

## 12.04.99.R0.01 Constitution of the Faculty Senate



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### Procedure Statement

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The Faculty Senate is the organizational vehicle through which the opinion of the faculty at Texas A&M University-Commerce is expressed. The Faculty Senate will propose, investigate, study, discuss and recommend to the University President all such matters as it feels involve the true function of education at A&M-Commerce. The Faculty Senate will also express the opinion of the faculty on questions laid before it by the University President, or upon order of The Texas A&M System Board of Regents, or raised for its consideration by faculty members.

The decisions and recommendations of the Faculty Senate should be considered as the opinion of the faculty unless challenged. The University President may, upon the President's initiative, at the suggestion of the A&M System Board of Regents, or upon petition from the faculty members in a manner to be determined by the University President, bring any decision or recommendation of the Faculty Senate before the general faculty assembled, for confirmation, discussion, or rejection as the opinion of the faculty at A&M-Commerce.

The Faculty Senate will recommend the initiation, change or modification, or discontinuance of goals, policies, programs, methods, and practices which affect the education of students, the intellectual life, the role and relationships of the faculty, and the conditions under which learning and teaching are conducted at A&M-Commerce.

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### Reason for Procedure

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This procedure defines the role and responsibilities of the Faculty Senate, its officers and members. The Faculty Senate represents the interests, opinions and recommendations of all faculty members (tenure track, non-tenure track, and academic professional track) as they relate to the administration and educational function of the University.

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### Procedures and Responsibilities

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#### 1 MEMBERSHIP

## 1.1 Composition

The Faculty Senate will be composed of one member elected by each Academic Department.

## 1.2 Eligibility

1.2.1 Any member of the faculty who will have completed two academic years of full-time employment to the University at the time the member takes office, who does not hold a full-time administrative appointment, and who holds the rank of instructor or higher, or who has been granted parallel rank with the intent of extending faculty privileges will be eligible for election to the Faculty Senate.

1.2.2 If these requirements, along with other provisions of this constitution will leave no member of a department eligible for election at the time vacancy occurs, the requirement of two years' service will be waived.

1.2.3 All administrative personnel at the Assistant Dean or higher, the Director and Associate Director of Libraries, and all department heads will be excluded from membership in the Faculty Senate.

1.2.3.1 In the event that no other willing and/or able faculty member is eligible to represent an Academic Department, a department head may serve on the Faculty Senate, for no longer than one academic year, so that full representation of all Academic Departments is maintained. Should a Senator be appointed department head, the Senator's term will expire at the end of the academic year, and a new Senator should be elected.

## 1.3 Election

1.3.1 Election of an Academic Department's Faculty Senator will be held on or before the second Tuesday in March prior to a seated Senator's term expiration.

1.3.1.1 The Academic Department electing a Faculty Senator will convene at a time and place of its choosing for the purpose of holding an election.

1.3.1.2 Minutes of the election meeting are to be kept by a faculty member present at the election.

1.3.1.3 A list of eligible faculty members within the department will be presented to those assembled.

1.3.1.4 The votes cast will be gathered in the presence of the assembled faculty and the results will be tallied by the two most junior faculty members present.

1.3.1.5 The faculty member garnering the highest number of votes will become the Academic Department's Faculty Senator upon the expiration of the current Faculty Senator's term.

- 1.3.1.6 In the event of a tie between two or more faculty members, a second round of voting will be held with the votes cast only for those tied in the first election.
  - 1.3.1.7 A currently seated Faculty Senator may be reelected.
  - 1.3.1.8 When an election is completed, the minutes of the election and the name of the elected Faculty Senator will be presented to the President on or before the Faculty Senate monthly meeting in April following the election.
- 1.3.2 Up to two alternate senators will be elected using the election process described above for an Academic Department's Faculty Senator. The alternates will serve for one year and will be eligible for re-election. The names of the elected alternates will be submitted to the President by the department, and the Recording Secretary will keep a list of accredited alternates. An alternate may replace an Academic Department's senator at a meeting at which the elected senator is unavoidably absent. The alternate must be informed of matters to come before the Senate at the meeting to be attended and must inform the Recording Secretary of alternate status prior to the meeting. A duly-elected alternate has all rights and privileges of a senator when replacing an elected senator at a meeting.

#### 1.4 Term of Office

- 1.4.1 Elected members of the Faculty Senate will hold office for three academic years. The term of office will begin on the first day fall semester following election.
  - 1.4.1.1 Membership on the Faculty Senate will be vacated on the date that a member terminates his/her faculty appointment to and assumes duties in a position in the University which terminates membership in the Academic Department the member is elected to represent.
  - 1.4.1.2 Membership on the Faculty Senate will be vacated at the time which a member's resignation from his/her position at the University becomes effective.
  - 1.4.1.3 Membership on the Faculty Senate will be vacated when a member begins a leave of absence of more than one semester but will not be vacated when a leave of absence is granted for one semester or shorter period. When a senator is granted a leave of absence for one semester, or is absent for the summer, the Academic Department's alternate Faculty Senator will take the place of the Faculty Senator taking a leave of absence.
  - 1.4.1.4 Membership on the Faculty Senate will be vacated from the date a member submits to the President his/her resignation from the Faculty Senate.

1.4.1.5 Membership on the Faculty Senate will be vacated from the date the department head notifies in writing the President that a representative of that department has been removed from office by a departmental meeting and vote of the department.

1.4.1.5.1 The election of a replacement Faculty Senator removed in this manner will be replaced according to Section 1.3 Elections. The newly elected Faculty Senator will take office immediately and will serve the unexpired term of the replaced Faculty Senator.

1.4.1.5.2 The President and President-elect are exempt from departmental recall. Should the need for the removal of either the President or President-elect arise the process will originate from within the Faculty Senate or from the University President. The case for removal from office will be clearly defined and substantiated with factual evidence of the need for removal. The individual subject to recall will be given time to prepare a defense of the evidence against them. After hearing the evidence for removal and the defense against, the matter of removal will be remanded to the Faculty Senate for a vote. A two-thirds majority vote is required to dismiss either the President or President-elect from their office. In the event that the President is removed from office then the President-elect will take office immediately. In the event that the President-elect is removed from office then an election for a new President-elect is held immediately.

1.4.1.6 In the event that a Senator is placed on a terminal contract, the department head of this Senator will notify the President in writing of the impending change of Senator for the department.

1.4.1.7 An elected member of the Faculty Senate, having created a vacancy in any of the manners enumerated above, will not be elected to the Faculty Senate again until one full academic year will have elapsed.

1.4.2 There is no limit on the number of terms, consecutive or nonconsecutive, a faculty member may serve.

## 2 MEETINGS

2.1 The Faculty Senate meets during the full months of the Spring and Fall semesters. The Faculty Senate is adjourned for the months of January, June, July, and August. The agenda for each stated meeting will be prepared and distributed to each member of the Faculty Senate and the date of each meeting publicly announced no less than one full week prior to each meeting.

- 2.2 Additional meetings of the Faculty Senate will be called by the President, provided that members of the Faculty Senate receive prior written notice and agenda, under the following conditions: upon call of the President; upon call of the Executive Committee of the Senate; upon the petition of two-thirds of the Faculty Senate; upon the request of the University President.
- 2.3 The presence of a majority of the total number of members of the Faculty Senate will constitute a quorum for the transaction of all business of the Senate.
- 2.4 *Roberts Rules of Order*, Newly Revised, will govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with the Constitution or Bylaws of this Faculty Senate.
- 2.5 Notification of committee meeting and related documents are to be sent to attendees no less than one week prior to the scheduled date and time of the meeting. An emergency meeting of a committee is exempt from the notification process.

### 3 OFFICERS AND DUTIES

#### 3.1 Officers

3.1.1 Officers of the Faculty Senate will be the President, the President-elect, a Correspondence Secretary, a Recording Secretary, a Parliamentarian, a Treasurer and any other officers which the Senate will create.

3.1.1.1 The President holds office for two years. After completing the two year term of office a Presidents serves an additional year as President-Past. The term of office as a senator may be extended for one year, if necessary, in order to serve as President-past. During the President's first year the President-past preforms the duties and functions of a President-elect. A new President-elect is elected in accordance with 3.1.3 at the April meeting of a President's first year.

3.1.1.2 The President in office at the time of the acceptance of 3.1.1.1 will hold office for a second year.

3.1.2 Officer(s) to fill newly created offices will be appointed by the President or elected by the Faculty Senate. If a new office is to be continued beyond one year, the Constitution will be amended to include the office and to specify the qualifications and method of election or appointment.

3.1.3 Officers will be members of the Faculty Senate and, with the exception of the President, will be elected by the Faculty Senate at the April meeting. Offices will take office on the first day following the end of the second summer semester.

3.1.4 The President-elect will become President after one year's service as President-elect or upon a vacancy in the Office of President. A vacancy in the Office of President-elect will be filled by the Faculty Senate at its next meeting.

#### 3.2 Duties

- 3.2.1 The President will call meetings of the Faculty Senate; preside at all Faculty Senate meetings; in emergencies, appoint members to ad hoc committees; report to the Faculty Senate all communications from the University President; and transmit to the University President the written minutes of each meeting of the Faculty Senate and any other such written communications as the Faculty Senate will direct. The President will have voice in the meetings of the Faculty Senate at any time that he/she desires by calling to the chair the President-elect of the Senate. The President will vote in the case of a tie.
- 3.2.1.1 In order to support the duties required the President will be eligible for a teaching load reduction of one course for each of the fall and spring semester of the term.
- 3.2.1.1.1 The course release is voluntary. A faculty member that declines the course release while serving as President will not be eligible for overload compensation unless the teaching load exceeds guidelines described in *12.03.99.R1 Faculty Workload*.
- 3.2.1.1.2 Should the course release be accepted, an adjunct faculty position will be budgeted to the President's academic department. The adjunct position will be funded by the Provost's Office.
- 3.2.2 The President-elect of the Faculty Senate will call and preside at all meetings of the Faculty Senate in the absence of the President and will preside over all meetings when the President vacates the chair and calls the President-elect to preside.
- 3.2.3 The President-elect will assume the presidency upon a vacancy in that office. A new President-elect of the Senate will be elected by the Senate at its next regular meeting. In the absence of the President and the President-elect, the Executive Committee will designate a temporary chairman.
- 3.2.4 The Recording Secretary will keep full and faithful minutes of the proceedings of each meeting of the Faculty Senate and the Faculty Senate Executive Committee; present the a written transcript of such to each member of the Faculty Senate and faculty; transmit, communications to or from the Faculty Senate, and all other records directed to kept by the Faculty Senate; and make Faculty Senate documents readily available to any member of the Faculty Senate, Faculty, The University President, The Texas A&M University System, or member of the A&M System Board of Regents.
- 3.2.5 The Correspondence Secretary will transmit to each member of the Faculty Senate and faculty promptly, and in writing the call agenda of each meeting as presented by the President; and transmit to each Faculty Senate Officer and other as required, communication from the President.

- 3.2.6 The Parliamentarian will be knowledgeable in parliamentary procedure and will advise, when requested, the President upon matters concerning parliamentary procedure. In the absence of the parliamentarian, the President will ask another instructed member to act in this position.
- 3.2.7 The Treasurer will be knowledgeable of financial matters, especially those of the Senate. The Treasurer will maintain the budget apportioned to the Senate and will make annual reports of the expenditures incurred by the Senate, its Officers, and its members.

## 4 COMMITTEES

The Faculty Senate utilizes three levels of committees in order to better address the work of the Senate and its members.

### 4.1 Executive Committee

- 4.1.1 Membership. The Executive Committee of the Faculty Senate will be composed of the President, the President-elect, the Correspondence Secretary, the Recording Secretary, the Treasurer, and the chairs of the standing committees of the Senate. The President will serve as chair of the Executive Committee.
- 4.1.2 Meetings. The Executive Committee will meet upon call of the chairman, upon request of the University President, or upon request of two members of the committee. The Executive Committee will meet in sufficient time, in advance of each stated meeting of the Senate, to provide the members of the Senate and faculty with a written agenda at least one week before each stated meeting.
- 4.1.3 Duties. The Executive Committee will be charged with the preparation of an agenda for each stated meeting of the Senate; serve as a committee on committees; call meetings of the Senate when it sees need; and consider such matters as the President of the Senate or the Senate will lay before it.

Any member of the University may lay before the Executive Committee proposals for consideration by the Senate or a request to appear before the Senate to speak on a specific subject. If the Executive Committee declines to include the request on the agenda, the faculty member making the request may require the President of the Senate to lay the question before the Senate as the first item of business at the next meeting of the Senate. Should a majority of the Senate agree, the item may be assigned a place on the agenda of the meeting, or the person making the request may be allowed to speak, or the matter may be referred to an appropriate committee, as the Senate will direct.

- 4.1.4 Term. The Executive Committee membership will stand throughout the term of the current President, typically one academic calendar year.

### 4.2 Standing Committees

4.2.1 Membership. All members of the University faculty, administration, staff and student body will be eligible to serve on Senate committees, which will be chaired by a senator, will have a minimum of seven members, will have at least one representative from each college, and will have continuity in annual membership.

The chairman of a standing committee may request that the Senate replace members for non-performance of committee duties.

4.2.1.1 The Organization of the Senate subcommittee is exempt from the membership requirements stated in 4.2.1. This subcommittee is made of members of the Faculty Senate and has at least three members serving.

4.2.2 The standing committees of the Senate will include the following:

4.2.2.1 Academic Life

4.2.2.2 Academic Practice

4.2.2.3 Admission and Retention of Students

4.2.2.4 Budget

4.2.2.5 Curriculum

4.2.2.6 Faculty Awards

4.2.2.7 Organization of the Senate

4.2.2.8 University Facilities and Scheduling

4.2.3 Meetings. All committee meetings will be open unless otherwise ordered by the Senate or as provided in the Senate Bylaws. The time and place of an open meeting of a committee will be adequately published at least three days before the meeting is held.

A standing committee will call an open hearing upon written request from the President signed by twenty members of the faculty or upon request of the University President.

Upon order of the Senate or the President, or upon request of the University President, or upon written request to the President signed by twenty members of the faculty, any topic or any aspect of any topic pertinent to the work of the committee will be considered by the committee and include in its report to the Senate.

4.2.4 Duties. Standing committees of the Senate will have the power of originating proposals in their area of competence and of holding open meetings to explore campus opinion, in addition to considering proposals referred to them by the Senate.



- 4.2.4.1 Academic Life will study matters relating to the well-being of the faculty, including tenure, promotion, compensation and raises, fringe benefits, and interdepartmental/intercollegiate relationships.
- 4.2.4.2 Academic Practice will evaluate matters relating to academic practice, instruction, testing and grading, faculty and administrative performance, research and grants, graduation requirements and recognition of students for scholastic performance.
- 4.2.4.3 Admission and Retention of Students will review proposals relating to the recruitment, admission, retention and dismissal of students.
- 4.2.4.4 Budget will monitor the implementation and participate in the evaluation of the current year's university budget and will inform the faculty on budgetary matters. It will survey the faculty through questionnaires, open hearings, and/or other means to learn the faculty's goals and priorities for the coming year(s) and will use the information gathered in this process to develop recommendations for university priorities consistent with those goals. Its recommendations will be forwarded to the Budget Review and Development Council for its use in developing university goals. The Senate will be represented on the Budget Review and Development Council by the chair of the Budget Committee and by one other senator elected by the Senate at the meeting during which Senate officers for the coming year are elected. The committee will participate in each state of the university budget process, either through its chair or through the chair's designee(s) from the Budget Committee.
- 4.2.4.5 Curriculum will evaluate course offerings and general requirements for graduation, recommending, additions, deletions and modifications where deemed appropriate.
- 4.2.4.6 Faculty Awards will develop guidelines, establish and implement the selection process and provide for recognition of recipients referred to the committee.
- 4.2.4.7 Organization of the Senate will consider proposals relating to changes in the Constitution, Bylaws, or Rules of the Senate, or proposals for measures which will improve the operations and procedures of the Senate.
- 4.2.4.8 University Facilities and Scheduling will consider all issues which relate to facilities and scheduling, including such matters as registration (on-campus, off-campus, and pre-registration), scheduling of classes, scheduling of various regular events and the use and scheduling of facilities.

### 4.3 Ad Hoc Committees

4.3.1 Membership. The Senate will create such ad hoc committees as it will deem necessary. The President will call upon members of the Senate for a senator to chair an ad hoc committee. The ad hoc committee chair will assemble the remaining members needed to accomplish the given task.

4.3.2 Meetings. All committee meetings will be open unless otherwise ordered by the Senate or as provided in the Senate Bylaws. The time and place of an open meeting of a committee will be adequately published at least three days before the meeting is held.

An ad hoc committee will call an open hearing upon written request from the President signed by twenty members of the faculty or upon request of the University President.

4.3.3 Duties. An ad hoc committee will serve until their final report is presented to the Senate or until dismissed by the Senate. An ad hoc committee will hold at least one open hearing prior to presenting reports or recommendations.

## 5 BYLAWS

The Senate will adopt such bylaws, regulations, rules, orders, or other procedures for the conduct of its business as it will please, provided that they do not conflict with the terms of this Constitution. (See Appendices)

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## Related Statutes, Policies, or Requirements

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System Policy [12.04 Academic Council/Faculty Senate](#)

University Rule [12.03.99.R1 Faculty Workload](#)

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## Definitions

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The phrase “Academic Department”, in any form, is used within this procedure to include the academic departments, divisions, or units within each of the University’s Colleges, Schools, and the Libraries.

The term “President”, as used in this document, will be understood to mean the Faculty Senate President except in those occasions where clarification is required.

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## Appendices

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Appendix A - *Faculty Senate Bylaws*

**Contact Office**

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President's Office  
903.886.5014

Appendix A - Faculty Senate Bylaws  
Texas A&M University-Commerce

1. Bylaws of the Senate will be made or amended by a two-thirds vote of the members present and voted on at the meeting following the meeting at which the amendment is introduced.
2. Rules of the Senate will be made or amended by a two-thirds vote of the members present and voting at the meeting in which the amendment is introduced.
3. The Senate will convene at 2:00 p.m. on the first Tuesday of the months designated by Article 2 for all regular meetings, unless otherwise designated by vote of the Senate.
4. The Senate will be the sole judge of its own rules and bylaws.
5. Senate meetings will be open unless specifically voted otherwise for a particular meeting or any portion thereof.
6. Senators will be expected to attend meetings of the Senate. Three absences in a year will constitute grounds for removal by the Senate and request will be made that the Academic Department in question replace the delinquent senator.
7. In the event of a merger of two or more departments, an election for the Senate positions will be held within two weeks of the official date of such a merger. Senators in office prior to the merger will be eligible for re-election, but only to the extent of their unexpired term.
8. The time and place of the meeting of the Executive Committee at which the agenda is prepared will be announced to the faculty at last one week prior to the meeting.
9. The chairs of the standing committees of the Senate will be nominated by the Senate President with whom they will serve. Normally, these nominations will be made by the President-elect after the membership of the Senate for the coming academic year has been determined. Remaining members of the standing committees will be nominated by the incoming Executive Committee (that is, by the current President-elect, the incoming President-elect, the Secretaries-elect and the persons the President has nominated to be the chairs of the standing committees). The chairs and remaining members of the standing committees will be elected by the Senate at the first meeting of the Senate in the fall semester.
10. Ad hoc committees normally will be composed of senators only, and no senator will serve on more than one ad hoc committee at a time. Ad hoc committees will hold at least one open hearing prior to presenting reports or recommendations to the Senate.
11. The membership of ad hoc committees may be specified by motion at the time they are created or by the Executive Committee or in an emergency by the President.
12. The Senate may refer proposals to external faculty bodies with the request that the proposal be studied and a report made to the Senate or that the body takes any action within its designated power.

13. If an emergency meeting of a committee must be held without proper notice having been given as provided in Article 4 *Committees*, the chairman of the committee will notify the President in writing of the reasons for doing so, and those reasons will be included in the final report of the committee to the Senate.

Appendix B - Faculty Senate Rules  
Texas A&M University-Commerce

- 1 Recess. A motion to recess or a motion to declare a recess at a specific time may be proposed at any time. The Senate may not recess without specifying the time and place of reassembly.
- 2 Suspension of Rules. The rules of the Senate will not be suspended except for a definite purpose and by a two-thirds vote of the members present and voting.
- 3 Temporary Rules. Temporary rules may be adopted or suspended at any meeting in the same manner as any other motion and when adopted continue in force until rescinded or modified. All temporary rules will be reviewed by the Executive Committee at the beginning of each academic year and any changes will be proposed in the first meeting of the Senate in any academic year.
- 4 Membership Roster and Constitution. The Correspondence Secretary will furnish to each senator a copy of the current membership roster of the Senate at the beginning of each academic year and to each new senator a copy of the Constitution, Bylaws, Rules and Temporary Rules. Revisions will be furnished to each senator.
- 5 Referral. The normal procedure for introducing business before the Senate is through the submission of proposals by a senator or faculty member to the Executive Committee. The Executive Committee may place such a proposal on the agenda of the Senate for immediate consideration, or refer it to an appropriate standing committee or to an ad hoc committee, or refuse to consider it. The Executive Committee will then inform the Senator or faculty member making the proposal forthwith of its disposition.
- 6 Communications. All communications addressed to the Senate will be presented to the Senate at the time specified for communications in the agenda. Any communication requesting action by the Senate must be read to the Senate when it is convened. All written communications from the University President will be submitted immediately upon receipt to the Executive Committee if the communication requests action by the Senate.
- 7 Committee Reports. Reports of all committees when carrying recommendations for Senate action will be circulated among the senators at least three days prior to the meeting of the Senate at which action is requested. Distribution of such reports, if not included with the agenda materials, is the responsibility of the reporting committee.
- 8 Participation of Non-Members. Non-members will address the Senate only upon request of the Senate or at the invitation of any committee of the Senate. Any non-member of the Senate who wishes to address the Senate in any capacity under the formal sections of the Agenda listed in Senate Rule 9 will be limited to no more than 15 minutes unless the speaker has consulted with the President of the Faculty Senate in advance, at which point the President of the Faculty Senate will announce such to the Senate; or if the Faculty Senate votes to provide the speaker additional time by simple majority.
- 9 Agenda. Unless otherwise directed by the Senate, the Order of Business will be:

Roll Call

Approval of the Minutes

Guest Speaker(s)  
Communications  
Unfinished Business  
Committee Reports  
New Business

The term “Unfinished Business” will include questions postponed from a previous meeting; motions to reconsider decisions taken at a previous meeting; or to discharge a committee from consideration of a proposal.

The term “New Business” will refer to proposals and announcements which have not been placed on the agenda by the Executive Committee. Non-substantial matters, such as votes of thanks or condolences, requests for information, or proposals to refer to committee may be introduced from the floor and discussed by the Senate. Proposals requiring substantial action by the Senate, if not included with the agenda materials, will be referred to committee or placed on the agenda of the next meeting.

10 Address. Members of the Senate will be addressed as “senator” in all formal and informal proceedings of the Senate.

11 Debate. Discussions and debate in the Senate will be governed by the following rules:

11.1 Senators will speak only when recognized by the chair and will stand when addressing the Senate.

11.2 Discussion or explanation of motions cannot proceed unless (a) the motion is seconded or (b) given permission by the Senate.

11.3 The first speech regarding any motion will be the prerogative of the initiator of the motion.

11.4 Individual speeches on any motion are limited to five minutes per member. A second speech on the same motion is permissible only after every senator has had an opportunity to speak to the motion and if the time limit for the debate of the motion has not expired. Second and succeeding speeches are also limited to five minutes.

11.5 Time limits for debate may be set by a two-thirds vote of the assembled senators voting. Time limits may be extended in the same manner.

11.6 Debate may be closed by calling for the question with a two-thirds vote of the assembled senators concurring.

11.7 Open discussion on the floor may be accomplished by a motion, with a majority concurring, to consider the question informally.

12 Voting. Voting in the Senate will be governed by the following rules:

12.1 The normal method of voting will be voice vote.

- 12.2 Standing votes or show of hands may be asked for by a senator and cannot be refused by the chair or Senate.
  - 12.3 Roll call votes and secret ballots may be demanded by majority vote of the assembled senators voting and will take precedence over 12.2.
  - 12.4 The President will appoint four official tellers at the first meeting of each academic year to serve for that year. Temporary tellers may be appointed for any single meeting attended by less than two official tellers.
  - 12.5 A majority will be defined as more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.
  - 12.6 A two-thirds vote must be used under the following actions:
    - 12.6.1 Suspend rules
    - 12.6.2 Close or limit debate
    - 12.6.3 Close or limit nominations and voting
    - 12.6.4 Take away membership
    - 12.6.5 Change the order of business
- 13 Election of Senate Officers. Election of Senate officers will be governed by the following rules:
- 13.1 After the members of the Senate for the coming academic year have been elected, the Recording Secretary of the Senate will distribute to each person who will be serving in the Senate during the coming year a ballot on which will be printed the names of all senators who have served at least one year as a Senator.
  - 13.2 Current senators will select one nominee for the office of President-elect and return the ballot to the Recording Secretary of the Senate.
  - 13.3 The ballots will be opened and tabulated by the President and the Recording Secretary in the presence of the Senate. The result of this balloting will be announced and communicated to each person who will be serving in the Senate during the coming year.
  - 13.4 The names of the three persons (and ties) receiving the highest number of votes will be placed in nomination for the office of President-elect.
  - 13.5 The person receiving a majority of votes cast will be elected President-elect. If no nominee receives a majority vote on the first ballot, the two nominees receiving the highest number of votes will be placed on the second ballot.



- 13.6 If the person elected President-elect is about to enter the final year of his/her term, then that person will be awarded another term in the Senate at the conclusion of his/her current term. The additional term will count toward the total number of seats apportioned to the President's academic unit.
- 13.7 Printed ballots containing the names in nominations will be distributed, marked, returned and counted during the meeting.
- 13.8 The Secretaries will be elected by nominations from the floor.
- 13.9 The Parliamentarian will be appointed by the President-elect prior to the first meeting of the Senate for the new academic year.
- 13.10 The Treasurer will be elected by nominations from the floor.
- 13.11 In the event of a vacancy in the office of President, the President-elect will succeed to the office, and the Senate will elect a President-elect at its next regular meeting. The Executive Committee will fill the vacant office of a Secretary by a temporary appointment until the next Senate meeting, at which time the Senate will elect a replacement to fill the position for the remainder of the term.
- 13.12 The Senate may by resolution adopt procedures to implement the provisions of this rule.