

**Faculty Senate Resolution 04-09: A Bylaws Amendment
Concerning General Provisions for Senate Committees
Adopted by the Senate at the Meeting of March 18, 2004**

Be it Resolved, that the Faculty Senate Bylaws shall be amended as follows.

- In Article IX (Committees), items 1-12 will be replaced by the following.

1. Members of Standing Committees

- a) The usual term of service for a voting member of a standing committee will be three years for faculty, one year for students. Terms will be staggered in a manner determined by the Executive Committee, so that approximately one-third of the voting faculty members of each committee will begin their terms each year. A person may serve for more than three consecutive years in exceptional cases, considering, for example, the need for continuity or special expertise.
- b) In the spring, each standing committee will elect, as chair for the following year, one of its members who is not in the last year of his or her term on the committee. Whenever there is no chair in place, the Executive Committee may appoint a chair to serve until the committee elects one.
- c) In provisions for a term of service on a committee, other than for an *ex officio* or student member, a *year* will be understood to begin on the first day of fall semester classes; and to end on the day before the first day of fall semester classes--unless otherwise specified in these Bylaws or by the appointing authority.
- d) If a vacancy occurs, and if there is no elected Alternate to fill it, the Executive Committee will fill it by appointment, after receiving the recommendation of the Committee on Committees.

2. Special Committees and their Members

- a) When the Senate by resolution or the Executive Committee creates a special committee, it will specify the charges and a definite term of service.
- b) Unless the creating entity provides otherwise, the Executive Committee will appoint the members of a special committee and will appoint the chair.
- c) Unless otherwise directed in its charge, a special committee will file its report only with the appointing authority.

3. General Provisions for all Committees

- a) An *ex officio* member of a committee will be nonvoting, and will not serve as chair.
- b) The Executive Committee will decide questions of committee jurisdiction that may arise.
- c) Each committee is authorized to hold discussions with, make inquiries of, and convey its decisions and recommendations to, the appropriate administrative offices. In so doing, the committee must stay within its stated charge, observe appropriate channels, identify the communication as coming from the committee, and comply with the reporting requirements of the next item.
- d) Except as may be provided otherwise in these Bylaws, each committee will report its activities in timely fashion to the Senate through the Executive Committee; and will respond to requests for information about its activities from the Senate or from the Executive Committee.
- e) The Senate may, by resolution, instruct a committee or reverse a committee action.
- f) The representatives of a committee recommending a Resolution to the Senate, even if not Senators, will have the privilege of the floor to move its adoption.

4. The Standing Committees of the Senate

Note: Here will begin the alphabetical list, by committee name, beginning with the Academic Computing Committee.

- Item 8 of the provisions regarding the General Education Committee shall be deleted. This item lists as a charge of that committee that it is "to transmit all reports and recommendations to the administration through the Faculty Senate Executive Committee, with the exception of the subcommittee on exceptions to the general education requirements."

Note: The subject matter of "item 8" would be covered by 3cde above.