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## BYLAWS

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THE UNIVERSITY OF ALABAMA FACULTY SENATE

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### Article I. Senate Officers

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In all elections of Senate Officers\_\_President, Vice President, and Secretary\_\_elections will be by the vote of the majority of the senators voting, in a meeting at which a quorum of the Senate is present. Nominations will be made from the floor at the time of the election. Nominations and election of the Senate President will be completed before the floor is opened for nominations for Vice President, and the election of the Vice President will be made before nominations are

received for the Office of Secretary.

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## Article II. Organization

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### Section 1. Steering Committee.

The Steering Committee is authorized to make representations in its own name in regard to any matter within the scope of the Senate's responsibilities and functions (as defined in Article II of the Constitution) when, in the Committee's judgment, circumstances require action before it is possible to convene a meeting of the Senate. In such instances, the Committee will be guided by its best judgment regarding the intention of the Senate if such intention is known.

### Section 2. Standing Committees.

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There shall be standing committees on:

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Academic Affairs (11)

Financial Affairs (9)

Planning and Operations (5)

Research and Service (5)

Student Affairs (5)

Senate Operations (3)

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Subject to reasonable exceptions to accommodate the needs of the Senate and the interests of senators, each senator ordinarily will have one standing committee assignment. The number of members shall be approximately that indicated in parentheses for the respective committees.

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After senators have been afforded an opportunity to register their preferences for committee assignments, the retiring Steering Committee shall appoint members of standing committees subject to confirmation by the Senate. Appointments may not be confirmed until the list of appointees has been furnished to senators. Standing committees will elect their chairpersons from among their members. Committees that recognize the need for co-chairs may elect them. All co-chairs elected shall represent their committees as members of the Steering Committee of the Senate. Standing committees may elect vice chairpersons. Such vice chairpersons are eligible to serve in the absence of chairpersons and can represent the committee to the Steering Committee and the Senate.

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Standing committees will inform themselves, on their own initiative or pursuant to specific instructions from the Senate, concerning matters of current concern within their

respective jurisdictions. Standing committees, directly or through their chairs are expected to seek and maintain continual dialogues with the vice presidents in charge of the areas of University affairs in which the respective committees have jurisdiction. Monthly meetings are an example of a mechanism for such dialogues. The committees shall make such reports and recommendations to the Senate as they deem appropriate or as the Senate requires.

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Committee on Senate Operations.  
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The Committee on Senate Operations is responsible for continuous review of the Senate's organization and procedures and for recommending changes it deems desirable in either the Constitution or the Bylaws.

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The Senate Operations Committee will consider the reasonableness of all absences in excess of two by a senator from Senate meetings in which the senator

is not represented by a duly elected alternate and will make a recommendation to the Senate whether the position should be declared vacant. The Operations Committee also will be responsible for determining if a Senate seat is vacant for reasons other than absence and will make appropriate recommendations to the Senate.

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The Senate Operations Committee is responsible for interpreting the Constitution and Bylaws and may receive requests for interpretation from the Senate or the Senate President or may initiate action by itself. All such interpretations must be reported to the Senate and are subject to Senate concurrence.

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The Senate Operations Committee is charged with responsibility for determining the constitutionality of the Senate Bylaws. Such determinations

must be reported to the Senate and are subject to Senate concurrence.

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The chairperson of the Senate Committee on Financial Affairs will represent the

Senate on all decision-making committees or bodies which have responsibility for

establishing priorities and allocating funds within the University budget when the Senate

is requested by the University President to provide such representation (Article II-4 of

Constitution).

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### Section 3. Special Committees.

Special committees may be created by the Senate as needed. Unless the Senate directs otherwise, special committee members and chairpersons shall be designated by the same methods as for standing committees. Persons eligible to vote in Senate elections who are not members of the Senate may be appointed by special committees as their consultants.

### Section 4. Subcommittees.

Standing and special committees may establish such standing or special subcommittees as they deem useful. Persons eligible to vote in Senate elections who are not members of the Senate may be appointed by subcommittees as their consultants.

### Section 5. Parliamentarian.

The Senate President will nominate a parliamentarian, subject to Senate confirmation, to serve as recommended in the most recent revision of Robert's Rules of Order except where these Rules are contravened by a rule adopted by the Senate. This person will be a member of the Faculty, as defined in the Constitution, who is not a senator. It shall be the duty of the Parliamentarian to attend all meetings of the Senate and of the Steering Committee. o73

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## Article III. Procedures

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### Section 1. Meeting (Senate and Steering Committee).

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The times and places for all Senate meetings will be determined and published by the Steering Committee.

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The Steering Committee ordinarily shall hold regular meetings seven to fourteen days prior to regular Senate meetings. Special meetings of the Steering Committee can be called by the President of the Senate and shall be called upon the written request of three of the committee's members.

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All resolutions and original motions to be presented to the Senate must be in writing and should be mailed by the Senate Secretary with the agenda for the meeting.

## Section 2. Agenda.

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Except when the Steering Committee or the Senate orders otherwise, the customary order of business as described in Robert's Rules of Order will be followed.

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Agenda will be distributed to members during the week in advance of the meetings by the Senate Secretary except when exigent circumstances make it necessary, in the

judgment of the Steering Committee, to prepare or change an agenda so soon before the meeting that advance circulation is impractical.

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The Steering Committee will employ whatever means are feasible and appropriate to give notice of pending agenda to all members of the Senate.

### Section 3. Access to Senate Meetings.

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Any person may attend Senate meetings during other-than-executive sessions for the purpose of observing its proceedings.

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Anyone other than a senator may address the Senate only on invitation by vote of the Senate or on invitation by the President of the Senate after an opportunity for the Senate to object and, in case there is objection, after approval of the invitation by the Senate.

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An executive session, from which all persons except senators are excluded, may be held by vote of the Senate. Motions to hold executive sessions will take precedence over other regular business.

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The privilege of the floor, including the right to address the Senate on any pending



question subject to applicable rules or parliamentary procedure, is extended to one delegate representing the Retired Faculty Association of The University of Alabama, one delegate representing the Professional Advisory Committee, and one delegate representing the Office of Alumni Affairs.

#### Section 4. Minutes of Senate Meetings.

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Minutes of all Senate meetings shall be furnished to all senators as early as possible.

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Copies of minutes of open Senate meetings are to be freely available to anyone

within or without the University of Alabama: first, within the University; second, outside

the University on request and if available.

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Divisional delegations are expected to adopt measures for effective and expeditious

reporting of Senate actions to their constituencies.

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The official minutes of all open Senate meetings shall be available for inspection by

all persons eligible to vote in the election of senators. The official minutes of executive

sessions of the Senate shall be made available for this purpose only to the extent as the

Senate may approve.

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Minutes of executive sessions of the Senate are confidential and are not to be released.

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Minutes of the Steering Committee may be made available outside the University of Alabama only by a majority vote of the Steering Committee that is asked for such material.

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Reports submitted to the Senate become part of the open-meeting minutes or executive-session minutes and are to be treated as those minutes.

#### Section 5. Committee Records.

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All Senate committees shall keep records of their meetings and proceedings, describing in summary form all noteworthy matters considered and noting all committee decisions and actions.

#### Section 6. Additional Responsibilities of the Senate Secretary.

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The Secretary has responsibility for conducting all University-wide referenda

regarding proposed amendments to the Constitution.

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The Secretary is charged with keeping the official, up-to-date copies of the Constitution and Bylaws, and with assuring that a signed and dated notification of official approval by the Secretary is affixed to all copies of the Constitution and Bylaws.

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The Secretary will call the roll of senators at each meeting of the Senate. Any absences in excess of two by a senator will be reported by the Secretary to the Senate Operations Committee.

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It shall be a duty of the Senate Secretary to notify the deans of the divisions of the University of the need for regular and special elections of senators. In so doing, the Secretary will note the name of the Senator who previously held the position or of the need to elect additional senators.

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It shall be the duty of the Senate Secretary to publish a calendar of Senate meetings for the academic year at the beginning of each fall semester. It shall contain the times and locations of Senate meetings and the listing of the dates upon which the Senate must

take actions such as the naming of members of official bodies of the University or the

appointment of committees to nominate award recipients.

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Article IV. Amendments of Bylaws

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The Bylaws may be amended by a majority vote of the members of the Senate at a meeting subsequent to the meeting at which the amendment was proposed.

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Approved: \_\_\_\_\_

Secretary, Faculty Senate

Date: \_\_\_\_\_