

**University of South Alabama Faculty Senate Bylaws**  
**As Amended November 2013, May 2014, November 2014,**  
**September 2020, and February 2022, August 2023, September 2024**

**BYLAW 1. GENERAL SENATE BODY**

Section 1. Formula for Determining Faculty Senate Representation

- 1.1.1. Each academic unit shall elect one Faculty Senator at large. In addition, each academic unit with fifteen members or less shall elect one Faculty Senator for the first fifteen or less eligible faculty members as defined by the Faculty Senate Constitution Article 2 Section 1. Those academic units with more than fifteen eligible faculty members shall elect one Faculty Senator for every fifteen members. In cases of fractions of 8/15 or greater the academic unit shall elect one additional Faculty Senator. For example, an academic unit with 38 eligible faculty members shall elect three Faculty Senators ( $38/15 = 2 + 8/15 = 3$  FS) in addition to one Faculty Senator at large for a total of four Faculty Senators to represent them.
- 1.1.2. The Faculty Senate Secretary shall determine the number of eligible faculty in each academic unit by January 31 for establishing the appropriate Faculty Senate representation for the Following Academic Year.

Section 2. Electoral Procedure

- 1.2.1. Regular Faculty Senate elections to fill Faculty Senate openings shall be held by secret ballot during the last two weeks of February or first two weeks of March. Elections shall be conducted by the Caucus Leader of each academic unit represented in the Faculty Senate. The Faculty Senate Secretary shall notify the Caucus Leader in each academic unit of the number of openings that need to be filled for the following year by February 1.
- 1.2.2. Faculty Senators shall be elected for a term of three years commencing at the April full Senate meeting.

Section 3. Orientation

- 1.3.1. A new senator orientation session will be held each year prior to the new senators' first April senate meeting.
- 1.3.2. The new senator orientation session will be led by the Vice President and attended by the executive committee and Caucus Leaders. All new senators that have not previously served on the Faculty Senate are required to attend the orientation session. New senators that have previously served on the Senate are invited to attend the orientation session but are not required to attend.
- 1.3.3. The new senator orientation session will introduce new senators to the structure, functions, duties, and procedures of the faculty senate and its committees. Copies of the senate constitution and by-laws will be made available to new senators at this session.











- 3.8.4. The Caucus Leader from each academic unit shall act as the principal liaison between the Faculty Senate and their academic unit. As the principal liaison, the Caucus Leader shall coordinate with the Senators in their caucus to: 1) determine the opinions, interests, and preferences of the faculty within their academic unit; 2) serve as a conduit for bringing concerns of faculty within their unit to the attention of the Senate; and, 3) distribute a report to the faculty within their academic unit after each Faculty Senate Meeting concerning the nature of opinions, deliberations, and actions of the Faculty Senate.
- 3.8.5. The Caucus Leader will make regular reports to the Faculty Senate regarding: 1) the opinions, interests, and preferences of the faculty within their academic unit, and/or 2) the operations and activities of their academic unit.
- 3.8.6. The Caucus Leader from each academic unit shall supply the sitting Faculty Senate Secretary a list of faculty in their academic unit by January 31 of each year for use in determining the appropriate Faculty Senate representation.
- 3.8.7. The Caucus Leader from each academic unit shall conduct elections for all new Senators within their academic unit as directed by the Faculty Senate Secretary or as such elections become necessary due to vacancies. In the event that the Caucus Leader is also a candidate for reelection, they shall appoint a member of their Caucus who is not a candidate for reelection to conduct the election.

Section 9. Advisory Committee Establishment and Structure

- 3.9.1 The Faculty Senate may establish Advisory Committees to deal with issues that are not addressed by Standing Committees or Committees. Members of the Faculty Senate as well as other qualified persons from within the University community may be requested to serve on these committees. Motions to establish Advisory Committees shall include the name of the committee, its charge, the term of service of committee members, and its size and composition. Following discussion by the Senate Body at a regular or special meeting of the Faculty Senate, a vote will be taken and the Faculty Senate Advisory Committee will be established if a two-thirds majority of a quorum at the meeting is reached. Members of Advisory Committees shall be nominated from the Faculty Senate at large, who shall submit nominations to the Secretary of the Faculty Senate. The President of the Faculty Senate, in consultation with the Executive Committee, shall appoint Advisory Committee members from the pool of nominees.

**BYLAW 4. MEETINGS**

Section 1. Regular and Special Meetings

- 4.1.1. Regular meetings for the Senate are normally held in April, May, August, September, October, November, January, February, and March. The outgoing Secretary will announce dates for the year's regular meetings at the April meeting.
- 4.1.2. Special meetings of the Senate are initiated by a request of the President of the University or of the Board of Trustees directed to the President of the Senate; by a

majority vote of the Faculty Senate Executive Committee; or by a written request directed to the Senate President from ten or more Senate members. The written request shall state explicitly the matter proposed for Senate consideration, which shall then become the first order of business at a special meeting of the Senate. The Senate President will schedule the special meeting at the earliest convenience of the Faculty Senate.

- 4.1.3. Under normal circumstances, general and special meetings of the Faculty Senate shall be open to observation by all faculty, staff, students, alumni, media representatives and general public. The Faculty Senate may make a majority vote to enter a closed Executive Session consisting of only elected Senators.
- 4.1.4. Non-Senators not on the agenda 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.
- 4.1.5. A quorum shall consist of a majority of the total Faculty Senate seats filled at the time of the meeting. While quorum is maintained, the Senate may vote on motions in accordance with Roberts Rules of Order or as defined in these Bylaws.

#### Section 2. Absences

- 4.2.1. Unexcused Absences: In the event that a conflict arises with the Faculty Senate meeting time, the Senator is to contact the Faculty Senate Secretary prior to the scheduled meeting. Failure to contact the Secretary will result in an unexcused absence. If a Senator has more than two unexcused absences during the electoral year the Senator may be dismissed by the Faculty Senate President after consulting with the appropriate Caucus Leader. Written notice of dismissal will be sent by the Senate President to the Senator and to the appropriate Chair/Dean of the academic unit. The academic unit will then select a replacement. Any member liable for dismissal may appeal in writing to the Faculty Senate Executive Committee whose decision will be final.
- 4.2.2. Excused Absences: If a Senator is regularly and repeatedly missing Faculty Senate meetings, whether excused or unexcused, the Faculty Senate President will consult the appropriate Caucus Leader to determine whether the Senator is either unwilling or unable to fulfill the duties of a Senator. If the Senate President concludes that the Senator is either unable or unwilling to fulfill his/her Senate duties, the academic unit will be advised to select a replacement.

#### **BYLAW 5. PARLIAMENTARIAN**

- 5.1. The Executive Committee shall appoint, with the advice and consent of a super majority of 2/3rds of the senators present, a Parliamentarian whose duty shall be to demonstrate familiarity with the Bylaws of the Senate, with and with the Senate Constitution.





- 7.2. Absentee votes on stated agenda items may be submitted in writing to the Secretary prior to the meeting.

#### **BYLAW 8. REPORTING AND COMMUNICATION PATHWAYS**

- 8.1. Upon completion of any assigned tasks, or in the case of ongoing progress reports concerning issues of interest, Chairs of Committees shall provide a report to the Senate. At the request of the President, a written copy(s) of their findings, conclusions, and recommendations will be provided to the Executive Committee. A copy of the report will be deposited into the Senate archives and an electronic copy of the report will be added to the Faculty Senate website.
- 8.2. Chairs of Standing Committees shall provide written final reports at the end of the electoral year on their areas of responsibility. These reports will be deposited into the Senate archives and an electronic copy of the report will be added to the Faculty Senate website.

the members of the Faculty Senate at least twenty-eight (28) days before the meeting at which the vote shall be taken.