

MINUTES
ACADEMIC SENATE
Friday, January 17, 1975

PRESENT: E. Abram, T. Alderman, R. Ameduri, R. Arnold, J. Bakos, P. Baldino, F. Barger, E. Barret, P. Bellini, F. Blue, M. Braun, B. Brothers, A. Budge, R. Burkholder, D. Byo, I. Cohen, R. Crum, P. Dalbec, J. DeGarmo, E. T. Deiderick, T. Dobbelstein, L. Domonkos, J. Douglass, C. Dykema, Vice President Edgar, W. Eichenberger, E. Eminhizer, D. Feigenbaum, F. Feitler, I. Feldmiller, M. Foley, C. Freeman, R. Gould, P. Hahn, S. Hanzely, V. Jenkins, R. Jones, D. Luntz, J. Maruskin, H. Mettee, T. Miner, D. Mitchell, E. Mitchell, C. McBriarty, E. Pejack, P. Peterson, W. Petrych, V. Phillips, L. Rand, W. Raridon, V. Richley, S. Roberts, D. Rost, J. Ryska, K. Salaka, A. Scheetz, R. Shuster, C. Singler, M. Slavin, T. Slawewcki, C. Smith, R. Sorokach, J. Steele, E. Sterenberg, E. Sturgeon, C. Sweeney, C. Vanaman, J. White, E. Yager, B. Yeaton, B. Yozwiak, M. Yozwiak, L. Zaccaro.

The meeting was called to order at 4: 03 p.m. in Schwebel Auditorium by Chairman, Clyde Vanaman.

Preceding the regular agenda of business, Dr. Vanaman recognized Dr. Cohen, who moved adoption of the following resolution:

WHEREAS the Youngstown State University Academic Senate has now started its second year of operation under the chairmanship of an elected faculty member, and
WHEREAS Professor David M. Behen was the chairman of this body during its first year of such operation and during the difficult period of transition to operation under a new charter, and
WHEREAS this body has benefitted from the leadership, wisdom, and kindness of Professor Behen in his tenure as chairman of the Senate, now, therefore,
BE IT RESOLVED that this body formally express its deep and sincere appreciation to Professor Behen, and, in token of this, forward to him a copy of this resolution.

The motion was seconded by Dr. Roberts. The motion carried unanimously.

Dr. Vanaman announced that Dr. Caryl Freeman had agreed to serve as Secretary to the Senate and that Dr. Daniel O'Neill had agreed to act as Parliamentarian. He asked that Senate approve these announcements, as specified in Section 4, Paragraph a of the Charter and Bylaws. Mrs. Dykema moved approval of the appointments; Dr. Ameduri seconded the motion. The motion to approve carried unanimously.

Dr. Vanaman introduced one guest at the Senate meeting, Mr. Paul Amodio, the new Director of Athletics for Youngstown State University.

Returning to the printed agenda, Dr. Vanaman called for corrections, additions, or other changes in the published minutes from the meeting of Friday, November 8, 1974; the minutes were approved as distributed.

COMMITTEE REPORTS

Constitution and Bylaws Committee: Chairman, Stephen Hanzely, made two announcements:

1. New members of the Constitution and Bylaws Committee are Edwin Pejack, Charles Singler, and Irwin Cohen.
2. The Committee has received a request for an interpretation of the Charter and also has received a request to consider a potential amendment to the Charter.

Dr. Hanzely indicated that the Committee was meeting and would consider the two requests and report at a later date.

Executive Committee: Chairman, Richard Jones, made the report which is appended to these minutes.

Curriculum Committee : Chairman, Virginia Phillips, moved that Article e, Section 2 of Bylaw 6 be suspended for this meeting to give special consideration to a course that was inadvertently omitted from the Curriculum Committee report to Senate at the June 7, 1974, meeting. The motion was seconded by Dr. Shuster; the motion to suspend carried. Mrs. Phillips then moved the approval of the change of Psychology 834 to Psychology 734; the motion to approve was seconded by Dr. Jones. The motion carried.

OTHER COMMITTEE REPORTS

There were no other committee reports.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Dr. Cohen inquired 1) will Senate meetings be returning to the usual first Friday of the month, and 2) is there something which Senate should be doing about the possibility of a change from the term to the early semester plan?

Senate Executive Committee chairman, Dr. Jones, responding to the first question, indicated that Senate would be returning to the traditional first Friday meeting dates.

After some discussion which indicated that conflicting reports had been received at the University concerning the possibility and procedures for making a change from the term to the early semester system, Dr. Hanzely moved that the Executive Committee of Senate look into the matter of semesters vs. quarters and what is currently happening, and report back to the Senate with possible recommendations for action at the March meeting. The motion was seconded by Dr. Sterenberg. The motion passed.

Miss Maruskin inquired as to whether Senate was aware of the teacher exchange plan currently being operated in the state of Ohio. Dr. Alderman replied that forms had been circulated through the faculty, showing an interest by some ten or twelve members in participating in the plan. To date, no match had been made for these persons in other universities.

There being no further business, Mr. Sturgeon moved adjournment. The meeting adjourned at 4: 35 p.m.

Respectfully submitted,

Caryl P. Freeman
Secretary

The Senate Executive Committee began informal meetings in November of 1974. Formal meetings could not be held because three schools had not elected their representatives to the committee. Those elections were completed in late November and the first formal meeting of the Executive Committee was on 4 December. Membership of the committee is:

Dr. A. Budge, Arts and Sciences
Dr. F. Feitler, Education
Mrs. M. Foley, Technical and Community College
Dr. R. Jones, Engineering
Dr. A. Moore, Education
Mr. C. Moore, Business
Dr. D. O'Neil, Fine Arts
Dr. C. Vanaman, Education
Mr. M. Yoswiak, Student Representative

R. Jones was selected chairperson of the committee.

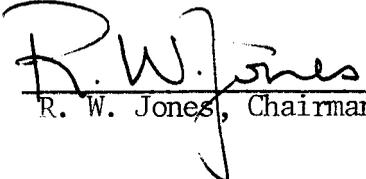
The most important business for the Executive Committee is the appointment of faculty to the chartered Senate committees. In addition to this work, the committee received from President Coffelt a request to recommend faculty personnel to 13 advisory committees. It was agreed that both the committee appointments and recommendations to the President would be based on faculty interests. To this end a committee interest form was distributed to all full-time faculty including department chairpersons. The Executive Committee plans to have all committee appointments and recommendations completed by the end of January.

One exception was made to the above procedure. The Executive Committee has established the membership of the University Curriculum Committee. This action was necessary because of the large volume of work on which that committee had to act.

The Executive Committee established an Ad Hoc Computer Committee to consider three specific items needing immediate action. The charge to this Ad Hoc Committee is in the library. This Ad Hoc Committee is to complete its work by 1 February.

The Executive Committee has requested from the Constitution and By-Laws Committee a formal interpretation of Section 5, item-c of the constitution. This section concerns distribution of committee reports to the Senate.

Respectfully submitted,



R. W. Jones, Chairman

SENATE MEETING
YOUNGSTOWN STATE UNIVERSITY

IN ATTENDANCE:

B. J. Czwick	d. J. J. J. J.
J. E. DOUGLASS	R. S. Burkholder
E. R. PEJACK	E. E. Emminger
Stephen Flanzely	J. Alderman
Jim Schaefer	John R. White
Leon Rand	H. S. Domonkos
Charles McBrierty	C. P. Freeman
Earl E. Elger	
Erwin Achen	
R. J. Sorokach	
Harold D. Mattley	
Cverette A. Bram	
Charles Singler	
Z. Dobbelt	
Christopher J. Sweeney	
Ronald G. Crum	
V. A. Hichley	
W. E. Bahenberger	
H. W. Rye	
Kate Gordon	
Don Scigou	
J. W. D. James	
J. J. Ruska	
Paul C. Peterson	
Wealthie Purice	
Richard J. Quinn	
Anne Schectel	

SENATE MEETING
YOUNGSTOWN STATE UNIVERSITY

IN ATTENDANCE:

1/15/75

Virginia Phipps
 Christine Hopkins
 Helma J. Minor
 J. K. Slawicki
 Luke N. Zaccaro
 S. Floyd Bauger
 Paul E. Dalbec
 S. D. Roberts
 B. Brothers
 M. Marvin
 E. Stoenberg
 R. Stuster
 E. W. Weidensack
 W. P. Stumpf
 Bob Arnold
 Vera Jenkins
 Philip H. H. H.
 Bob Ameduri
 James D. Steele
 Taylor & Smith
 Donald Z. Duff
 Jack D. BAKOS
 Paul X. Bellini
 R.W. Jones
 Susan A. Post
 Clayton Feldmiller

Margaret Foley
 Fred Blake
 Fred Feitler
 Darlene Lutz
 Elaine Gager
 Mike Braden
 Duke Barrett
 Mark Gorniak
 David Mitchell
 Bill Yeaton
 Jane Maruskin
 W. J. Baldino P
 Stu Budge
 Lathy Saluka
 Chip Mitchell
 Cyril Kavanagh

TO: All Full-Time Faculty, Department Chairpersons

DATE 31 December 1974

FROM: R. W. Jones, Chairman
Senate Executive Committee

One responsibility of the Senate Executive Committee is to assign faculty to appointed Senate committees. The Executive Committee has been asked by President Coffelt to recommend faculty members for the newly established administrative boards and advisory committees. Both the appointments to the Senate committees and the recommendations to the President will, when possible, be based on faculty interests. Senate committee appointments will be for the remainder of this academic year, and in most cases for the 1975-76 academic year.

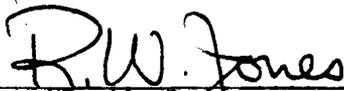
Under the new Senate constitution not only has the number of appointed committees been decreased from 31 to 9, but also the charges to many of the nine committees have been changed. Listed below are the nine appointed committees with their charges and memberships. The administrative members (number unspecified) are appointed by Dr. Coffelt and have no voting privileges (see by-law 6, b-2). Student members, appointed by Student Council, have voting privileges (see by-law 6, b-3). Following this list is a list, also including charges and memberships of the three Administrative Boards and ten Advisory Committees.

Enclosed with this memo is a scan sheet to be filled out by you indicating those committees on which you would be willing and prefer to serve. This scan sheet must be returned to R. W. Jones, Department of Chemical Engineering and Materials Science, by no later than 15 January 1975.

On the scan sheet the first nine answer spaces correspond to the nine appointed Senate committees in the same order as listed below. Answer spaces 10-22 correspond to the three Administrative Boards and ten Advisory Committees in the same order as listed here. Answers A, B, and C correspond to the first, second, and third committee preferences respectively. You are to choose in order of preference three committees from each of the two groups of committees. That is, treat the two groups independently, choosing three committees from the Senate appointed committees and three committees from the Administrative Boards and Advisory Committees, with each group of three in order of preference.

Answer space 23 is to be used if you have a preference between the two groups of committees. If you have no preference, leave answer space 23 blank. If you would prefer to serve on an appointed Senate committee, mark A in answer space 23. If you would prefer to serve on one of the Boards or Advisory Committees, mark B in answer space 23.

Be sure to use a pencil and to fill in your faculty number (social security number) in the left hand corner of the scan sheet.



R. W. Jones, Chairman
Senate Executive Committee

RWJ/dc

Appointed Chartered committees are charged and composed **as follows-- answer spaces 1 through 9.**

(1) The Academic Affairs Committee;

- (a) This committee **is** charged with recommending to the Senate the general university requirements, appropriate academic standards, new degrees, new majors, and changes in degree and major requirements whenever such changes affect more than one academic department. For this purpose, a change affects a department only if one of its courses is involved in the change.
- (b) The membership of the committee shall consist of eight faculty with at least one member from each college, **administrator(s)**, and two students

-

(2) The Academic Events Committee;

- (a) To recommend to the Senate new policies and changes in existing **policies** pertaining to the presentation of faculty colloquia, special lectures for the benefit of the academic community, commencement, and honors day.
- (b) The membership shall consist of eight faculty, **administrator(s)**, and two students.

(3) The Computer Committee;

- (a) To recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.
- (b) Membership shall consist of eight faculty, **administrator(s)**, and two students.

(4) The Continuing Education Committee;

- (a) To recommend to the Senate new policy, and changes in existing policy as related to the role of the University in continuing education.
- (b) Membership shall consist of eight faculty, **administrator(s)**, and two students.

(5) The Curriculum Committee;*

- (a) The Curriculum Committee shall recommend to the Senate new policies and changes in existing policies concerning curriculum matters.

- (b) The membership shall consist of eight faculty members with at least one member from each college, **administrator(s)**, and three students.
- (6) The Educational Media Committee;
- (a) To recommend to the Senate new policy and changes in existing policies as related to the instructional role of the educational media.
 - (b) The membership shall consist of eight faculty, administrator(s) , and two students.
- (7) The Library Committee;
- (a) To recommend to the Senate new policy and changes in existing policies including but not limited to the allocation of appropriated resources budgeted to acquisition of instructional materials.
 - (b) The membership shall consist of eight faculty with at least one from each college, administrator(s) , and two students.
- (8) The Research Committee;
- (a) To, recommend to the Senate new policies and changes in existing policies as related to sponsored research including both University and outside agency funded programs.
 - (b) The membership shall consist of eight faculty with at least one from each college, administrator (~), and **two students**.
- (9) The Student **Affairs** Committee;
- (a) To recommend to the Senate academic policies concerning **students**.
 - (b) The membership of the **committee** shall consist of eight faculty, **administrator(s)**, and four students.

"Details in the charge to the Curriculum Committee omitted from this list can be read in the By-Laws to the Senate Constitution.

ADMINISTRATIVE BOARDS AND ADVISORY COMMITTEES

Answer spaces 10 through 22

1. RESIDENCE CLASSIFICATION BOARD: receive and hear all appeals on residence classification for tuition purposes made by the admissions director.

one teaching faculty member with a law background-----

- 2, STUDENT DISCIPLINE BOARD: review, hear, and act upon cases which involve violation of the Code of Student Rights, Responsibilities, and Conduct; recommend procedures and policy for the disposition of such disciplinary cases; advise the Dean of Student Affairs in general disciplinary matters.

four faculty_____

3. TRAFFIC AND PARKING VIOLATIONS BOARD: to hear and render decisions * on appeals related to violations of University Traffic and Parking Regulations;

one faculty member_____

* The decision of this Board shall be the final campus authority.

4. AFFIRMATIVE ACTION COMMITTEE (advisory to the Affirmative Action Officer): keep abreast of changes in Federal and State laws and guidelines affecting affirmative action; keep informed about the operation of Affirmative Action nationally, state-wide and on the campus; make periodic reports to the President, through the Affirmative Action Officer, on the effectiveness of the YSU program and its degree of acceptance by those concerned.

two faculty_____

5. ALUMNI AFFAIRS COMMITTEE (Advisory to Special Assistant to the President): assist the Special Assistant to the President in the development of a viable Alumni Association: serve in advisory capacity on relations between the University and its alumni.

two faculty alumni_____

6. ATHLETIC COUNCIL (Advisory to Special Assistant to the President): make recommendations on new policies or changes in existing policies regarding intercollegiate athletics; serve in an advisory capacity to the Special Assistant to the President on operational matters of the University intercollegiate athletic programs.

two faculty members_____

7. CONTROLLED MATERIALS COMMITTEE (Advisory to V. P. Administrative Affairs): recommend policies and procedures for control and security of any sensitive materials such as classified documents, drugs, and radioactive materials. Advise on the effectiveness of the implementation of control measures.

one faculty member _____

8. HUMAN SUBJECTS RESEARCH COMMITTEE (Advisory to Graduate Dean): develop policies and procedures and assure that the rights and welfare of human subjects are adequately protected in any research or related activity which departs from the application of established and accepted methods or which increases the ordinary risks of daily life; assure the Dean of Graduate Studies and Research that all proposals involving human subjects give adequate protection to those subjects; develop procedures for timely and continuous review of all University projects involving human subjects.

one member of Social & Behavioral Sciences _____

one member School of Education _____

one member from Biological Sciences _____

one member from Humanities _____

9. PHYSICAL FACILITIES AND SAFETY COMMITTEE (Advisory to V. P. Administrative Affairs): be advisory on the management, control, use, and coordination of University physical facilities; promote health and safety programs, and bring

to the attention of the Administration those matters considered detrimental to health and safety; examine problems faced by physically and emotionally handicapped persons at the University and recommend solutions to those problems;

consider the effects of campus operations and procedures on environment and bring to the attention of the Administration those matters that constitute environmental problems.

three faculty _____

10. PRESIDENTIAL ADVISORY COMMITTEE: a consultative body available to advise the President, and to serve as an additional channel to receive on behalf of the President suggestions for improvement of the University.

four faculty selected from Academic Senate standing committees-----

11. SPECIAL EVENTS COMMITTEE (Advisory to V. P. of Academic Affairs): plan a program of extra curricular lectures and other special events of educational value including the Skeggs Lectures and Artist Lecture Series; consider requests for departmental lectures; work with the Assistant Vice President for Academic Affairs in completing the specific arrangements such as a lecture hall, press conferences, receptions, hotel and transportation reservations, contracts, and publicity;

four faculty members _____

12. STUDENT PUBLICATIONS COMMITTEE (Advisory to the Dean of Student Affairs): recommend policy respecting student publications; act in an advisory capacity to the Dean of Student Affairs in the appointment of editors and administrative staff to student publications, the review of budget requests, and the allocation of funds, and other matters related to student publications directly funded by the University.

three faculty members _____

13. UNIVERSITY RELATIONS COMMITTEE (Advisory to Special Assistant to the President): serve in advisory capacity on University Relations, including the recommending of new policies and changes in existing policies and practices.

one faculty member _____

January 9, 1975

MEMORANDUM

TO: Senate Members
FROM: Virginia Phillips, Co-chairman University Curriculum Committee
SUBJECT: Psychology 734

The University Curriculum Committee is asking that the Senate give special consideration to the attached course, Psychology 734, in that we are asking that the present procedure for course approval not be followed.

This course was approved by the 73-74 University Curriculum Committee but was inadvertently omitted from the report to Senate on June 7, and consequently was not approved at that meeting.

VP/aem

Psychology

CURRICULUM PROPOSAL
YOUNGSTOWN STATE UNIVERSITY

Copies of this form should be sent to: Chairman, College/School Curriculum Committee, (in sufficient number for college/school committee membership); Dean of College/School; Vice-resident for Academic Affairs. More than proposal s & entered any one form.

The Psychology (Department) submits, April 22, 1974 (Date), a curriculum proposal for the Change (Addition/Deletion/Change) of the course listed below.

If the proposal applies to an existing course which is being deleted or changed, enter the following current catalog information: *Samuel N. Hill* Dept. Chairman

Catalog number: 834 Course title: Applied Reinforcement Theory
Credit hours: 4 Prereq.: Psychology 833 or permission of instructor
Cross-listing, if any _____
Course description:

The second course in a two-course sequence in the experimental analysis of behavior; extends the results of laboratory findings to human behavior with emphasis on development, maintenance, and extinction of behaviors; institutional, industrial, home and educational settings will be considered.

RECEIVED

YAY 3 1974

If proposal applies to an existing course being changed, or to a new course to be added to the curriculum, enter the proposed catalog information:

CURR. COMM.
Catalog number: 734 Course title: Applied Reinforcement Theory (Formerly 834)
Credit hours: 4 Prereq.: Psychology 601 or 701 or permission of instructor
Cross-listing, if any _____
Course description:

This course extends the results of laboratory findings to human behavior with emphasis on development, maintenance, and extinction of behaviors; institutional, industrial, home and educational settings will be considered.

This proposal is submitted for the following reasons(s): (Use additional sheet, if necessary; If proposal is for a new course, list faculty member(s) qualified to offer course. If proposal is for a new or changed course which will require special library and/or physical plant facilities, give assurances that such are (or will be) available.

No longer given a sequence to 833 and the addition to the prerequisites is believed to provide an appropriate student selection for this course.



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44555

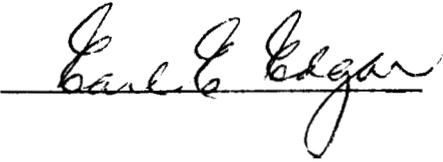
December 18 , 1974

MEMORANDUM

TO: Full-Service Faculty
Academic Administrators

FROM: Dr. Earl E. Edgar -
Vice President for Academic Affairs

Attached is a copy of the official version of the Charter and Bylaws of the Academic Senate, including the Board of Trustees Resolution, passed in the meeting of June 22, 1974, authorizing the operation of the Academic Senate under this Charter. The Bylaws include all revisions approved by the Board in its meeting of November 23, 1974.



ah

cc: Academic Deans
Academic Department Chairmen
President
Dr. William O. Swan
University Library



YOUNGSTOWN STATE UNIVERSITY
YOUNGSTOWN, OHIO 44603

Board Authorization

On June 22, 1974 the Board of Trustees of Youngstown State University adopted Resolution YR 1974-41 authorizing the operation of the Academic Senate under this charter. The following excerpts, taken from the minutes of the Board of Trustees, are an integral part of the document approved by the Board.

WHEREAS, the Board of Trustees believes that sound operation and growth of the University can be promoted by cooperative participation of faculty, administration, and student representatives in development of new policies and changes in existing policies pertaining to academic functions and activities of the University; and YR 1974-41

WHEREAS, the Board is supportive of efforts to maintain a collegial relationship which will be fostered by the principles in the new charter; and

WHEREAS, the charter has been endorsed and recommended by the predecessor Senate, faculty, and administration.

NOW BE IT THEREFORE RESOLVED, that the Board of Trustees accepts and approves this charter for the Youngstown State University Academic Senate, with the understanding that, in compliance with authority and responsibilities vested in the Board by law, this charter and all actions of the Academic Senate are subject to the Board's right to review and approve, or reject.

YOUNGSTOWN STATE UNIVERSITY

CHARTER

Academic Senate

PREAMBLE

In recognition of the essential role of the faculty in the development of policies concerning the academic functions and activities of the University, it is appropriate for the Senate to have primary responsibility for the development of new policies, or changes in existing policies, integral and essential to the academic functions and activities of the University.

In further recognition of the responsibilities of the **faculty** to the University community, the Senate shall have the right to make such studies as it considers necessary, and recommend to the administration changes that said studies indicate are appropriate.

ARTICLE I

PURPOSE.--The purpose of this charter shall be the furtherance of the recognized role of the faculty concerning academic functions and activities of the University; to provide an orderly manner, including the establishment of Bylaws, through which the faculty may assume its role; to provide for the expression of opinions from others in the University community who are also interested in the academic functions and activities of the University; and, to provide the faculty with the means to conduct such studies as may become necessary to the expression of a responsible opinion.

It is directed that a Senate be established for the purpose of implementing the recognized role of the faculty. It shall be known as THE ACADEMIC SENATE.

ARTICLE II

DEFINITIONS.--For the purpose of this Charter and the Bylaws, the meaning of the following terms shall be:

Section 1. College.

As used in the Charter, college shall mean an academic unit under the direction of an undergraduate Dean regardless of the name assigned to the academic unit. In the event that a college is subdivided into a school or schools with said school or schools responsible to the undergraduate Dean of that college, the school or schools shall be represented by the number of departments in the school. If a school is not divided into departments, it shall be considered an academic department.

Section 2. Academic Department.

An academic department is defined as one which provides instruction for academic credit, and which is administered by a Chairman budgeted under and responsible to the Dean of an undergraduate college. For the purpose of this definition, a college not separated into academic departments shall be considered an academic department.

Section 3. Faculty

Faculty shall include all those employed as full service faculty who hold academic rank and are paid, at least in part, by an academic department for teaching responsibilities. Their home department shall be that academic department which pays the greater portion of their teaching salary. In cases where a major portion cannot be defined, the home department shall be the academic department where the person holds academic rank.

Section 4. Administrators.

Administrators shall include all non-classified employees of the University who are not eligible for election to the Senate as Faculty.

Section 5. Faculty Administrators.

All academic department chairmen and Assistant Deans of Colleges, for the purpose of this Charter and By-Laws, shall meet the above definitions as Faculty and Administrators.

ARTICLE III

The Academic Senate

Section 1. Membership.--The Senate shall have a membership of not less than one hundred, composed of the following representation:

- (a) Student representatives shall number fifteen.
- (b) Administrators shall number fifteen.
- (c) Faculty representatives shall number not less than seventy.

Section 2. Selection of membership.--The selection of Senators shall be--

- (a) For students:

- (1) Non-elected representatives; by virtue of their elected posts, the Chairman of Student Council and the President of Student Government shall have automatic Senate membership.
- (2) Elected representatives;
 - (A) One student shall be elected from each college as defined by Student Council; and,
 - (B) The remaining student representatives shall be elected at large from among the student body.

All elected student representatives shall be elected in accordance with the rules, regulations, and qualifications established by Student Council, except that every elected Senator shall be in good standing at the time of the elections.

- (b) The Administrators shall be appointed by the President of the University, except that their number shall include the Academic Vice President and the Dean of each college. All Faculty Administrators appointed to the Senate shall be so appointed prior to the elections of the Faculty Senators. The remainder of the Faculty Administrators are eligible to seek election as Faculty.
- (c) Faculty Senators shall have at least seventy seats. Said seats shall be distributed according to the following formula:
 - (1) Each college as an academic unit shall be assigned four seats; and,
 - (2) The remaining seats shall be apportioned to each college based upon the percentage of faculty in each college. The determination of faculty in each college shall be at a time and in a manner provided in the Bylaws.
 - (3) From the number of seats apportioned to each college, the faculty of each academic department shall elect one representative from among themselves. In the event that there are more departments in a particular college than seats apportioned to that college, the minimum number of faculty Senate seats shall be increased by that number without regard to the minimum number of seventy.
 - (4) Any remaining seats apportioned to a college shall be filled by an at-large election within that college.

- (5) Any Faculty member shall have the right not to seek election as provided in the Bylaws.

Section 3. Terms of Office.--Senate members shall have the following terms of office which shall begin at a time specified in the Bylaws.

- (a) The Student senators' term of office shall be one year and they may succeed themselves.
- (b) Administrative Senators; (1) By virtue of their administrative posts, the Academic Vice President and undergraduate Deans shall have an indefinite term of office. (2) Appointed members of the Administration shall have a **term** of one year and may be reappointed by the President of the University.
- (c) Faculty Senators;
- (1) Academic departmental representatives. Senators who have been elected by their department shall have a term of two years and may not serve two consecutive two-year terms as departmental representatives.
- (2) Senators elected at large shall have a term of one year and may succeed themselves.

Section 4. Officers of the Senate.

- (a) A Chairman of the Senate shall be elected annually by the Senate from among the Senate members as provided in the Bylaws.
- (b) The Chairman of the Senate shall appoint a Secretary and a Parliamentarian with confirmation by the Senate.

Section 5. Meetings.

- (a) The Senate shall meet at least twice **each** fall, winter, and spring quarter at the call of the Executive Committee of the Senate.
- (b) Additional meetings may be called by the Chairman of the Senate or by a majority vote of the Senate at any meeting.
- (c) Proposed recommendations and reports of the various committees together with the agenda, must be circulated to the Faculty and any other persons designated by the Executive Committee at least five days prior to a Senate meeting at which it is to be considered. All proceedings of the Senate shall be reduced to minutes and similarly circulated.

- (d) A quorum for any meeting shall consist of a majority of the membership.
- (e) Except as otherwise provided, all business of the Senate shall be governed by Roberts' Rules of Order.

ARTICLE IV

SENATE COMMITTEES.--The Senate shall have two classifications of committees, Chartered and those created by the Executive Committee.

Section 1. The Chartered committees of the Senate shall be divided into two categories;

- (a) Elected chartered ~~committees~~--
 - (1) The Elections and Balloting Committee.
 - (2) The Charter and Bylaws Committee.
 - (3) The Executive Committee.
- (b) Appointed Charter committees--
 - (1) The Academic Affairs Committee.
 - (2) The Academic Events Committee.
 - (3) The Computer Committee.
 - (4) The Continuing Education Committee.
 - (5) The Curriculum Committee.
 - (6) The Educational Media Committee.
 - (7) The Library Committee.
 - (8) The Research Committee.
 - (9) The Student Affairs Committee.

Section 2. The composition and function of the elected chartered ~~committees~~ shall be--

- (a) The Elections and Balloting Committee;
 - (1) The membership of the Elections and Balloting ~~Committee~~ shall consist of one faculty member from each college to be elected from that college by the faculty of that college, each to serve a two-year term.
 - (2) Eligibility and election procedures shall be as specified in the **Bylaws**.

- (3) The Elections and Balloting Committee shall implement the provisions of the Bylaws as they relate to elections and balloting.

(b) **The Charter and Bylaws Committee;**

- (1) The Charter and Bylaws Committee shall consist of six members, with three members elected annually by the Senate, each to serve a two-year term.
- (2) Eligibility and election procedures shall be as specified in the Bylaws.
- (3) The Charter and Bylaws Committee shall receive or originate, consider, and recommend to the Senate such revisions of the Charter and Bylaws as are deemed necessary, reasonable, and desirable.

(c) **The Executive Committee;**

- (1) (A) Composition--
 - (i) The Faculty Senators of each of the colleges shall elect one of themselves as a member of the Committee. To serve on the Executive Committee, Senate membership shall be required only at the time of election;
 - (ii) The Administrative Senators shall elect one of themselves as a member of the committee;
 - (iii) The student Senators shall elect one of themselves as a member of the Committee; and,
 - (iv) The Chairman of the Senate by **virtue of** his office shall be a member of the Committee.
- (B) The terms of office--
 - (i) The elected faculty membership shall have terms of three years, one-third of whom shall be elected annually as specified in the Bylaws. No such member of the Executive **Committee** may be elected for two full consecutive **terms**.
 - (ii) All other members of the Committee shall have a term of one year and may succeed themselves.

(2) Functions--

- (A) The Executive Committee shall assign members to the appointed committees of the Senate as specified in the Bylaws. The Executive Committee may refer matters **either** directed to its attention or self-initiated to the appropriate chartered committee. Where a matter requires the attention of a committee, other than a chartered committee, the Executive Committee may appoint such subcommittees or ad **hoc** committees as it deems appropriate. If directed by the Senate the Executive Committee shall establish such committees.
 - (B) The Executive Committee shall specify the charge for any subcommittee or ad **hoc** committee it establishes.
 - (C) The Executive Committee shall prepare the agenda for Senate meetings and transact such other ongoing routine business as may be directed to them.
- (3) The Executive **Committee** shall act provisionally for the Senate in matters of liaison with the Administration, and in matters requiring immediate attention.
 - (4) The Executive Committee shall report its actions to the Senate at regular meetings of the Senate.

ARTICLE V

Challenge of a Senate Action

Any action (including amendments to the Bylaws) of the Senate may be challenged either by the President of the University or a member of the Faculty.

Section 1. The President of the University may challenge any action of the Senate--

- (a) His challenge, along with the reasons for the challenge shall be given to the Executive Committee in writing within twenty-eight days of the date of the Senate meeting at which the action was taken.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.

- (c) At the next meeting of the Senate, the Executive **Committee** shall present the challenge to the Senate.
- (d) The President **or his** designate may speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by the Senate, the President of the University shall submit the matter to the Board of Trustees for final disposition.

Section 2. Any member of the faculty may challenge any action of the Senate--

- (a) A member of the Faculty wishing to challenge an action of the Senate must, in writing, present the challenge along with his reasons to the Executive Committee within twenty-eight days from the date of the Senate meeting at which the action was taken. The challenge must be supported by the signatures of at least forty faculty members with no more than half of that number from any one college.
- (b) Upon challenge, the Senate action at issue shall be temporarily suspended.
- (c) At the next meeting of the Senate, the Executive Committee shall present the challenge to the Senate.
- (d) The challenger shall have the right to speak on behalf of his challenge.
- (e) If the challenge is supported by a majority of the Senate members present then the Senate action becomes null and void.
- (f) If the challenge is not upheld by a majority but is supported by a minority, one-third plus one of the Senate members present, then the challenge, under the direction of the Executive Committee, shall go to the entire faculty for vote. By a majority of those voting the Faculty may support the challenge in which case the action is null and void provided this majority represents more than one-third of the Faculty.
- (g) If the challenge is not upheld in the Senate by either a majority vote or minority vote, then the challenge is defeated and the Senate action becomes effective.

ARTICLE VI

Amendments

- Section 1. The Charter and Bylaws **Committee** shall propose any Amendments to this Charter and shall submit them in the following manner:
- (a) The proposed Charter Amendments shall be mailed by the Secretary to the Senators at least one week prior to being submitted to the Senate for consideration.
 - (b) At the meeting of the Senate at which the Amendment is to be considered, The Charter and Bylaws **Committee** Chairman shall place the Amendment before the Senate. Upon affirmative majority vote of the Senate, the Amendment shall be submitted to the faculty by the Secretary for mail balloting. The ballot shall include a complete statement of the proposed Amendment and shall provide a space for the faculty to vote for or against the adoption of the proposed Amendment. In order to be tallied, the ballot shall be returned to the Secretary within ten days after it is mailed by the Secretary.
 - (c) Upon a two-thirds affirmative vote of the Faculty, with at least one-half of the Faculty having voted, the Amendment shall be submitted to the President of the University and the Board of Trustees for ratification.
 - (d) Upon fulfillment of the foregoing requirements, the Amendment shall become effective immediately.

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

Unless otherwise specified, the members of the Senate, at a meeting at which this is an announced agendum, shall nominate at least twice as many candidates as are to be elected.

All such elections and balloting shall be under the jurisdiction of the Elections and Balloting Committee and shall be conducted in the following manner:

Section 1. Tellers. For each election or balloting the Election and Balloting Committee shall appoint tellers in sufficient numbers to expeditiously conduct the elections and balloting.

Section 2. Ballots.

- (a) The Elections and Balloting Committee shall be responsible for the preparation of all ballots, except as provided in Article V Section 2 (f) and Article VI Section 1 of the Charter, and distribute them to the appropriate electorate. Unless otherwise specified, all balloting must be completed within ten days from the date of mailing by the Elections and Balloting Committee.
- (b) Unless otherwise specified, all elections and balloting under the supervision of the Elections and Balloting Committee shall be by closed mail ballot.
- (c) The names of the nominees shall be listed in alphabetical order on all mail ballots with a statement of the maximum number to be voted for, (which shall be the number to be elected), and instructions for return of the ballot, and enclose an unmarked envelope for return of the ballot. The marked ballot is to be sealed by

the elector in the unmarked envelope, and the elector is to sign the slip bearing his name on the outside of the envelope. After collecting all the ballots, the Elections and Balloting Committee is to remove the name slips of the eligible electors and give the sealed unmarked envelopes to the tellers.

- (d) Upon the direction of the Senate at a meeting requesting a written ballot, the chairman shall appoint a sufficient **number** of tellers who **shall** distribute blank ballots, collect and tally the same, and report the results to the chairman. The chairman shall announce the results.

Section 3. Balloting Disputes. All balloting disputes shall be resolved by the Election and Balloting Committee, and their determination shall be final.

Section 4. Ties. Ties shall be resolved by the tellers by drawing of **lot(s)**. This shall be reported in their report.

Section 5. Reporting results of elections and balloting. The Elections and Balloting **Committee** shall make the results of all elections and balloting public. A complete record of the results or each balloting shall be retained for a period of one year. All ballots shall be retained by the Elections and Balloting Committee for a period of thirty days following the date of the 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 Election 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 a faculty member shall be determined by the Election and Balloting Committee.

Section 2. Apportionment of Faculty Seats. As provided in the Charter, Article III, Section 2, (c) (1), 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 based upon the percentage of Faculty in each college determined as of January 31. The Elections and Balloting Committee shall compute these percentages based upon a list of Faculty provided by the Faculty Personnel Office. It shall then calculate the number of additional seats apportioned to each college based upon this percentage.

Section 3. 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 April 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 May 15.

(b) Term of Office;

The term of office for Departmental Senators shall be for two years beginning with the third Friday of the month of **May**. The departments of each college shall be divided into two groups by lot, with the elected Senators of the first group to serve a two-year term and the elected Senators of the second group to serve a one-year term. Thereafter, each group of Senators shall serve a two-year term.

(c) Balloting;

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

Section 4. Withdrawal from Senate Election.

A faculty member may have his name removed from **nomi-**nation for either the Departmental election or the At-Large election, or both, **by** submitting a signed written request to the Elections and Balloting Committee chairman not later than March 15.

Section 5. Organizational Meeting of the Senate.

The duties and responsibilities of all senators shall begin with a meeting scheduled for the third Friday of the month of May. The first order of business for this meeting shall be the nominations for **chairman** of the Senate, and members of the Charter and Bylaws Committee.

BYLAW 4

OTHER ELECTIONS

Section 1. Chairman of the Senate.

- (a) All senate members shall be eligible for election as Chairman of the Senate.
- (b) Candidates for this office shall be nominated at the organizational meeting of the Senate.
- (c) The term of office for the chairman shall be for one year beginning with June 1.

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 for two years beginning with June 1. The colleges shall be divided into two groups by lot with the elected representatives of the first group to serve a two-year term and the representatives of the second group to serve a one-year term. Thereafter, each group of representatives shall serve a two-year term.

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.

- (c) The term of office for members of the Charter and Bylaws Committee shall be for two years **beginning with June 1**. The continuity of election shall continue in alternate years as established by the predecessor Senate. Accordingly, the members currently serving on the constitution and Bylaws Committee who have **one** year of term remaining shall **continue** as **members** of the Charter and Bylaws Committee.

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 is completing a full **term**) shall be eligible for election to the Executive **Committee**.
- (2) After the elections of faculty to the Senate, the Elections and Balloting Committee shall be responsible for seeking nominations from the Senators of a college and for the proper conduct of the election of an Executive Committee member for the colleges conducting an election.
- (3) The **term** of office for elected faculty **mem-**bers of the Executive Committee shall be for three years beginning with June **1**. The continuity of the election of the various college representatives shall continue on the staggered three-year **term** basis as established by the predecessor Senate. Accordingly, the members currently serving on the predecessor Committee who have not completed their terms shall continue as members of the Executive **Committee**.

(b) Administrative and Student Members.

- (1) . As provided in Article IV, Section 2, (c) (1) (A) (ii) and (iii), the Administrative and student Senators shall meet prior to June 1 and elect one each of themselves as a member of the Executive Committee.
- (2) The term of office for Administrative and student members of the Executive Committee shall be for one year beginning with June 1.

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

BYLAW 5

DUTIES OF SENATE OFFICERS

Section 1. Chairman.

The chairman shall preside at all Senate **meetings** and perform such other duties as are required. The chairman shall be responsible for the communication of all Senate action to the Administration. In the event the chairman is unable to perform his duties, the chairman shall appoint, from the Senate body, a chairman pro tem.

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.

Section 3. Parliamentarian.

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

BYLAW 6

APPOINTED CHARTERED COMMITTEES

Section 1. Appointed Chartered Committee Memberships, Selection, and Chairmanship.

- (a) The membership of each committee shall include Faculty, Administrators, and Students who need not be Senators.
- (b) The selection of members shall be as follows:
 - (1) The Faculty members shall be selected by the Executive Committee.
 - (2) The administrative members shall be appointed by the President of the University without regard to any specific number. Their function shall be to serve as liaison to appointed Senate **committees** in order to **facilitate** communication between **the committees and the administration**, and, **accordingly**, the) **shall** have no privilege to vote.

- (3) The student members of each committee shall be selected by Student Council.
- (c) Faculty and Student committee members shall have the right to vote.
- (d) Faculty and Student may serve on only one Senate Chartered Committee at any one time.
- (e) The chairman of each appointed chartered committee of the Senate shall be elected annually from within the committee.
- (f) The chairman of all other Senate committees shall be appointed by the Executive Committee.
- (g) The chairman of all appointed Senate committees shall report to the Senate, at least once a year, and shall be privileged to make motions on behalf of the committee without regard to their **own** Senate membership.
- (h) The term of membership on these committees shall be at the discretion of the appointing body or individual, provided that faculty appointments shall be made to achieve continuity by partial rotation.
- (i) Appointments and changes in appointments of all Senate **committee** members shall be reported to Senate through the Executive Committee.

Section 2. Appointed Chartered committees are charged and composed as follows--

- (a) The Academic Affairs Committee;
 - (1) This committee **is** charged with recommending to the Senate the general university requirements, appropriate academic standards, new degrees, new majors, and changes in degree and major requirements whenever such changes affect more than one academic department. For this purpose, a change affects a department only if one of its courses is involved in the change.
 - (2) The membership of the committee shall consist of eight faculty with at least one member from each college, **administrator(s)**, and two **student**

(b) The Academic Events **Committee**;

- (1) To **recommend to the Senate new** policies and changes in existing policies pertaining to the presentation of faculty colloquia, special lectures for the benefit of the academic community, commencement, and honors day.
- (2) The membership shall consist of eight faculty, **administrator(s)**, and two students.

(c) The Computer **Committee**;

- (1) To recommend to the Senate new policies and changes in existing policies concerning the instructional use of computer facilities.
- (2) Membership shall consist of eight faculty, **administrator(s)**, and two students.

(d) The Continuing Education Committee;

- (1) To recommend to the Senate new policy, and changes in existing policy as related to the role of the University in continuing education.
- (2) Membership shall consist of eight faculty, **administrator(s)**, and two students.

(e) The Curriculum Committee;

- (1) The Curriculum Committee shall recommend to the Senate new policies and changes in existing policies concerning curriculum matters.
- (2) This committee shall receive and process additions, deletions, or modifications in courses submitted to it by a college curriculum committee or Dean of a College. Upon receipt of a given curriculum proposal, the committee shall within a period of two weeks, correct the proposal or return it for correction of errors in form or inconsistencies with University or State imposed regulations. Within one week following completion of all corrections, the curriculum committee shall send copies of the proposal to all the college curriculum committees and deans of the colleges and the Academic Vice President. The curriculum committees, Deans of all the colleges and the Academic Vice President shall have two weeks in **whic** to review the proposal and raise their objections to the proposal by submitting them in writing to the Curriculum Committee.

- (a) If no objections are received by the Curriculum **Committee** within the prescribed time limit of two weeks, the committee shall simply attach a report of the college action to the agenda of the next Senate meeting for **communication** purposes only, in recognition of the autonomy of a college.
 - (b) If an objection is received by the curriculum committee, the committee shall investigate the objection and shall submit its recommendation on the matter to the Senate for final disposition.
 - (c) The Curriculum Committee shall establish such time tables as are necessary to facilitate its work. Such time tables shall be submitted in writing to all college Deans and academic department chairman.
- (3) The membership shall consist of eight faculty members with at least one member from each college, **administrator(s)**, and three students.
- (f) The Educational Media Committee;
- (1) To recommend to the Senate new policy and changes in existing policies as related to the instructional role of the educational media.
 - (2) The membership shall consist of eight faculty, **administrator(s)**, and two students.
- (g) The Library Committee;
- (1) To recommend to the Senate new policy and changes in existing policies including but not limited to the allocation of appropriated **resources** budgeted to acquisition of instructional materials.
 - (2) The membership shall consist of eight faculty with at least one from each college, administrator(s) , and two students.
- (h) The Research Committee;
- (1) To, recommend to the Senate new policies and changes in existing policies as related to sponsored research including both University and outside agency funded programs.

(2) The membership shall consist of eight faculty with at least one from each college, administrator(s), and **two students**.

(1) The Student Affairs Committee;

(1) To recommend to the Senate academic policies concerning students.

(2) The membership of the committee shall consist of eight faculty, **administrator(s)**, and four students.

BYLAW 7

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 of 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, 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 8. 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 9. RULES OF ORDER

Section 1. The rules of order specified in the latest edition of Robert's 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 has notified the chairman, in writing, of his Intent, and has arranged with the chairman for a suitable time at which he may be recognized. A member or guest of the Senate may speak at such time as he 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 pre-determined 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.

BYLAW 10.**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** chairman 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**.