

University Senate
October 8, 2012

Background: The University Senate directed the Senate Council to develop revised language for the Senate Rules concerning the election of the Senate Council Chair. The Senate Council on 10/17/11 adopted new rule language (begins next page) and asked the Senate Rules and Elections Committee to offer editorial assistance to that language. The language on the next page is the Senate Rules language with 'track changes' for the proposed new language.

Recommendation: the Senate Council recommends that the University Senate approve the proposed changes to Senate Rules 1.3.1.2.A, Senate Rules 1.3.1.3.A, and Senate Rules 1.3.1.3.C, effective immediately.

1.3.1.2 Composition

The Senate Council shall be composed of elected voting representatives (GR IV.A) and *ex officio* members as follows: The voting elected membership shall be nine (9) members elected by and from the 94 elected faculty representatives in the University Senate, and two (2) members elected by and from the newly elected student representatives in the University Senate. The *ex officio* voting member shall be the President of the Student Government Association, and the *ex officio* non-voting members shall be the faculty members of the Board of Trustees, if they are not elected members of the Senate Council, and the immediate past chair of the Senate Council, if his or her term on the Senate Council has expired. For purposes of this rule, the phrase "immediate past chair of the Senate Council" means the person who served as chair of the Senate Council during the preceding year. Six elected members shall constitute a quorum for the transaction of business. [US: 10/10/77; US: 10/12/98] If the elected faculty representatives to the Senate Council are to perform a statutory action (KRS 164.240) on behalf of the elected faculty representatives of the Senate (GR IV.A,B), then five of those nine members shall constitute a quorum (KRS 446.050).

* "Elected members" means any members who are not *ex officio* members. [RC: 11/20/06]

A. Elected Faculty Membership

1. **Eligibility for Membership.** Any elected faculty member of the Senate (or person appointed to replace an elected member) whose term of office has not expired at the time of the election shall be eligible for election to the Senate Council, except that no more than three (3) of the elected members of the Senate Council shall be from any one college. If an elected faculty representative in the Senate has become ineligible and a replacement has been made, only the person who has replaced the ineligible representative shall be eligible for election to the Senate Council. Senate Council members are not eligible to succeed themselves until a lapse of one year from the expiration of their Senate Council membership (including service as Chair or Vice Chair), except that members who are filling a vacancy and who have served no more than one year, if otherwise eligible, may be eligible for election. The duration of the term of membership on the Senate Council shall not be affected by the member's term on the University Senate. [US: 10/14/85]

2. **Terms.** Elected faculty representatives in the Senate Council shall serve for three (3) years commencing on January 1 following their election and continuing until expiration of their terms or until their successors are elected and certified.

3. **Election.** Elections shall be conducted by electronic secret ballot or paper secret ballot if electronic election is not feasible. Three (3) elected faculty representatives in the University Senate shall be elected annually during the fall semester to serve on the Senate Council. The election shall be conducted under the supervision of the Chair of the Senate Rules and Elections Committee, who shall remind the voters that election to the Senate Council confers eligibility for election to Senate Council Chair the following year. [US: 1/18/88; 9/10/12]

1.3.1.3 Officers of the Senate Council [US: 9/8/97]

A. Senate Council Chair

The Senate Council shall elect its Chair in December preceding the academic year during which the Chair shall serve. All nine of the elected faculty representatives then serving on the Senate Council shall be eligible for election to the position.

In the November preceding the academic year during which the Senate Council Chair shall serve, the elected faculty senators will be asked to nominate current elected faculty members of the Senate Council to serve as Senate Council Chair. The Chair of the Senate Rules and Elections Committee (SREC) will ascertain willingness of these nominees to serve. Should more than one nominee be willing to serve if elected, the nominees will be offered an opportunity to provide an up to 200 word election statement, and that statement will be distributed to the elected faculty senators two weeks before the election. The elected faculty senators will be solicited by email to express their opinions of the nominees to the Senate Council. The Senate Council will consider this feedback in electing the next Senate Council Chair in the December preceding the June 1 start date.

If there is a tie then the elected faculty senators will vote to break the tie. If there is only one nominee who agrees to serve, then the election shall be declared completed and this person shall be the Senate Council Chair-elect, and the University Senate so notified.

The incumbent Chair, if in his or her first year as Chair, shall also be eligible for reelection. When the person chosen is not the incumbent Chair, he or she shall be known as the Chair-elect. The Senate Council Chair is always a voting member of the Senate Council, within the provisions of the *Robert's Rules of Order, Newly Revised*. The Senate Council Chair:

1. Will exercise preparatory administrative functions as Chair that are attendant to the effective conduct Senate and Senate Council meetings, including the authority to call special meetings of the Senate Council (KRS 61.823.2);
2. As the 'department head' of the Senate Council Office, has certain general supervisory responsibilities for managing the budget, inventory, and personnel functions of the Senate Council Office (UK Business Procedures Manual; EVPFA Inventory Policies; Human Resources Policy and Procedure Administrative Regulation 61.2; KRS 61.030);
3. Performs as the Presiding Officer of the Senate Council meetings except as s/he may delegate that function to the Vice Chair of the Senate Council; as Presiding Officer possesses attendant responsibilities and authority pursuant to Open Meetings Law (KRS 61.846(1));
4. Has general supervisory responsibility for: the preparation of minutes of Senate Council meetings pursuant to KRS 61.835; the distribution of these minutes to Senate Council members; the maintenance of official minutes of the Senate Council meetings pursuant to statutory UK Records schedule (KRS 171.420; President's memo 01/25/95); public accession to these minutes pursuant to the Open Meetings law (KRS 61.846(1)); and for the safe transfer of the records of the Senate Council Office to his/her successor (KRS 57.360);

- 5.** Has general supervisory responsibility for the maintenance of copies of procedures for election of Faculty Senators, as approved and submitted by college faculties (as per SR 1.2.2.1);
- 6.** Has general supervisory responsibility for maintenance an official file of the educational unit "Rules" (including rules for unit-level membership/voting privileges) and committee structure for educational policy-making, as established by the respective faculties of each educational unit, being consistent with the University Senate Rules. As each is received upon approval by the Provost (GR VII.4-7), the Rules documents in this file will be maintained in a format accessible as needed by members of the Senate Council and Senate Committees;
- 7.** Has general supervisory responsibility for the maintenance a roster of those faculty employees in each college who are

 - (a)** full-time faculty employees at each rank in each respective title series (used for apportionment of seats of elected Faculty Senators (SR 1.2.2.1.A)),
 - (b)** eligible to be elected as Faculty Trustees, and those eligible to vote in Faculty Trustee elections (i.e., those members of the college faculty bodies who are full-time faculty employees with academic rank at or above Assistant Professor (or Librarian III) (SR 1.5.2); and
 - (c)** eligible to be elected as Faculty Senators (i.e., full-time faculty employees in the Regular, Special, Extension or Librarian Title Series, at or above the rank of Assistant Professor (or Librarian III), and those eligible to vote in college election of Faculty Senators (i.e., those eligible to serve plus those other full-time faculty who have been conferred with privileges to vote in the college senator elections (GR VII.A.4.a) [SR 1.2.2.1.B],

these rosters being obtained from the deans of the respective colleges (GR II.B.2.b assigns responsibility for these elections to the University Senate);
- 8.** Annually reports to the Chair of the Senate the attendance records of ex officio voting members;
- 9.** Is responsible for the assembly of the Ombud search committee with the composition specified in the University Senate Rules (SR 6.2.3);
- 10.** Will make the final decision for the Senate on matters of minor course changes, as these changes are defined in the University Senate Rules (SR 3.3.0.G);
- 11.** Advises the chairs of Senate standing committees on the appointment of ad hoc advisory committees to the standing committees (SR 1.4.1);
- 12.** Utilizes regular communication and information sharing with elected college faculty councils, or similar elected college faculty bodies, to increase the effectiveness of educational policy-making by the University Senate and the College Faculties;

13. May be directed by the Senate Council to represent that body on a particular matter to the President, or to another administrative officer, to the Board of Trustees, or to another University (or external) entity;

14. Serves in a variety of ad hoc circumstances as a voice for the University Faculty, in different fora before organizations and groups on campus;

15. Is periodically invited by the President or other University administrators to serve on University-level committees of diverse composition, so as to advocate for the Senate or Senate Council in the formulation of administrative policy on issues;

B. Senate Council Vice Chair

The Senate Council shall also elect a Vice-Chair at a December meeting from among the six faculty representatives elected to the Senate Council whose terms do not expire at the end of that month. The Vice Chair shall take office the following June 1st and serve through May 31st of the next year. The Vice-Chair:

1. Will preside at any meeting of the Senate or the Senate Council at which the respective Chair so delegates or at which the Chair is not present, and may be delegated by the Presiding Officer to introduce the Senate Council motions and resolutions at Senate meetings. To facilitate the Vice Chair's readiness to assume these responsibilities, the Senate Council Chair will keep the Vice Chair generally apprised of important events that relate to Senate/Senate Council function.

2. Shall become chair of the Senate Council for the remainder of the chair's term if for any reason the chair is no longer able to serve in that capacity.

3. The Vice Chair shall also serve as Secretary of the Senate. [US: 4/10/00]

C. Chair-elect

The Chair-elect or a Chair reelected to a second term shall take office as Chair on the following June 1st and serve through May 31st of the next year. A member of the Senate Council is not eligible while on sabbatical ~~for election to serve~~ as eChair-elect but a person who has replaced the member on sabbatical on the Council is eligible to be elected as eChair-elect. The Senate Council Chair-elect will be given the opportunity to shadow the current Senate Council Chair during the 6 months preceding the Senate Council Chair-elect assuming the office. In the Chair-elect's capacity as an Officer of the Senate Council (SR 1.3.1.3.C), the Chair-elect is a nonvoting member of the Senate Council.