

**BYLAWS OF THE FACULTY SENATE  
OF OREGON INSTITUTE OF TECHNOLOGY**

Article I:       **MEMBERSHIP OF THE FACULTY SENATE**

Section 1:       **Membership** – The membership shall be as follows:

- A.   **Six senators at large.** One At-Large Position will be designated as the senate representative to the Interinstitutional Faculty Senate and will be elected to a three-year term to run concurrently with the IFS term of office. Election of this At-Large Position will be held one month before the beginning of the next IFS term of service and will otherwise be conducted following normal election procedures.
  
- B.   **Senators elected by the faculty groups.** Each faculty group as listed in Article I, Section 2 of the Bylaws, is entitled to elect one senator for every ten full-time faculty members (or major fraction thereof) within that faculty group. If the teaching assignment of a full-time faculty member requires that they be a part of more than one faculty group, then they will be considered a member of that faculty group in which they devote the majority of their teaching time.
  
- C.   **Two senators from Unclassified Administrators.** Two senators will be elected from and by the unclassified administrators under provisions decided by that group.
  
- D.   **Two senators from the Academic Council.** Two senators will be elected from and by the Academic Council under the provisions stated in the Charter of the Faculty Senate, Article I, Section 1 B.
  
- E.   **One senator *ex officio* from the President's Council.** The representative from the President's Council will be designated by the president of Oregon Institute of Technology. Any member of the President's Council may fill this position at a given meeting. Because of the *ex officio* nature of this position, the President's Council representative will not be counted for quorum call and will not vote. The president of ASOIT or a representative from the ASOIT Senate shall be *ex officio* a member of the OIT Faculty Senate. Because of the *ex officio* nature of this position, the representative will not be counted for quorum call and will not vote.

- F. **One senator *ex officio* from the Administrative Council.** The representative from the Administrative Council will be designated by that group. Any member of the Administrative Council may fill this position at a given meeting. Because of the *ex officio* nature of this position, the Administrative Council representative will not be counted for quorum call and will not vote.

Section 2: **Faculty Groups Authorized to Elect Senators:**

- The School of the Engineering, Technologies and Management
- The School of Health and the Arts and Sciences
- Portland Area Faculty

These senators, although elected under a specific faculty group, are chosen to afford a special means of communication of ideas throughout the OIT community. All senators will act as prescribed in the Charter of the Faculty Senate, Article I, Section 5.

Article II: **NOMINATION AND ELECTION PROCEDURES**

Section 1: **Selection and Election of Senators:**

- A. During the week of the first Monday in May, the Elections Committee shall conduct a general election of senators, by secret ballot, for those positions for which there is a pending vacancy. Prior to calling for elections, the chair of the Elections Committee shall secure a certified list of faculty who, as of April 1, are qualified voters according to Article I, Section 1, of the Charter.
- B. On the Monday of the week prior to the first Monday in May, the Elections Committee will notify faculty of any pending vacancies in Senate positions, and shall call for nominations.
- C. Any qualified voter may file a nomination with the Elections Committee which shall then determine the eligibility of the nominees as defined by the Charter. Nominees are candidates for all of those positions for which there is a pending vacancy in their own group or, if nominated for senator at large, are candidates for all open senator at large positions. Persons who are nominated for both faculty group positions and senator at large positions shall choose which position to stand for. Such nominees must notify the Elections Committee of their choice by noon on Friday prior to elections week. Otherwise the determination of positions shall be made by the Elections Committee.

- D. Elections shall be by mail ballot. The position of the names of nominees on the ballots shall be determined by lot. Each voter may vote for as many nominees as there are pending open positions. At least three members of the Election Committee shall count the ballots, and deliver them and the results of the elections to the president of the Senate. Ballots with more names chosen than there are open positions shall be declared void.
- E. The nominee(s) receiving the most votes are elected. In case of a tie vote for the last available position(s), the winner(s) shall be determined by a runoff election between the tied candidates. The runoff shall be conducted during the week following the general election and shall be conducted in accordance with the procedures outlined for the general election.
- F. The president of the Faculty Senate shall notify the faculty of the results of all elections.
- G. The president of the Faculty Senate shall call for an organizational meeting of the new Senate immediately following the last scheduled meeting of spring term. The first order of business after the call to order shall be the seating of the newly elected senators.

**Section 2: Attendance and Participation:**

- A. All meetings of the Senate shall be open to all members of the electorate. Visitors shall participate in discussion only upon invitation by the president of the Senate.
- B. The Senate may resolve itself into executive session (senators or their alternates only) upon a two-thirds vote. All votes on such matters as discussed in executive session shall be taken in open meetings.
- C. Regular attendance at meetings of the Senate is expected of all members or their alternates. If a Senate position is unattended at three regular Senate meetings during the academic year, that position shall be declared vacant and open.
- D. Alternates will be selected and will attend senate meetings according to the following procedure:
  - 1. Each senator will designate an alternate from his or her elective group, subject to confirmation by the senate president. If a senator is unable to complete the term of office, then the alternate will automatically be designated as senator, who will in turn appoint an alternate, subject to confirmation by the senate president. Alternates will serve as senators until the next regular election.

2. The alternate shall have full voting privileges in the absence of the duly elected senator.
3. At no time shall an alternate serve as an alternate for more than one senator.

**Section 3: Selection and Election of Senate Officers:**

- A. The election of Senate Officers will be held at the organizational meeting of the new Senate immediately after the seating of the newly elected senators.
- B. The Executive Committee shall serve in the capacity of a nominating committee for offices of the Senate. Opportunity shall be given for nominations from the floor.
- C. Voting shall be by secret ballot by all members of the Senate. The incumbent secretary shall prepare the ballots and shall count and tally all the ballots with the aid of two other senators. Election shall be by majority vote.
- D. The elected officers shall begin their terms immediately upon being apprised of the results of the elections.
- E. Senators may not be officers unless they have served one academic year on the Senate. Service as an alternate senator is not included.

**Section 4: Terms of Office:**

- A. The terms of officers and all senators shall begin at the organizational meeting.
- B. Senate officers may serve any number of consecutive terms provided they are nominated annually and are elected to that office by the senate.

**Article III: OFFICERS AND THEIR DUTIES**

**Section 1: Duties of the President of the Senate:**

The president of the Senate shall:

- A. Preside at all meetings of the Faculty Senate.
- B. Be responsible for publishing the agenda of the meetings of the Senate.
- C. Call regular or special meetings of the Senate.

- D. Appoint, with the approval of the Senate, all standing committees of the Senate.
- E. Perform such other duties as are specified in the Charter and Bylaws, or as may evolve through actions of the Senate.

Section 2: **Duties of the Vice President:**

The vice president shall:

- A. Serve as assistant to the president in all duties of the president; in the absence of the president, preside at the meetings and at that time assume all responsibilities of the office.
- B. Serve as chairman of the elections Committee.

Section 3: **Duties of the Secretary:**

The secretary shall:

- A. Cause to be recorded, collected, preserved, and duplicated the minutes of all meetings of the Faculty Senate and the Executive Committee.
- B. Cause distribution of the minutes of the Faculty Senate meetings to the electorate.
- C. Maintain the valid list of membership of the Faculty Senate, and duly authorized alternates, at each meeting.
- D. Maintain an accurate listing of the electorate.
- E. Perform such other duties as may be assigned by the president.

Article IV: **EXECUTIVE COMMITTEE**

Section 1: **Membership:**

- A. The membership of the Executive Committee of the Faculty Senate shall consist of the officers of the Senate and two members elected from the Senate.
- B. Election shall be in the same manner and at the same time as the election of officers of the Senate.
- C. The terms of office shall be one year.

- D. A simple majority shall constitute a quorum.

Section 2: **Duties:**

The duties of the Executive Committee shall consist of:

- A. Supervising the affairs of the Faculty Senate between regular meeting dates.
- B. Serving as an advisory body to the president at such times as the president requests, when the nature of a situation calls for urgent consideration of faculty viewpoint, and during the absence of the Faculty at vacation periods.
- C. Determining the agenda of regular meetings of the Faculty Senate by meeting with the president, or in some manner acceptable to the majority of the group, at least one week in advance of a Senate meeting.
- D. Reviewing a petition in accordance with Article IV, Section 1, of the Charter, advising the Senate of its actions by report, and placing it on the agenda.
- E. Performing such other duties as are specified in these Bylaws, or as may be assigned to it by the Senate.
- F. The Faculty Senate shall have the right to review and approve or rescind any action of the Faculty Senate Executive Committee.

Article V: **MEETINGS OF THE FACULTY SENATE**

Section 1: **Regular meetings, as authorized in the Senate Charter, shall be:**

- A. Held on the first Tuesday of each month during the academic year subject to the provisions in Article II, Section 5, of the Charter.
- B. Supplemented by special meetings, as hereinafter provided.
- C. Conducted in accordance with the published agenda. Deviations from the published agenda shall be made according to the Charter, Article III, Section 1.

Section 2: **Special meetings of the Faculty Senate shall be:**

- A. Additional meetings and called special meetings.

- B. Additional meetings as may be agreed upon and the date, time, and purpose established by assent of a regular constituted quorum of the Faculty Senate.
- C. Called meetings which shall be convened by the president of the Senate when:
  - 1. A request stating the purpose of the meeting is submitted in writing signed by one-third of the Senate members or 20 percent of the entire faculty.
  - 2. Deemed necessary by the president.
- D. Conducted with respect to the business for which the meeting was called. New or additional business not germane to the stated purpose of the meeting may not be introduced.

Article VI: **ORDER OF BUSINESS AND RULES OF PROCEDURE**

Section 1: **At regular meetings of the Senate, business shall be conducted as follows:**

- 1. Call to order.
- 2. Call of the roll.
- 3. Determination of a quorum.
- 4. Approval of the minutes.
- 5. Reports of officers.
- 6. Report of the Provost.
- 7. Report of the President's Council Delegate.
- 8. Reports of standing committees.
- 9. Reports of special or ad hoc committees.
- 10. Unfinished business.
- 11. New business.
- 12. Report of the AOF representative.
- 13. Report of the IFS representative.

14. Report of the Fiscal Operations Advisory Council
15. Report of the Administrative Council Delegate.
16. Report of the ASOIT delegate.
17. Open Floor Period
18. Adjournment.

Section 2: **At any special meeting of the Senate, business shall be conducted as follows:**

- A. Call to order.
- B. Call of the roll.
- C. Consideration of the stated business for which the meeting was called.
- D. Adjournment.

Section 3: The rules contained in *Robert's Rules of Order, Revised*, shall govern the Senate in all cases for which they may be invoked by the president.

Section 4: Participation in discussion at Senate meetings shall be of an informal forum nature except at those times when a specific motion is presented for action by the Senate, wherein rules of procedure as herein described relative to motions and voting shall prevail.

Section 5: The president shall determine the method of vote in accordance with the Charter, Article II, Section 7, and the results will be recorded in the minutes in accordance with the Charter, Article III, Section 2. However, a roll call vote must be taken at the request of any senator.

Section 6: **Committee Charges and/or Actions:**

- A. To charge a standing committee of the Faculty Senate (Charter of Faculty Senate, Article II, Section 4) requires a majority vote of either the:
  1. Faculty Senate, or the
  2. Faculty Senate Executive Committee.

- B. In addition to the above (Article VI, Section 6A), matters may be brought to the standing committee's attention, but not necessarily for action, by:
  - 1. The president of the Faculty Senate.
  - 2. Any two (2) members of the standing committee.
- C. Standing committee meetings are called by:
  - 1. The chair of the committee. If the chair is absent, declines, or neglects to call a meeting, the committee can meet at the call of:
    - a. Any two (2) members of the committee providing notification is sent to all members of the committee.
    - b. Action in committee meetings can occur only when a quorum (majority) is present.

Article VII: **INTERINSTITUTIONAL FACULTY SENATE REPRESENTATION**

Section 1: **Representatives**

Two full-time faculty will be elected to represent the Oregon Institute of Technology at the Interinstitutional Faculty Senate. One representative will be an Oregon Institute of Technology senator-at-large. The second representative is not required to be a member of the Oregon Institute of Technology Faculty Senate.

Section 2: **Election**

The two IFS representatives are to serve staggered terms of three years.

The OIT senator-at-large will be elected as outlined in Article 1, Section 1 A, of these Bylaws.

The Faculty Senate will conduct the election for the second representative. The election is to be held at least one month prior to the expiration of the current IFS term. Eligible faculty are those as defined in Article 1, Section 1 A, of the Charter of the Faculty Senate of Oregon Institute of Technology.

Article VIII: **REVIEW OF SENATE ACTION BY THE FACULTY**

Section 1: **Procedure for Petition:**

To rescind any action of the Faculty Senate, a petition signed by 25 percent of full time faculty members must be presented to the Senate president.

Section 2: **Procedure for Referendum:**

Upon validation of said petition by the Executive Committee, the Senate president shall conduct a referendum vote of eligible faculty. A two-thirds majority is required to rescind.

Article VII: **AMENDMENT**

Section 1: These Bylaws may be amended by the Senate at any regular meeting. Passage of the amendment shall require a two-thirds vote of the total Senate membership.

Section 2: A proposed amendment may be presented to the Senate by any one of its members. It shall be presented in written form.

Mark Neupert  
Faculty Senate President

November 6, 2007  
Date