



By-laws of the Faculty Senate

March 2014

**BY-LAWS OF THE FACULTY SENATE
OF
CASE WESTERN RESERVE UNIVERSITY**

Contents

BY-LAW I. DEFINITIONS	1
BY-LAW II. PURPOSE AND FUNCTIONS.....	1
BY-LAW III. MEETINGS	1
Item a. Regular Meetings.....	1
Item b. Special Meetings	1
Item c. Emergency Meetings	2
Item d. Notification and Agenda	2
Item e. Presiding Officer and Rules of Order	2
Item f. Order of Business - Regular Meetings	2
Item g. Introduction of a Motion with Respect to New Business	3
Item h. Order of Business - Special Meetings and Emergency Meetings	3
Item i. Reports, Motions, and Amendments	3
Item j. Procedure of Voting	3
Item k. Minutes	3
Item l. Quorum.....	3
BY-LAW IV. MEMBERSHIP AND PRIVILEGE OF ATTENDANCE	4
Item a. Voting Membership.....	4
Item b. Date of Annual Designation of Elected Faculty Members	4
Item c. Non-Attendance of Members at Meetings	4
Item d. Student Membership.....	4
Item e. Privilege of Attendance	5
BY-LAW V. OFFICERS.....	5
Item a. Chair, Chair-elect, Vice Chair and Past Chair	5
Item b. Secretary.....	5
Item c. Parliamentarian	5
BY-LAW VI. PROCEDURE FOR ELECTION OF THE CHAIR-ELECT.....	6
BY-LAW VII. COMMITTEES	6
Item a. General Provisions with Respect to Committees of the Faculty Senate	6
Item b. Executive Committee	7
Item c. Nominating Committee	7
Item d. Finance Committee	8
Item e. Committee on Faculty Personnel	8

Item f. Committee on Research	9
Item g. Committee on Graduate Studies	9
Item h. Committee on Faculty Compensation	10
Item i. Committee on the University Libraries	10
Item j. Committee on Information & Communication Technology.....	11
Item k. Committee on Women Faculty	12
Item l. Committee on Minority Affairs	12
Item m. Committee on By-laws.....	13
Item n. Additional Committees	13
 BY-LAW VIII. MEMBERSHIP IN THE UNIVERSITY FACULTY BY VIRTUE OF OFFICE	 14
 BY-LAW IX. PROCEDURE FOR REVIEW OF ORGANIZATIONAL AND PROGRAM CHANGES	 14
 BY-LAW X. FACULTY SENATE POLICY WITH RESPECT TO APPROVAL OF BY-LAWS OF CONSTITUENT FACULTIES	 14
 BY-LAW XI. AMENDMENT	 15
 Approved by the Faculty Senate October 4, 1977 Amended May 16, 1978 Amended October 24, 1979 Amended April 17, 1980 Amended May 12, 1981 Amended May 11, 1987 Amended April 19, 1989 Amended March 26, 1991 Amended May 8, 1991 Amended September 22, 1993 Amended December 16, 1994 Amended February 21, 1995 Amended May 1, 1996 Amended February 13, 1997 Amended March 23, 1998 Amended March 27, 2001 Amended September 23, 2002 Amended February 22, 2004 Amended January 25, 2005 Amended April 27, 2006 Amended April 21, 2010 Amended April 21, 2011 Amended April 25, 2012 Amended April 25, 2013 Amended January 27, 2014 Amended March 31, 2014	

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the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority, shall be necessary for the adoption of motions.

2. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
3. Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Executive Committee, subject to review by the Senate, and held by the Secretary of the Faculty Senate.

Item c. Emergency Meetings.

An emergency meeting of the Faculty Senate may be called by the President, by the Chair, or by the Executive Committee.

Item d. Notification and Agenda.

1) The Chair, or, on the Chair's designation, the Secretary shall notify each member of the Faculty Senate and those non-members who have the privilege of attending at least two weeks before each regular and special meeting. Such notification shall be in writing and shall specify the time and place of the meeting.

2) At least seven days before each regular and special meeting, the agenda of the meeting shall

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d. In the event that a student chosen for membership in the Faculty Senate in any of the above three categories should not return to school in the autumn semester or in any other respect be unable or unavailable to serve, the Secretary shall request the appropriate administrative officer of those named previously in this item to initiate and administer a second selection by the procedure specified.

BY-LAW VI. PROCEDURE FOR ELECTION OF THE CHAIR-ELECT.

1) Each year the Nominating Committee shall nominate two candidates for Chair-elect for the coming year and shall report these nominations to the Secretary not later than March 1. The Secretary shall thereupon notify all members of the Faculty Senate of these nominations by mail.

Within three weeks thereafter, an additional nominee, or nominees, for the office may be entered in candidacy by written petition signed by not less than ten percent of the members of the Faculty Senate with respect to each such nominee, and submitted to the Secretary, providing, however, that each such nominee by petition shall have stated in writing to the Secretary acceptance of the nomination.

2) Following the close of the period for nominations by petition, the Secretary shall submit by mail, to each voting member of the Faculty Senate, a ballot listing the names of the nominees, to be marked and returned within two weeks.

The nominee receiving the majority of votes cast shall be declared elected. In the event no one nominee receives a majority of the votes cast, a second ballot bearing the names of the two nominees who have received the largest numbers of votes shall be distributed for run-off election. In the event of a tie vote of such character as to foreclose the second ballot procedure or of a tie vote on the second ballot, such tie shall be resolved by the Executive Committee.

BY-LAW VII. COMMITTEES

Item a. General Provisions with Respect to Committees of the Faculty Senate.

1) The chair of each standing and ad hoc committee of the Faculty Senate, if a member of the University Faculty and not otherwise a member of the Faculty Senate, shall be a voting member of the Faculty Senate for the duration of the term of office, as provided in the Constitution, Article V, Section C.

2) The term of membership of all newly elected members of standing committees shall begin on the day following Commencement Day each year.COM e begiewly4(f)3-1 (i)-3a 0.006 Tw.004 c 0.006 Twg(s)6om

Item b. Executive Committee.

The membership and functions of the Executive Committee shall be as provided in the Constitution,

3) In the selection of nominees for membership on each standing committee of the Faculty Senate, the Nominating Committee shall consult with the incumbent Chair of the committee for which nominees are being selected.

Item d. Finance Committee.

1) The membership and functions of the Faculty Senate Finance Committee (FSFC) shall be as provided in the Constitution, Article VI, Section C.

2) The Chair of the FSFC shall request the President to designate a deputy to sit with the Committee regularly and participate in its deliberations. In fulfillment of the functions of the FSFC specified in the Constitution, Article VI, Section C, Paragraph 3, the FSFC may request the President, or such deputy as the President may designate, to report directly to the Faculty Senate with respect to budgetary matters.

3) An elected faculty member of the FSFC may serve for a maximum of two immediately successive three-year terms and thereafter shall be eligible for re-election to the Committee only after the lapse of at least one year following the expiration of a continuous six-year period of service.

Item e. Committee on Faculty Personnel.

1) The Committee on Faculty Personnel shall consist of a deputy designated by the President, a member of the Committee on Faculty Compensation elected by that committee to serve *ex officio*, the Faculty Diversity Officer to serve *ex officio*, and nine voting members of the

2) No more than two of the nine faculty members of the Committee on Graduate Studies shall be chosen from any one constituent faculty.

Item h. Committee on Faculty Compensation.

1) The Committee on Faculty Compensation shall consist of the Chief Finance and Administrative Officer or a designated deputy, the Provost or a designated deputy, and nine voting members of the University Faculty elected by the Faculty Senate. The term of membership on the Committee on Faculty Compensation shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The Chair of the Committee on Faculty Compensation shall serve *ex officio* as a member of the Budget Committee, and one faculty member from the Committee on Faculty Compensation shall be elected by the Committee to serve *ex officio* on the Committee on Faculty Personnel. These two members of the Committee on Faculty Compensation shall bring to the attention of the Budget Committee and the Committee on Faculty Personnel developments concerning faculty salaries and fringe benefits.

2) The Committee on Faculty Compensation shall consult with and advise the university administration and Board of Trustees on the formation and review of university policies and procedures concerning faculty salaries and fringe benefits. The responsibilities of the committee shall include: consultation with the university administration regarding fringe benefits and the annual allocation of funds available for faculty salaries and raises, an annual review of the guidelines and policies for faculty compensation for each school and college considering issues of comparability in policies across units, review of the implementation of those guidelines and policies at each school and college, competitive analyses of faculty salaries and fringe benefits in peer universities nationwide, the effect of current salaries and fringe benefits on the ability of the university to attract and retain top faculty, and other matters of policy and equity brought

- c) Advise, consult and help develop guidelines and policies on how to organize and govern information and communication-related services, and how to develop, select and budget for ICT within University Information Technology Services and other technology organizations within the university.

The Committee shall review the information technology and telecommunications infrastructures for teaching, research, and service; collaboration technologies; and administrative systems, especially those related to the academic advising and research administration.

- 3) The Committee shall report to the Faculty Senate at least once each year.

Item k. Committee on Women Faculty.

1) The committee shall consist of nine faculty members elected by the Faculty Senate. No more than two members shall be from any one constituent faculty. Each member shall be eligible for election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The committee shall have as *ex officio* members the provost

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BY-LAW VIII. MEMBERSHIP IN THE UNIVERSITY FACULTY BY VIRTUE OF OFFICE

Pursuant to Article I, Section B, of the Constitution, in addition to the officers therein specified (the President, the Provost, or a deputy designated by the President, and the Secretary of the University Faculty), all vice presidents, a deputy appointed by the Provost, Deans, University Librarian, and the Director of the Cleveland Health Sciences Library shall be voting members of the University Faculty by virtue of office.

BY-LAW IX. PROCEDURE FOR REVIEW OF ORGANIZATIONAL AND PROGRAM CHANGES

Pursuant to the Constitution, Article III, Section B, and Article V, Section A, proposals to the Faculty Senate from sources other than the Executive Committee, falling within the categories specified in these sections of the Constitution, shall be received by the Secretary and transmitted to the Chair. The Chair, in turn, shall place each proposal so received with the Executive Committee at the next meeting of that committee for recommendation as to appropriate action.

As provided in By-law VII, Item b, (4), the identification on its own initiative of issue(o)4(m1(i)-3(vr B)7(y)TJ0 Tc 0 Committee.

BY-LAW X. FACULTY SENATE POLICY ON APPOINTMENT AND REMOVAL BY

BY-LAW XI. AMENDMENT

A proposal for amendment of these By-laws may be initiated by any member of the Faculty Senate in the form of a motion at any regular meeting, subject to the provisions of By-law III, Item d, such motion to be for referral of the proposed amendment to the Faculty Senate By-Laws Committee for review.

Should the Faculty Senate adopt such motion for referral, the By-Laws Committee shall consider the amendment at its next meeting and report to the Faculty Senate Executive Committee. The Executive Committee shall in turn report to the Faculty Senate at the Senate's next regular meeting, subject to the provisions as to notification and agenda of Bylaw III, Item d. Action of the Faculty Senate as to adoption of such proposed amendment shall be by a two-thirds majority vote of the voting members present.