LMU FACULTY SENATE BYLAWS

BYLAW No. 1 [Constitution Article I, Section E]

The Senate seats shall be clearly designated by means of a suitable identification code, and the specific dates of terms for each seat recorded and maintained by the Senate Elections Committee. (For example, the seats representing the Business Administration constituency will be designated Business Seat 1, Business Seat 2 ect.) Each individual Senator will be identified as the occupant of a specific seat.

BYLAW No. 2 [Constitution Article I, Section G; and Article III, Section C]

The newly elected Senate will take office on the date of the University's annual Commencement. Both the outgoing and incoming Senate presidents should take part in the Commencement exercises in a suitable manner.

BYLAW No. 3 [Constitution Article I, Section G; and Article III, Section C]

After the annual Senate elections have been completed and candidates and University faculty have been notified of the results, but before the completion of the Spring semester, the sitting Senate Executive Committee will call a meeting of both the newly elected and the continuing senators for the sole purpose of election of officers (Executive Committee) of the new Senate. The ordinary meeting time and day for this meeting will be 2:45 pm on the Friday of the last week of classes, before the final examination week. Only the new and continuing Senators will be empowered to vote to elect these officers. The election of officers will be conducted by means of secret written ballots. The Elections Committee will tally the votes and immediately report the name of the winner of each office, but not the tally. However, if any senator (or faculty member or librarian eligible to hold a Senate seat) wishes to know the tally, s/he has the right to privately ask the Chair of the Elections Committee, who will provide that information. Furthermore, any Senator (or faculty member or librarian eligible to hold a Senate seat) may inspect the ballots in the company of the Chair of the Elections Committee, who will keep the ballots available for four months after the elections.

BYLAW No. 4 [Constitution Article II, Section A]

Nominations and elections will be conducted by the Senate Elections Committee. Each year the Elections Committee will prepare a schedule for conducting nominations and elections, and will submit the schedule to the full Senate for approval at the last regularly scheduled meeting of the Senate in the Fall semester. Nominations and elections will be conducted during the following Spring semester. Events in the elections procedure will be conducted in the following order: nominations, printing and distribution of ballots; return and counting of ballots; announcement of voting results. The elections schedule will provide no less than two weeks from the date of mailing of nomination forms to the deadline for their return; no less than two weeks from the deadline for return of ballots to the date of the Senate meeting at which officers are elected. Elections will be carried out by means of secret written ballots. These ballots will not contain spaces for write-in

Candidates. The results of the election will be reported to the Senate membership and to the candidates not less than two weeks before the date of the Senate meeting at which officers of the Senate will be elected. The election results will be available to the University community through the Senate Executive Committee. "Results" in this text means the identity of the successful candidates. The vote tally will not be announced. However, if any Senator (or faculty member or librarian eligible to hold a Senate seat) wishes to know the tally, s/he has the right to privately ask the Chair of the Elections Committee, who will provide that information, Furthermore any senator (or faculty member or librarian eligible to hold a Senate seat) may inspect the ballots in the company of the Chair of the Elections Committee, who will keep the ballots available for six months after the elections.

BYLAW No. 5 [Constitution Article H, Section C]

A sabbatical leave or a leave of absence constitutes a vacancy (as described in the Constitution, Article II, Section C), for the time span of the leave. Elections for anticipated leave replacements will be conducted as part of the regular annual Senate elections in the Spring, supervised by the Senate Elections Committee, and clearly designated by that committee as leave replacements. The Committee will identify the specific seats involved and the time lengths and dates of the replacements.

BYLAW No. 6 [Constitution Article II, Section C]

Unanticipated vacancies will be filled in the following manner. First, unsuccessful candidates for the Senate seats being contested will become Alternate Senators, in descending order of the number of votes won in the election, to fill the vacant Senate seat for the duration of the vacancy or until the end of the term, whichever occurs first. Second, if no Alternate Senator is available or willing to serve, and if the unanticipated vacancy is announced at a time not suitable for inclusion in the annual Spring Senate elections, but in sufficient time to permit a special election before the end of the vacancy (or the end of the term, whichever occurs earlier), the vacancy will be filled for the duration of the vacancy or until the end of the term, whichever occurs first, by means of a special election conducted by the Elections Committee. If the vacancy is announced too late for a special election to be completed before the regularly scheduled Spring senate elections, but in sufficient time to be included in these regular elections, as described in Bylaw No. 5, for anticipated leaves. If the unanticipated vacancy is announced at a date too late to permit a special election to be conducted before the end of the term (or vacancy), the Senate seat will remain vacant until the end of the vacancy or term.

BYLAW No. 7 [Constitution Article II, Section E]

The Elections Committee will be composed of three members. They will be appointed by the Executive Board from among the Senate membership, after the annual election of members of the Senate in the Spring semester, and after the newly constituted Senate has elected its Executive Board. The membership of the Elections Committee should be announced to the Senate at its first meeting in the Fall semester. Any senator who intends to be a candidate in an election supervised by the Elections Committee should decline to serve on the Elections Committee during the year he/she will be a candidate. Moreover, if a member of the Elections

Committee later becomes a candidate in an election supervised by the Elections Committee during the year he/she is a member of the

Committee, he/she should resign from the Elections Committee. If a member of the elections Committee resigns from that Committee for any reason, he/she will be expeditiously replaced by a member of the Senate, chosen and appointed by the Senate Executive Board. This replacement member of the Elections Committee will serve on the Committee for the duration of the academic year term of the Committee members.

BYLAW No. 8 [Constitution Article IV, Section A]

The ordinary meeting time of the Senate will be 2:45p.m. on the third, seventh, eleventh and fifteenth Thursday of the Fall semester, and on the second, sixth, tenth and thirteenth Thursday of the Spring semester. The President and the executive Committee may increase the number of meetings and the day and time to ensure a timely and efficient discharge of the mandate of the Senate.

BYLAW No. 9 [Constitution Article IV, Section E]

Senate policy for recognizing spectators at meetings, i.e. guests not individually invited, such as non-senatorial members of the faculty, is based on Article IV, Section E of the Constitution, which states that "Typically discussions at Senate meetings will be limited to Senators and guests invited by the Executive Committee." The following principals form the basis of the policy. The Senate as a body always has the authority to recognize all speakers and to limit debate among senators and guests alike. Senators have priority in addressing any issue, per Robert's Rules of Order. Within these limits, however, the presiding officer may recognize others in attendance at Senate meetings, but always at the pleasure of the Senate. In the event that a member of the Senate raises an objection, a motion to recognize either specific individuals or, in general any spectators present may be made and, if seconded, subjected to vote of the Senate members present.

BYLAW No. 10 [Constitution Article VI, Sections A and B]

The Committee on Committees will be composed of one faculty member from each College and School and one full-time, professional librarian. They will be appointed after the annual election of members of the Senate in the Spring Semester, by the newly constituted Senate Executive Committee, for a term of three years. The membership of the Committee on Committees will be announced to the Senate at the first meeting of the Fall semester. If a member of the Committee on Committees resigns for any reason, he or she will be replaced by a member of the Senate, chosen and appointed by the Senate Executive Committee. The replacement member will serve for the duration of the academic year term of the committee members. The duties of the Committee on Committees are detailed in the bylaws of the Committee on Committees.

BYLAW No. 11 [Constitution Article VI, Section C-1 j]

In keeping with their responsibilities to their Senate colleagues and their faculty constituents, Senators unable to attend a Senate meeting or otherwise participate in Senate activities should provide the Senate with the reason(s) for absence or non-participation. Repeated absence by a senator may be grounds for recall.

BYLAW No. 12 [Constitution Article VI, Section C-2]

The Senate will create and maintain a standing Governance and By Laws Committee. The Governance and By Laws Committee will be composed of three senators and the Senate Parliamentarian.

BYLAW No. 13 [Constitution Article VI, Section C-2]

The Senate will appoint five members to the Committee on the Economic Status of the faculty (ESOF)

BYLAW No. 14 [Constitution Article VI, Section F]

The procedures for amending the Senate Bylaws are as follows. Proposed amendments to the Senate Bylaws will first be referred to the Senate Bylaws Committee. Proposed amendments may be brought to the Senate either on the recommendation of the Senate Bylaws Committee, or by petition of one-fifth of the total membership of the Senate. Written notice of the proposed amendment, including the full content of the changes proposed, must be given at the previous meeting. During Senate deliberations, the proposed amendments to the Senate Bylaws may be modified only to the extent permitted in Robert's Rules of Order (Chapter XVIII, section 57). To be adopted by the Senate, proposed amendments to the Senate Bylaws require a two-thirds majority.

Original Bylaws, October, 1991 Revised, December, 1994 Revised, November, 2006 Revised, October, 2012