Faculty Senate By-Laws

**General Points of Order**

The Faculty Senate of SCU shall:

1. Adopt Robert’s Rules of Order;

2. Attend regular meetings. Following more than three unexcused absences, s/he may lose voting privileges by a simple majority vote of the Faculty Senate.

3. Elect a Parliamentarian. The parliamentarian must be a member of the Senate.

**Duties of the Faculty Senate Officers**

**The Faculty Senate/Association President shall:**

1. Call meetings of the Faculty Senate as prescribed by the Faculty Senate Constitution.

2. Serve as an officer of the Faculty Senate.

3. Preside over the meetings of the Faculty Senate.

4. Prepare an Annual Plan and submit that plan to the Faculty Senate.

5. Appoint, with Faculty Senate approval, members of Faculty Senate committees.

6. Coordinate the committee activities.

7. Serve as an ex-officio member of the President’s Cabinet.

8. Prepare an Annual Budget for year as President and submit that budget

to the Faculty Senate for approval.

9. Develop, in conjunction with the Faculty Senate a response to those issues

which arise during the academic year that need to be addressed by the Faculty Senate.

10. Assist the Secretary in the development of the agenda for Faculty Senate.

**The Faculty Senate President shall not:**

1. Act as a representative of the Senate on administratively appointed committees.

2. Speak for the Faculty without prior approval by the Faculty Senate, on matters

or issues brought up by either the President of the University or by the Board or Regents. Issues brought up by the President of the University and by the Board of Regents shall be addressed by the Faculty Senate.

**The Vice-President/President-Elect shall:**

1. Serve as an officer of the Faculty Senate.

2. Assist the President in implementing the Annual Plan.

3. Preside over the meetings of the Faculty Senate in the absence of the President.

4. Meet with the Planning Committee to establish priorities and activities for the upcoming year.

5. Assist the President and Secretary in the preparation of the agenda for Faculty Senate

and Faculty Association meetings.

**The Vice-President/President-Elect shall not:**

1. Act as a representative for the Faculty Senate on administratively appointed committees.

2. Speak for the Faculty without prior approval by the Faculty Senate, on matters

or issues brought up by either the President of the University or by the Board or Regents. Issues brought up by the President of the University and by the Board of Regents

shall be addressed by the Faculty Senate.

**Duties of the Planning Committee**

The Planning Committee will:

1. Conduct long range planning for the Faculty Senate.

2. Suggest to the Faculty Senate ideas, issues or concerns that impact faculty.

3. Assist the Faculty Senate as they implement and periodically review and update

the Strategic Plan.

4. Carry out any task appropriate to its charge as assigned by the Faculty Senate.

5. Meet with the President-Elect to develop areas of emphasis

in the Strategic Plan for consideration for the following academic year.

6. Suggest to the Faculty Senate which permanent and temporary committees need

to be appointed.

7. Periodically review the committee structure and recommend to the Faculty Senate

such changes in that system as the committee shall find desirable.

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| *Drafted on: Fall 2010* |
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