



UNIVERSITY *of*
Western States

University of Western States Faculty Senate Bylaws

Portland, Oregon

Revised October 29, 2018

INSIDE COVER

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Article I – Purpose and Membership

Section 1 – Name

The name of the organization is University of Western States (UWS) Faculty Senate.

Section 2 – Purpose

The Faculty Senate is the representative body of UWS faculty members and plays an integral role in the promotion of an effective university shared governance system. The purpose of the senate is to:

1. Promote the highest quality educational programs.
2. Encourage democratic participation of senate members in areas of mutual faculty interest.
3. Recommend policy related to academic standards, curriculum, and other matters of faculty interest to university committees and/or the administration.
4. Promote academic freedom.
5. Encourage ethical practices and goodwill within the institution.
6. Promote the professional goals and interests of the faculty.
7. Propose mechanisms for conveying information between the faculty, students, administrators, and the Board of Trustees.
8. Encourage and promote professional interaction between UWS and other institutions of higher education.
9. Establish senate committees as needed to accomplish the purposes listed above.

No individual member of the senate may represent his/her private opinion as that of the senate.

Section 3 – Membership

The Faculty Senate is comprised of all full- and part-time university administrators and faculty members holding the rank of professor, associate professor, assistant professor, instructor, or adjunct faculty, or the positions of attending physician, clinician, resident, fellow, or librarian.

Article II – Meetings

Section 1 – Frequency

The senate convenes at least one regular meeting on campus each academic term.

Section 2 – Notice

The senate president and/or senate secretary gives notice of all senate meetings to all eligible attendees. Barring extraordinary circumstances, notice is made at least one week in advance of the scheduled meeting date.

Section 3 – Order

Faculty Senate meetings are open to voting and non-voting members. Members may attend meetings in person or by other means (including but not limited to teleconference, videoconference, or via other feasible and acceptably secure technology) that allow members to participate in discussions and vote.

Meetings are conducted in accordance with the current edition of Robert's Rules of Order. The senate secretary serves as parliamentarian. The senate president and/or senate secretary have the following support materials at each meeting:

1. University of Western States Faculty Senate Bylaws
2. List of standing committee chairs and membership

Section 4 – Executive Session

Executive session of the faculty senate is open only to voting members and to others invited by the senate president. Upon a simple majority vote of a quorum of voting members present, meetings may

move into and out of executive session for good cause. No decisions, resolutions, or motions may be adopted in executive session.

Section 5 – Agenda

Senate meetings follow a written agenda. Barring extraordinary circumstances, the agenda is made available to members at least two days prior to the scheduled meeting date.

The senate president is responsive to agenda topics suggested by members and may exercise discretion over deadlines for the submission of agenda topics.

Issues submitted for senate consideration are accompanied by a written summary/rationale from the member/s raising the issue.

The senate president follows the order of meeting business:

1. Roll is taken by the senate secretary via one of the following methods: signature on a roll call list, visual acknowledgement, or verbally.
2. Approval of Minutes of the previous meeting or other meeting minutes pending approval is achieved by a simple majority of the quorum of voting members in attendance.
3. Agenda Approval and Modification is achieved by a simple majority of the quorum of voting members in attendance.
4. Old Business. As necessary, the senate president may call upon the senate secretary to read minutes pertaining to relevant old business items.
5. Committee Reports. Committee chairs or their designees report any significant committee actions since the last senate meeting.
6. New Business. The senate president opens discussion of new business agenda items as listed. In the event that all items on the agenda are not addressed, due to time or other circumstances, the senate may recess until such a time as they can convene, establish a quorum for business, and complete the agenda.

Section 6 – Minutes

The senate secretary records minutes of the meetings in accordance with University of Western States editorial guidelines. In the absence of the senate secretary, the senate president or presiding officer appoints a secretary pro tempore.

The minutes include each topic discussed, decisions, and actions taken. Sufficient documentation of the discussion is recorded by the secretary in order to ensure pro vs. con discussion elements are represented.

The senate secretary distributes a draft of the minutes to senate members within 7 days of the meeting to request corrections prior to the next meeting. The final draft of the minutes is sent to the senate membership at least two days prior to the next scheduled meeting. Once approved, the senate secretary distributes final meeting minutes to all voting and non-voting members of the senate.

Section 7 — Meetings

All meetings are held on the University of Western States campus with electronic means allowing for synchronous discussion and voting for members that are off-campus.

Section 8 – Special Meetings

Special meetings may be held at the discretion of the senate executive committee. The purpose for the special meeting is stated in the meeting request.

Article III – Voting

Section 1 – Voting Status

Voting members are those members with a workload equal to or greater than one-half full-time equivalent (FTE) of the standard full-time load.

Non-voting members include those members with a workload less than one-half full-time equivalent (FTE) of the standard full-time load.

The Executive Committee resolves any questions of membership and voting status.

Section 2 – Quorum

The presence of 40 percent of voting members constitutes a quorum to conduct senate business.

Section 3 – Voting

Provided a quorum of voting members is present, the senate president or designee may conduct votes on motions made during senate meetings. A simple majority vote of the quorum of voting members is needed to carry a motion.

A simple majority vote of all voting members is required to:

1. Elect officers (Article IV, Section 3)
2. Recall officer elections (Article IV, Section 9)
3. Authorize the Executive Committee to raise or spend money (Article V, Section 1.7)
4. Amend, revise, or repeal the bylaws (Article VI, Section 2)

Electronic votes are conducted by a synchronous voting platform. Members are required to attend the meeting as per Article II Section 7 to participate in voting.

Article IV – Senate Officers

Section 1 - Officers

Officers of the Faculty Senate include senate president, senate vice president, and senate secretary.

Section 2 – Eligibility

Officers are required to be voting members of the senate.

Section 3 – Elections

Election of officers takes place during the summer term general meeting. Nominations are accepted from the floor with a maximum of three nominations for each position. The elections are conducted by confidential ballot. Officers are elected by a simple majority vote of all voting members. In the event of a tie vote in an election, re-polling may be conducted by means of electronic ballot.

Section 4 – Duration of Office

The term of service is one year. Service as an elected officer is limited to two consecutive one-year terms in any given office. There is no limit to terms served, as long as one individual serves no more than two consecutive years in any given office.

Section 5 – Senate President

The senate president carries out the University of Western States Faculty Senate Bylaws and presides at all meetings of the senate. Senate president duties include:

1. Work with the appropriate administration, staff, or students to establish and coordinate the activities of the senate. Keep appropriate personnel informed of senate activities to facilitate senate efforts.

2. Chair the senate Executive Committee.
3. Exercise supervision over senate officers and committees.
4. Conduct senate officer and committee member elections during the summer term.
5. Notify the senate secretary and/or the membership of upcoming meetings and agendas.
6. Serve as senate spokesperson.
7. Represent or recommend to the university president a senate representative to attend the Board of Trustees Academic Affairs Committee meetings.
8. Represent or recommend a senate representative to serve ex officio on assigned university committees, or additional committees at the request of the administration.
9. Represent or recommend a senate representative to serve on all university curriculum committees, with the proceedings of those committees made available to the senate.

Section 6 – Senate Vice President

The senate vice president carries duties designated by the Executive Committee and approved by the senate membership. The senate vice president presides over senate meetings in the absence of the senate president. In the event the senate president office is vacated, the vice president serves as interim senate president until a special election for a new senate president is held.

Section 7 – Senate Secretary

The duties of the senate secretary include:

1. Notify the membership of date, time, and location of senate meetings.
2. Communicate with the Dean of the College of Chiropractic and the Dean of the College of Graduate Studies to maintain a current roster of senate members and their voting status (see article III, Section 7).
3. Determine whether a quorum is present at senate meetings.
4. Serve as senate parliamentarian.
5. Record, distribute, and archive the official/approved minutes of the University of Western States Faculty Senate.
6. Preside over senate meetings in the absence of the senate president or the senate vice president.
7. Archive and make available University of Western States Faculty Senate Bylaws, minutes, and other official documents generated by the senate and its committees.
8. Maintain accurate senate financial records and disburse funds as authorized by the senate membership.

Section 8 – Resignation

Officers may resign by giving written notice of resignation to the senate president or senate secretary.

1. In the event of a senate vice president or a senate secretary vacancy within three months of the conclusion of the term of office, the Executive Committee appoints an interim officer to serve for the remainder of the term.
2. In the event of a senate president vacancy within three months of the conclusion of a term, the senate vice president serves as interim for the remainder of the term.
3. When an officer seat is vacated with more than three months remaining in the term of office, a special meeting of the senate is held to call for nominations and election of a new officer. This special meeting is held within the two weeks following the vacancy. An officer elected to fill a vacancy serves in that position for the remainder of the regular one-year term.

Section 9 – Election Recall

Senate officers are subject to recall.

1. To initiate a recall, at least forty percent of voting members sign a petition calling for the recall. The petition is delivered to the senate secretary in person.

2. Within three workdays of receipt of the petition, the senate secretary provides written notice of the recall to voting members. Within two weeks of receipt of the petition, the senate secretary schedules a special meeting to call and to conduct a vote on the petition.
3. Upon an affirmative simple majority vote of all voting members, the officer is recalled and the office vacated.
4. In the event that the office is vacated within three months of the conclusion of the term of office, the Executive Committee appoints an interim officer to serve the remainder of the term. In the event that the senate presidency is vacated within three months of the conclusion of the term of office, the senate vice president assumes the office for the remainder of the term.
5. In the event that an officer seat is vacated with more than three months remaining in the term of office, a special meeting of the senate is called for the purpose of soliciting nominations and conducting an election as described in these bylaws. This special meeting takes place within two weeks of the officer resignation. The officer elected to fill the vacancy serves in that position for the remainder of the regular one-year term.

Article V – Committees

Section 1 – Executive Committee

The Executive Committee is comprised of elected senate officers responsible for general supervision of senate affairs and charged to:

1. Conduct committee meetings as needed, which may be called by any member of the committee. Individual members of the senate may meet with the committee to address urgent matters of the senate.
2. Formulate proposals for senate consideration.
3. Call special meetings of the membership to address senate business.
4. Approve individual committee charges that detail the purpose of the standing committee and the interface between that committee and the administration.
5. Keep record of committee meeting proceedings and decisions.
6. Carry out duties described in these bylaws.
7. Make decisions and/or expenditures necessary for the daily operation of the senate. The committee may not raise money or authorize individual appropriations without a simple majority vote of all voting members.

Section 2 – Standing Committees

The Senate maintains and regularly receives reports from standing committees. Members are appointed by the senate president as necessary to accomplish senate goals. The Executive Committee oversees the activities of standing committees, which are specified by a committee charter and approved by a simple majority of a quorum of voting members. The senate reviews recommend revisions as necessary to be approved by a simple majority of a quorum of voting members.

1. Standing committees are established to address specific aspects of senate business that are ongoing and/or multifactorial in nature.
2. The Executive Committee determines the need to establish standing senate committees, which are confirmed by affirmative simple majority vote of the quorum of voting members at a senate meeting.
3. The senate president appoints a committee chair and members to standing committees. The senate president serves as ex officio to all standing committees.
4. Committee chairs schedule committee meetings, set meeting agendas, and record and distribute minutes of the committee in accordance with University of Western States editorial guidelines.
5. The committee chair may establish the required quorum for conducting committee business, which must be at least 40 percent of the committee membership. Committee actions require a simple majority vote of all committee members in attendance.

6. The chair reports committee actions to the senate and/or the Executive Committee. The senate president solicits feedback on the action from the senate membership.
7. Standing committees may be discharged by a majority vote of the Executive Committee. Vote for discharge may be overturned by an affirmative simple majority vote of the quorum of voting members at a senate meeting. A standing committee may be reinstated by the Executive Committee.
8. Standing committees include, but are not limited to:
 - A. Policy Committee: The senate empanels a Policy Committee that reviews and recommends the creation, modification, review, and/or adoption of existing and revised policies of the university and may propose policy changes to the administration.
 - B. Faculty Development Committee: The senate empanels a Faculty Development Committee that recommends and coordinates programs and education relating to faculty training and professional development in teaching and scholarship.

Section 3 – Ad Hoc Committees or Task Forces

The senate executive committee may establish and discharge ad hoc committees and task forces to perform specific functions as necessary to support the senate.

1. The senate president and/or the Executive Committee determine the need for an ad hoc committee, which must be confirmed by an affirmative simple majority vote of the quorum of voting members at a senate meeting.
2. The senate president appoints the committee chair and members to accomplish a specific charge within a specific timeframe.
3. The ad hoc committee chair reports progress/actions to the senate president and/or the Executive Committee. The senate president solicits feedback on the action from the senate membership. If deemed necessary, the senate president and/or the Executive Committee may request the committee chair to provide an oral report in a meeting of senate.
4. Ad hoc committees are automatically discharged upon the completion of the committee charge. Ad hoc committees may also be discharged by a vote of the Executive Committee.
5. The ad hoc committee chair provides electronic minutes of committee meetings to the senate president.

Article VI – Amendment and Revision

Section 1 – Authority

After a 30-day notice, the senate may amend, revise, or repeal these bylaws with an affirmative simple majority vote of all voting members and subsequent approval of the university president.

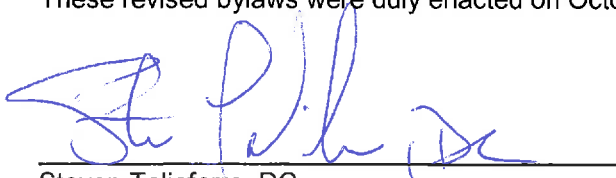
Section 2 – Bylaws

Motions to amend, revise, or repeal the bylaws may be initiated by the Executive Committee or by petition from 10 percent of the senate voting membership.

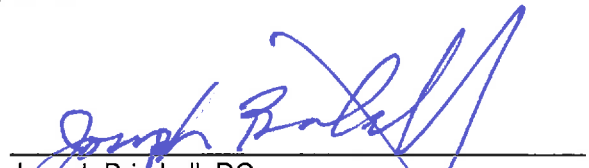
Petitioners provide a draft of the proposed bylaw changes to the Executive Committee. The committee reviews the proposal for relevance to the senate's purpose and to identify any conflicts with the university mission and policies, the Faculty Senate Bylaws, the Doctor of Chiropractic Program Collective Bargaining Agreement, and Graduate College policies. If there are no conflicts, the Executive Committee distributes the proposal to the senate membership.

If the senate carries the motion, the Executive Committee forwards a request for approval of amendment/revision of the bylaws to the university president. If approved by the president, the senate secretary distributes the amended/revised bylaws to the senate membership.

These revised bylaws were duly enacted on October 29, 2018.

A handwritten signature in blue ink, appearing to read "Steve Taliaferro", written over a horizontal line.

Steven Taliaferro, DC
UWS Faculty Senate President

A handwritten signature in blue ink, appearing to read "Joseph Brimhall", written over a horizontal line.

Joseph Brimhall, DC
UWS President