

**TO: FULL SERVICE FACULTY, ADMINISTRATION, AND
STUDENT GOVERNMENT**

FROM: VIRGINIA PHILLIPS, ACTING SECRETARY, ACADEMIC SENATE

**RE: MEETING OF THE ACADEMIC SENATE
WEDNESDAY, NOVEMBER 4, 1992, 4:00 P.M.
ARTS AND SCIENCES AUDITORIUM, ROOM 132, DEBARTOLO HALL**

AGENDA

1. Call to Order.
2. Confirmation of Parliamentarian.
3. Confirmation of Secretary.
4. Approval of Minutes for October 14, 1992, meeting.
5. Elections and Balloting Committee Report.
6. Charter and Bylaws Committee Report.
923-1 Change in Senate Committees.¹
7. Senate Executive Committee Report.
Faculty Advisory Committee Report.
8. Reports of Other Senate Committees.
9. Unfinished Business.
10. New Business.
11. Adjournment.

¹Material circulated in October, but too late to be considered at October meeting. You should have a copy. If not, please notify Virginia Phillips, X1458, to receive a copy.



Youngstown State University / Youngstown, Ohio 44555-0001

October 30, 1992

MEMORANDUM

To: All Faculty and Administrators

From: *Sally M. Hotchkiss*
Sally M. Hotchkiss
Acting Provost

Subject: Revised Bylaws of the Academic Senate

Enclosed you will find a **complete replacement** to the Bylaws of the Academic Senate reflecting changes which were approved at the Board of Trustees meeting. Please discard all old pages of the Bylaws only in your Charter and Bylaws notebook and replace with the enclosed pages.

Thank you for your attention to this matter.

hmd

Enclosures

BYLAWS OF THE CHARTER

OF THE

ACADEMIC SENATE

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 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. General Policies

- (a) All disputes relative to counting and reporting of ballots shall be resolved by the Elections and Balloting committee and their determination shall be final. Disputes arising from procedural matters shall be referred to the Charter and Bylaws Committee for its interpretation.
- (b) No person shall count ballots in any election where he or she is a candidate.
- (c) In those cases where a nominating ballot is held, all persons nominated shall have the opportunity to appear on a subsequent electoral ballot. In all elections, every effort will be made to secure at least twice the number of nominees as there are positions. For elected chartered committees, confirmation of candidacy and eligibility for election shall be made by the Elections and Balloting Committee.

Section 2. Tellers

- (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, shall appoint sufficient tellers to distribute ballots, collect, and tally the same, and report the results

to the Chair of the Senate, who shall announce the results.

Section 3. Ballots

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots and their distribution to the appropriate electorate. Unless otherwise specified, all balloting shall be completed within ten calendar days from the date of mailing and shall be by closed mail ballot.
- (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 ordering of names shall be in the following sequence.
- 1st year (1978-79) A B C D E F G H I J K L M N O P Q R S T U
V W X Y Z
- 2nd year (1979-80) E F G H I J K L M N O P Q R S T U V W X Y
Z A B C D
- 3rd year (1980-81) I J K L M N O P Q R S T U V W X Y Z A B C
D E F G H
- 4th year (1981-82) M N O P Q R S T U V W X Y Z A B C D E F G
H I J K L
- 5th year (1982-83) R S T U V W X Y Z A B C D E F G H I J K L
M N O P Q
- 6th year (1983-84) V W X Y Z A B C D E F G H I J K L M N O P
Q R S T U
- 7th year (1984-85) A B C D E F G H I J K L M N O P Q R S T U
V W X Y Z
- 8th year (1985-86) repeat of the above sequence
- (c) All ballots shall include a statement about the maximum number for which to vote, which shall be 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.
- (d) The Elections and Balloting Committee shall make public the results of all elections and balloting under its jurisdiction by a memo to the appropriate electorate and by its report to the Senate. A complete record of the results of the election, signed by the tellers, shall be retained for the duration of the longest term of office being contested and for a period of one year in any balloting not involving an election. The Elections and Balloting Committee will also retain the original ballots for a period of thirty days after any results are announced in the Academic Senate. The ballots may be inspected by an interested member of the University community

compute these percentages and shall then calculate the number of additional seats apportioned to each college based upon these percentages.

Section 3.

- (a) A faculty member will become a nominee in either a departmental or at-large election, or both, by signing a written request which has been distributed by the Elections and Balloting Committee, or by assenting to a nomination.
- (b) A faculty member who is currently a departmental senator with one year remaining of a two year term may run for an at-large position on the Senate. If elected as an at-large senator, that person must resign as departmental senator.

Section 4. Election Procedures

(a) Time of Elections

- (1) Departmental Elections shall be conducted and the results certified by the tellers and reported to the Elections and Balloting Committee by May 15.
- (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 tellers and reported to the Elections and Balloting Committee by April 15.

(b) Term of Office

The term of office for departmental Senators shall be two years, beginning September 15, and for at-large Senators, one year, beginning September 15.

(c) Balloting

All balloting shall be under the supervision and direction of the Elections and Balloting Committee.

Section 5. Organizational Meeting of the Senate

The duties and responsibilities of all senators shall begin with a meeting scheduled for the second Wednesday in October, which shall be 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.

BYLAW 4 OTHER ELECTIONS**Section 1. Chair of the Senate.**

- (a) All Senate members shall be eligible for election as Chair of the Senate.
- (b) Forms for nominating candidates for this office will be sent to all senators on the first work day of the academic year and returned by the first Wednesday of October. In addition, nominations may be made from the floor at the organizational meeting. All nominations must be confirmed. The Elections and Balloting Committee shall conduct a secret mail ballot, and shall announce the results not 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 will be for one year beginning seven calendar days prior to the scheduled November meeting.
- (d) The runnerup shall be designated as the Vice Chair.

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 seeking nominations from the faculty of each college and for the proper conduct of the election in each college.
- (c) The term of office for the members of the Elections and Balloting Committee shall be two years, beginning September 15.

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) Candidates for this committee shall be nominated at the organizational meeting of the Senate, and elected by mail ballot.

- (c) The term of office for members of the Charter and Bylaws Committee shall be two years, beginning November 1.

Section 4. The Executive Committee

(a) Faculty members

- (1) All Senate members from a given college, except the current Executive Committee member from that college (providing he or she is completing a full term) shall be eligible for election to the Executive Committee.
- (2) After the election of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators to be seated in the Fall from the appropriate colleges, and for the proper conduct of the elections of the Executive Committee members from those colleges by June 1.
- (3) College representatives shall be elected to the Executive Committee for three year terms beginning September 15. Elections shall be on a rotating basis for the following terms:

1991-1994 : Arts and Sciences; Fine and Performing Arts
 1992-1995 : Applied Science and Technology; Business Administration
 1993-1996 : Engineering; Education
 1994-1997 : Arts and Sciences; Fine and Performing Arts
 1995-1998 : Applied Science and Technology; Business Administration
 1996-1999 : Engineering; Education
 and so on.

(b) 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 in the Spring, if possible, but no later than September 15, to elect from themselves one administrative and one student Senator to serve as members of the Executive Committee.
- (2) The term of office for administrative and student Senators of the Executive Committee shall be one year, beginning September 15.

Section 5. The chair of all elected chartered committees shall be elected annually by the committee at their organizational meeting.

The organizational meeting shall be called by the member whose name is first alphabetically.

BYLAW 5 DUTIES OF SENATE OFFICERS

Section 1. Chair (and Vice Chair)

The Chair shall preside at all Senate meetings and perform such other duties as are required. The Chair shall be responsible for the communication of all Senate action to the Administration. In the event the Chair is temporarily unable to preside, the Vice Chair shall preside. In the event the Chair resigns or is unable to perform the duties, the Vice Chair shall assume the Chair. The Chair shall maintain a current copy of the Charter and Bylaws of the Academic Senate.

Section 2. Secretary

The Secretary shall be responsible for the circulation of materials as prescribed in Article III, Section 5 (c) of the Charter. The secretary shall maintain a permanent file of the results of all balloting. At all Senate meetings the Secretary shall maintain a record of attendance as evidenced by signatures of members. A summary of attendance shall be distributed prior to the at-large elections each year.

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.

Section 3. Parliamentarian

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

BYLAW 6 APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committees and Subcommittees, General Provisions:

- (a) The membership of each committee and subcommittee shall include faculty members, administrative members, and student members. In addition to nonvoting ex officio members, (as stipulated below in Section 2), all administrative members, except for the Student Academic Grievances Subcommittee, shall be nonvoting members. Quorum shall consist of a simple majority of the voting and nonvoting membership.

- (b) Committee and subcommittee members shall be selected as follows:
- (1) Faculty members, congruent with provisions below, Section 2, shall be appointed by the Senate Executive Committee.
 - (2) Administrative members, congruent with provisions below, Section 2, shall be appointed annually by the President of the University.
 - (3) Student members, congruent with provisions below, Section 2, shall be appointed by Student Council.
- (c) Faculty and student members may serve on no more than one committee or subcommittee unless serving as an ex officio, or liaison, member.
- (d) Except for the Student Academic Grievances Subcommittee, the committee (subcommittee) chair shall be elected annually by the membership at the organizational meeting from among the faculty and student voting membership. Members may not be elected as chairs of committees to which they are assigned, ex officio, as liaison members. Responsibility for the call of the annual organizational meeting will be assigned by the Senate Executive Committee.
- (e) The committee (subcommittee) chair shall have the responsibility for reporting on the work of the committee (subcommittee) to the Academic Senate as necessary, but no less than once annually. The committee (subcommittee) chair shall be privileged to offer motions on the floor of the Senate on behalf of the committee (subcommittee).
- (f) Length of term for faculty members on chartered committees and subcommittees shall be established by the Senate Executive Committee. Vacancies shall be made known to the Senate Executive Committee and filled by the appropriate appointing body or officer, at the initiation of the Senate Executive Committee. The latter committee shall make known to the Academic Senate the names of all committee and subcommittee members, as well as the names of chairs, once elected.

Section 2. Appointed Chartered Committees and Standing Subcommittees, Composition of and Charges to:

- (a) Academic Planning Committee
- (1) The committee shall be composed of eight faculty, with representation from each undergraduate college/school of

the University; two undergraduate students; three representatives from administration, one of whom shall be an undergraduate college/school Dean.

- (2) The committee shall be responsible for making recommendations to the Academic Senate concerning academic planning.

(b) Academic Programs Committee

- (1) The committee shall be composed of six faculty members, one from each undergraduate college/school, and one undergraduate student. One representative of administration and the chair of the Undergraduate Curriculum Committee are nonvoting ex officio members.
- (2) The responsibility of the Academic Programs Committee shall include the examination and processing of proposals for new programs, change in existing programs, or termination of existing programs, as such proposals are forwarded by the undergraduate colleges/schools of the University.

(c) Undergraduate Curriculum Committee

- (1) The committee shall be composed of six faculty members, one from each undergraduate college/school, and one undergraduate student. The University Director of Enrollment Services and the chair of the Academic Programs Committee are nonvoting ex officio members.
- (2) The responsibility of the Curriculum Committee shall include the examination and processing of proposals for new courses, changes in existing courses, deletion of courses, as such proposals are forwarded by the undergraduate colleges/schools of the University.

For procedures adopted by the University Academic Senate see Appendix A.

(D) Honors Program and Individualized Curriculum Program Committee

- (1) The committee shall be composed of eight faculty members with representation from each undergraduate college/school of the University, two undergraduate students who are, or have been, enrolled in honors courses, two undergraduates who are enrolled in the

Individualized Curriculum Program, and three representatives from administration, two of whom shall be the Director of the Individualized Curriculum Program and the Director of the Honors Program, who are nonvoting ex officio members.

- (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to honors courses and programs, and as related to the development of the Individualized Curriculum Program.

(E) Continuing Education Committee

- (1) The committee shall consist of eight faculty members, with representation from each undergraduate college/school of the University, two undergraduate students, and three representatives from administration, one of whom is the Director of University Outreach who is a nonvoting ex officio member.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the development of continuing education courses and programs.

(F) Computer Services Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; three representatives from administration, two of whom shall be an undergraduate college/school Dean, and the Director of the Computer Center as a nonvoting ex officio member.
- (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to faculty and student instructional and research use of the facilities of the Computer Center.

(G) Library and Media Services Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; four representatives from administration, two of whom shall be the University Librarian and the Director of Media Services as nonvoting ex officio members.

- (2) The committee shall be responsible for making recommendations to the Academic Senate, as to policy related to faculty and student instructional and research use of Maag Library; and as to policy related to faculty instructional and research use of Media Services facilities and services. This responsibility, in regard to Maag Library, shall include the making of recommendations concerned with allocation of budgeted resources for the acquisition of instructional and research materials.

(H) Academic Research Committee

- (1) The Committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; one undergraduate student; three representatives from administration, one of whom shall be the Dean of the Graduate School.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to general policy related to both internally and externally supported research.

(I) Academic Standards and Events Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; two undergraduate students; two representatives from administration, including one undergraduate college/school Dean; and ex officio, as liaison member from the Academic Programs/Undergraduate Curriculum Committee, the chair of the committee.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to academic standards, as well as policy governing academic events. This responsibility shall include the making of recommendations concerned with University general requirements, undergraduate college/school degree requirements; the grading system; honors criteria; and, the making of recommendations to the chief academic officer concerned with University academic events, such as graduation ceremonies, honors convocations, and inaugural ceremonies.

The committee will also examine courses to determine whether they meet general university requirements. Circulation of such courses shall occur through the

Academic Programs/Undergraduate Curriculum Committee. Resolution of objections shall be the responsibility of the Academic Standards and Events Committee. Final resolution shall rest with the University Academic Senate.

(J) Student Academic Affairs Committee

- (1) The committee shall be composed of eight faculty members, with representation from each undergraduate college/school of the University; six undergraduate students, with representation from each college/school of the University; two representatives from administration; and, ex officio, as liaison member, the chair of the committee's standing subcommittee.
- (2) The committee shall be responsible for making recommendations to the Academic Senate as to policy related to the academic sector of student affairs. This responsibility shall include the making of recommendations concerned with general University undergraduate admission policy; registration policy; academic advisement policy; and, policy regarding violations of the regulations governing student academic honesty.

The committee shall be responsible for hearing appeals of the Student Grievances Subcommittee actions when there are allegations of procedural violations and returning the case to the Student Grievances Subcommittee for rehearing when the Student Academic Affairs Committee determines there were procedural violations. If the Student Academic Affairs Committee determines there were procedural violations a second time, the Student Academic Affairs Committee will hear the case and render the final verdict.

(J-i) Student Academic Grievances Subcommittee

- (1) The subcommittee shall be composed of six faculty members, with representation from each undergraduate college/school of the University; six undergraduate students, with representation from each college/school of the University; and the Vice President--Student Services or designee. The Vice President--Student Services or designee will chair the subcommittee, maintain all records, only vote in case of a tie, and serve as liaison member to the parent Student Academic Affairs Committee.

- (2) The subcommittee shall hear and determine cases involving undergraduate students accused of academic dishonesty as well as undergraduate student academic grievances. The subcommittee shall hold hearings that follow due process procedures that will be developed by the Vice President--Student Services and approved by the Academic Senate; and shall have the power to issue disciplinary sanctions. The subcommittee shall have the power to mandate a grade change only in the cases of academic dishonesty or when the instructor materially deviates from the grading scale or weight distribution indicated on the course syllabus to the detriment of an individual student or the entire class. The subcommittee shall have the power to mandate a grade change after holding a due process hearing and after consulting with the affected department.
- a. No members of the subcommittee will hear a case directly affecting them. The appropriate body will appoint a temporary substitute for that case.
 - b. A student and/or instructor may be accompanied by a representative of his or her choice in any hearing.
 - c. If an instructor refuses to or cannot participate in the formal grievance or discipline procedure, the appropriate department will provide a substitute who will exercise all the rights and responsibilities of the instructor.
 - d. The student must file a grievance prior to the last day of the final examinations during the subsequent quarter.
 - e. Except for cases in which the subcommittee has the power to mandate a grade change, the teacher of record shall have the power to assign a final grade.
 - f. The subcommittee may consider intent in making its determinations.
 - g. In any disciplinary case exonerating the student, the record will be removed from the student's discipline file.
 - h. A student or instructor may appeal to the Student Academic Affairs Committee only allegations of

procedural violations.

- (3) The subcommittee shall be responsible for making recommendations to the parent committee, and to the Academic Senate, as to policy related to student academic grievances. This responsibility shall include the development and adoption, subject to approval by the Academic Senate, of rules and procedures for the processing of student academic grievances.

BYLAW 7 COMMITTEE MEETINGS AND MINUTES

Section 1.

All Senate Committees shall meet at least once during every quarter of the academic year, shall record minutes of their meetings, and shall distribute copies of their approved minutes to the Executive Committee, the University Librarian, and other persons designated by the Executive Committee.

Section 2.

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 8 VACANCIES

Section 1. Determination

- (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 quarter 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 2. Filling Vacancies and Certifying Memberships

- (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 3. Other Faculty Vacancies

The matter of such vacancies as not here provided for shall be referred to the Executive Committee of the Senate for disposition.

Section 4. 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 the Charter.

Section 5.

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

BYLAW 9 ORDER OF BUSINESS AT SENATE MEETINGS

The order of business at all Senate meetings, except the organizational meeting, shall be:

- 1) Call to order
- 2) Approval of the minutes of the last meeting
- 3) Report of the Charter and Bylaws Committee
- 4) Report of the Executive Committee
- 5) Report of the Elections and Balloting Committee
- 6) Reports of other Senate committees
- 7) Unfinished business
- 8) New business
- 9) Adjournment

BYLAW 10 RULES OF ORDER**Section 1.**

The rules of order specified in the latest edition of Roberts' Rules of Order Newly Revised (Scott, Foresman and Company) 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 shall be open meetings unless otherwise decided by a vote of the Senate.

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

and such inspection will be supervised by a member of the Elections and Balloting Committee.

Section 4. Balloting Disputes

All balloting disputes shall be resolved by the Elections and Balloting Committee and its determinations shall be final.

Section 5. Ties

All ties shall be resolved by the tellers by drawing lots. This shall be noted in their report. Run-off elections shall only be conducted for the position of Senate Chair, as described in Bylaw 4, Section 1 (c).

Section 6. Reporting Results of Elections and Balloting

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 ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of publication of results. The ballots may be inspected by any interested member of the University community, and such inspection shall be supervised by a member of the Elections and Balloting Committee.

BYLAW 3 ELECTION OF FACULTY SENATORS

Section 1.

- (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 shall be determined by the Elections and Balloting Committee.

Section 2. Apportionment of Faculty Seats

As provided in the Charter, Article III, Section 2 (c), each college shall be assigned four seats, the total sum of which shall 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 January 31 from budget data provided by the office of the Executive Director of Personnel Services. The Elections and Balloting Committee shall

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 Roberts' Rules of Order.

BYLAW 11 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 mailed 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.