

# YOUNGSTOWN STATE UNIVERSITY ACADEMIC SENATE BYLAWS

Approved May 1, 2012; Amended September 4, 2013; Amended February 5, 2020; Amended April 7, 2021

## **BYLAW 1: PURPOSE**

The purpose of these Bylaws is to provide for the orderly implementation of the provisions of the Charter; to provide for the mechanical means of perpetuating the Senate and its responsibilities to the University community; and to assure an orderly transition between academic years.

## **BYLAW 2: FACULTY SENATORS**

### Section 1. Responsibilities

A faculty senator is a communication channel between the Senate and their constituent group. A Senator's responsibilities include, but are not limited to, preparing for and regularly attending meetings, adhering to deadlines appropriate to a Senator's role, and reporting to constituent group in a timely manner. Faculty senators are expected to contribute to the Senate through committee work and other activities.

### Section 2. Eligibility

(a) All persons who meet the definition of faculty, as provided in Article II, Section 3 of the Charter, are eligible for election to the Senate.

(b) The academic department and college of the faculty member are determined by the Elections and Balloting Committee.

### Section 3. Apportionment of Faculty Seats

As provided in the Charter, Article III, Section 2 (c), each college is assigned four seats, the total sum of which will be deducted from seventy. The remainder shall be apportioned among the various colleges in proportion to the percentage of Faculty departmental assignments in each college determined as of November 1 from [the prior academic year's] budget data provided by the office of Institutional Research. The Elections and Balloting Committee will compute these percentages and shall then calculate the number of additional seats apportioned to each college based upon these percentages.

### Section 4. Election Procedures

#### (a) Nomination

A faculty member will become a nominee in either a departmental or at-large election, or both, by self-nomination or acceptance of a nomination by another. All nominees must consent to a nomination.

#### (b) Time of Elections

(1) Departmental Elections shall be conducted by the department and the results certified and reported to the Elections and Balloting Committee by March 1 [of the academic year prior to the term to be served].

(2) College At-Large Elections shall be held in any college when the total number of seats assigned to that college exceeds the number of academic departments in that college. Such elections shall be conducted and the results certified by the Elections and Balloting Committee by April 1 [of the academic year prior to the term to be served].

(c) Term of Office

The term of office for departmental Senators shall be two years, beginning August 15 [of the new academic year]. The term of office for at-large Senators shall be one year, beginning August 15 [of the new academic year]. Departmental senators may serve a total of three consecutive terms. At-large Senators may serve without limit.

(d) Inability to Complete a Term

In the event that a faculty member is unable to fulfill a term, the Chair of the Elections and Balloting Committee will consult with the Chair of the Academic Senate to determine how the position is to be filled (see Bylaw 10).

**BYLAW 3: OTHER ELECTIONS**

Section 1. Chair and Vice Chair of the Senate

(a) All Senate members are eligible for election as Chair of the Senate. Nominations for Chair of the Senate will be taken at the first senate meeting.

(b) The Elections and Balloting committee is responsible for seeking nominations for the position of Chair of the Senate and for the proper conduct of the election, the results of which are announced no later than seven calendar days prior to the scheduled November Senate meeting.

(c) The successful candidate shall have a majority of valid votes cast. If no candidate obtains a majority, a run-off election shall be held between the two candidates receiving the most votes. In the event of a tie, the run-off candidate will be determined by drawing lots. The term of office of the Chair and Vice Chair will be for one year beginning at the conclusion of the December Senate meeting or, in the absence thereof, on January 1.

(d) The runner-up shall be designated as the Vice Chair. In the event of a tie, the run-off candidate will be determined by drawing lots.

(e) In the event the election does not produce a Vice Chair, the Senate Executive Committee will select a candidate for approval by majority vote of the body.

Section 2. The Elections and Balloting Committee

(a) All faculty members eligible for Senate election in a given college shall be eligible for election to the Elections and Balloting Committee for that college.

(b) The Elections and Balloting Committee shall be responsible for overseeing elections in general, and specifically at-large senators.

(c) The term of office for the members of the Elections and Balloting Committee shall be two years, beginning August 15 of the current academic year.

Section 3. The Charter and Bylaws Committee

- (a) Anyone eligible for Senate membership shall be eligible for election to the Charter and Bylaws Committee.
- (b) The Elections and Balloting committee shall be responsible for seeking nominations for vacant positions on the committee and for the proper conduct of the election.
- (c) The term of office for members of the Charter and Bylaws Committee shall be two years, upon election, beginning no later than October 1 of the current academic year.

Section 4. The Executive Committee

(a) Eligibility of Faculty Senators

All Senators from a given college shall be eligible for election to the Executive Committee.

(b) Election of Faculty Members

After the election of faculty to the Senate, the Elections and Balloting Committee shall hold elections for Executive Committee by May 1 [of the academic year prior to the term to be served].

(c) Term and Rotation

College representatives shall be elected to the Executive Committee for three year terms beginning August 15 [of the upcoming academic year]. Elections shall be on a rotating basis for the following terms:

<b>Term</b>	<b>Colleges</b>
2017 – 2020	Beeghly College of Liberal Arts, Social Sciences, and Education
	College of Science, Technology, Engineering and Mathematics
2018 – 2021	Bitonte College of Health and Human Services
	Cliffe College of Creative Arts
2019 – 2022	Williamson College of Business Administration
2020– 2023	Beeghly College of Liberal Arts, Social Sciences, and Education
	College of Science, Technology, Engineering and Mathematics
2021 – 2024	Bitonte College of Health and Human Services
	Cliffe College of Creative Arts
2022 – 2025	Williamson College of Business Administration

Note: The BCLASSE and CSTEM will hold a special election in 2021 to serve out 2020 – 2023 session. This will resolve issues created during the Summer 2020 reorganization.

This three-year rotation shall continue indefinitely.

(d) Administrative and Student Members

(1) As provided in Article IV, Section 2, (c) (1)(A)(ii) and (iii), the Administrative and student Senators selected for the forthcoming Senate shall meet separately to elect from themselves one administrative and one student Senator to serve as members of the Executive Committee by August 31.

(2) The term of office for administrative and student Senators of the Executive Committee shall be one year, beginning August 15 [of the current academic year].

Section 5. The Ohio Faculty Council

(a) There will be two representatives to the Ohio Faculty Council: the Chair of the Senate and one representative elected at-large from the faculty. In addition, an alternate representative to the Ohio Faculty council will be elected. The alternate will represent the Academic Senate at any meeting of the Ohio Faculty Council that either the Chair or at-large representative is unable to attend.

(b) Faculty eligible for Senate membership shall be eligible for election as an at-large or alternate representative.

(c) Candidates for both the at-large and alternate representative shall be nominated at the the first Senate meeting with the election to follow.

(d) The term of the at-large and alternate representative shall be two years beginning October 1 [of the academic year in which the election is held]. There is no term limit.

**BYLAW 4: ELECTION AND BALLOTING PROCEDURES**

Except as provided in Article V, Section 2 (f) and Article VI, Section 1 of the Charter, and Bylaw 2, Section 2 (b) all elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Nominations and Eligibility to Serve on Committees

(a) A call for nominations will go to departments in the first week of the Fall semester for elected committees. In addition, nominations may be made from the Senate floor at the organizational meeting.

(b) All nominations must be confirmed.

(c) All persons nominated shall have the opportunity to appear on a subsequent electoral ballot.

(d) In all elections, every effort will be made to secure at least twice the number of nominees as there are positions.

(e) Confirmation of candidacy and eligibility for election shall be made by the Elections and Balloting Committee.

(f) Faculty and student members are eligible to serve on more than one committee.

Section 2. Tellers and Counting of Ballots

(a) For each election or balloting the Elections and Balloting Committee may appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.

(b) At a meeting of the Academic Senate when a written ballot is utilized, the Chair of the Elections and Balloting Committee, or a member of that committee, or in their absence, the Chair of the Senate, will appoint sufficient tellers to distribute ballots, collect, and tally the same, and report the results to the Chair of the Senate. The Chair of the Senate, or the Chair of Elections and Balloting, will announce the results.

(c) No person shall count ballots in any election where he or she is a candidate.

### Section 3. Ballots

(a) Each Department is responsible for the preparation of all ballots and their distribution to the appropriate electorate. Unless otherwise specified, all balloting shall be completed and closed within ten calendar days. Prior to the electronic distribution of ballots, the distribution list will be reviewed and measures taken to ensure all members receive ballots. The Chair of the Elections and Balloting Committee, in conjunction with the Senate Executive Committee, will agree upon the platform used for the electronic balloting process used for elections in addition to any changes in that process.

(b) On all election ballots, with the exception of those for At-Large Senators, the names shall be listed in alphabetical order. On ballots for At-Large Senators the order of names shall be determined by the drawing of lots of nominees' names by the college's Election and Balloting Committee representative.

(c) All ballots must include a statement about the maximum number for which to vote, which is equivalent to the number to be elected and instructions for returning the ballot. For those ballots where a normal alphabetical order is not used, the ordering system used shall be identified. Ballots shall be distributed, collected, and counted in such a manner as to protect the privacy of the vote.

### Section 4. Balloting Disputes

The Elections and Balloting Committee will resolve all balloting disputes, the determinations of which are final. Disputes arising from procedural matters shall be referred to the Charter and Bylaws Committee for its interpretation.

### Section 5. Ties

All ties shall be resolved by drawing lots. Ties and their resolutions shall be noted in the appropriate election report. Runoff elections will only be conducted for the position of Senate Chair, as described in Bylaw 3, Section 1 (c).

### Section 6. Reporting and Disposition of Elections and Balloting Results

(a) The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction. A complete record of the results shall be retained for the duration of the longest term of office being contested in each election, and for a period of one year in any balloting which does not involve an election. All paper ballots or a printed copy of the itemized results of the electronic ballots will be retained by the Elections and Balloting Committee for a period of thirty days following the date of publication of results.

(b) Data from all Senate elections will be stored electronically in a permanent database that is accessible to the Chair and members of the Elections and Balloting Committee. In order to

maintain the integrity of the data to be electronically stored, all data will be electronically stored and backed-up in a secure environment.

(c) Ballots and electronic results may be inspected by any member of the university community, and such inspection shall be supervised by a member of the Elections and Balloting Committee.

## **BYLAW 5: DUTIES OF SENATE OFFICERS**

### **Section 1. Chair**

(a) The Chair shall preside at all Senate meetings and perform such other duties as are required.

(b) The Chair shall be responsible for the communication of all Senate action to the Administration.

(c) The Chair shall ensure that an updated copy of the Charter and Bylaws of the Academic Senate is available.

(d) The Chair, as per the Bylaws of the Board of Trustees (Article 4.F.1.d.), shall be a nonvoting member of the Academic Excellence and Student Success Committee. In the event that the chair of the YSU Academic Senate is not a member of the University's faculty, then the faculty member holding the highest ranking position within the YSU Academic Senate leadership shall hold this position.

### **Section 2. Vice Chair**

(a) The Vice Chair shall assume the duties of the Chair, in the event the Chair is temporarily unable to perform them.

(b) The Vice Chair shall be the Chair of the Governance Committee. If there is no Vice Chair or he/she is unable to preside over this committee, another member of the Executive Committee will be appointed Chair of the Governance Committee by the Chair.

### **Section 3. Secretary**

(a) The Secretary shall coordinate with the Provost's Office to circulate of materials as prescribed in Article III, Section 5 (c) of the Charter.

(b) The secretary shall manage a permanent file of the results of all balloting.

(c) The Secretary shall maintain a record of attendance at all Senate meetings, as evidenced by signatures of members. A summary of attendance shall be distributed prior to the at-large elections each year.

(d) The Secretary shall collect minutes from all committee meetings and distribute such minutes to the Executive Committee and others as directed by the Executive Committee.

(e) All proceedings of the Senate shall be published within seven calendar days after the Senate meeting and distributed in the same manner as the agenda.

(f) Both agenda and minutes shall be available electronically through the Academic Senate website.

Section 4. Parliamentarian

The parliamentarian shall advise the chair, on all matters pertaining to proper parliamentary procedures.

**BYLAW 6 ELECTED CHARTERED COMMITTEES**

Section 1. List of Elected Committees

There are three elected chartered committees of the Senate:

- Senate Executive Committee
- Elections and Balloting Committee
- Charter and Bylaws Committee

Section 2. Elected Chartered Committees

(a) The elected chartered committees of the Senate are the Senate Executive Committee, the Elections and Balloting Committee and the Charter and Bylaws Committee.

(b) The composition, eligibility rules and charge of the elected chartered committees is contained in the Charter and Bylaws of the Academic Senate.

**BYLAW 7 APPOINTED AND ELECTED/APPOINTED CHARTERED COMMITTEES**

Section 1. General Provisions:

(a) The membership of each committee, except for the Professional Conduct Committee, shall include faculty members, administrative members, and student members. In addition to nonvoting ex officio members, all administrative members, except for the Student Academic Grievances Committee and the Professional Conduct Committee, shall be nonvoting members. Quorum shall consist of a simple majority of the voting and nonvoting membership, except for the Professional Conduct Committee.

(b) An appointed committee and an Ad-Hoc committee (See Bylaw 8) may be deactivated or activated by the Senate Executive Committee. If the activation or deactivation is continuous for a period of three years, the Senate Executive Committee must set forth a motion changing the Bylaws and/or Charter to the Bylaws and Charter Committee making the change permanent. If this is not done, the committee structure reverts to that laid forth in the existing bylaws.

Section 2. Governance Committee

(a) The Senate will establish a Governance Committee which will be charged with placing faculty members and department chairs on various committees within the Senate and on other university committees seeking Senate representation.

(b) his committee will keep and maintain a worksheet for each committee that includes: the name of the committee, the classification of the committee (Senate, University, etc.), the membership composition and means of appointment, the qualifications for and terms of service, the chair and current members, the charge for this committee, and other information as deemed pertinent.

(c) All worksheets for an upcoming senate term should be introduced to the entire Senate at the April meeting of the previous term (with the exception of ad hoc committees which can be established at any time).

(d) Before the April meeting and in consultation with the existing membership of the committees, the Governance Committee will update any changes, including filling vacancies and reworking the charge.

(e) If a person is placed on a committee and refuses to participate in the work of that committee, regardless of reason, the chair of the committee may petition to the Governance Committee to have that member removed. The Governance Committee will have final say on this and the removal will be indicated in the records of the Governance Committee.

(f) If a new, non-Senate committee is established during the course of the year, this committee will work with the Senate Executive Committee to fill the need.

(g) If a committee is charged with including a representative from each college and the college cannot find a willing faculty member to serve, the position will be left vacant.

(h) The administrative member shall be appointed by the Office of Academic Affairs no later than March 15.

(i) The Student Government Association will appoint a student member to the committee.

(j) The charge for the committee must be introduced to each senate at the April meeting and will be in effect for one full senate term.

### Section 3. List of Senate Chartered Committees

These committees will be maintained using the worksheets of the Governance Committee. The charge and other information for the committee must be introduced to each senate at the April meeting and will be in effect for one full senate term.

- Academic Programs Committee
- Undergraduate Curriculum Committee
- Honors Committee
- Integrated Technologies Committee
- Library Committee
- Academic Research Committee
- Academic Standards Committee
- Student Academic Grievances Committee
- Academic Events Committee
- Professional Conduct Committee
- General Education Committee
- Teaching and Learning Committee
- First Year Experience Committee
- Diversity and Inclusion Committee
- Strategic Planning Committee
- Academic Publications Committee

## **BYLAW 8 AD HOC AND NON-SENATE COMMITTEES**

### Section 1. Formation

As the needs of the academic unit deem necessary, the Senate Executive Committee will approve a charge for an ad hoc committee. These groups will be temporary, but will be administered by the Governance Committee with consultation and approval of the Senate Executive Committee.

### Section 2. Membership

In order to participate in the shared governance of the university as a whole, the Governance Committee will appoint faculty (both senators and appointed from the faculty at large) to ad hoc and non-Senate committees.

## **BYLAW 9 COMMITTEE MEETINGS AND MINUTES**

### Section 1. General Requirements.

- (a) All Senate Committees shall meet as often as necessary to complete their charge, but no less than twice during every semester of the academic year.
- (b) IAI committees shall record minutes of their meetings and shall distribute copies of their approved reports to the Secretary for proper distribution.

### Section 2. Conduct of Committees

In all cases where other specific rules have not been approved by the Senate, Roberts' Rules of Order will apply to all committee business.

## **BYLAW 10 VACANCIES**

### Section 1. Notifications

Vacancies should be reported to the Chair within 30 days. Vacancies are determined by missing two consecutive meetings (unexcused), by a member alerting the Chair about approved University leave or resignation.

### Section 2. Vacancies of Chair and Vice Chair.

- (a) In the event the Chair's position becomes vacant (through resignation or other means), the Vice Chair shall assume the Chair.
- (b) In the event the Vice Chair becomes vacant during his/her term, the Elections and Balloting Committee will determine how to fill the position.

### Section 3. Determining Vacancies in Elected Committees

- (a) Upon notification or discovery by other means, the Elections and Balloting Committee shall determine the fact of vacancy and the nature of such vacancy, and shall proceed to fill such vacancy on either a permanent or temporary (involving a period of one semester or longer) basis, as specified herein.
- (b) The Elections and Balloting Committee shall maintain records of balloting results for all elected Senate positions for the purpose of determining the basis for filling such vacancies as might occur.

Section 3. Filling Vacancies

- (a) A vacancy among the elected Faculty Senators or on an elected chartered committee shall be filled by the unelected candidate who received the highest number of votes in the election in which the vacated member was elected, as certified by the Elections and Balloting Committee. In the case of a tie, the Elections and Balloting Committee shall conduct a drawing of lot to decide the appointment.
- (b) Appointments to fill vacancies shall terminate upon the return of a person being replaced or upon the expiration of the term of office, whichever comes first.
- (c) The Elections and Balloting Committee shall report the filling of a vacancy to the Executive Committee.

Section 4. Other Faculty Vacancies

The matter of such vacancies as not here provided, including those that cannot be filled per Sections 2 and 3 of this Bylaw, shall be referred to the Executive Committee of the Senate for disposition.

Section 5. Non-Faculty Vacancies

Administrative or student vacancies in the Senate or its subsidiary bodies shall be filled by the appropriate individual or body and in a manner consistent with the provisions of Article III in the Charter of the Academic Senate.

Section 6.

The Executive Committee shall report the filling of all vacancies at the next Senate meeting.

**BYLAW 11 SENATE MEETINGS**

Section 1. Organizational Meeting

The organizational meeting for the new academic year is called by the Chair of the Senate, or, if unavailable, by a member of the Executive Committee. The first order of business for this meeting shall be the nomination of the Chair of the Senate and nomination of the members of the Charter and Bylaws Committee.

Section 2. Regular meetings

The order of business

- Call to order
- Approval of the minutes of the last meeting
- Report of the Chair and Executive Committee
- Reports of Senate committees (order to be determined by Executive Committee)
- Old business
- New business
- Adjournment

Section 3. Emergency Meetings

An emergency meeting is a special meeting that convenes when a situation requires immediate official action. If the Executive Committee calls an emergency meeting, it must immediately notify all of the media outlets that have specifically requested such notice. The notice must include the time, place, and purpose of the emergency meeting.

**BYLAW 12 RULES OF ORDER**

Section 1.

The rules of order specified in the latest edition of *Robert's Rules of Order Newly Revised* (12<sup>th</sup> Edition) shall govern where applicable, provided that they are in accord with this Charter and Bylaws, and except as they are superseded by the standing rules specified by this Bylaw or by resolution of the Senate concerning the conduct of its business at a particular meeting.

Section 2.

Any member of the University community shall have the right to address the Senate, provided he or she has notified the chair, in writing, of his or her intent, and has arranged with the chair for a suitable time at which he or she may be recognized. A member or guest of the Senate may speak at such times as he or she is recognized by the chair.

Section 3.

All meetings of the Senate and its committees shall be open in accordance with State of Ohio Open Meetings Laws and the exemptions specified therein.

Section 4.

Senate business shall be conducted by informal consideration, except following affirmation of a motion "to consider formally." Closure of debate, nevertheless, may still be ordered by a two-thirds majority.

Section 5.

An adjourned meeting shall be ordered for the next meeting of the Senate in either of the following circumstances:

- (a) When the conduct of the Senate's business is terminated by the loss of a quorum.
- (b) When the conduct of the Senate's business is terminated by the arrival of a predetermined time of adjournment, in the absence of a motion to extend the limits of debate, except upon the majority rejection of the privileged motion "to fix the time to which to adjourn."

Section 6.

Upon a ruling of the chair in response to an appeal by any Senate member, an action of the body shall be declared null and void if, in the procedures by which such action was taken, either these standing rules or applicable parliamentary procedures have been violated. Such appeal may be made either during the meeting in which such action was taken, following the affirmation of a motion to adjourn, or at any time before the next meeting of the body. The ruling of the chair must be made no later than the beginning of the subsequent meeting.

Section 7.

A roll call vote may be ordered by a vote of one-fifth of the total membership of the Senate. The procedure to be followed will be as specified in *Robert's Rules of Order* .

**BYLAW 13 AMENDMENTS**

Section 1.

Proposed amendments to the Bylaws shall be first submitted or referred to the Charter and Bylaws Committee.

Section 2.

A proposed amendment to the Bylaws shall be distributed by the Secretary of the Senate to the Senate membership at least one week prior to its being submitted to the Senate for consideration.

Section 3.

At the meeting of the Senate at which the Amendment is to be considered, the Charter and Bylaws Committee chair shall place the Amendment before the Senate. With affirmative majority vote of the Senate, and in the absence of a challenge during the challenge period, the amendment shall become effective.