

Out of Session Voting

Electronic voting, conducted by the Faculty Secretary or by the Faculty Senate President, and in consultation with the Senate Executive Committee and the Parliamentarian, may be administered in lieu of voting in physical assemblies outside of the regular third Thursday meetings (i.e., face-to-face or virtual assemblies) of the Faculty Senate.

The guidelines for electronic voting are as follows:

1. The Faculty Senate Secretary or the Faculty Senate President will post by e-mail to the faculty senate the motion(s) in question and, when appropriate, supporting documents (e.g., minutes from preceding assemblies of the faculty senate meetings in which the issues/motion(s) were debated).
2. After the motion is posted, the following three business days will be reserved for debate and discussion. No voting occurs during this time. No amendments to the motion(s) are allowed. In the event of a network outage during the debate period, the debate must be extended by the number of hours the network was inoperable.
3. At the end of the debate period, an electronic ballot containing the motion(s) in question may be presented to the full faculty via the Learning Management Systems (LMS) (or a comparable, web-based system of confidential balloting). Ballots shall include options for affirmative votes, negative votes, as well as abstentions.
4. Voting will proceed for a minimum of five business days, in accordance with an announced start and finish time.
5. Once the voting starts, it should proceed with only periodic reminders about the deadline to vote
6. In the event of a network outage during the voting period (e.g., LMS becomes unavailable), voting should be extended by the number of hours the network was inoperable. (Extension should require written certification of the outage by the Chief Information Officer or designated deputy.) With notice that the network (and therefore voting availability) has been restored, voting is to commence on the next business day.
7. The outcome of a vote, i.e., the success or failure of a motion, is determined by a simple majority of those voting, provided that at least one-third of those eligible to vote do so.
8. In the event of a tie vote, the Faculty Senate President, who otherwise would not vote, is authorized to vote and break the tie.

RATIONAL: During the first faculty senate meeting concerns were brought up that Faculty Senate Executive Committee was not correctly executing electronic voting. Originally there was no language that allowed or disallowed electronic voting when a meeting was not held. This language is adapted from electronic voting for Full Faculty to allow for out of session voting or any vote that happens outside of the regularly scheduled Thursday meeting

Scheduling 2. Meetings

Original Language Scheduling

Regular meetings of the Senate shall normally be held at 3:10 p.m. on the third Thursday of each month during the academic year. In exceptional circumstances, the President may reschedule or cancel a regular meeting or call a special meeting. A special meeting also may be called by the request of five members of the Senate. The request should be sent to the President by email.

New Language Scheduling

Regular meetings of the Senate shall normally be held at 3:10 p.m. on the third Thursday of each month during the academic year. In exceptional circumstances, the President in **consultation with the Faculty Senate Executive committee** can reschedule, cancel a regular meeting or call a special meeting (**outside of the regular third Thursday meetings**). **A special meeting can be called by ten members of the Senate. The request shall be sent to the Faculty Senate Executive Committee by email. A response shall be given the next University business day. A special meeting can be called with at least 24 hours notice in which the President or Secretary shall send copies of the agenda, including all proposals to be discussed.**

RATIONAL: We needed specific language about calling an emergency meeting. The emergency would just allow for a quick turnaround. The number of faculty members needed to call a special meeting increased from five to 10 due to the growth of the faculty body.

Article 4 - Officers: Duties, Qualifications, and Resources

Original Language

Duties

The Secretary shall:

- Distribute the agenda of Senate meetings;
- Keep the minutes of Senate and Executive Committee meetings, including summaries of the debates and a record of all votes;
- Distribute Senate minutes no later than 72 hours before the next meeting;
- Maintain an ongoing record of Senate representatives and division apportionments
- Coordinate the nomination process for the at-large and non-tenure track faculty members of the Senate;
- Electronically submit all Senate committee reports to the Head of Library Special Collections;
- Maintain the Senate's webpage, which includes posting agendas, minutes, related documents, list of senators and committee assignments;
- Be allotted 3 hours of re-assignment time or equivalent per semester for these duties;
- Serve as secretary for the Full Faculty

New Language

Duties

The Secretary shall:

- Distribute the agenda of Senate meetings;
- Keep the minutes of Senate and Executive Committee meetings, including summaries of the debates and a record of all votes;
- Distribute Senate minutes no later than 72 hours before the next meeting;
- Maintain an ongoing record of Senate representatives and division apportionments
- Coordinate the nomination process for the at-large and non-tenure track faculty members of the Senate;
- Electronically submit all Senate committee reports to the Head of Library Special Collections;
- **In conjunction with Faculty Senate President, maintains** the Senate's webpage, which includes posting agendas, minutes, **senate bylaws**, related documents, list of senators and committee assignments;
- Be allotted 3 hours of re-assignment time or equivalent per semester for these

duties;

- Serve as secretary for the Full Faculty

RATIONAL: Just made it specific that the secretary is in charge of updating the senate bylaws