Loyola University Chicago

University Senate

~ BY LAWS ~

I. MISSION

The University Senate (SENATE) is a representative body of University faculty, staff, students, 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.

II. PURPOSE

A. The SENATE is the primary organization for university shared governance and serves in an advisory capacity to the President of the University.

B. In this venue, members of the SENATE work collaboratively across the campuses to achieve the goals of the University.

C. The SENATE is the successor to the University Coordinating Council. The SENATE will appoint an extraordinary subcommittee comprised of its faculty and administration representatives to replace and perform the functions of the former Faculty Affairs University Policy Committee.

III. MEMBERSHIP

A. The SENATE is a representative body of faculty, staff, students, and administrators that is integrative of the four main campuses: Lake Shore Campus (LSC), Water Tower Campus (WTC), Health Sciences Campus (HSC), and John Felice Rome Center (JFRC), as well as university personnel affiliated with other university campuses or centers (currently, Loyola University Retreat and Ecology Campus (LUREC), Cuneo Mansion and Gardens (CUNEO), The Beijing Center (BEIJING), and the Vietnam Center (VIET).

B. Membership will be structured as follows:

1. Faculty: 16 (Full-time tenure stream or non-tenure track)
   a. Arts and Sciences 5
   b. Business 2
   c. Communication 1
   d. Education 1
   e. Law 1
   f. Libraries 1
   g. Medicine 2
h. Nursing 1
i. Social Work 1
j. Other (SCPS, IPS, IES, Centers of Excellence) 1

2. Staff: 5 (Full-time)
   a. Health Sciences Campus 1
   b. Administrative Services 1
   c. Advancement 1
   d. Academic/Student Services 1
   e. Financial Services or Capital Planning and Campus Management 1

   At least one of these Senators must be from LSC, and at least one must be from WTC.

3. Students: 7
   a. Undergraduates 5
   b. Graduate/Professional 2 (one who is either a doctoral/J.D./M.D. student, one a Master’s student)

4. Administrators: (from leadership) 3
   a. Sr. Vice President or Vice President
   b. Dean or Director

5. Ex Officio: 5
   a. President
   b. Provost
   c. Senior VP & Provost for HSC
   d. Chair of Faculty Council
   e. Chair of Staff Council

TOTAL: 36

C. A Quorum for purposes of convening a meeting and conducting business as the SENATE shall be sixteen (16) voting members present at roll call.

D. Selection of Membership

1. Faculty and Staff will be elected by peers according to the procedures outlined in Section III.E. Undergraduate-student members will be selected according to procedures established by the USGA. Graduate-student members will be selected by the Graduate Student Advisory Council according to procedures approved by the Senate. Administrators will be appointed by President.

2. Terms of office will be for two years for faculty, staff, and administrators, and one year for students.
3. Individuals may serve for up to three (3) consecutive terms (six years).

4. Members on leave or otherwise unavailable for one semester may be replaced for that period of time by a substitute senator who will be selected by the dean of the school (faculty), staff council (staff), USGA (undergraduate student), GSAC (graduate student) or president (administrator), and must be approved by a majority of the Senate.

5. If a member of the Senate is unable to fulfill his or her duties for a period of time longer than one semester, his/her seat on the senate shall be considered vacated. Vacancies shall be filled according to the following rules:
   a) Faculty – next eligible runner-up from the most recent election if possible, otherwise, selection by the dean of the vacating member’s school;
   b) Staff – next eligible runner-up from the most recent election if possible, otherwise, selection by Staff Council;
   c) Undergraduate student – selection by established procedure by the USGA;
   d) Graduate student – selection by the GSAC according to senate-approved procedures;
   e) Administrator - selection by the President.

E. Election Procedures for Faculty and Staff Membership

1. Timing of Elections

   a. In even-numbered years, faculty will elect the following numbers of members from the different schools/divisions: 2 Arts and Sciences, 1 Business, 1 Communications, 1 Law, 1 Medicine, 1 Nursing, 1 Other (SCPS, IPS, IES, Centers of Excellence). Faculty will vote only for members to represent their own school/division. Staff will elect the following from different divisions: 1 Administrative Services, 1 Advancement, 1 Health Sciences Campus, with the constraint that LSC and WTC must each be represented by at least one of the five staff senators. All staff will vote for candidates to fill each of the three seats.

   b. In odd-numbered years, faculty will elect the following numbers of members from the different schools/divisions: 3 Arts and Sciences, 1 Business, 1 Education, 1 Libraries, 1 Medicine, 1 Social Work and Pastoral Studies. Faculty will vote only for members to represent their own school/division. Staff will elect the following members from different divisions: 1 Academic Affairs/Student Services, 1 Financial Services or Capital Planning and Campus Management,
with the constraint that LSC and WTC must each be represented by at least one of the five staff senators. All staff will vote for candidates to fill the two positions.

2. General Nominating Procedures

a. As early as possible in the Spring semester, the Election Committee will ensure that a university-wide email message is sent to all full-time faculty and staff in a call for nominations. The Election Committee will collect the nominations.

b. When the nominations have been collected, the Committee will contact the nominated individuals to confirm their ability to run.

3. General Election Procedures.

a. The voting for the election round will be performed electronically.

b. For those divisions or schools having more nominations than open positions, the Elections Committee will ensure that electronic ballots listing the eligible nominees are sent to each school/division for their 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 will go out near the beginning of the spring semester. They are to be returned no later than mid-February.
   ii. Electronic election ballots will go out the first week of March. They are to be tabulated by the last week of March to ensure that senators-elect may attend the April meeting of the SENATE.
   iii. Election results will be reported to the SENATE Chairperson by the Election Committee Chair. Elected candidates shall be notified by the SENATE Chairperson as soon as possible after the ballot count.

d. In the event that the constraints for staff representation (see Section III.B.2) would not be met by seating the candidates with the largest numbers of votes, the Bylaws and Elections Committee, in consultation with the staff Senators, will work to find the fairest possible solution that satisfies the constraints, and submit this solution to the SENATE Executive Committee for approval.
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 Election Committee membership.

c. All materials pertaining to the election shall be retained for a period of thirty (30) days after the results have been certified by the SENATE.

IV. OFFicers

A. At the April meeting, members of The SENATE for the following year (continuing and newly elected) will elect the following officers to serve for one year terms:
   1. Chairperson (Faculty member, not newly elected)
   2. Vice-Chairperson (Faculty member)
   3. Secretary
   4. Secretary Pro Tempore

C. Nomination of officers will be presented from the floor of the SENATE.

D. Officers will be elected by a simple majority vote conducted by secret ballot of senators present.

V. MEETings

A. The SENATE will meet at least six times per year (generally, September, October, November, February, March, April). Additional meetings may be called by the executive committee.

B. The SENATE will hold an organizational and agenda-setting retreat at the beginning of each academic year.

C. Newly elected senators will attend the April meeting of the SENATE, but will not vote at that meeting, except to elect officers for the following year.

D. Meetings of the SENATE should be announced at least three (3) days prior to the scheduled meeting date and should include a preliminary agenda.

E. Meetings of the SENATE are open to faculty, staff, and students of the University community.

F. The business of the SENATE and of its Committees will be conducted in accordance with Roberts’ Rules of Order (See Parliamentary Authority and Rules of Order, Appendix A.)

G. Minutes of SENATE meetings will be publicly posted in a timely manner after
approval by the SENATE.

VI. COMMITTEES

A. Committees will meet as necessary to review issues of general University interest and to develop or review policy proposals.

B. Committees will include at least 4 members of the SENATE to be appointed by the Executive Committee. The Executive Committee may appoint additional members who will have voting rights and may be drawn from within or outside of SENATE membership, and may be appointed to serve limited duration or full academic-year terms.

C. Committee members, chairs and vice-chairs will be selected by the SENATE Executive Committee and must be members of the SENATE. The Executive Committee will strive to create committees with balanced representation from all constituencies.

D. Standing committees will include, the following:

1. Academic Affairs and Research
2. Budget and Strategic Planning
3. Diversity
4. Faculty Affairs and Staff Affairs
5. Student Development and Success
6. Bylaws and Elections
7. Executive Committee: (Includes Chairperson, Vice-Chairperson, Secretary, Secretary pro tempore, an undergraduate Senator selected according to established USGA procedure, and the Provost.)

E. Ad hoc committees may be created upon the recommendation of the Executive Committee as needed.

VII. AGENDA AND MATTERS FOR CONSIDERATION

A. An agenda for the business meetings of the SENATE will be the responsibility of the Chairperson, in consultation with the Executive Committee.

B. Any member of the SENATE may present an item for the agenda.

C. Matters for SENATE consideration may be presented by other advisory bodies of the University shared governance system.

D. A preliminary agenda will be posted in advance of meetings for interested members of the University community.
VIII. VOTING

A. Each of the 31 members of the SENATE shall have voting rights, excluding the ex officio members.

B. Matters presented for a vote in the SENATE shall be decided by a simple majority vote of those present.

C. Members must be present to cast a vote, except where otherwise indicated in the bylaws.

IX. AMENDMENTS TO BY-LAWS

A. Amendments to the By-Laws may be presented by any member of the SENATE.

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. Approval of amendments to the By-Laws require approval of two-thirds (20 of the members) of the SENATE.

E. Voting on proposed amendments may take place at a meeting subsequent to the meeting at which the proposed amendment was introduced.

F. Voting on proposed amendments may take place via email following any meeting at which the proposed amendment was introduced.

H. Approval of amendments to the By-Laws require approval of two-thirds (20 of the members) of the SENATE.

I. By-Laws and approval of amendments to such require final approval by the President of the University.

X. PERIODIC REVIEW

A. Periodically, the Senate will review the bylaws, considering the following issues:
   - Fair representation of faculty, staff, and students, including proportions of senators representing each constituency and possible reallocation of representation in light of changes to constituencies (e.g., new schools, institutes, etc.) or other issues.
• Diversity at the University, including ways to ensure fair and diverse representation on the Senate.
• Committees, including the creation of new committees and the disbanding of unneeded committees

Ratified by the Senate October 31, 2014

Approved by the President November 14, 2014

Michael J. Garanzini, President and CEO
APPENDIX A

Parliamentary Authority & Rules of Order
(Condensed from Roberts’ Rules of Order)

§1. Order & Decorum
   (A) When the chairperson of the University Senate calls the meeting to order, every member shall be seated
   (B) If a member is called to order while speaking, they shall cease speaking and yield to the chairperson of the Senate.
   (C) All members of University Senate shall exhibit respect and professionalism for one another when speaking in discussion, debate or questions.
      i. No member of Senate shall question the personal character of any other member of Senate during discussion, debate or questions.
   (D) All members of the University Senate shall exhibit respect and professionalism towards all visiting speakers and audience members at Senate sessions.
   (E) All visiting speakers and audience members shall respect the function of the University Senate and exhibit respect and professionalism when present at Senate sessions.
   (F) A point of order may be called by the chairperson of the University Senate at any time during a University Senate session without recognition. A member of the University Senate may declare point of order to the chairperson, but must still wait to be recognized by the chairperson to continue an explanation as to their point of order.
      i. A Senator may rise to a point of order when there is a violation of any bylaws of the University Senate
   (G) A point of clarification shall be in order at any time during a University Senate session.
      A point of clarification is phrased as a question. Points of clarification shall be used when something has been said or a proposal has been made that may have generated confusion.
      i. Any Senator, having been recognized by the chairperson of the University Senate, may precede their inquiry by saying, “I have a point of clarification,” or simply, “Point of clarification [...]”
   (H) A point of information shall be in order at any time during a University Senate session. A point of information is a contributive statement that adds to something currently being asked or serves as a response to a point of clarification. Points of information shall be used when something has been said or a proposal has been made that lacks information necessary to take proper action, make decisions or vote in the affirmative versus the negative.
      i. Any Senator, having been recognized by the chairperson of the University Senate, may precede their statement by saying, “I have a point of information,” or simply, “Point of Information. [...]”
   (I) A point of parliamentary inquiry shall be made to ask a question about the procedures or rules.
      i. Any Senator, having been recognized by the chairperson of the University Senate, may precede their statement by saying, “I have a point of parliamentary inquiry,” or simply, “Point of parliamentary inquiry [...]”

§2. Quorum
   (A) Quorum shall be constituted by a simple majority +1 of the total number of seated Senators.
(B) The chairperson of the Senate must determine if quorum is present before the beginning of and during all meetings.
(C) If quorum is not present, the chairperson of the Senate shall declare the session in recess until a quorum is present or Senate is adjourned.

§3. Recognition
(A) The chairperson of the University Senate shall recognize a member by using their formal title of position within the governing body followed by their surname.
(B) If a Senator desires to speak, they shall remain seated, raise their hand and await the chairperson’s recognition. A Senator shall not proceed with speech, debate or questions until formally recognized by the chairperson of the University Senate.
(C) Senators who arrive to a University Senate session after the meeting has been called to order and roll call has been taken must be recognized as present by the chairperson of the University Senate.
   i. The chairperson of the Senate shall say, “I’d like to recognize the tardy Senator(s)” and proceed to list the title and surname of each individual Senator who has arrived late.
   ii. If multiple tardy Senators are recognized at once, they must each be recognized by their University Senate title and last name.
(D) Members of the Executive Committee and University Senate have equal rights of speech during University Senate meetings.
(E) Visiting speakers and audience visitors must be recognized by the chairperson in order to speak during a University Senate session. The chairperson shall recognize visiting speakers and audience visitors by requesting that they introduce themselves by verbal introduction.
(F) If a visitor or speaker wishes to speak during a University Senate session, they must be deferred to by a recognized Senator.
(G) If a Senator requires departure before the session is adjourned, they must formally request a point of personal privilege. The chairperson may either excuse or not excuse the Senator requesting to leave.
   i. If a Senator has not acquired previous permission to depart early from a Senate session, the chairperson may choose not to excuse them. An unexcused early departure may be grounds for Judicial action.

§4. Motions
(A) A motion is a proposal that the Senate take certain action. Additionally, a motion may be made to bring business before the Senate.
(B) Motions shall include but are not limited to the following:
   i. Motion to adjourn a meeting
   ii. Motion to table a legislative measure
   iii. Motion to make an amendment
   iv. Motion to close or open a Senate session
   v. Motion to open or close nominations for an election
   vi. Motion to nominate an individual for an election
   vii. Motion to vote by a certain method
   viii. Motion to establish a committee
   ix. Motion to reconsider an already voted upon motion or measure
(C) A Senator shall present a motion by acquiring recognition from the chairperson of the Senate and declaring to the University Senate, “I move to...” or “I move that [...]”, then stating the action they would like to have taken.
(D) After a motion has been presented it is the duty of the chairperson of the Senate to immediately open the floor for debate and state the exact motion before the Senate for its consideration and action.

   i. The chairperson shall recognize the chief proponent of the measure for the first speech in favor of the motion. Then the chairperson shall ask if there is any further debate on the motion.

   ii. Subsequent debate will following a cycle of speech of negation and speeches of affirmation, respectively.

   iii. If there are points of debate, the chairperson of the University Senate shall recognize each Senator with their hand raised.

   a. Each Senator may speak on a motion twice and each speech shall be limited to five minutes.

   b. When there are no further speeches of debate, the chairperson of the Senate shall put the motion to a vote.

   iv. If there are no points of debate, the chairperson of the Senate shall put the motion to a vote.

(E) If the vote on a motion fails, the motion has been denied. The make of a failed motion may not propose the same motion again during the same Senate session. A failed motion may be proposed again by a different Senator.

(F) A motion shall not be in order if there is already a pending motion before the Senate with the exception of amendments proposed to legislative measures, motions to vote by a specified method and motions to table a measure or topic of discussion.

(G) The maker of any motion may withdraw their own motion from consideration by the Senate only if the Senate has not yet completed a vote on the motion.

   i. A Senator shall withdraw their motion by declaring before the Senate, “I withdraw my motion to [...]” followed by the motion they would like to withdraw.

   ii. A Senator shall not withdraw a motion presented by another Senator.

(H) A simple majority affirmative vote of the Senate shall be required for a motion to pass, except where otherwise specified in this Article.

(I) A motion to reconsider an already voted upon motion shall be in order at any time of the Senate session within the following agenda items: Unfinished Business, Legislation and/or New Business and Discussion. Motions to reconsider must occur during the same Senate session at which they have been passed or during the following Senate session, but not after two weeks time has passed since the motion has been passed.

   i. A motion to amend an already made motion may be made and is debatable in all cases, except when if the motion to amend extends past the aforementioned deadline.

§5. Voting

(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.

   i. Motion to original measure requires a 2/3 majority affirmative vote to pass

   ii. Voting on a measure itself requires a simple majority affirmative vote to pass

   iii. 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 of the Senate shall conduct votes by show of hands
(G) After debate on a motion or measure has ended, the the chairperson of the Senate shall clearly state the options for the vote.
   i. 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.
   ii. Negative votes shall be opposed to the measure, topic, question or motion on the table, that the measure, topic or question might fail and will not pass.
   iii. 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.
   ii. An affirmative vote shall be indicated by a Senator responding with “Yes.”
   iii. A Negative vote shall be indicated by a Senator responding with “No.”
   iv. 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 member, 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 University Senate. The ballot shall include the name(s) of the candidate whom the Senator wishes to cast their vote in favor of.

§6. Discussion

(A) Discussion of new issues shall take place within New Business & Discussion on the agenda.

(B) Discussion of an issue, topic or question not related to a legislative measure heard at the same Senate session shall be indicated on the agenda for the Senate session as funneled through the University Senate Executive Board.
   i. Discussion issues, topics or questions are due, by email, to the executive board of the Senate 10 days prior to the University Senate session at which they shall be discussed.

(C) If an issue, topic or question of discussion is not submitted 10 days before the session with due notice to the Chairperson of the Senate, it must be brought up on the Senate floor by a recognized Senator who must announce what issue, topic or question they would like to discuss. The Senator must then ask the chairperson of the Senate if the floor might be opened for discussion and state the reason for entering discussion on the aforementioned topic. The chairperson shall grant the floor to be open for discussion unless the issue, topic or question violates any of the University Senate bylaws.

(D) Once in discussion, all questions, points of clarification, points of information and discussion contributions must remain relevant to the issue, topic or question at hand.

(E) Issues, topics or questions of discussion shall be regulated by the chairperson of the Senate.
i. Regulation authority includes determining relevance of contributions and calling points of order on statements of a rude, crass or disrespectful nature.

ii. The chairperson of the Senate may encourage efficiency in conversation and suggest that repetitive statements be omitted from discussion.

(F) Discussion of an issue, topic or question not related to a legislative measure heard at the same Senate session shall cease when there are no further contributions or questions from the members of the Senate and the chairperson of the Senate says to the Senate, “If there are no further questions or contributions, we will move on to the next item on the agenda.”

i. If there are further questions, the chairperson must recognize the Senator(s) with further inquiries or contributions.

(G) Discussion of candidates for an elected position within University Senate is required. The chairperson of the Senate must ensure the following occur during an internal election:

i. Candidates must give testimony to their suitability for the position.

ii. The Senate session must be closed to the candidates while discussion occurs on the floor.

iii. Senate must re-open the meeting after discussion and voting on candidates has occurred.

§7. Additional Rules & Authority: Any circumstances pertaining to parliamentary authority that may arise during a Senate session that contain matters not included in the bylaws of the Senate shall be determined by the chairperson of the Senate, the Attorney General and the Chief Justice.

(A) The Senate possesses the power to overrule the decision of the chairperson and executive board by an affirmative vote of 2/3 majority of present members.