UNIVERSITY SENATE of
LOYOLA UNIVERSITY CHICAGO

~ BYLAWS ~

I. MISSION

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.

II. PURPOSE

A. The Senate is the 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.

III. MEMBERSHIP

A. The Senate is a representative body of faculty, students, staff, and administrators that represents 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 ("TBC"), and the Vietnam Center ("TVC").

B. Voting membership of the Senate shall consist of 31 Senators and 5 Ex Officio (non-voting) Members, and shall be structured as follows:

1. Faculty (16 Senators; shall be full-time, either tenure track or non-tenure track):

   a. College of Arts and Sciences (5 Senators)
   b. Quinlan School of Business (2 Senators)
   c. School of Communication (1 Senator)
   d. School of Education (1 Senator)
   e. School of Law (1 Senator)
   f. University Libraries (1 Senator)
   g. Stritch School of Medicine (2 Senators)
   h. School of Nursing (1 Senators)
   i. School of Social Work (1 Senator)
   j. Other (SCPS, IPS, IES, and Arrupe College) (1 Senator)
2. Staff (5 Senators; must be full-time staff):
   a. Health Sciences (1 Senator)
   b. Administrative Services (1 Senator)
   c. Advancement (1 Senator)
   d. Academic/Student Services (1 Senator)
   e. Financial Services or Capital Planning and Campus Management (1 Senator)

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

3. Students (7 Senators):
   a. Undergraduate (5 Senators; selected according to procedures of the Student
      Government of Loyola Chicago (“SGLC”))
   b. Graduate/Professional (2 Senators, 1 of whom shall be a doctoral (including
      J.D. or M.D.) student and 1 of whom shall be a master’s student; selected
      according to procedures of the Graduate Student Advisory Council
      (“GSAC”))

4. Administrators: (3 Senators; appointed by President of the University)
   a. Sr. Vice President or Vice President (no specific number)
   b. Dean (no specific number)

5. Ex Officio Members: (5 non-voting members; designated by University role)
   a. President of the University
   b. Provost for the University
   c. Provost for HSD
   d. Chair of Faculty Council
   e. Chair of Staff Council

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 16 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. Graduate Student Senators shall be selected
   by the GSAC according to procedures approved by the Senate. Administrators shall
   be appointed by 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.

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 the dean of the school (for Faculty Senators), Staff Council (for Staff Senators), SGLC (for Undergraduate Student Senators), GSAC (for Graduate Student Senators) or the President of the University (for Administrator Senators), and must be approved by a simple majority of the Senate.

5. If a Senator is unable to fulfill their duties for longer than one semester, that Senator’s seat on the Senate shall be considered vacated. Vacancies shall be filled to complete the remainder of the vacating Senator’s term according to the following rules:

   a. A Faculty Senator vacancy shall be filled by the next eligible runner-up from the most recent election if possible; otherwise an eligible replacement shall be selected by the dean of the vacating Senator’s school or college.

   b. A Staff Senator vacancy shall be filled by the next eligible runner-up from the most recent election if possible; otherwise an eligible replacement shall be selected by Staff Council.

   c. An Undergraduate Student Senator vacancy shall be filled by an eligible replacement selected by the established procedure of the SGLC.

   d. A Graduate Student Senator vacancy shall be filled by an eligible replacement selected by the GSAC according to Senate-approved procedures.

   e. An Administrator Senator vacancy shall be filled by an eligible replacement selected by the President of the University.

E. Election Procedures for Faculty and Staff Senators

1. Timing of Elections

   a. In even-numbered years:

      i. Faculty shall elect the following numbers of Faculty Senators from the respective schools/divisions: 2 from College of Arts and Sciences, 1 from Quinlan School of Business, 1 from School of Communications, 1 from School of Law, 1 from Stritch School of Medicine, 1 from School of Nursing, 1 from Other (SCPS, IPS, IES, and Arrupe College).
a) Faculty may vote only for candidates to represent their own school/division.

ii. Staff shall elect Staff Senators from the following divisions: 1 from Administrative Services, 1 from Advancement, and 1 from Health Sciences (with the constraint that LSC, WTC, and HSC must each be represented by at least one of the 5 Staff Senators at all times).

a) All staff may vote for candidates to fill each of the three seats.

b. In odd-numbered years:

ii. Faculty shall elect the following numbers of Faculty Senators from the respective schools/divisions: 3 from College of Arts and Sciences, 1 from Quinlan School of Business, 1 from School of Education, 1 from University Libraries, 1 from Stritch School of Medicine, and 1 from School of Social Work.

a) Faculty may vote only for candidates to represent their own school/division.

ii. Staff shall elect Staff Senators from the following divisions: 1 from Academic Affairs/Student Services and 1 from Financial Services or Capital Planning and Campus Management (with the constraint that LSC, WTC, and HSC must each be represented by at least one of the 5 Staff Senators at all times).

a) All staff may vote for candidates to fill each of the two seats.

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, and interest in running.

3. General Election Procedures

a. Voting for elections shall be performed electronically.
b. For those divisions or schools having more nominations than open positions, the Bylaws and Elections Committee shall ensure that electronic ballots listing the eligible nominees are sent to each school/division 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. 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, shall work to find the fairest possible solution that satisfies the constraints, and submit this solution to the Executive Committee for approval.

e. 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.

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

IV. OFFICERS

A. At the April meeting, Senators for the following year (continuing and newly elected) shall elect the following Officers to serve for one-year terms:

1. Chairperson (shall be a Faculty Senator, not newly elected)
2. Vice-Chairperson (shall be a Faculty Senator)
3. Secretary
4. Secretary Pro Tempore

B. Nomination of Officers shall be presented from the floor of the Senate.
C. Officers shall be elected by a simple majority vote conducted by secret ballot of Senators present.

V. MEETINGS

A. The Senate shall meet at least six times per year (usually in September, October, November, February, March, and April). Additional meetings may be called by the Executive Committee.

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

C. Newly elected Senators shall attend the April meeting of the Senate, but shall not be installed until the end of that meeting, after which the newly composed membership will vote to elect Officers for the following year.

D. Meetings of the Senate should be announced at least seven days prior to the scheduled meeting date; a preliminary agenda should also be provided seven days prior to the scheduled meeting.

E. Meetings of the Senate are open to all faculty, students, staff, and administrators of the University community.

F. The business of the Senate and of its Committees shall be conducted in general accordance with Robert’s Rules of Order (see Parliamentary Authority and Rules of Order, Appendix A), unless indicated otherwise in these Bylaws.

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

VI. COMMITTEES

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

B. Committees shall, whenever possible, include at least 4 Senators or Ex Officio Members, who are appointed by the Executive Committee. The Executive Committee may also appoint additional committee members who may be drawn from within or outside of Senate membership, and may be appointed to serve limited duration or full academic-year terms. If such members are drawn from outside of Senate membership, they shall serve as ex officio (non-voting) members of the committee.
C. Chairs and/or Co-Chairs shall be identified from within each committee, with the assistance of the Executive Committee if needed, and must be Senators (i.e. voting members of the Senate).

D. Standing committees shall include the following:

1. Academic Affairs and Research Committee
2. Budget and Strategic Planning Committee
3. Diversity Committee
4. Faculty Affairs and Staff Affairs Committee
5. Student Development and Success Committee
6. Bylaws and Elections Committee
7. Executive Committee (includes Chairperson, Vice-Chairperson, Secretary, Secretary Pro Tempore, one Undergraduate Student Senator selected according to established SGLC procedures, the Provost, and the Provost for Health Sciences Division)

E. Ad hoc committees may also be created by resolution or by independent action by the Executive Committee as needed.

VII. AGENDA, MATTERS FOR CONSIDERATION, AND LEGISLATION

A. An agenda for the business meetings of the Senate shall be the responsibility of the Executive Committee, and shall generally align with the following format:

1. Call to Order
2. Adoption of Agenda (after Call for Motions to Amend)
3. Review and Approval of Minutes (from previous meeting)
4. Reports from Officers and/or Committees (as needed)
5. Unfinished Business
6. New Business

B. Any member of the Senate may propose an item to the Executive Committee for potential inclusion on the agenda.

C. Other advisory bodies of the University’s shared governance system (e.g., Faculty Council and Staff Council) may also propose items to the Executive Committee for potential inclusion on the agenda.

D. A preliminary agenda shall be posted in advance of Senate meetings for interested members of the University community.

E. At the beginning of each Senate meeting, the Chairperson shall ask Senators if there are any motions to amend the agenda. A motion to amend the agenda by a Senator shall pass upon a simple majority vote of the Senators present.
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 31 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
reallocate representation in light of changes to constituencies (e.g., new schools, institutes, etc.) or other issues.

2. Diversity at the University, including ways to ensure fair and diverse representation on the Senate.

3. Committees, including the creation of new committees and the disbanding of unneeded committees.

Ratified by the Senate October 31, 2014;
amended January 20, 2017;
amended March 2, 2018;
amended February 22, 2019

Approved by the President of Loyola University Chicago

5/13/19

Dr. Jo Ann Rooney, President
Loyola University Chicago
APPENDIX A

Parliamentary Authority & Rules of Order
(Condensed from Robert's Rules of Order)

§1. Order & Decorum

A. When the Chairperson of the 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.
C. All members of Senate shall exhibit respect and professionalism for one another when speaking in discussion, debate, or questions.
   1. No member of the Senate shall question the personal character of any other member of Senate during discussion, debate, or questions.
D. All members of the 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 Senate and exhibit respect and professionalism when present at Senate meetings.
F. A point of order may be called by the Chairperson at any time during a Senate meeting without recognition. A member 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.
   1. A Senator may rise to a point of order when there is a violation of any Bylaws of the Senate.
G. A point of clarification shall be in order at any time during a Senate meeting. A point of clarification should be phrased as a question. Points of clarification shall be used when something has been said or a proposal has been made that generated confusion.
   1. Any Senator, having been recognized by the Chairperson, 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 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.
   1. Any Senator, having been recognized by the Chairperson, 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.
   1. Any Senator, having been recognized by the Chairperson, 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 of the total number of seated Senators.

B. The Chairperson must determine if quorum is present before the beginning of and during all meetings.

C. If quorum is not present, the Chairperson shall declare the session in recess until a quorum is present or Senate is adjourned.

§3. Recognition

A. The Chairperson 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.

C. Senators who arrive to a Senate meeting after the meeting has been called to order and roll call has been taken must be recognized as present by the Chairperson.
   1. The Chairperson shall say, “Senator [Surname] is now recognized as present.”
   2. If multiple tardy Senators are recognized at once, they shall each be recognized by their Senate title and surname.

D. Members of the Executive Committee and other members of the Senate have equal rights of speech during Senate meetings.

E. Visiting speakers and audience visitors must be recognized by the Chairperson in order to speak during a Senate meeting. 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 Senate meeting, they must be deferred to by a recognized Senator or Ex Officio Member.

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.
   1. If a Senator has not acquired previous permission to depart early from a Senate session, the Chairperson may choose not to excuse them.

§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:
   1. Motion to adjourn a meeting
   2. Motion to table a legislative measure
   3. Motion to make an amendment
   4. Motion to close or open a Senate session
   5. Motion to open or close nominations for an election
   6. Motion to nominate an individual for an election
7. Motion to vote by a certain method
8. Motion to establish a committee
9. Motion to reconsider an already voted upon motion or measure
C. A Senator shall present a motion by acquiring recognition from the Chairperson and declaring to the 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 to immediately open the floor for debate and state the exact motion before the Senate for its consideration and action.
   1. 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.
   2. Subsequent debate shall follow a cycle of speeches of negation and speeches of affirmation, respectively.
   3. If there are points of debate, the Chairperson 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 shall put the motion to a vote.
   4. If there are no points of debate, the Chairperson shall put the motion to a vote.
E. If the vote on a motion fails, the motion has been denied. The maker of a failed motion may not propose the same motion again during the same Senate meeting. 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.
   1. 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.
   2. 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 the Bylaws.
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 meeting at which they have been passed or during the following Senate meeting, but not after two weeks time has passed since the motion has been passed.
   1. 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.
   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 or 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.
§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 meeting as funneled through the Executive Committee.
   1. Discussion issues, topics, or questions are due, by email, to the Executive Committee 10 business days prior to the Senate meeting at which they shall be discussed.

C. If an issue, topic, or question of discussion is not submitted 10 days before the meeting with due notice to the Chairperson, 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 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 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.
   1. Regulation authority includes determining relevance of contributions and calling points of order on statements of a rude, crass, or disrespectful nature.
   2. The Chairperson 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 says to the Senate, “If there are no further questions or contributions, we shall move on to the next item on the agenda.”
   1. 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 must ensure the following occur during an internal election:
   1. Candidates must give testimony to their suitability for the position.
   2. The Senate meeting must be closed to the candidates while discussion occurs on the floor.
   3. 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 meeting that contain matters not included in the Bylaws of the Senate shall be determined by the Chairperson of the Senate, in consultation with the Executive Committee if needed.

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