

MINUTES
ACADEMIC SENATE
Friday, November 8, 1974

PRESENT: P. Bellini, D. Rost, J. Bakos, Jr., M. Klasovsky, B. Yozwiak, E. Juhasz, L. Zona, D. Byo, V. Kagarice, S. Harris, C. Henderson (for J. Scriven), D. Hille, D. Feigenbaum, V. Richley, R. Crum, E. Pejack, C. Singler, T. Shipka, E. Abram, T. Dobbelstein, H. Mettee, R. Curran, J. White, A. Scheetz, E. Sturgeon, M. Braun, R. Burkholder, Vice President Edgar, I. Cohen, E. E Minhizer, J. Maruskin, F. Blue, D. Mitchell, P. Pascale, J. Simko, K. Salaka, M. Yozwiak, W. Raridon, T. Slawecki, C. Dykema, L. Zaccaro, S.F. Barger, W. Petrych, V. Jenkins, R. Shuster, J. Koss, R. Arnold, V. Phillips, C. Vanaman, R. Ameduri, J. Douglass, E. Barret, M. Slavin, L. Domonkos, S. Roberts, S. Hanzely, R. Gould, E. Sterenberg, N. Paraska, P. Hahn, C. Smith, P. Baldino, Jr., R. Richards, F. Feitler, A. Moore, M. Foley, R. W. Jones, I. Feldmiller, L. Satre, P. Peterson, A. Budge, E. Yager, D. Lunts, C. Freeman, B. Yeaton, D. Behen.

The meeting was called to order at 4: 10 p.m. in Schwebel Auditorium by the Presiding Officer of the Predecessor Senate, David Behen.

Preceding the regular agenda of business, Dr. Behen made the following announcements:

- (1) The Secretary from the Predecessor Senate, Caryl Freeman, will serve as Secretary Pro Tem for this meeting.
- (2) Mrs. Christine Dykema will serve as Parliamentarian for the meeting.

In accordance with the provisions for the organizational meeting of the Academic Senate, the first order of business was nominations for Chairman of the Senate. The following persons were nominated for the position: Dr. S. I. Roberts, Dr. Clyde Vanaman, Dr. Stephen Hanzely, Dr. Richard Jones, and Dr. Elizabeth Sterenberg. Dr. Roberts and Dr. Hanzely declined the nomination. It was moved by Dean Paraska and seconded by Mrs. Dykema that the nominations be closed.

The second order of business was nomination for positions on the Charter and Bylaws Committee. The following persons were nominated for the three vacant positions: Dr. Irwin Cohen, Dr. Daniel O'Neill, Dr. Peter Baldino, Dr. Charles Singler, Dr. Edwin Pejack, Dr. Ilajean Feldmiller, and Dr. Ronald Richards. Dr. Baldino declined the nomination. It was moved by Dr. Shipka and seconded by Mr. Koss that the nominations be closed.

The Elections and Balloting Committee will conduct elections for Chairman and for membership on the Charter and Bylaws Committee in accordance with provisions in the new Academic Senate Charter.

Dr. Behen called for additions or emendations to the minutes of the last meeting of the Predecessor Senate, Friday, June 7, 1974. There were two corrections:

- (1) On page 3 under Attachments, add "(7) List of courses passed other than those in new programs: Change of H & PE 785, Deletion of English 609, Addition of English 615, Addition of English 616. "
- (2) On page 1, paragraph 2, item 1, line 3 should be changed from "in approving the new Charter. " to "of extending its own term of office until the new Charter could be implemented or Senate elections held. "

COMMITTEE REPORTS

Constitution and Bylaws Committee: Chairman, Frank Tarantine, presented the results of the elections held in the various schools to determine membership in the Senate.

There were no other committee reports.

UNFINISHED BUSINESS

There was no unfinished business

NEW BUSINESS

Dr. R. W. Jones, Representative to FAC, presented the report which is attached to these minutes. He indicated that one copy of the proposed budget and five copies of the Personnel Manual are in the library for examination.

Following the report, Dean Paraska commented that the subsidy levels had been increased from 15 to 16. In response to questions, Dr. Jones indicated that in his opinion there might well be conflicts between the Manual and collective bargaining.

Dr. Curran moved that Unless a deviation is specifically mandated by majority vote, meetings of this body will automatically stand adjourned one and one-half hours after the announced time of its meeting's commencement. The motion was seconded and carried.

Dr. Behen thanked Senate for its cooperation during his year as Presiding Officer and complimented Senate members on their thoroughness and seriousness of purpose.

The meeting was adjourned at 4: 45 p.m.

Respectfully submitted,

Caryl P. Freeman
Secretary, Pro Tem

ACADEMIC SENATE, 1974-75

College of Arts and Sciences

Biology	*Paul Peterson	History	Lowell Satre
Chemistry	Thomas Dobblestein		David Behen
	Irwin Cohen		Frederick Blue
	Howard Mettee		Morris Slavin
Economics	*Philip Hahn		Leslie Domonkos
	Joseph Koss		Sidney Roberts
English	Barbara Brothers	Mathematics	*Floyd Barger
	Thelma Miner	Philosophy	Earl Eminhizer
	Alice Budge		Thomas Shipka
For. Lang.	*Christine Dykema	Physics	*Paul Dalbec
Geography	*Michael Klasovsky		Stephen Hanzely
Geology	Charles Singler	Pol. Sci.	Wm. Eichenberger
	Everette Abram		Eliz. Sterenberg
H. & P. E.	*Eugene Barret	Psychology	"Christopher Sweeney
		Sociology	John White

School of Business Administration

Accounting	*Robert Arnold	Management	*Ranger Curran
	Vera Jenkins		Raymond Shuster
	William Petrych	Marketing	Ralph Burkholder
Adv. & Pub Rel.	Michael Taylor		Terry Deiderick

School of Education

Elementary	*Robert Ameduri	Guidance	Ronald Richards
	Clyde Vanaman	Secondary	*Fred Feitler
	James Steele		James Douglass
Foundations	Peter Baldino	Special Educ.	Charles Smith

School of Engineering

Chem Engr. & Mat'l. Science	Tadeusz Slawecki	Electrical	*Duane Rost
	Richard Jones	Industrial	*Robert Sorokach
Civil	Jack Bakos	Mechanical	*Edwin Pejack
	Paul Bellini		

"Indicates two-year term

ACADEMIC SENATE, 1974-75 (Cont'd)

College of Fine and Performing Arts

Art	*Louis Zona Elaine Juhasz Russell Maddick Jaroslav Ryska	Music Speech	*Vern Kagarice Ronald Gould Wade Raridon William Hulsopple Daniel O'Neill
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Technical and Community College

Bus. Educ. & Sec. Studies Engr. Tech. Home Econ. Spec. Studies	Caryl Freeman Virginia Phillips *Ralph Crum *Ilajean Feldmiller Marguerite Foley	Bus. Tech. Crim. Justice Nursing	*Dorothy Hille Don Feigenbaum James DeGarmo Ann Scheetz
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Administrative Members

Appointed	Taylor Alderman Donald Byo** Lawrence DiRusso Karl Krill Charles McBriarty Victor Richley James Scriven Luke Zaccaro	Designated	Earl Edgar M. J. Charignon Robert Miller Arnold Moore Nicholas Paraska Leon Rand Bernard Yozwiak
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Student Members

A & S Bus. Engr. Fine Arts T & CC Educ	Joe Simko Jane Maruskin Bill Yeaton Sue Ellen Harris Mike Braun Darlene Luntz	At Large	Sue Shaffer David Mitchell Mark Yozwiak Elaine Yager Beth McLaughlin Kathy Salaka Elaine Mitchell
Designated	Ed Sturgeon Bill Brown		

"Indicates two-year term

**Pending appointment of the Dean of the College of Fine and Performing Arts

8 November 1974

REPORT TO SENATE

From: R. W. Jones, Youngstown State University Representative to Faculty Advisory Committee to the Chancellor, Ohio Board of Regents

Abbreviations: OBOR - Ohio Board of Regents
CN - Chancellor Norton
FAC - Faculty Advisory Committee to OBOR
MIP - Management Improvement Program

FAC has met twice since the last Senate meeting. The main item of business at both meetings was the Biennial Budget Recommendations for Higher Education prepared by OBOR. The total increase from the current 0.78 billion to 1.34 billion for the 1975-1977 biennium has received considerable newspaper publicity. There are several features of the proposed budget which haven't received as much attention as the total appropriation figure, but do deserve some discussion. The following features of the recommendations were viewed favorably by FAC members.

1. All institutions will benefit from the increased appropriation. At the last Senate meeting I reported that OBOR was preparing a funding model which would benefit some institutions at the expense of other state institutions. That model has been replaced in the budget recommendations.
2. OBOR recommends that the student fee structure be frozen.
3. Faculty compensation to be increased from the current 50th percentile to the 60th percentile according to AAUP national rankings.
4. The budget model will use a 25/1 student/faculty ratio instead of the 36/1 ratio presently used.
5. The state cost/student cost to be changed from the current 60/40 ratio to a 75/25 ratio.

The following two items are in the opinion of this representative undesirable features of the budget recommendations.

1. Greater involvement by OBOR in the internal budgeting of the state institutions. This is evidenced by an increase in the number of subsidy levels from 8 to 15. In my opinion, OBOR is proceeding in the direction of program-by-program budgeting.
2. Subsidy levels are determined by averaging actual program costs from all state institutions.

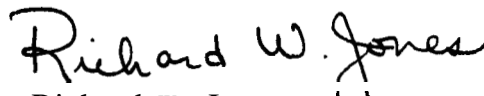
The combination of these two items will force the smaller institutions to structure their programs similar to the programs of the larger institutions or lose funds.

I have a copy of the Biennial Budget Recommendations, and will place it on reserve in the library for those interested in reading the document.

OBOR is working very hard to have the budget recommendations approved by the state legislature. In order to gain support, OBOR is willing to send a representative to discuss the recommendations to any interested group. Anyone desiring to hear a OBOR representative discuss the recommendations should contact Mr. D. Rogers in Columbus to set up a meeting at Youngstown State University.

I have also received the final copy of the MIP manual, Personnel Management. This too will be placed on reserve in the library.

Respectfully submitted,


Richard W. Jones

RWJ/dc

REPORT TO THE ACADEMIC SENATE

November 6, 1974

By Frank J. Tarantine, Chair, Faculty Constitution
and Bylaws Committee, Secretary, Internal Elec-
tions and Balloting Committee

The following are the results of the Senate Elections as they have been reported to me by the various Schools and Colleges of the University:

DEPARTMENTAL FACULTY SENATORS

College of Arts and Sciences

		<u>Term</u>
Biology	Paul Peterson	2 yrs.
Chemistry	Thomas Dobbstein	1 yr.
Economics	Phillip Hahn	2 yrs.
English	Barbara Brothens	1 yr.
Foreign Languages	Christine Dykema	2 yrs.
Geography	Michael Klatovsky	2 yrs.
Geology	Charles Singler	1 yr.
Health & P. E.	Eugene Barret	2 yrs.
History	Lowell Sutra	1 yr.
Mathematics	Floyd Banger	2 yrs.
Philosophy	Earl Emswiler	1 yr.
Physics	Paul Dalbec	2 yrs.
Political Sci.	William Eichenberger	1 yr.
Psychology	Christopher Sweeney	2 yrs.
Sociology	John Witte	1 yr.

School of Business Administration

Accounting and Finance	Robert E. Arnold	2 yrs.
Management	A. Ranger Curran	2 yrs.
Marketing	Ralph S. Burkholder	1 yr.
Advertising and Public Relations	Michael W. Taylor	1 yr.

School of Education

Elementary Education	Robert Anadani	2 yrs.
Foundations	Peter Dalerno	1 yr.
Guidance and Counseling	Ronald Richards	1 yr.
Secondary Education	Fred Felker	2 yrs.
Special Education	Charles Smith	1 yr.

<u>School of Engineering</u>		<u>Term</u>
Chemical Engr & Mat'l Science	Tadeusz K. Slawcki	1 yr
Civil	Jack S. Bakos	1 yr.
Electrical	Duane G. Rost	2 yrs.
Industrial	Robert J. Sorokach	2 yrs.
Mechanical	Edwin R. Pejack	2 yrs

College of Fine and Performing Arts

Art	Louis Zona	2 yrs.
Music	Vern L. Kagarice	2 yrs.
Speech	William G. Hulsopple	1 yr.

Technical and Community College

Business Ed. and Secretarial Studies	Caryl Freeman	1 yr
Business Technology	Dorothy Hill	2 yrs.
Criminal Justice	Don Feigenbaum	1 yr
Engineering Technology	Ralph Crum	2 yrs
Home Economics	Ilajean Feldmiller	2 yrs.
Nursing	Ann Scheetz	1 yr
Special Studies	Marguerite Foley	1 yr.

AT LARGE SENATORS--(31)

(All one year terms ending May 16, 1975)

College of Arts and Sciences (14)

R. Shtpka	71 votes	E. Sterenberg	43 votes
S. Hanzely	66 "	A. Budge	41 "
E. Abram	61 "	S. Roberts	39 "
I. Cohen	56 "	J. Koss	39 "
H. Mettee	48 "	F. Blue	37 "
D. Behen	47 "	M. Slavin	34 "
T. Miner	43 "	L. Domonkos	33 "

School of Business Administration (4)

E. Terry Deiderick	Raymond Shuster*
Vera Jenkins	William Petrych

*Lie with Howard B. Cox

School of Education (3)

Glyce Vanaman	10 votes	James Steele	6 votes
Jones Douglas	6 "		

School of Engineering (2)

Richard Jones	19 votes	Paul Bellini	15 votes
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College of Fine and Performing Arts (6)

Ronald L. Gould	Daniel J. O'Neill
Elaine S. Juhasz	Wade C. Raridon
Russell Maddick	Jaroslav Ryska

Technical and Community College (2)

James W. DeGarmo	7 votes	Virginia K. Phillips	6 votes
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ELECTED COMMITTEES OF THE SENATE

Electoral and Balloting Committee

Term

Arts and Sciences	Robert Secrist*	2 yrs
Business Administration	Howard B. Cox	2 yrs
Education	George Schoenhard	2 yrs
Engineering	Jack Devletian	1 yr
Fine and Performing Arts	(to be elected)	1 yr
Technical and Community College	Dorothy Kennedy	1 yr

*tie with Stephen L. Kozarich

Charter and Bylaws Committee

Term

Donald Byo	1 yr
Stephen Hanzely	1 yr
Roy Sumpter	1 yr

Three new members to be elected to a two (2) year term to replace Frank Fortunato, Clyde Hankey, and Frank Tarantine.

Executive Committee

Term

Arts and Performing Arts	(to be elected)	3 yrs
Technical and Community College	Marguerite Foley	3 yrs
Arts and sciences	Mary Alace Budge	2 yrs
Business Administration	Casper Moore	2 yrs
Education	(to be elected)	1 yr
Engineering	Richard Jones	1 yr

Other

Chairman of the Senate	(to be elected)	1 yr
Administrative Member	(to be elected)	1 yr
Student Member	(to be elected)	1 yr

RATIFICATION

This charter shall become effective upon ratification by a majority of the predecessor Senate, approval by a two-thirds majority of the votes cast by those voting as required to amend the present Constitution (Present Article V Sections 3 and 4), by the President of the University, and by appropriate action of the Board of Trustees.

Please note:

The attached document represents the final version of the Charter and Bylaws as approved by the Senate at its March 8, 1974 meeting. Some editorial changes have been made to reflect the sentiment of the Senate at that meeting.

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 then 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

FACULTY 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 SENATE

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 June 15. 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 nomination 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 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 15.

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 15. 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 15. 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 members of the Executive Committee shall be for three years beginning with June 15. 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 15.

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 committee and the administration, and, accordingly, they 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;
 - (I) 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 students.

- (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 which 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.
- (i) 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.



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

October 4, 1974

Memorandum

To: Dr. David Behen, Chairman, University Senate

From: John J. Coffelt

Re: Implementation of the Academic Senate

As you know, at its June 22, 1974 meeting the Board of Trustees of Youngstown State University approved the Charter and Bylaws of the Academic Senate (Resolution YR 1974-41), and authorized the President to implement the Charter as soon as possible (YR 1947-42).

The purpose of this memorandum is to request the Charter and Bylaws Committee of the currently existing University Senate to assume responsibility for conducting the election for faculty senators of the Academic Senate. I presume numerous questions may arise with respect to eligibility for voting, membership, term of office, and other matters not specifically covered by the new Charter. The existing Charter and Bylaws Committee should interpret the meaning and intent of the new Charter, and rule on such questions as may arise in conducting the election. Should the Committee so desire. I will be available for consultation.

I further suggest that elections be held in sufficient time to permit the new Academic Senate to convene on November 1, 1974. May I also request that you and other elected officers and committee members of the University Senate continue to serve until the new officers and committee members have been elected.

Enclosed herewith are my administrative appointments to the Academic Senate for the 1974-75 academic year as provided in Article III, Section 1(b) and 2(b) of the Charter. I have asked Vice President Edgar to convene administrative members of the Academic Senate and elect a member to the Executive Committee as provided in Bylaw 4, Section 4(b)(1).

JJC:pd
Enclosure

cc: Vice Presidents
Academic Deans
Department Chairmen
Chairman, Charter and Bylaws Committee


President

Dr. David Behen
Chairman, University Senate

Enclosure
October 4, 1974

Administrative appointments to the Youngstown State University
Academic Senate for the 1974-75 Academic Year are:

APPOINTED

Taylor Alderman, Assistant Vice President for Academic Affairs
Donald W. Byo,* Acting Director, Dana School of Music
Lawrence DiRusso, Chairman, Guidance and Counseling
Karl E. Krill, Vice President for Administrative Affairs
Charles McBriarty, Dean of Student Affairs
Victor A. Richley, Chairman, Engineering Technology
James A. Scriven, Dean, Admissions and Records
Luke N. Zaccaro, Chairman, Mathematics

DESIGNATED

Earl E. Edgar, Vice President for Academic Affairs
M. Jean Charignon, Dean, School of Engineering
Robert L. Miller, Dean, School of Business Administration
Arnold J. Moore, Dean, School of Education
Nicholas Paraska, Dean, Technical and Community College
Leon Rand, Dean, Graduate School
Bernard J. Yozwiak, Dean, College of Arts and Sciences

*Pending appointment of the Dean of the College of Fine and
Performing Arts

Joe Simko
~~Mark Yozwiak - A+S~~
Jane Maluskin - Bus
Bill Yeaton - Engine
Sue Ellen Harris - Fine Arts
Mike Braun - TC+C
Darlene Luntz - Educ

At Large
Sue Shaffer
David Mitchell

~~James~~
Mark Yozwiak
Elaine Gager
Beth McLaughlin
Kathy Saldaña
Elaine Mitchell

(not labeled)
EX
officer X
X

Ed Sturgeon + 2
Bill Brown

YOUNGSTOWN STATE UNIVERSITY

INTER-OFFICE CORRESPONDENCE

TO SECRETARY OF SENATE

DATE 11-8-74

FROM Philip J. Hahn

SUBJECT AMANDMENT TO MINUTES OF JUNE 7, 1974

ON PAGE 3 UNDER ATTACHMENTS:

ADD 7) LIST OF COURSES PASSED OTHER THAN THOSE IN NEW
PROGRAMS: CHANGE OF H+PE 785
DELETION OF ENGLISH 609
ADDITION " " 615
" " " 616

SENATE MEETING
YOUNGSTOWN STATE UNIVERSITY

IN ATTENDANCE: 11/18/74

Paul J. Gillin	Ralph Burkholder
Thomas A. Root	Eare E. Edgar
JACK D. BAKOS, JR	Irwin Goshen
W. Lasovsky	Earl Eugene Emery
B. Myzwick	Jane Maristich
Tom Zora	David Mitchell
Edmund J. Jukasz	Pietro J. Passale
Al Dye	Joseph G. Sisko
Jim Kagan	Barry A. Salter
Mr. Ellen Harris	Mark Yonwick
Walter Henderson for J.A. Scriven	
Pat Helzel for Harold Yonick	W. de Ravillon of
Ronald Jonas	
J. Kramer	
Dan - [unclear]	
Victor A. Richley	
Ralph L. [unclear]	
Earl Kejack	
Charles [unclear]	
Thomas G. Shigka	
Verette Abram	
Tom Dabbelstein	
Howard [unclear]	
RANGER CURRAN	
JOHN WHITE	
Anne Scheetz	
Ed Sturgeon	
Mike Braun	

SENATE MEETING
YOUNGSTOWN STATE UNIVERSITY

IN ATTENDANCE: 11/8/74

C. R. Takuma	Marguerite Foley
Lubell Zaccaro	Wayne Feldmiller
T. K. Stawerhi	Lowell Latre
S. Floyd Barger	Paul Blue
W. Lettrich	R. W. Jones
Neva Jenkins	Paul Peterson
Pr. J. Hunter	A. Ford
R. E. Kelly	J. J. Koss
D. J. Hill	Elaine Gager
Virginia Phillips	Chlene Oglet-unts
Pieroth	Bill Yeaton
C. Varonian	
B. Amelun	
J. DOUGLASS	
E. Barrett	
M. Slavin	
L. Domonkos	
Sid Roberts	
Stephen Flanzely	
Ronald L. Gould	
Elizabeth Sterenberg	
Nick Paraske	
C. F. Smith	
H. F. Baldwin Jr.	
Ronald Williams	
Fred C. Feitler	
Arnold Moore	



YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

October 4, 1974

TO: All Faculty Members

FROM: Constitution and Bylaws Committee of the Senate

RE: Elections to the Academic Senate

The Board of Trustees, at its meeting of June 22, 1974, accepted and approved the Academic Senate's new Charter and Bylaws and authorized the President to implement it "as soon as possible." A copy of the Board's Resolution, authorizing the new Academic Senate is attached to this letter. A new copy of the Charter and Bylaws, containing editorial changes authorized by the predecessor Senate, will be sent to you once approved by the Board.

The President has instructed our committee to serve as a temporary Elections and Balloting Committee, until one is elected, for the purpose of supervising the faculty elections to the new Academic Senate. Since the Charter and Bylaws were formulated on the assumption that they would have been implemented last spring, it has been necessary that some date changes be made in order to conduct this particular election according to the specifications of the Charter and Bylaws. Thus, our committee has set the following schedule for elections and meeting regarding the formation of the 1974-75 Academic Senate:

1. All Academic Departments shall hold their departmental election (ref. Bylaw 3, Section 3 (a) 1) and report their results to the Constitution and Bylaws Committee no later than October 15.
2. The College At-Large Elections (ref. Bylaw 3 (a) 2) shall be conducted and reported by October 30.
3. The elections for the Elections and Balloting Committee (ref. Bylaw 4, Section 2) will be held in conjunction with the At-Large Elections.
4. The organizational and first meeting of the 1974-75 Senate will be on November 1, 1974.

Elections to the Academic Senate
October 4, 1974
Page Two

Nominations for Chairman of the Senate, and for the Charter and Bylaws Committee will be the first order of business at this meeting. (Ref. Bylaw 3, Section 5).

Each member of the Constitution and Bylaws Committee has been assigned to oversee the election in a specific college:

Dr. Hanzely	Education
Dr. Frank Tarantine	Engineering
Mr. Donald W. Byo	School of Fine & Performing Arts
Dr. G. Roy Sumpter	Technical & Community College
Dr. Hankey	Arts and Sciences
Mr. Frank A. Fortunato	Business Administration

If there are any questions please see your school representative.

Attachments - Please Note:

Sheets 1 to 3 - Terms for Departmental Senators - as decided by our committee's drawing of lots.

Sheet 4 - Computations (based on faculty contracts of Spring quarter, 1974) for Departmental and at-large Senators for each college.

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.

Departmental representatives will normally be elected to a two-year term in the Senate. So as to provide for continuity, one-half of these representatives will initially be elected for a one-year term. **Next year** when elections are again held in these departments **it** will be for a full two-year term

The term of office for this year's departmental representative shall be as follows:

DEPARTMENT	LENGTH OF TERM
<u>Arts and Sciences</u>	
Biology	2
Chemistry	1
Economics	2
English	1
For. Languages	2
Geography	2
Geology	1
Health and Phys, Ed.	2
History	1
Mathematics	2
Philosophy	1
Physics	2
Political Science	1
Psychology	2
Sociology	1

DEPARTMENT	LENGTH OF TERM
<u>Business</u>	
Accounting	2
Advertising	1
Management	2
Marketing	1
<u>Education</u>	
Elementary Ed.	2
Foundations	1
Guidance	1
Secondary Ed.	2
Special Ed.	1
<u>Engineering</u>	
Chem. Eng. and Mat. Sci.	1
Civil	1
Electrical	2
Industrial	2
Mechanical	2
<u>Fine and Performing Arts</u>	
Music	2
Art	2
Speech	1
<u>Technical and Community College</u>	
Business Ed. and Sec. Studies	1
Business Tech.	2
Crim. Justice	1
Eng. Tech.	2

Home Economics

Nursing

Special Studies

Col lege	No: of Depts.	No. of Faculty	% of Faculty	% of Faculty x 46	Total No. of Senators	No. at Large
Arts and Sciences	15	235	55.55	25.55	29	14
Business	4	41	9.69	4.46	8	4
Educ at ion	5	34	8.03	3.69	8	3
Engineering	5	28	6.61	3.04	7	2
. Fine and Performing Arts	3	43	10.16	4.67	9	6
Technical and Community Col lege	7	42	9.92	4.56	9	2
TOTAL	39	423	99.96	45.97	70	31



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 11

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 of 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 nomination 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 members 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 committee and the administration, and, accordingly, they 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 students

(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 which 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 ,eightfaculty. 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(~), 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

- 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.



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 of 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 nomination 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 members 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 committee **and the administration, and**, accordingly, they 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 *with-*in 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 students

- (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 which 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(~), 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

- 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.