined by the highest number of votes received, not necessarily a majority.

Sec. 6. If a faculty member is elected simultaneously as a representative-at-large and as a departmental representative, he/she shall be declared elected as a representative-at-large, and the departmental position shall be declared vacant. The vacancy shall then be filled in accordance with the provisions of Article II, Sec. 3, of the bylaws.

Sec. 7. Within one week following the general election, the president of the University shall send to the Faculty Senate administrator the names of the four officers of the administration whom she/he has appointed to the Senate in accordance with Article IV, Sec. 1, of the constitution.

Sec. 8. In February of each year, the Executive Board will request the name of a retired faculty member to serve a three-year term as a faculty senator from the Emeriti Council. The Emeriti Council may select its Senate representatives in any way it wishes. Emeriti senators whose terms are expiring are eligible to succeed themselves. New Emeriti senators will be seated on the same schedule as other elected senators.

Article II: Vacancies in senate membership
Sec. 1. A vacancy among the appointed members of the Senate shall be filled by appointment by the president of the University within two weeks after the Faculty Senate administrator has notified him/her in writing of such vacancy.

Sec. 2. A vacancy among representatives-at-large shall be filled at the next general election, at which time a representative-at-large shall be elected by the faculty to serve the remainder of the unexpired term. Nominations shall be in accordance with the provisions of Article I, Sec. 3, of the bylaws.

Sec. 3. A vacancy among departmental representatives shall be filled by a special departmental election held within two weeks after the declaration of such vacancy by the Faculty Senate administrator. This special election shall be conducted by the Senate Executive Board in the manner prescribed in Article I, Sec. 4, of the bylaws. A representative so elected shall hold office for the remainder of the unexpired term.

Sec. 4. If an elected departmental representative is unable to attend any meeting or series of meetings of the Senate, he/she may appoint a temporary substitute from among the eligible members of his/her department. If a representative-at-large is unable to attend any meeting or series of meetings of the Senate, he/she may appoint a board appointed faculty member as a temporary substitute. Any substitute so appointed shall have the full rights and privileges of an elected representative during the period of this appointment. Substitution shall be permitted for extended absences resulting from teaching conflicts, academic leaves or sabbaticals. Absences
without substitution for more than two consecutive regular meetings or more than four meetings
of the Senate without substitution during the Senate year, may cause that office to be declared
vacant and an election held in accordance with the provisions of the appropriate section of this
article of the bylaws.

Sec. 5. Any faculty member whose faculty status is suspended or terminated by the
University is ineligible to serve on the Faculty Senate.

Article III: Election of officers
Sec. 1. During its February meeting, the Senate shall select nominees for president and vice
president. Two candidates who have submitted petitions containing the signatures of five
members from at least three colleges, of the present or two immediate past Senates shall be
selected for each position. These petitions must be submitted no later than seven days before the
February Senate meeting. In the event that fewer than two petitions are received for either office,
candidates may be nominated, with the consent of the candidates, from the floor of the Senate
during its February meeting. If there are more than two candidates for either position, the two
receiving the highest number of votes by secret ballot shall be the nominees for president. After
the nominees for president have been selected, nominees for vice president shall be chosen from
the remaining candidates for president who are willing to run and from the candidate(s) who
submitted petitions for vice president. The two candidates receiving the highest number of votes
by secret ballot shall be the nominees for vice president.

Sec. 2. At the next general election after the February Senate meeting, the faculty shall elect
from these nominees a president and vice president, who shall take office at the May meeting at
which the newly elected Senate is convened and shall continue in office until the installation of
their successors.

Sec. 3. At its annual meeting in May, the newly constituted Senate shall elect its officers other
than the president and the vice president. At least five candidates shall be nominated for the
position of director such that at least five, but no more than eight directors shall be elected—the
members of the Executive Board shall represent at least four different colleges or unaffiliated
units. No more than three directors shall belong to the same college or unaffiliated unit. No
more than three directors shall be unit chairs or assistant/associate deans.

Sec. 4. The newly elected directors shall take office immediately and shall continue in office
until the installation of their successors.

Article IV: Vacancies in office
Sec. 1. In the event that the president of the Senate becomes unable to serve out her/his term, the
vice president shall succeed to the presidency and serve in this office for the remainder of the
unexpired term of her/his predecessor.

Sec. 2. A vacancy in the vice presidency shall be filled by a special faculty election held in the
manner prescribed for a general election in Article V, Sec. 5, of the constitution.
Sec. 3. In the event that the president of the Senate and the vice president of the Senate are simultaneously unable to serve, the preceding past president of the Senate shall serve as president pro tem until either the president or the vice president is able to resume office. If none of these three persons is able to serve, the order of succession to the office of the president pro tem shall be one of the directors chosen by lot.

Sec. 4. In the event of a vacancy of a director, the vacancy shall be filled by appointment by the president of the Senate, with the approval of the Executive Board.

Article V: Special sessions
Sec. 1. A special session of the Senate may be called by the Executive Board, provided the Board sends to each member of the Senate a notice of the meeting, together with the agenda for that meeting at least forty-eight hours before the scheduled time of the special session. The agenda of a special session shall not be subject to review or modification at the session.

Article VI: Councils
Sec. 1. The councils shall be composed as follows:

- The Academic and Information Technology Council shall be composed of at least 17 members, including the chief information officer, the associate provost for Extended University Programs, the vice president for business and finance, the dean of the Libraries, 10 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges and one from unaffiliated units), the Faculty Senate president or executive board designee as an ex officio member, one undergraduate student selected by the Western Student Association and one graduate student selected by the Graduate Student Association.

- The Campus Planning and Finance Council shall be composed of at least 16 members, including the vice president for business and finance, the executive director of university budgets, the director of campus facilities, 10 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges and one from unaffiliated units), the Faculty Senate president or executive board designee as an ex officio member, one undergraduate student selected by the Western Student Association and one graduate student selected by the Graduate Student Association.

- The Graduate Studies Council shall be composed of at least 16 members, including the provost, the dean of the Graduate College, 11 graduate faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges, one from unaffiliated units, and one at large), the Faculty Senate president or executive board designee as an ex officio member, and two graduate students selected by the Graduate Student Association.
The International Education Council shall be composed of at least 16 members, including the associate provost of the Diether H. Haenicke Institute for Global Education, one administrator from the institute appointed by the associate provost, 11 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges, one from the Center for English Language and Culture for International Students, and one from unaffiliated units), the Faculty Senate president or executive board designee as an ex officio member, one undergraduate student selected by the Western Student Association and one graduate student selected by the Graduate Student Association.

The Research Policies Council shall be composed of at least 18 members including the vice president for research, the dean of the Graduate College, the provost, 11 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges, one from unaffiliated units, and one at large), the Faculty Senate president or executive board designee as an ex officio member, the chair of the Faculty Research and Creative Activities Award Research Screening Committee as an ex officio member, and two graduate students selected by the Graduate Student Association.

The Undergraduate Studies Council shall be composed of at least 17 members including the provost, the associate provost for enrollment management, the dean of the Lee Honors College, 11 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges, one from unaffiliated units, and one at large), the Faculty Senate president or executive board designee as an ex officio member, and two undergraduate students selected by the Western Student Association.

Each council shall elect from its membership a chairperson, vice chairperson, and secretary annually.

Sec. 2. In electing members of the councils, in accordance with Article VIII, Sec. 5 and 6, of the constitution, the Senate shall proceed in the following manner:

- The Senate Executive Board shall nominate one or more candidates for each position to be filled in each council, taking care that each college, except the Graduate College, shall be represented by at least one elected member on the Undergraduate Studies Council. Also, each college with graduate programs, except the Graduate College, shall be represented by at least one elected member on the Graduate Studies Council and the Research Policies Council. None of the persons nominated shall be primarily a member of the administration of the University. Chairpersons and directors of academic units, however, are eligible for nomination.

- These nominations shall be submitted to the Senate at the April meeting and at the same session the Senate shall elect the members of respective councils by majority of the
votes cast for each position.

Sec. 3. The chairperson of each council or the Faculty Senate staff shall notify the Senate Executive Board of any vacancy which occurs among the elected faculty members on the council. The Board shall verify the vacancy and, at the next Faculty Senate meeting subsequent to declaration of the vacancy by the Board, the Senate shall elect one from a slate submitted by the Board. A council member so elected shall serve for the remainder of the unexpired term.

Sec. 4. A vacancy among the undergraduate student members on a council shall be filled by the Western Student Association following the declaration of the vacancy by the Executive Board of the Faculty Senate. The Graduate Student Association shall fill vacancies among the graduate student members. The new student member shall serve for the remainder of the unexpired term.

Sec. 5. All newly elected council members shall take office as of 1 May and serve through 30 April for the duration of the term.

Sec. 6. The chairperson of each council shall designate, when necessary, another member of the council to serve as temporary chairperson.

Sec. 7. A quorum for any meeting of a council shall consist of a majority of the members.

Sec. 8. Council and council standing committee chairpersons may be elected for a maximum of three consecutive one-year terms. After serving three consecutive terms, the person relinquishing the chair may not be elected again as chair of the council for an interval of two years.

Sec. 9. Administrators of the unit to which a council's purview pertains shall not be eligible to serve as that council's chairperson.

Sec. 10. All voting members of councils and of standing committees of councils shall have the right to propose motions and vote, in their respective councils and committees.

Sec. 11. Chairpersons of council standing committees shall either be elected by the standing committee or elected or selected by the council.

Sec. 12. Council standing committees may have ex officio members and ex officio members may be elected or selected as chairperson, but council standing committees may not have chairs appointed by virtue of office.

Article VII: Committees

Sec. 1. In addition to those committees named in Article VII, Part 2, Sec. 2, of the constitution, the following shall be standing committees of the Senate: Professional Concerns, Centers and Institutes, and WMU Essential Studies Executive Advisory.

Sec. 2. The Senate Executive Board shall nominate members and chairpersons for all standing committees and any ad hoc or special committees. The final determination and official
appointment of committee memberships shall be made by the Senate Executive Board.

Sec. 3. A vacancy on a standing committee shall be filled by the Senate Executive Board when notified of such vacancy by the chairperson of the standing committee.

Sec. 4. All voting members of standing committees of the Faculty Senate shall have the right to propose motions and vote in their respective committees.

**Article VIII: Faculty fees**

Sec. 1. At the first regular meeting of the Senate, in the fall semester of each year, the Executive Board shall submit a budget for the fiscal year ending on June 30, next. Faculty fee increases shall be indexed to the across-the-board salary increases which faculty receive under the terms of the collective bargaining agreement. The Senate, at the same meeting, shall adopt a budget.

Faculty fees shall be assessed on all faculty members and shall be collected by whatever method the Senate shall determine.

Sec. 2. The Senate may levy special assessments on members of the faculty, but only after determination of need and for specified purposes. The manner of collection shall be determined by the Senate.

**Article IX: Quorum**

Sec. 1. A quorum for any meeting of the Senate shall consist of a majority of the members. In the absence of an elected representative, his/her official substitute shall count towards a quorum.

**Article X: Agenda procedure**

Sec. 1. No new agenda item may be brought to the floor of the Senate after 7:30 p.m. This allows new motions or continuing discussion of motions and amendments already underway concerning the agenda item on the floor.

Sec. 2. After 7:30 p.m. and before 8 p.m., professional concerns ordinarily will be brought to the floor of the Senate. This period is intended as a time for senators and other faculty to voice concerns or ask questions of the Executive Board and administrative members of the Senate. Concerns and questions should not touch upon those areas which are within the province of the collective bargaining agent for the faculty, the WMU AAUP Chapter.

Sec. 3. Unless otherwise determined by a two-thirds vote of the Senate in session, Senate meetings will adjourn no later than 8 p.m.

**Article XI: Parliamentary authority**

Sec. 1. The rules of parliamentary practice contained in the current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* shall govern the proceedings of the Senate, subject to such special rules as may be adopted by the Senate.
Article XII: Amendments to the bylaws
Sec. 1. These bylaws may be amended, provided a written copy of the proposed amendment is submitted and read at a regular session of the Senate and approved at the next regular session by a majority vote of the total membership of the Senate.

Article XIII: Admission and participation of non-members at Faculty Senate meetings
Sec. 1. Faculty Senate meetings
All regular and special meetings of the Faculty Senate shall be open to the public to the seating capacity of the hall. At the discretion of the presiding officer, the Senate may withdraw in camera to conduct any business which must necessarily be kept confidential. The chief officers (or their delegated representatives) of the appropriate WMU student government bodies (e.g., Graduate Student Association, Western Student Association) may be invited to speak on matters of concern to their constituents. Other persons or organizations may request the privilege of addressing the Senate by way of the Executive Board.

Faculty Senate staff, in consultation with the officers, will develop procedures to maintain the integrity of any voting which takes place during Faculty Senate meetings. Non-voting members and guests should be made aware that they are welcome to participate in discussions when recognized by the presiding officer, but not to vote or to propose motions.

Sec. 2. Council and committee meetings
Meetings of the councils and standing committees are also intended to be open to all interested parties, including faculty who are not members. Council meeting schedules and agendas are published in advance in order to facilitate this. The chairs of the relevant bodies are expected to recognize guests and invite their participation, as appropriate, while restricting voting and proposing motions to the members of the council or committee.

Sec. 3. Participation by part-time instructors
The faculty of WMU acknowledge the dedication, skills, and essential roles played by part-time instructors in the mission of the University. Part-time instructors are allowed and encouraged to participate in meetings of the Senate, its councils and committees, when recognized by the presiding officer. Participation does not include voting rights or proposing motions.

Amendments:
Article IX: 1979, renumbered VIII 1996
Article X: renumbered IX 1996; times changed to reflect change in meeting time from 7 p.m. to 5 p.m., 1996
Article XI: added 1992; renumbered X 1996
Article XIII: added 1971; amended 1979; renumbered XII 1996
Article XIV: renumbered XIII 1996 and amended 2014

Last revision date October 1, 2020