

Faculty Senate Guide

2024–25



LSU A&M Faculty Senate Guide

Fall 2024

Originally prepared by

Inessa Bazayev, Susannah Knoll, Jeffrey Roland, and Daniel Tirone

with assistance from

Kenneth McMillin and Parampreet Singh

2024–25 update prepared by

Jeffrey Roland and Daniel Tirone

President's Welcome

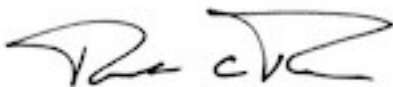
Dear Senators,

Welcome to the Faculty Senate. As the primary body representing faculty in shared governance the Senate has a critical role in the management of our university, and the success of the Senate depends on you. It is essential that every Senator maintains communication with their colleagues to understand their needs and preferences on matters which may come before the Senate and to keep them informed on important developments on campus. Successful representation also requires active participation. For Senators this entails regularly attending and participating in the meetings of the body, and for the faculty at-large it means serving on the many Faculty Senate sub-committees which facilitate the important business of the university. I recognize this asks a lot of you and our faculty, but it is imperative in ensuring that the voices of those who perform the core work of LSU's mission are represented in its administration.

We have prepared this guidebook to assist you in understanding the Senate's role in campus governance, its structure, and how it operates. In addition to the guide, the other members of the Faculty Senate Executive committee and I are available to address any questions that may arise during the year. Please feel free to reach out to us at any time.

These are challenging times for higher education and the Faculty Senate may be called on to support and defend our academic mission in ways we have not been before. I am confident that we have the structure in place to address these challenges, but our greatest resource is always the collective expertise and effort of our faculty. History shows us that working together maximizes the likelihood of success, and each of us will have a role to play in organizing the faculty to rise to meet the moment. I thank you for your willingness to serve at this critical time and look forward to working with you to best represent and protect the interests of the faculty, staff, students, and alumni who comprise our LSU community.

Sincerely,

A handwritten signature in black ink, appearing to read "D. C. Tirone". The signature is fluid and cursive, with the first name "D." and last name "Tirone" clearly distinguishable.

Daniel C. Tirone
President, LSU Faculty Senate

Contents

1 Faculty Council, Faculty Senate, and Senate Membership	1
1.1 The Faculty Council and the Faculty Senate	1
1.2 Faculty Senate Membership	1
2 Role of Faculty Senate and Responsibilities of Senators	1
2.1 Role of Faculty Senate	1
2.2 Responsibilities of Faculty Senators	2
3 Parliamentary Procedure (Robert’s Rules of Order)	3
4 Guidelines for Resolution Submission	4
4.1 Purpose	4
4.2 Scope	4
4.3 Mechanics	4
4.3.1 Eligibility and Requirements	5
4.3.2 Format	5
4.3.3 Assistance	6
4.3.4 After Submission	6
5 A Brief Description of Open Meetings Law	6
6 Faculty Senate Standing Committees	7
7 Additional Resources	8
Appendix A LSU FACULTY SENATE CONSTITUTION	9
Appendix B LSU FACULTY SENATE BYLAWS	13
Appendix C Robert’s Rules of Order Cheat Sheet	26
Appendix D Organizational Chart	27

1 Faculty Council, Faculty Senate, and Senate Membership

1.1 The Faculty Council and the Faculty Senate

The LSU Board of Supervisors Regulations specify the organization of the University and allow the faculty to organize itself into a Faculty Council (Article I).¹ The Faculty Council comprises all full-time members of the faculty at rank of Instructor and above (or equivalent ranks) plus members of the Administrative Council (Article I, Sec. 2B[1]). The Faculty Council has the responsibility and authority to “establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy, subject to the authority of the Board [of Supervisors]” (Article I, Sec. 2B[2]).

The Faculty Council was established in 1945. The Policy Committee was formed in 1958 to represent and speak for the Faculty Council when it was impossible or inexpedient for the Council to meet, and to act as a liaison with the Administration. Following discussions from 1970 to 1972, the Faculty Council formed the Faculty Senate on March 1, 1973, empowering it to act on the Council’s behalf and in its stead while the Council is not in session.

The Faculty Council is obligated to meet at least once an academic year (Article I, Sec. 2B[4]), with quorum being “[n]ot less than 25 percent of the membership of the . . . Faculty Council” (Article I, Sec. 2B[4]). The Faculty Council possesses an oversight capacity relative to the Faculty Senate (Faculty Senate Constitution [2005], Article I, Sec. 7) which can be exercised at meetings of the Council.

1.2 Faculty Senate Membership

Membership on the Faculty Senate is proportional; each college or school gets one Senator for each 25 (or major fraction thereof) Faculty Council members in the college or school, and every college or school gets at least one Senator. Senators are elected by the faculty of their respective college or school. All members of the Faculty Council, including department heads and chairs, are eligible to be elected to the Faculty Senate, with the following exceptions:

- Members of the Council of Academic Deans and Directors; and
- Members of the Executive Council,² other than the Faculty Senate President.

Faculty Senate terms are three years and after rotating off of the Senate a Faculty Council member may not be elected to a new Senate term within a year from the end of her most recent Senate term.³

2 Role of Faculty Senate and Responsibilities of Senators

2.1 Role of Faculty Senate

Faculty are the lifeblood of a university. As such, they have an essential role to play in institutional governance. The Faculty Senate is the elected representative body of the faculty chiefly responsible for performing this role. In this capacity, the Faculty Senate serves as the focal point of advocacy and oversight on issues of importance to faculty. First among these are those issues related

¹The Board of Supervisors is the managing board for the entire LSU system and, as such, its regulations apply to all campuses of the LSU system. Here attention is restricted to the LSU A&M campus.

²See the LSU Faculty Senate Handbook, p. 7.

³For full details on Senate membership, see the Faculty Senate Constitution (2005), Article II.

to authority over educational policy (subject to the authority of the LSU Board of Supervisors) exercised by the faculty. As set out in PS-50 (§II.A), these include (but are not limited to):

1. Criteria for membership on the faculty itself;
2. Criteria for admission of students;
3. Degree requirements;
4. Courses and curricula;
5. Student honors;
6. Standards of instruction and grading;
7. Faculty meetings (at the College and University level).

In addition to issues of educational policy, over which the faculty has authority, issues to do with any aspect of University life are appropriate subjects of LSU Faculty Senate attention. According to PS-50 (§II.A), such issues, while not under the authority of the faculty, are of “proper concern” to the faculty. These issues include (but are not limited to):

1. Academic freedom;
2. Faculty personnel policies;
3. Faculty grievances;
4. Salaries and support funds;
5. University organization;
6. Student affairs;
7. The University’s role, scope and mission;
8. Buildings and facilities;
9. Equipment.

As its elected representative body, the Faculty Senate is the primary (though not sole) voice of the faculty on such matters as enumerated above.

2.2 Responsibilities of Faculty Senators

In order for the Faculty Senate to fulfill its role as the primary voice of the faculty, its members must each meet their responsibilities as a Senator. These responsibilities are characterized by representation, communication, and dedication.

- Senators are responsible for being the voice for their colleagues in the Senate and faithfully representing their views.
- Senators are responsible for communicating with their colleagues about Senate agenda items. Communication should be regular and timely. Senators should have a regular place on their unit’s meeting agenda and should engage colleagues in discussion about the senate agenda.

- Senators are responsible for encouraging their colleagues to identify new issues of importance to the faculty.
- Senators are responsible for regularly attending meetings and for finding alternates for those times when attendance is not possible. Senators are responsible for preparing for meetings. In particular, prior to meetings Senators should:
 1. Read the agenda materials;
 2. Present the issues on the senate agenda to their colleagues and solicit input;
 3. Ready questions concerning agenda items.
- Senators are responsible for participating in meetings.
- Senators are responsible for serving on committees.

An active and effective Faculty Senate is essential to a healthy university, not least because it safeguards faculty and students against the creeping corporatization so present in modern academia. An active and effective Senate, however, requires members who are all willing to take on the responsibilities listed above. Joining the Faculty Senate is agreeing to contribute in this way.

3 Parliamentary Procedure (Robert’s Rules of Order)

The operations of the Faculty Senate are governed by separate bodies of rules and regulations ordered hierarchically. These include, in descending order, state laws (such as Open Meetings Law), the LSU Board of Supervisors Bylaws and Regulations, LSU Permanent Memoranda and Policy Statements, and the Senate’s own Constitution and Bylaws. All matters not addressed in these documents are governed by the policies and procedures laid out in Robert’s Rules of Order (RRO).

In essence, RRO provides guidance to conducting business: how to structure meetings; how to conduct elections: how to consider and decide courses of action; and how to approach other critical tasks organizations must address. Due to its comprehensiveness and precise language, it can frequently be confusing, even to those who are familiar with its operations. Enforcement of the rules falls to the chair of the body—which in the case of the Senate is the Faculty Senate President—who may be assisted in their interpretation of the rules by the Parliamentarian. The Vice President of the Faculty Senate serves as Parliamentarian unless another Senator is specifically elected to fill that role.

The principal mechanism by which organizations conduct business under RRO is through the introduction of motions, of which there are four types: main, subsidiary, privileged, and incidental. **Main motions** are used to bring a matter before the body for consideration and can only be introduced when no other business is already on the floor. **Subsidiary motions** are applied to motions, such as main motions, to determine how they are handled by the body. For example, once a main motion has been introduced to consider the adoption of a resolution, a subsidiary motion could be offered to limit the time available for debate, to amend the motion or resolution, or postpone consideration to a later time. **Incidental motions** relate to the motion currently under consideration by the body and generally are offered to seek clarification about the rules or deal with a technical aspect of the main motion. As a consequence, incidental motions should be settled expeditiously and before final action is taken on the main motion. The final general class of motions, **privileged motions**, do not relate to the question under consideration but take

precedence over other motions due to their importance. Examples of privileged motions include motions to adjourn, take a recess, or to call for the orders of the day (in essence to demand that the agenda for the meeting be followed).

Motions are also hierarchically ordered between and within categories, meaning that some motions take precedence over others. Most motions require a second, are able to be debated, and require a simple majority vote to be put into effect. However, there are exceptions to each of these as well, as some motions do not require a second, are not debatable, or must pass with a two-thirds vote or require no vote at all.

The most common sequence encountered in the Faculty Senate begins with the introduction of a main motion pertaining to a listed agenda item, which is then seconded. The matter will then enter into debate until the allotted time for discussion expires or there is a motion to “call the question,” or end debate. The motion to end debate requires a majority vote which, if successful, then allows the body to vote on the main motion.

There are a number of resources available to help familiarize users with RRO, including the full book now in its twelfth edition, and various texts which provide simplified explanations of the procedures. Given the widespread adoption of RRO there are also numerous websites and other online resources, including charts and tables of commonly used motions and procedures. For your convenience, one such “cheat sheet” for RRO is provided in Appendix C.

4 Guidelines for Resolution Submission

4.1 Purpose

A resolution is a written main motion, a main motion being “[t]he basic form of motion—the only one that brings business before the assembly” (Robert’s Rules of Order, §3). Here “business” denotes a proposal that the group take a certain action or express an opinion. A main motion takes the form of a resolution in cases of “more important or complex questions, or when greater formality is desired” (Robert’s Rules of Order, §4). Common uses of resolutions include publishing policy, principles, and sentiments of the body.

4.2 Scope

The scope of resolutions appropriate to the LSU Faculty Senate is wide, as the range of issues within the purview of the faculty is similarly wide. This encompasses issues concerning educational policy as well as issues to do with aspects of University life more generally. See PS-50 and §2.1 of this guide for details.

4.3 Mechanics

LSU Faculty Senate resolutions must satisfy certain requirements, as a matter of either policy or convention. Requirements of policy are grounded in the Senate’s Constitution and Bylaws or Robert’s Rules of Order, the latter having been adopted to provide parliamentary procedures for the Senate (when not superseded by the express will of the Senate). Requirements of convention are grounded in Senate practice consistent with the Senate’s Constitution and Bylaws and Robert’s Rules of Order, yet not explicitly endorsed by either.

Whereas, . . . [penultimate preamble clause]; and

Whereas, . . . [final preamble clause]; therefore, be it

Resolved, . . . [stating action to be taken];

Resolved, . . . [stating further action to be taken]; and

Resolved, . . . [stating yet further action to be taken].

Resolutions may include supporting documents as appendices or references to supporting documents in footnotes to preamble clauses. Previous Faculty Senate resolutions may be reviewed at <http://www.lsu.edu/senate/resolutions/index.php>.

4.3.3 Assistance

The Faculty Senate Executive Committee or its individual members are available to consult on the development and presentation of resolutions.

4.3.4 After Submission

Once a resolution is on a meeting agenda and the agenda is approved, the resolution is read to the Senate. The Senate then votes on whether to advance the resolution to discussion. A resolution is typically not voted on for final approval until it has received a second reading. This ordinarily occurs at the Senate meeting immediately following the meeting at which the resolution enters discussion. In accordance with Article V, Sec. 6 of the Faculty Senate Constitution, the second reading of a resolution may be waived by a two-thirds vote of those present and comprising a quorum at the meeting of its first reading. The decision to consider any resolution ultimately rests with the full Faculty Senate.

5 A Brief Description of Open Meetings Law

In the interest of facilitating open, transparent, and democratic governance the Louisiana Legislature has constructed legislation governing the conduct of public bodies, known as Open Meetings Law (OML), which is applied liberally (RS 42:12). Under the laws of the state of Louisiana, the LSU Board of Supervisors (Board) is a public body, and the LSU Faculty Senate has been determined to also be a public body based on the delegated authority over educational policy assigned to it by the Board (RS 42:13).⁴ OML requires all public bodies to comply with the following requirements:⁵

- Business may only be conducted at a meeting at which a quorum is present (RS 42:13);
- Meetings of the body are to be open to the public unless they fall under limited exceptions in the law. Furthermore, public comments are to be allowed prior to an agenda item upon which a vote is to be taken and the body may adopt reasonable rules and restrictions regarding such comment period (RS 42:14);

⁴See also comments by LSU General Counsel Winston DeCuir at the meeting of the LSU Faculty Senate on March 24, 2022. Video of the meeting is available at <https://www.lsu.edu/senate/meeting/minutes.php>.

⁵This list is not a comprehensive summary. The Louisiana Legislative Auditor's office has prepared a thorough discussion of Louisiana Open Meeting Law which answers many pertinent questions with a brief description and reference to the relevant Revised Statute or Attorney General Opinion. The document can be accessed at [https://app.la.state.la.us/llala.nsf/BAADB2991272084786257AB8006EE827/\\$FILE/Open%20Meetings%20Law%20FAQ.pdf](https://app.la.state.la.us/llala.nsf/BAADB2991272084786257AB8006EE827/$FILE/Open%20Meetings%20Law%20FAQ.pdf) and was consulted in the preparation of this overview.

- The public must be properly informed about upcoming meetings with information regarding the time, date, location and reasonably specific information about included agenda items through the issuance of proper public notice at least twenty-four hours in advance of the meeting, excluding weekends and legal holidays. Items not included on the announced agenda may be addressed at the meeting following a unanimous vote of the members present at the meeting (RS 42:19);
- All public bodies must keep written minutes of their meetings and make those minutes publicly available (RS 42:20);
- All votes are to be conducted *viva voce* (meaning by voice) and recorded in the official written proceedings of the body (RS 42:14). This requirement has been interpreted to mean that members must be physically present (AG Op. No. 07-0040) and precludes voting by show of hands alone (AG Op. No. 19-0022);
- Public bodies may enter into executive session following a two-thirds vote of the members present with each member's vote recorded in the minutes along with the reason for the session. However, the possibility of an executive session must be provided in the public notice for the meeting and no final action may be taken during the session (RS 42:16). Furthermore the permissible reasons for entering into executive session are limited and detailed in RS 42:17;
- Public bodies may hold meetings via electronic means if the Governor has declared a disaster or emergency assuming the meeting complies with the limitations described in RS 42:17.1;
- Enforcement of these laws are the responsibility of the Attorney General (RS 42:25), with members of public bodies who knowingly and willfully participate in a meeting that violates these requirements possibly personally subject to a \$500 fine (RS 42:28).

6 Faculty Senate Standing Committees

There are twelve standing committees in addition to the Executive Committee. Each has specific charges and membership that is either appointed, elected, or both. The membership numbers below reflect only faculty membership. Detailed charges for each committee can be found in Article IX of the Faculty Senate Bylaws (Appendix B of this guide).

- Admissions, Standards, and Honors Committee | 11 Members | Membership: Appointed
- Benefits Advisory Committee | 6–8 Members | Membership: Appointed
- Budget and Planning Advisory Committee | 8 Members | Membership: 6 Elected, 2 Appointed
- Courses and Curricula Committee | 11 Members | Membership: Appointed
- Diversity, Equity, and Inclusion Committee | 6–9 Members | Membership: Appointed
- Enrollment and Digital Education Committee | 6–9 Members | Membership: Appointed
- Faculty Adjudication Committee | 9 Tenured Members | Membership: Elected
- Faculty Appeals Board | 12–15 Members | Membership: Elected
- Integrative Learning Core Committee | 11 Members | Membership: Appointed

- Internationalization Committee | 9 Members | Membership: Appointed
- Library Committee | 5 Members | Membership: Appointed
- LSU Press Committee | 8 Members | Membership: Appointed

7 Additional Resources

- Faculty Senate Website: www.lsu.edu/senate
- LSU Faculty Handbook: www.lsu.edu/senate/files/lsufacultyhandbook.pdf
- LSU Faculty Senate Committee Operating Procedures:
www.lsu.edu/senate/files/committeeoperatingproceduresmanualdec1.2020.pdf
- LSU Permanent Memoranda: www.lsu.edu/administration/policies/permanentmemoranda.php
- LSU Policy Statements: www.lsu.edu/policies
- LSU Board of Supervisors Regulations: www.lsu.edu/bos/docs/lsu-bos-regulations-2021-04-10.pdf
- LSU Board of Supervisors Bylaws: www.lsu.edu/bos/docs/2020-bylaws-amended-14aug2020.pdf

Appendix A LSU FACULTY SENATE CONSTITUTION

As Amended Through January 2005

Article I. Nature and Functions

1. The Faculty Senate shall consist of members of the Faculty Council duly elected in accordance with the provisions of this Constitution.
2. The Faculty Senate shall possess all of the powers conferred upon the Faculty Council by regulations of the Board of Supervisors or otherwise, and shall exercise such powers in a manner consistent with the policies of the Faculty Council as stated in the Handbook: "The Faculty Council is charged to establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy for the University, subject to the authority of the Board of Supervisors. Within the framework of the educational policy of the LSU System, the Faculty Council may establish its own educational policies and may exercise legislative power over all matters pertaining to its own meetings." Such power shall be exercised by the Senate at any and all times when the Council is not in session. The Senate shall represent the Council in all matters and shall be deemed to voice the policies, opinions, and sentiments of the Council on any matter within its jurisdiction.
3. In particular,¹ the Faculty Senate may suggest action as well as make inquiries and recommendations to the Provost, or if appropriate through the Provost to the LSU Chancellor and/or the LSU System President, on any aspect of University life, such as, but not limited to, the following;
 - Conditions affecting academic freedom.
 - Criteria, policies and procedures regarding faculty appointment, conditions of work, dismissal, evaluations, grievances, promotions, tenure, retirement, and salaries.
 - Buildings, equipment, and facilities.
 - The rights and responsibilities of students, and student affairs generally.
 - Criteria and procedures for the selection of the administrative personnel and academic officers of the University.
 - In communication with Faculty Senates, or corresponding bodies, of other campuses: Criteria and procedures for the selection of the LSU Chancellor, or President of the LSU System.
 - The University's role, scope, mission, organization, budget development and planning.
4. The Senate shall consider any matter, within its jurisdiction, on its own initiative or which is brought to its attention by resolution of the Faculty Council; it may consider any matter within its jurisdiction at the request of the University or at the request of a member or members of the Faculty Council.
5. The Senate shall maintain liaison with all other segments of the University community and with other interested groups and individuals.

¹Section I.3 was added by a Constitutional amendment, recommended by Senate Resolution 04-03 and adopted by the Faculty Council. The vote was 619-23.

6. The Senate shall present a report of its activities and actions to the Council at each regular meeting of the Council and at such other time or times as the Council shall by resolution provide.
7. At any meeting of the Faculty Council for which the item is on the Agenda² distributed prior to the meeting, the Council may, by vote of a majority of those present and voting, review, modify, overrule, or otherwise deal with any action taken by the Faculty Senate. Upon the written request of 50 members or 10 percent of the Faculty Council, whichever is the smaller number, final action of the Senate shall be submitted to the Council for review. Upon written request of a majority of the Senate, any pending matter may be referred to the Faculty Council for final action.

Article II. Membership³

1. Members of the Faculty Senate shall be elected by their respective college school faculties on the basis of one representative for each 25 members of the Faculty Council, or major fraction thereof, as determined on the first day of the spring semester, provided that each college and school not within a college shall have at least one representative.
2. Allocations shall be made by the Senate Executive Committee. Any dispute arising from such allocations shall be determined finally by the Senate.
3. All members of the Faculty Council, including those who are department heads or chairs, shall be eligible for election to the Faculty Senate, with the exception of members of the Executive Council other than the President of the Faculty Senate and members of the Council of Academic Deans and Directors. Department heads or chairs may, however, be ineligible for membership on certain Faculty Senate committees, as dictated by the Bylaws. Eligibility for Faculty Senate membership shall be determined as of the date of the election, and questions of eligibility shall be determined by majority vote of the Senate. In the event that any member of the Senate shall terminate membership in the Faculty Council, or Senate, or become a member of the Executive Council, other than the President of the Faculty Senate, or become a member of the Council of Academic Deans and Directors, or shall resign from the Senate, the seat shall be declared vacant and appropriate steps shall be taken under the provisions of this Constitution to fill the vacancy. The Senate may by bylaw or resolution create reasonable conditions for continued membership in the Senate not inconsistent with the provisions of this Constitution.
4. The term of office of members of the Faculty Senate shall be three years. Terms of office shall begin on the first regular class day of the fall semester. Members elected to fill unexpired terms shall serve until the expiration of such period.
5. No member of the Faculty Senate shall be eligible for re-election until a period of one year has elapsed since that member's last service in the Senate.⁴

²See also sections II.I and V.I of the Bylaws.

³See also Articles VI of the Bylaws.

⁴According to an interpretation approved 6/3/04 by the Executive Committee, "service in the Senate" during the past year, if it is a matter of an Alternate taking an unexpired term or replacing an absent Senator under Section VI.4 of the Bylaws, does not count in this sense. That is, if the service during the past year does not result from the person's being elected directly to the position of Senator, then that service does not make the person ineligible to be elected to a three-year term.

Article III. Election of Members⁵

1. The procedures of nomination and election of members of the Faculty Senate shall be administered by the Election Committee of the Senate⁶ or by persons designated by the committee for that purpose. All disputes arising out of the nomination or election of members and not resolved by the election committee of the Senate shall be determined by majority vote of the Senate.
2. The election of members of the Faculty Senate shall be conducted during the month of April in each year, with one-third of the membership to be elected in each year. The Senate shall determine and publish the method of nomination and election of its members, provided, however, that each member of the Faculty Council shall at all times be entitled to nominate candidates and to vote for each Senate seat allocated to that member's college or school not within a college.
3. The names of all persons elected to the Faculty Senate, together with their college or school affiliation, shall be published in *LSU Today* or other University publication.

Article IV. Officers

1. The Faculty Senate shall elect from its membership a President, a Vice President, and a Secretary. The elected term for officers of the Senate shall be one year. The Senate shall enact procedures for the nomination and election of its officers.⁷
2. The Faculty Senate may create such additional offices as may be deemed necessary or desirable.

Article V. Meetings

1. The Faculty Senate shall hold at least nine meetings during the period from August through May.⁸
2. Special meetings of the Faculty Senate may be called at any time by the President of the Senate and shall be called by the President upon the written request of 20 members of the Senate.
3. Fifty percent of the authorized membership of the Senate shall constitute a quorum⁹ for the transaction of business at a Senate meeting.
4. The Secretary of the Faculty Senate shall record detailed minutes of the proceedings of all meetings. The minutes of the Faculty Senate shall be available for inspection upon the request

⁵See also Article III of the Bylaws.

⁶See the Bylaws, Section V.1.

⁷See the Bylaws, Article VII.

⁸See the Bylaws, Section I.4

⁹Interpretation: A ruling made in January 2005 states that elected Senators, including those duly designated as Senators for a semester or more, count toward a quorum; alternate representatives do not, and absent Senators who assign proxies do not.

of any member of the Faculty Council. The secretary of the Faculty Senate shall publish or circulate to all members of the Faculty Council a written summary of transactions of each meeting of the Senate.

5. Normally, final action will not be taken on an item at either a regular or special meeting of the Faculty Senate that has not previously appeared on an agenda of the Faculty Senate circulated at least three working days in advance to all members of the Faculty Senate.
6. Resolutions announced on the agenda or introduced during a meeting of the Senate normally shall be voted on at the next meeting. However, by a two-thirds vote of those present and comprising a quorum, the Senate may elect to vote on a resolution during the meeting at which it was introduced.
7. Meetings of the Faculty Senate shall be open to all members of the Faculty Council, and they shall be eligible to speak at Faculty Senate meetings.

Article VI. Committees

1. There shall be an Executive Committee of the Faculty Senate composed of the President, Vice President, Secretary and three other members elected by the Senate. The immediate Past President shall serve as an *ex officio* member on the Executive Committee. During any given academic year, not more than two of the six voting members of the Executive Committee may be from the same college or school not within a college.
2. The Executive Committee shall implement policy as directed by the Senate. In addition, it shall represent the Senate in dealings with University officials and others, prepare agenda for Senate meetings, and appoint all nonelected members of Senate committees. If issues arise which require immediate response or action, the Executive Committee is empowered to act for the Senate. The full Senate shall receive notification of such action at or before its next meeting.
3. From the end of the spring semester to the first fall class day, the Executive Committee will consist of the current year members and the elected members for the next academic year. All members of the Executive Committee shall have voting privileges during this period.
4. The Faculty Senate shall have other standing and special committees as may from time to time be created by the Executive Committee of the Faculty Senate, or by action of the Faculty Senate.
5. Any member of the Faculty Council, Executive Council, Council of Academic Deans and Directors, and the student body is eligible for appointment to any committee of the Faculty Senate, unless specifically excluded by the committee membership as defined in the Faculty Senate Bylaws. All chairs of committees shall be faculty members. Members of the Executive Council (other than the President of the Faculty Senate) and members of the Council of Academic Deans and Directors are ineligible to serve as chairs of Faculty Senate committees.

Article VII. Amendments

1. Amendments to this Constitution may be proposed by the Faculty Senate or by any member of the Faculty Council.
2. Amendments to this Constitution shall become effective upon adoption by the Faculty Council by a two-thirds vote of the members of the Faculty Council present at the meeting and comprising a quorum. Amendments may also become effective upon adoption by mail ballot in which twenty-five per cent of the Faculty Council respond and two-thirds of those responding approve.
3. The Executive Committee shall review this Constitution and the Faculty Senate Bylaws every year that ends in zero or five and make appropriate recommendations for revisions, when needed.

Appendix B LSU FACULTY SENATE BYLAWS

Approved by the LSU Faculty Senate on April 18, 2023

Article I. Meetings¹

1. Meetings of the Senate will be open to the public, but only members of the Faculty Council and invited guests will be eligible to speak, excepting that members of the public may comment on agenda items during the designated period for public comments.
2. The Senate reserves the right, consistent with Louisiana Open Meetings Law, to meet in closed session if sensitive or personal items are to be discussed, but no final action can be taken in closed session.
3. The President or a majority of the Faculty Senate Executive Committee (FSEC) or the Senate is authorized to invite guests to speak or to testify about matters being considered by the Senate.
4. The regular meetings of the Senate will take place alternately on all of the working days of the week except Friday. The meeting schedule and room reservations for the following year's meetings will be arranged in July by the FSEC and Faculty Senate staff. Notice of the scheduled regular meetings will be sent to all members of the Senate and posted on the Faculty Senate website when the schedule is finalized.
5. Written notice shall be given to all members of the Senate at least 72 hours in advance of any special meeting.
6. Meetings of the Senate will be run in accordance with the most current edition of *Robert's Rules of Order*, except where superseded by the Constitution or Bylaws of this Senate.

¹See also Constitution Article V.

Article II. Agenda

1. The announcement of meetings of the Senate shall include notice of the time and place of the meetings and summaries of business to be conducted. It shall be circulated to all members in advance of regular meetings.
2. The priority of topics on the agenda shall be established by the FSEC.
3. The Senate can change the order of the agenda by majority vote.

Article III. Order of Business

1. Registration and recognition of attendance for each member or alternate and guests for recording in the meeting minutes.
2. Recognition of individuals having public comments on agenda item(s).
3. Approval or revision of minutes.
4. President's report.
5. Upper administrator's report and question time (if applicable)
6. Unfinished business
7. New business
8. Committee report(s) and invited speaker(s).

Article IV. Meeting Minutes and Reports of Committees

1. The minutes of each meeting will be prepared by the Secretary or Faculty Senate staff and distributed to the FSEC for tentative approval or correction.
2. After tentative approval by the FSEC, the minutes will be distributed to the Faculty Senate. The minutes will be approved or corrected at the meeting that follows their distribution. Corrections will be made as appropriate in the meeting minutes and corrections adopted as a consequence of a vote will also be recorded in the minutes of the meeting at which corrections were made.
3. After approval by the Faculty Senate, the minutes will be posted on the Faculty Senate website.
4. Each standing committee will submit written reports of the yearly activities to the FSEC in April for posting on the Faculty Senate website. Written reports of special assignments will be submitted by standing committees when the assignment is completed.
5. Special committees will submit written reports when the committee's assignment is finished as specified in Article IX, Section 2.

Article V. Executive Committee and Officers

1. *Executive Committee:* The membership of the FSEC is defined in the Faculty Senate Constitution, Article VI. Specific duties of the FSEC are to assist the President in the execution of official duties; to appoint members of Faculty Senate committees, with the exception of elected committee memberships; to set the agenda for Faculty Senate meetings; to appoint a nominating committee for the election of officers; and to serve as the Faculty Senate Elections Committee.
2. *President:* The President, in conjunction with the FSEC, has the responsibility of providing leadership for the Faculty Senate. The President shall be the presiding officer at meetings of the Faculty Senate. The President is the official representative from the Faculty Senate to the University administration, other governing bodies, and the public, and shall have administrative responsibility for the Faculty Senate office. The President is responsible for preparing the agenda set by the FSEC for each meeting, and shall see that notices of meetings, agenda, and minutes of previous meetings are properly posted or circulated. The President does not serve as a voting representative from any school, college, or unit and shall vote only in the event of a tie. Upon taking office, the President will vacate a Senate seat for the presidential term; it shall be filled according to Article VII.
3. *Vice President:* The Vice President shall assume the duties and responsibilities of the President when the President is unable to serve or resigns. In the event the President steps down during their term and there are six months or fewer left of the term, then the Vice President shall assume the duties and responsibilities of the President for the remainder of the term. If the President steps down and there are more than six months remaining in the President's unexpired term, then a special election will be required, as in Article VI. The Vice President shall serve in the capacity of Parliamentarian unless the Senate votes to have a Senate member serve as Parliamentarian. When serving as Parliamentarian, the Vice President shall advise the Senate on points of order in accordance with Robert's Rules of Order, except where these Rules have been superseded by the Constitution or Bylaws of this Senate.
4. *Secretary:* The Secretary shall be responsible for writing and publishing the minutes.
5. *Parliamentarian:* When designated by the Senate, the Parliamentarian shall be prepared to advise the Senate on points of order in accordance with Robert's Rules of Order, except where these Rules have been superseded by the Constitution or Bylaws of this Senate.
6. *Members-at-Large:* The three at-large members are elected by the Faculty Senate according to Article VI.
7. *Past President:* The immediate Past President of the Senate serves as a non-voting *ex officio* member of the FSEC.
8. Newly elected officers—President, Vice President, and Secretary—will assume the duties of their respective offices on July 1 of the calendar year in which they were elected. Outgoing officers will remain voting members of the FSEC in accordance with Article VI, Section 3 of the Faculty Senate Constitution.

Article VI. Election of Officers

1. The President, Vice President, Secretary, and three at-large members of the Executive Committee of the Senate for any academic year will be elected following the procedure outlined in Article VII.
2. All current Senators, the President, and sitting members of the FSEC are eligible to be nominated for FSEC positions.² The FSEC shall appoint a nominating committee composed of four retiring members of the Senate representing four different colleges, schools, or units. The nominating committee shall report to the FSEC a slate of candidates, at least one for each Senate office, and for two at-large Executive Committee members, after ascertaining that the nominees are willing and available to serve. That slate shall be published in the Agenda for the March meeting of the Senate. At the March meeting, the President shall announce the slate and call for further nominations from the floor. Candidates' qualifications for office shall be circulated before the April meeting. At the April meeting, FSEC members will be elected in the order: President, Vice President, Secretary, and two at-large Executive Committee members. After each election, the floor shall be re-opened for nominations for the next office to be filled. The Agenda for the second or the October meeting of the fall term, whichever occurs first, will include the election of one newly elected senator in the fall term to fill the third at-large position on the FSEC. At the second or the October meeting of the fall term, whichever occurs first, nominations will be opened, and the election held.
3. Elections shall be held in accordance with Louisiana law. If no one receives a majority vote on the first round of voting, then there will be a second round between the two persons receiving the largest number of votes.
4. In the event of a tie vote in the election of any FSEC member, another vote shall be held between the tied candidates. If the tie is not broken after the second round of voting, then it shall be broken by a coin toss performed by a member of the FSEC whose election has been completed.
5. In the event that any elected member of the FSEC does not take office or does not serve out the term and there are more than six months remaining in the term, a special election will be called by the FSEC to fill the open position. The FSEC will make nominations to fill the vacancy at the first Senate meeting after the vacancy occurs. Nominations will appear on the written agenda for the meeting and nominations may be made from the floor. The election will be conducted in the same meeting, according to Article VI, Sections 3 and 4 of the Bylaws.
6. In the event a member of the FSEC is elected to fill the vacant position of President, Vice President, or Secretary, the special election will be extended to fill all resulting FSEC vacancies in the same meeting.

Article VII. Election of Members of the Senate

1. The FSEC shall be responsible for keeping records of such elections on file for future reference.

²The Constitution Section VI.1 imposes a restriction.

2. The elections committee may delegate responsibility for conducting elections to the policy committee, senate, council or similar elected body of the college, school, or unit in which the election is to be held. If such a committee does not exist, the procedure shall be conducted by the outgoing senators of the college or school not within a college. However, in the event of an emergency, a dispute, or a conflict of interest, the FSEC is empowered to conduct the election and will not under such circumstances delegate its authority to members of the Senate or other faculty from the college, school, or unit. It shall be permissible for a college, school, or unit to apportion, by faculty action in that unit, senate seats by department.
3. If a Senate seat becomes vacant, then a special election shall be held.
4. It is recommended that elections be held in accordance with the procedures outlined in *Robert's Rules of Order*, §46.

Article VIII. Alternate Representation

1. By written notice to the President submitted before the meeting, a member of the Senate may choose another faculty member representing the same college, school, or unit to be their alternate representative at the Senate meeting. Such a representative must be eligible for election to the Senate.
2. Alternate representatives shall be announced by the President at the start of the meeting, recorded by signature on the sign-in roster, and noted in the minutes.
3. The seat of a member of the Senate who has been repeatedly absent from Senate meetings can be declared vacant by a three-fourths vote of members of the Senate attending a meeting, if a request for such action has been made in writing by at least five percent of the faculty of the college represented or upon a request by the elected college, school, or unit policy committee, senate, or council. The motion to remove a member of the Senate shall be voted on the meeting of the Senate immediately following the request.

Article IX. Committees³

1. Though the FSEC is technically a standing committee of the Senate, its role as specified in the Constitution and Bylaws sets it apart from standing committees as discussed in this section.
2. 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 FSEC, 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.

³See the Constitution, Article VI, Sections 4 and 5, for other provisions about committees.

- 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 FSEC 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 FSEC will fill it by appointment.
- e. Committee members will be elected by the Senate for staggered terms for the Budget and Planning Advisory Committee, Faculty Adjudication Committee, and Faculty Appeals Board. Membership in all other standing committees is by FSEC appointment, as specified in Article V, Section 1.

3. Special Committees and their Members

- a. When the Senate by resolution or the FSEC creates a special committee, it will specify the charges and a defined term of service.
- b. Unless the creating entity provides otherwise, the FSEC 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.

4. General Provisions for all Committees

- a. Faculty Senate Resolution 07–09 provides that the FSEC is commissioned to “(i) examine the present committee system and to identify those standing committees that, having fulfilled their purposes, may be removed from the slate of committees; and (ii) to develop new, more efficient models for representative committee staffing. [...] [T]he results of the aforementioned [examination] shall be presented for Senate consideration, debate, and voting.”
- b. Unless otherwise specified, Standing Committees will consist of 9 to 12 members from different colleges, schools, or units.
- c. An *ex officio* administration or student member of a committee will be nonvoting and will not serve as chair.
- d. The FSEC will decide questions of committee jurisdiction that may arise.
- e. Each committee is authorized to hold discussions with, make inquiries of, and convey its decisions and recommendations to, the appropriate administrative offices. In these activities, the committee must stay within its stated charge, communicate through appropriate channels, identify the communication as coming from the committee, and comply with the reporting requirements of the next item.
- f. Except as may be provided otherwise in these Bylaws, each committee will report its activities in timely fashion to the Senate through the FSEC; and will respond to requests for information about its activities from the Senate or from the FSEC.
- g. The membership criteria and operating procedures will be detailed in the Faculty Senate Committee Operating Procedures.

- h. Each standing committee will submit in April an annual report of the activities conducted during the academic year and anticipated goals or activities for the next academic year.
- i. The Senate may, by resolution, instruct a committee or reverse a committee action.
- j. 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.

5. The Standing Committees of the Senate:

Admissions, Standards, and Honors Committee

Charges

- 1. To formulate, recommend to the Senate, and monitor policies and standards concerning admission requirements of LSU.
- 2. To conduct continuous studies and to make recommendations designed to maintain and improve the standards of scholarship among students, and
- 3. To study and develop more effective means of recognizing student achievement in scholarship and leadership.

Benefits Advisory Committee

Charges

- 1. To review, and to make inquiries and recommendations regarding, University retirement plans, health care, insurance programs, annual and sick leave, and other benefits.
- 2. To consult representatives of other University personnel on common interests in the matter of benefits.
- 3. To keep informed about the activities and plans of boards and other entities that govern and administer benefits programs affecting faculty.
- 4. To assure that faculty are informed about significant developments.
- 5. To consider and respond to questions and issues which may be referred to it by the Faculty Senate, the FSEC, or individual faculty.
- 6. To establish specialized subcommittees to address specific changes to faculty benefits.

Budget and Planning Advisory Committee

Charges

- 1. To assure an effective advisory role for the faculty for the budget and planning processes of the University, to encourage the use of faculty expertise, and to keep the Senate informed.
- 2. To review and make recommendations regarding the long-range implications, for the University's evolving mission, of current budget issues and alternatives.

3. To review and make recommendations regarding the Master Plan and long-range planning in general.
4. To consider questions and issues which may be referred to it by the Faculty Senate or the FSEC.
5. To establish study groups, and to conduct forums or workshops, in order to inform the general faculty or to collect their views when instructed to do so by the Senate; or on its own initiative, with the approval of the FSEC.
6. To select, from among its elected members, the faculty representatives to the University Budget Committee.

Council of College Policy Committees, Councils, and Senates

Charges

1. To allow the executive administrator of the elected policy committees, council, or senate of the various academic units to consult and to communicate with each other and with the FSEC.
2. To make recommendations to the FSEC on matters of interest to the Council, and on matters referred to it by the FSEC.

Courses and Curricula Committee

Charges

1. To approve or disapprove, after review, proposed additions to, alterations of, and elimination of all courses, curricula, and degree programs submitted by colleges and schools, or referred by the Office of Academic Affairs.
2. To notify the appropriate departments and colleges and the Office of Academic Affairs regarding all decisions reached by the committee and to make recommendations concerning needed clarification, coordination, or study of the implications of proposed changes.
3. To consult, when deemed appropriate, with departments which appear to be affected by proposed changes in courses and curricula; departments may appeal decisions made by the committee. If the appeal is supported by the college, school, or unit curriculum committee, the matter shall be sent directly to the Faculty Senate for final determination and placed on the Agenda of the Faculty Senate for the next regularly scheduled meeting of the Senate, and
4. To conduct on its own initiative continuing studies of courses and curricula, and to make recommendations to departments concerned and to the Executive Vice President and Provost concerning changes which appear to be desirable, and which appear to require study by specific departments concerned or by special committees appointed for the purpose.

Diversity, Equity, and Inclusion Committee

Charges

1. To interact with the University Office of Diversity staff in evaluating initiatives to improve diversity, equity, and inclusion of University faculty, staff, and students and the University community.
2. To propose and coordinate activities to increase diversity, equity, and inclusion of faculty members.

Enrollment and Digital Education Committee

Charges

1. To support Enrollment Management in fostering the quality and success of the University's selection and admissions function.
2. To advise Digital and Continuing Education on the role and scope of these programs within the University's educational mission.
3. To assure that faculty have convenient access to ample information about the University admission process and educational functioning.

Faculty Adjudication Committee

Definitions

1. The adjudication process provides for actions to address disputes through formal clarification and evaluation of the issues surrounding the complaint and information obtained during any investigations of the complaint for those disputes have not been resolved through reasoned discussions and decisions of the involved parties and/or the University Ombudsperson.
2. A "complaint" is any action or decision that a faculty member feels has adversely affected his or her professional capacity as an LSU employee that appears to have occurred or been decided unfairly, improperly, or in violation of University policy or has caused hostile or intolerable work conditions. The complaint will be considered a grievance when the Adjudication Committee agrees to accept the complaint as a grievance and begin committee activities on the complaint. Misapplications of University policies, but not dissatisfaction with existing University policies, may be considered as grievances. Violations of academic freedom, negative evaluations not based on objective criteria, salary decisions indicative of a pattern of poor administrative judgments, uncorrected inappropriate or unsuitable work environments, continuing intolerable conditions, and continuing behavior or conduct unbecoming a faculty member may be considered as grievances. Actions or decisions that may not be considered grievances are those that are encompassed by specific University policies, including, but not limited to sexual harassment; discrimination based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran or a veteran of the Vietnam era; or policies and procedures for appointment, tenure or promotion decisions. The committee shall not hear appeals arising from the dismissal for cause of a tenured faculty member, after due process as outlined in PS-104.

3. The definition of the term, "faculty member," as used by this committee, shall be the definition provided in the Board of Supervisors Bylaws and Regulations.

Charges

1. To adhere to the Faculty Adjudication Committee guidelines established by the Faculty Senate Executive Committee and the Vice President and Provost.
2. To hear all complaints of faculty members relating to outcomes of salary, promotion, non-reappointment, and tenure decisions believed to be unfair or due to inappropriately applied procedures, and allegations of other unfair treatment, unsuitable environments (unsafe, hostile, inappropriate), or improper implementation of University policy. Any allegation of unfair treatment can become a grievance, but the Adjudication Committee cannot substitute its judgment for an academic judgment made in a fair and reasonable manner, according to University policies and evaluative procedures. The Adjudication Committee can advise administrators on redress and alterations of decisions when it is judged that it may determine, however, that such an academic judgment has been unfairly made or hopelessly sufficiently corrupted by bad practices or procedures and is, therefore, improper, or invalid.
3. To decide whether or not the facts of a faculty petition merit a detailed investigation.
4. To accept a complaint as a grievance and conduct an investigation when it appears to be warranted based upon the information on the situation provided to the committee.
5. To seek to bring about a settlement, if this appears to be possible, among the involved parties with or without a formal investigation of the situation.
6. To report its findings and recommendations, if the case is found to have merit, but a settlement cannot be affected. Copies of these findings will be sent to all parties involved in the investigation, and in a case, which requires administrative assistance, copies will be sent to the LSU administration and to the Faculty Senate Executive Committee. If the findings indicate that the grievance complaint does not merit an investigation, the committee's report shall only be communicated to the petitioner and Faculty Senate President. When the case has been considered by the committee, the committee's report of findings and recommendations shall be communicated to all parties, and to all levels of administration which have been involved in the case. In all cases the distribution of information in reports will comply with all applicable statutes and University regulations and policies, particularly if students are involved in the complaint or grievance.
7. To keep confidential all complaints, grievances, and findings of the committee relative to complaint and grievance petitions. Parties to a complaint or grievance will be protected from retaliation of any form.

Faculty Appeals Board

Charges

1. To deliberate and make recommendations to the Executive Vice President and Provost when PS-104 Dismissal for Cause for Faculty is initiated against a faculty member.

2. To deliberate and make recommendations to the Executive Vice President and Provost when a faculty member appeals a non-reappointment decision or when there is a unit decision to not consider a faculty member request for non-mandatory promotion review.
3. To deliberate and make recommendations to the next highest administrator when a faculty member appeals an administrative decision.

Faculty Personnel Policies Committee

Charges

1. To review and to make inquiries and recommendations regarding university personnel policies and procedures that affect faculty. The areas of concern include, but are not limited to: matters of appointment, review, promotion, advancement to tenure, salary structure, travel support, and sabbatical leave.
2. To consider the provisions for faculty participation in governance in such areas.
3. To perform functions assigned to it by University policy statements.
4. To consider and respond to questions and issues which may be referred to it by the Faculty Senate or the FSEC.
5. To identify and address problem areas of policy, procedure, and communication, but not to provide a grievance mechanism for particular cases.

Status of the Committee

The Faculty Personnel Policies Committee remains authorized on an as-needed basis but remains otherwise dormant with its functions now conducted by the Faculty Senate Executive Committee.

Integrative Learning Core Committee

Charges

1. To review, approve, conditionally approve, or deny course proposals submitted by educational units to be added to the Integrated Learning Core (ILC) list of approved courses.
2. To maintain long-term oversight of the quality and effectiveness of the ILC, including collection of assessment data to ensure the program fulfills the goal of enhancing proficiencies of LSU students.
3. To make recommendations to the Office of Academic Affairs concerning student petitions for exceptions to the published ILC requirements, including course substitutions.
4. To evaluate the effectiveness of individual courses in fulfilling the goals of general education by following published procedures for review of courses.
5. To interpret and clarify the philosophy and goals of general education, to keep abreast of similar programs nationwide, to review periodically the existing requirements, and to recommend restructuring, when appropriate.

6. To coordinate with the Office of Academic Affairs, appropriate college advisors, and counseling faculty that students are adequately informed about ILC requirements.
7. To direct, as needed or as requested, surveys of the educational units, including deans, directors, and department chairs to determine the impact of the ILC requirements on areas such as academic programs, facilities, and faculty and staff scheduling. Identified problems will be provided by the committee to the Executive Vice President and Provost.

The Internationalization Committee

Charges

1. To advise International Programs Office on activities and programs.
2. To advise administrative units of LSU in areas which affect international students and LSU students studying abroad.
3. To develop and promote international exchange programs (study, research, services) between LSU and universities, colleges, and institutes in other countries.

Library Committee

Charges

1. To participate in the development and monitoring of a long-range plan for the library.
2. To advise the administrative officers of the LSU Library on all matters related to development and use of library resources and facilities, including allocation of funds for acquisitions and their distribution among various formats.
3. To inform faculty about library policies, collections, and financial standing.
4. To serve as a channel of communication for expressing faculty needs and expectations to the library administration.

LSU Press Committee

Charges

1. To serve primarily as an advisory group to the LSU Press and to the administration of Louisiana State University in matters relating to the LSU Press.
2. To inform the Faculty Senate of all major LSU Press activities.

Student Aid and Scholarships Appeals Committee

Charges

1. To act as a judicial body to hear and decide appeals from students in connection with granting, withholding, or withdrawing scholarships or financial aid.
2. To advise on policies, procedures, and standards for granting aid and scholarships when requested by the Office of Academic Affairs.

Article X. Changes, Additions, Modifications and Repeal of Bylaws

These Bylaws may be modified or repealed by a two-thirds vote of the total membership of the Senate, provided that the proposal for such change is introduced at least one month or one Senate meeting prior to the vote. Amendments to these Bylaws shall be communicated to the Faculty Council upon adoption.

Robert's Rules of Order Motions Chart

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	Yes	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

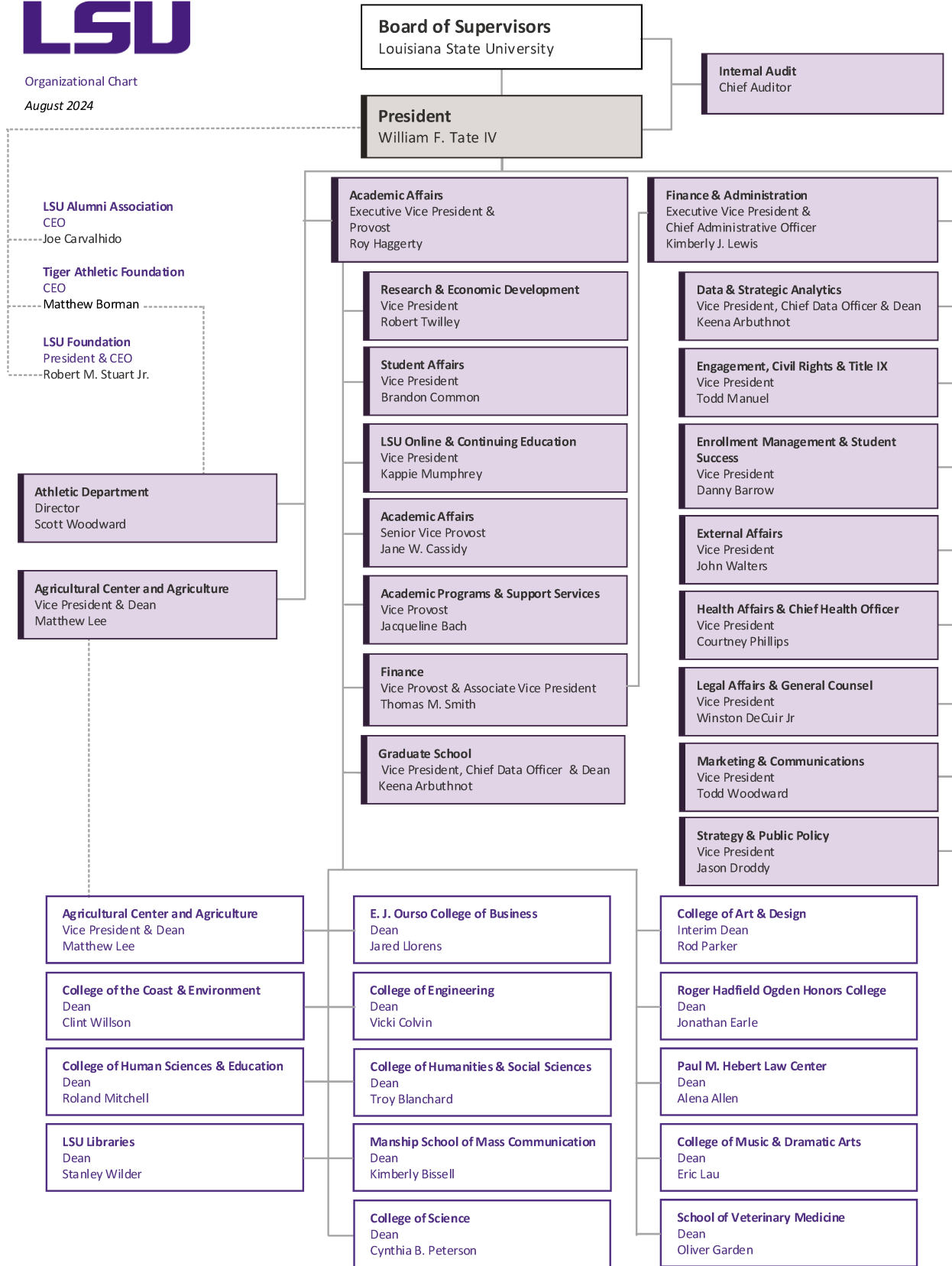
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Appendix D



Organizational Chart
August 2024



Past Faculty Senate Presidents

Robert L. Thoms, 1973–1974
Robert V. Nauman, 1974–1975
Alworth D. Larson, 1975–1976
A. Roland Dommert, 1976–1977
LeOra Lipe, 1977–1978
Dale A. Carver, 1978–1979
Arlo U. Landolt, 1979–1980
Nicholas Canaday, 1980–1981
Victor A. Klimash, 1981–1982
James L. Babin, 1982–1984
Kenneth W. Paxton, 1984–1985
Martha D. Collins, 1985–1986
Robert O’Connell, 1986–1987
Virginia Purtle, 1987–1989
Ralph A. Kinney, 1989–1991
W. Pat Culbertson, 1991–1993
Billie J. Collier, 1993–1994
George M. Strain, 1994–1996
John R. Collier, 1996–1998
Alan D. Fletcher, 1998–1999
Katie E. Cherry, 1999–2000
Neil R. Kestner, 2000–2002
Laurie C. Anderson, 2002–2003
Carruth McGehee, 2003–2004
Claire Advokat, 2004–2005
William H. Daly, 2005–2007
Kevin L. Cope, 2007–2017
Kenneth W. McMillin, 2017–2019
Mandi J. Lopez, 2019–2022
Inessa Bazayev, 2022–2024



Faculty Senate