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UNIVERSITY SENATE *of* LOYOLA UNIVERSITY CHICAGO

~ BYLAWS ~

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I. MISSION

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The University Senate (“the Senate”) is a representative body of Loyola University Chicago (“the University” or “University”) faculty, students, staff, and administrators engaged in a system of shared governance and which exists for the purpose of ensuring broad review and discussion of issues, plans, and policies of general University interest.

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II. PURPOSE

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- A. The Senate is a primary organization for shared governance within the University and serves in an advisory capacity to the President of the University.
 - B. In this venue, members of the Senate work collaboratively across all campuses to achieve the goals of the University.

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III. MEMBERSHIP

- A. The Senate is a representative body of faculty, students, staff, and administrators that represents the three main campuses: Lake Shore Campus (“LSC”), Health Sciences Campus (“HSC”), and Water Tower Campus (“WTC”), as well as University personnel affiliated with other University campuses or centers (e.g., John Felice Rome Center (“JFRC”) and Loyola University Retreat and Ecology Campus (“LUREC”).
- B. Voting membership of the Senate shall consist of 27 Senators and 5 *Ex Officio* (non-voting) Members, and shall be structured as follows:
 - 1. Faculty (8 Senators; shall be full-time, either tenure track or non-tenure track):
 - a. Lake Shore Campus (4 Senators)
 - b. Health Sciences Campus (2 Senators)
 - c. Water Tower Campus (2 Senators)

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2. Staff (8 Senators; must be full-time staff):
 - a. Lake Shore Campus (4 Senators)
 - b. Health Sciences Campus (2 Senators)
 - c. Water Tower Campus (2 Senators)

At least one Staff Senator must be primarily located on each of LSC, WTC, and HSC.

3. Students (8 Senators):
 - a. Undergraduate (4 Senators selected according to procedures of the Student Government of Loyola Chicago (“SGLC”) and 1 Senator selected according to procedures of the Student Government of Arrupe College (“SGAC”)
 - b. Graduate/Professional (3 Senators, 2 selected according to procedures of the Graduate, Professional, and Adult Student Council (“GPAC”) and 1 selected from the Student Government of Arrupe College (“SGAC”)
 4. Administrators (3 Senators; appointed by President of the University):
 - a. Sr. Vice President or Vice President (no specific number)
 - b. Dean or Director (no specific number)
 - c. Such other administrator appointed by the President of the University (no specific number)
 5. *Ex Officio* Members: (5 non-voting members; designated by University role)
 - a. Provost and Chief Academic Officer
 - b. Chair of Faculty Council
 - c. Chair of Staff Council
 - d. Vice President of Human Resources/Chief Human Resources Officer
 - e. Vice President of Student Development
- C. Quorum, which shall be required for purposes of convening a meeting and conducting regular business as the Senate shall be a simple majority of the total of all filled Senator seats at the time of the proposed vote/business (i.e., when all Senator positions are filled, quorum shall require 14 Senators to be present).
- D. Terms of Membership
1. Faculty and Staff Senators shall be elected by peers according to the procedures outlined in Section III.E. Undergraduate Student Senators shall be selected according to procedures established by the SGLC. The SGAC Student Senator shall be selected according to procedures established by the SGAC. Graduate/Professional Student Senators shall be selected according to procedures of the GPAC and the GSAC as described above. Administrators shall be appointed by the President of the University.
 2. Terms of office shall be two years for Faculty, Staff, and Administrator Senators and one year for Student Senators.
 3. All Senators may serve for up to three consecutive terms (e.g., six years for all Senators except for Student Senators).
 4. Members on leave or otherwise unavailable for one semester may be replaced for that period of time by a substitute Senator who shall be selected by Faculty Council (for Faculty Senators), Staff Council (for Staff Senators), SGLC (for Undergraduate Student Senators), SGAC (for the Arrupe Student Senator), GPAC and GSAC (for Graduate/Professional Student Senators) or the President of the University (for

- 85 Administrator Senators), and must be approved by a simple majority of the Senate.
86 5. If a Senator is unable to fulfill their duties for longer than one semester, that Senator's
87 seat on the Senate shall be considered vacated. Vacancies shall be filled to complete
88 the remainder of the vacating Senator's term according to the following rules:
89 a. A Faculty Senator vacancy shall be filled by the next eligible runner-up from
90 the most recent election if possible; otherwise, an eligible replacement shall be
91 selected by Faculty Council.
92 b. A Staff Senator vacancy shall be filled by the next eligible runner-up from the
93 most recent election if possible; otherwise, an eligible replacement shall be
94 selected by Staff Council.
95 c. An Undergraduate Student Senator vacancy shall be filled by an eligible
96 replacement selected by the established procedure of the SGLC.
97 d. The SGAC Student Senator vacancy shall be filled by an eligible replacement
98 selected by the established procedure of the SGAC.
99 e. A Graduate/Professional Student Senator vacancy shall be filled by an eligible
100 replacement selected by the GPAC and the GSAC as described above.
101 f. An Administrator Senator vacancy shall be filled by an eligible replacement
102 selected by the President of the University.
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104 E. Election Procedures for Faculty, Student, and Staff Senators
105 1. Timing of Elections
106 a. In accordance with Article III. B, each year:
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108 i. Faculty shall elect four faculty senators with two from LSC, one from HSC, and one
109 from WTC. Faculty may vote only for candidates to represent their own campus.
110 ii. Staff shall elect four staff senators with two from LSC, one from HSC, and one from WTC;
111 Staff may vote only for candidates to represent their own campus.
112 iii. Students shall select eight student senators: Four senators selected by SGLC, one
113 from SGAC; and Three from GPAC, with at least one from GSAC.

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2. General Nominating Procedures

a. As early as possible in the spring semester, the Bylaws and Elections Committee shall ensure that University-wide messaging is sent to all full-time faculty and staff calling for nominations. The Bylaws and Elections Committee shall collect the nominations.

b. When the nominations have been collected, the Bylaws and Elections Committee shall contact the nominated individuals to confirm their eligibility, ability, interest in running and obtain the biographies of nominated individuals

3. General Election Procedures

a. Voting for elections shall be performed electronically, and shall include the nominated individual's name, campus and candidate statement/biography;

b. For those campuses having more nominations than open positions, the Bylaws and Elections Committee shall ensure that electronic ballots listing the eligible nominees are sent to each campus for their respective election.

c. The election calendar should adhere as closely as possible to the following schedule to ensure the satisfactory completion of the process:

- i. Call for nominations should go out near the beginning of the spring semester. Nominations should be returned no later than mid-February.
- ii. Electronic election ballots should go out the first week of March. Ballots should be tabulated by the last week of March to ensure that Senators-elect may arrange to attend the April meeting of the Senate.
- iii. Election results shall be reported to the Senate Chairperson by the Chair of the Bylaws and Elections Committee. Elected candidates should be notified by the Senate Chairperson as soon as possible after the ballot count.

d. If voting results in a tie, the winner shall be determined by drawing of lots by the tied candidates in the presence of at least half of the Bylaws and Elections Committee membership.

e. All materials pertaining to the election shall be retained for a period of 30 days after the results have been certified by the Senate.

4. Campus and Voting designation

a. For purposes of candidate nomination to the University Senate and voting, candidates who are librarians and staff, the campus designation should be their primary physical office; The campus designation should be determined at the time of election. Once a campus slate has been selected, all staff members from that campus shall vote for that slate of candidates.

b. For purposes of candidate nomination and voting, other campuses and centers (JFRC, LUREC, CUNEO, and TVC) are represented/vote as part of LSC.

c. For purposes of candidate nomination to the University Senate, faculty's campus designation is based on the location of their Dean's primary office. The Dean's primary office at LSC includes CAS, Graduate School, and SES; HSC includes Medicine, Nursing, and Public Health; WTC includes Arrupe, Business, Communication, Education, IPS, Law, SCPS, and Social Work.

d. For purposes of voting in the Senate election, faculty candidates shall be nominated from each campus to fill the vacant seats. Once a campus slate has been selected, all faculty members from that campus shall vote for that slate of candidates.

162 **IV. OFFICERS**

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- 164 A. Except as may be modified by a vote of the Executive Committee, at the April
- 165 meeting, Senators for the following year (continuing and newly elected) shall elect
- 166 the following Officers to serve for one-year terms:
- 167 1. Chairperson (shall be a Faculty or Staff Senator, not newly elected)
- 168 2. Vice-Chairperson (shall be a Faculty or Staff Senator)
- 169 3. Secretary
- 170 4. Secretary *Pro Tempore*
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- 172 B. Nomination of Officers shall be presented from the floor of the Senate.
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- 174 C. Officers shall be elected by a simple majority vote and may be conducted by
- 175 secret ballot of Senators present.
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177 **V. MEETINGS**

- 178
- 179 A. The Senate shall meet at least six times per year (usually in September, October,
- 180 November, February, March, and April). Additional meetings may be called by the
- 181 Executive Committee.
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- 183 B. The Senate shall hold an organizational and agenda-setting retreat at the beginning of
- 184 each academic year.
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- 186 C. Except as may be modified by a vote of the Executive Committee, newly elected
- 187 Senators shall attend the April meeting of the Senate, but shall not be installed until
- 188 the end of that meeting, after which the newly composed membership will vote to
- 189 elect Officers for the following year.
- 190
- 191 D. Meetings of the Senate should be announced at least seven days prior to the scheduled
- 192 meeting date; a preliminary agenda should also be provided seven days prior to the
- 193 scheduled meeting.
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- 195 E. Meetings of the Senate are open to all faculty, students, staff, and administrators of
- 196 the University community.
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- 198 F. The business of the Senate and of its Committees shall be conducted in general
- 199 accordance with *Robert's Rules of Order* (see *Parliamentary Authority and Rules of*
- 200 *Order*, Appendix A), unless indicated otherwise in these Bylaws.
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- 202 G. Minutes of Senate meetings shall be publicly posted in a timely manner after approval
- 203 by the Senate.
- 204

205 **VI. COMMITTEES**

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- 207 A. Committees shall meet as necessary to review issues of general University interest
- 208 and to develop or review policy proposals. Committee membership is appointed by
- 209 the Executive Committee, which shall strive to create committees with balanced

210 representation from diverse constituencies.

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212 B. Committees shall, whenever possible, include at least 4 Senators or *Ex Officio*
213 Members, who are appointed by the Executive Committee. The Executive Committee
214 may also appoint additional committee members who may be drawn from within or
215 outside of Senate membership, and may be appointed to serve limited duration or full

- 216 academic-year terms. If such members are drawn from outside of Senate membership,
217 they shall serve as *ex officio* (non-voting) members of the committee.
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- 219 C. Chairs and/or Co-Chairs shall be identified from within each committee, with the
220 assistance of the Executive Committee if needed, and must be Senators (i.e.,
221 voting members of the Senate).
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- 223 D. Standing committees shall include the following:
224 1. Academic Affairs and Research Committee
225 2. Budget and Strategic Planning Committee
226 3. Diversity Committee
227 4. Faculty Affairs and Staff Affairs Committee
228 5. Student Development and Success Committee
229 6. Bylaws and Elections Committee
230 7. Executive Committee (includes Chairperson, Vice-Chairperson, Secretary,
231 Secretary *Pro Tempore*, one Undergraduate Student Senator selected
232 according to established SGLC procedures, one Graduate Student Senator
233 selected according to established GPAC procedures, and the Provost)
234
- 235 E. *Ad hoc* committees may also be created by resolution or by independent action by the
236 Executive Committee as needed.
237

238 **VII. AGENDA AND MATTERS FOR CONSIDERATION**

- 239
- 240 A. An agenda for the business meetings of the Senate shall be the responsibility of the
241 Executive Committee, and shall generally align with the following format:
242
- 243 1. Call to Order
244 2. Adoption of Agenda (after Call for Motions to Amend)
245 3. Review and Approval of Minutes (from previous meeting)
246 4. Reports from Officers and/or Committees (as needed)
247 5. Unfinished Business
248 6. New Business
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- 250 B. Any member of the Senate may propose an item to the Executive Committee for
251 potential inclusion on the agenda.
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- 253 C. Other advisory bodies of the University's shared governance system (e.g., Faculty
254 Council and Staff Council) may also propose items to the Executive Committee for
255 potential inclusion on the agenda.
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- 257 D. A preliminary agenda shall be posted in advance of Senate meetings for interested
258 members of the University community.
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- 260 E. At the beginning of each Senate meeting, the Chairperson shall ask Senators if there
261 are any motions to amend the agenda. A motion to amend the agenda by a Senator
262 shall pass upon a simple majority vote of the Senators present.

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- F. The Senate shall have the power to enact legislation. Legislation shall be enacted in the form of a Resolution or an Act.
 - 1. A Resolution shall be a proposal or recommendation to the President of the University or other University officers or University bodies that expresses the majority opinion of the Senate.
 - 2. An Act shall be an official Senate action that addresses an internal Senate need (including but not limited to amendments to the Bylaws, imposition or modification of internal Senate policies, or appropriation of Senate funds for a specific purpose).

VIII. VOTING

- A. Each of the 27 Senators shall have voting rights. *Ex Officio* Members shall not have voting rights.
- B. Unless otherwise indicated explicitly in these Bylaws, matters presented for a vote in the Senate (including all Resolutions) shall be decided by a simple majority vote of those Senators who are present.
- C. Members must be present to cast a vote, except where otherwise indicated in these Bylaws.

IX. AMENDMENTS TO BYLAWS

- A. Amendments to the Bylaws may be proposed by any member of the Senate by an Act.
- B. Voting on proposed amendments may take place at a meeting subsequent to the meeting at which the proposed amendment was introduced.
- C. Voting on proposed amendments may take place via email following any meeting at which the proposed amendment was introduced.
- D. Amendment to the Bylaws requires approval of two-thirds of the number of installed Senators at the time of the vote (i.e., vacant seats are not counted against the vote).
- E. Bylaws and approved amendments thereto require final approval by the President of the University.

X. PERIODIC REVIEW

- A. Periodically, the Senate shall review the Bylaws, considering the following issues:
 - 1. Fair representation of faculty, students, staff, and administrators including proportions of Senators representing each constituency and possible

- 309 reallocation of representation in light of changes to constituencies or other
310 issues.
311 2. Diversity at the University, including ways to ensure fair and diverse
312 representation on the Senate.
313 3. Committees, including the creation of new committees and the disbanding of
314 unneeded committees.
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316 ***Ratified by the Senate October 31, 2014;***

317 ***January 20, 2017;***

318 ***March 2, 2018;***

319 ***February 22, 2019;***

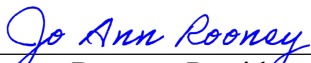
320 ***April 24, 2020;***

321 ***November 20, 2020;***

322 ***March 25, 2022;***

323 ***April 21, 2022***

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325 **Approved by the President of Loyola University Chicago**
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329 
Jo Ann Rooney, President

July 29, 2022

Date

331 APPENDIX A

332
333 **Parliamentary Authority & Rules of Order**
334 **(Condensed from *Robert's Rules of Order*)**
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336 §1. Order & Decorum

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- 338 A. When the Chairperson of the Senate calls the meeting to order, every member shall be
 - 339 seated.
 - 340 B. If a member is called to order while speaking, they shall cease speaking and yield to
 - 341 the Chairperson.
 - 342 C. All members of Senate shall exhibit respect and professionalism for one another when
 - 343 speaking in discussion, debate, or questions.
 - 344 1. No member of the Senate shall question the personal character of any other
 - 345 member of Senate during discussion, debate, or questions.
 - 346 D. All members of the Senate shall exhibit respect and professionalism towards all
 - 347 visiting speakers and audience members at Senate sessions.
 - 348 E. All visiting speakers and audience members shall respect the function of the Senate
 - 349 and exhibit respect and professionalism when present at Senate meetings.
 - 350 F. A point of order may be called by the Chairperson at any time during a Senate
 - 351 meeting without recognition. A member may declare point of order to the
 - 352 Chairperson, but must still wait to be recognized by the Chairperson to continue an
 - 353 explanation as to their point of order.
 - 354 1. A Senator may rise to a point of order when there is a violation of any Bylaws
 - 355 of the Senate.
 - 356 G. A point of clarification shall be in order at any time during a Senate meeting. A point
 - 357 of clarification should be phrased as a question. Points of clarification shall be used
 - 358 when something has been said or a proposal has been made that generated confusion.
 - 359 1. Any Senator, having been recognized by the Chairperson, may precede their
 - 360 inquiry by saying, "I have a point of clarification," or simply, "Point of
 - 361 clarification [...]"
 - 362 H. A point of information shall be in order at any time during a Senate session. A point
 - 363 of information is a contributive statement that adds to something currently being
 - 364 asked or serves as a response to a point of clarification. Points of information shall be
 - 365 used when something has been said or a proposal has been made that lacks
 - 366 information necessary to take proper action, make decisions, or vote in the affirmative
 - 367 versus the negative.
 - 368 1. Any Senator, having been recognized by the Chairperson, may precede their
 - 369 statement by saying, "I have a point of information," or simply, "Point of
 - 370 Information. [...]"
 - 371 I. A point of parliamentary inquiry shall be made to ask a question about the procedures
 - 372 or rules.
 - 373 1. Any Senator, having been recognized by the Chairperson, may precede their
 - 374 statement by saying, "I have a point of parliamentary inquiry," or simply,
 - 375 "Point of parliamentary inquiry [...]"
 - 376

377 §2. Quorum

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- 379 A. Quorum shall be constituted by a simple majority of the total number of seated
- 380 Senators.
- 381 B. The Chairperson must determine if quorum is present before the beginning of and
- 382 during all meetings.
- 383 C. If quorum is not present, the Chairperson shall declare the session in recess until a
- 384 quorum is present or Senate is adjourned.
- 385

386 §3. Recognition

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- 388 A. The Chairperson shall recognize a member by using their formal title of position
- 389 within the governing body followed by their surname.
- 390 B. If a Senator desires to speak, they shall remain seated, raise their hand, and await the
- 391 Chairperson's recognition. A Senator shall not proceed with speech, debate, or
- 392 questions until formally recognized by the Chairperson.
- 393 C. Senators who arrive to a Senate meeting after the meeting has been called to order
- 394 and roll call has been taken must be recognized as present by the Chairperson.
- 395 1. The Chairperson shall say, "Senator [Surname] is now recognized as present."
- 396 2. If multiple tardy Senators are recognized at once, they shall each be
- 397 recognized by their Senate title and surname.
- 398 D. Members of the Executive Committee and other members of the Senate have equal
- 399 rights of speech during Senate meetings.
- 400 E. Visiting speakers and audience visitors must be recognized by the Chairperson in
- 401 order to speak during a Senate meeting. The Chairperson shall recognize visiting
- 402 speakers and audience visitors by requesting that they introduce themselves by verbal
- 403 introduction.
- 404 F. If a visitor or speaker wishes to speak during a Senate meeting, they must be deferred
- 405 to by a recognized Senator or Ex Officio Member.
- 406 G. If a Senator requires departure before the session is adjourned, they must formally
- 407 request a point of personal privilege. The Chairperson may either excuse or not
- 408 excuse the Senator requesting to leave.
- 409 1. If a Senator has not acquired previous permission to depart early from a
- 410 Senate session, the Chairperson may choose not to excuse them.
- 411

412 §4. Motions

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- 414 A. A motion is a proposal that the Senate take certain action. Additionally, a motion may
- 415 be made to bring business before the Senate.
- 416 B. Motions shall include but are not limited to the following:
- 417 1. Motion to adjourn a meeting
- 418 2. Motion to table a legislative measure
- 419 3. Motion to make an amendment
- 420 4. Motion to close or open a Senate session
- 421 5. Motion to open or close nominations for an election
- 422 6. Motion to nominate an individual for an election

- 423 7. Motion to vote by a certain method
424 8. Motion to establish a committee
425 9. Motion to reconsider an already voted upon motion or measure
426 C. A Senator shall present a motion by acquiring recognition from the Chairperson and
427 declaring to the Senate, “I move to...” or “I move that [...],” then stating the action
428 they would like to have taken.
429 D. After a motion has been presented, it is the duty of the Chairperson to immediately
430 open the floor for debate and state the exact motion before the Senate for its
431 consideration and action.
432 1. The Chairperson shall recognize the chief proponent of the measure for the
433 first speech in favor of the motion. Then the chairperson shall ask if there is
434 any further debate on the motion.
435 2. Subsequent debate shall follow a cycle of speeches of negation and speeches
436 of affirmation, respectively.
437 3. If there are points of debate, the Chairperson shall recognize each Senator
438 with their hand raised.
439 a. Each Senator may speak on a motion twice and each speech shall be
440 limited to five minutes.
441 b. When there are no further speeches of debate, the Chairperson shall
442 put the motion to a vote.
443 4. If there are no points of debate, the Chairperson shall put the motion to a vote.
444 E. If the vote on a motion fails, the motion has been denied. The maker of a failed motion
445 may not propose the same motion again during the same Senate meeting. A failed
446 motion may be proposed again by a different Senator.
447 F. A motion shall not be in order if there is already a pending motion before the Senate
448 with the exception of amendments proposed to legislative measures, motions to vote
449 by a specified method, and motions to table a measure or topic of discussion.
450 G. The maker of any motion may withdraw their own motion from consideration by the
451 Senate only if the Senate has not yet completed a vote on the motion.
452 1. A Senator shall withdraw their motion by declaring before the Senate, “I
453 withdraw my motion to [...]” followed by the motion they would like to
454 withdraw.
455 2. A Senator shall not withdraw a motion presented by another Senator.
456 H. A simple majority affirmative vote of the Senate shall be required for a motion to
457 pass, except where otherwise specified in the Bylaws.
458 I. A motion to reconsider an already voted upon motion shall be in order at any time of
459 the Senate session within the following agenda items: Unfinished Business,
460 Legislation and/or New Business and Discussion. Motions to reconsider must occur
461 during the same Senate meeting at which they have been passed or during the
462 following Senate meeting, but not after two weeks time has passed since the motion
463 has been passed.
464 1. A motion to amend an already made motion may be made and is debatable in
465 all cases, except when if the motion to amend extends past the aforementioned
466 deadline.
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468 §5. Voting

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- A. A simple majority constitutes 50% plus one of the votes cast.
 - B. A 2/3 majority means two-thirds of the votes cast.
 - C. Abstention votes never count as votes cast. They are non-votes that do not count.
 - D. Passing votes on measures or motions within Senate require more affirmative votes than negative votes.
 - 1. Motion to original measure requires a 2/3 majority affirmative vote to pass
 - 2. Voting on a measure itself requires a simple majority affirmative vote to pass
 - 3. A motion made that is otherwise not listed above requires a simple majority affirmative vote to pass.
 - E. Passing votes must consist of a minimum of votes cast equal to half of quorum + 1.
 - F. The Chairperson may conduct votes by show of hands, roll call, secret ballot, or by other reasonable conventions.
 - G. After debate on a motion or measure has ended, the Chairperson shall clearly state the options for the vote.
 - 1. Affirmative votes shall be in favor of the measure, topic, question, or motion on the table, that the measure, topic, or question might succeed and pass with Senate's approval.
 - 2. Negative votes shall be opposed to the measure, topic, question, or motion on the table, that the measure, topic, or question might fail and shall not pass.
 - 3. Abstentions shall be cast when there is a conflict of interest, personal necessity, neutrality, etc. on a measure, topic, or question.
 - H. Roll Call Vote. The Chairperson shall conduct a roll call vote at the request of a Senator. A Senator may ask for a roll call vote when making a motion, when a motion is being made by another member, or as a request after the Senate has moved to the original measure. A Senator may ask for a roll call vote by saying, "I move for a roll call vote on the original motion or measure." The Chairperson shall then proceed to recite the roll, which each Senator voicing their vote after hearing their name. The Chairperson shall record the votes as they are said. After taking tally and recording it, the Chairperson shall announce the result of the vote.
 - 1. An affirmative vote shall be indicated by a Senator responding with "Yes."
 - 2. A Negative vote shall be indicated by a Senator responding with "No."
 - 3. A vote to abstain shall be indicated by a Senator responding with "Abstain."
 - I. Vote by Show of Hands. The chairperson shall conduct a vote by show of hands at the request of a Senator. A Senator may ask for a vote by show of hands when making a motion, when a motion is being made by another Senator, or as a request after the Senate has moved to the original measure. A Senator may ask for a vote by show of hands by saying, "I move for a vote by show of hands on the original motion or measure." The Chairperson shall then proceed to conduct the vote calling first for the affirmative votes, followed by negative votes and lastly the abstentions.
 - J. Vote by Ballot. The Chairperson shall conduct a vote by ballot at the request of a Senator or in the case of an internal election within the Senate. The ballot shall include the name(s) of the candidate of whom the Senator wishes to cast their vote in favor.

514 §6. Discussion

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516 A. Discussion of new issues shall take place within New Business & Discussion on the
517 agenda.
518 B. Discussion of an issue, topic, or question not related to a legislative measure heard at
519 the same Senate session shall be indicated on the agenda for the Senate meeting as
520 funneled through the Executive Committee.
521 1. Discussion issues, topics, or questions are due, by email, to the Executive
522 Committee 10 business days prior to the Senate meeting at which they shall be
523 discussed.
524 C. If an issue, topic, or question of discussion is not submitted 10 days before the
525 meeting with due notice to the Chairperson, it must be brought up on the Senate floor
526 by a recognized Senator who must announce what issue, topic, or question they
527 would like to discuss. The Senator must then ask the Chairperson if the floor might be
528 opened for discussion and state the reason for entering discussion on the
529 aforementioned topic. The Chairperson shall grant the floor to be open for discussion
530 unless the issue, topic, or question violates any of the Senate Bylaws.
531 D. Once in discussion, all questions, points of clarification, points of information, and
532 discussion contributions must remain relevant to the issue, topic, or question at hand.
533 E. Issues, topics, or questions of discussion shall be regulated by the Chairperson.
534 1. Regulation authority includes determining relevance of contributions and
535 calling points of order on statements of a rude, crass, or disrespectful nature.
536 2. The Chairperson may encourage efficiency in conversation and suggest that
537 repetitive statements be omitted from discussion.
538 F. Discussion of an issue, topic, or question not related to a legislative measure heard at
539 the same Senate session shall cease when there are no further contributions or
540 questions from the members of the Senate and the Chairperson says to the Senate, "If
541 there are no further questions or contributions, we shall move on to the next item on
542 the agenda."
543 1. If there are further questions, the Chairperson must recognize the Senator(s)
544 with further inquiries or contributions.
545 G. Discussion of candidates for an elected position within University Senate is required.
546 The Chairperson must ensure the following occur during an internal election:
547 1. Candidates must give testimony to their suitability for the position.
548 2. The Senate meeting must be closed to the candidates while discussion occurs
549 on the floor.
550 3. Senate must re-open the meeting after discussion and voting on candidates has
551 occurred.
552

553 §7. Additional Rules & Authority: Any circumstances pertaining to parliamentary authority that
554 may arise during a Senate meeting that contain matters not included in the Bylaws of the Senate
555 shall be determined by the Chairperson of the Senate, in consultation with the Executive
556 Committee if needed.
557

- 558 A. The Senate possesses the power to overrule the decision of the Chairperson and
559 Executive Committee by an affirmative vote of 2/3 majority of present Senators.
560