

**NEW MEXICO STATE UNIVERSITY FACULTY SENATE
BYLAWS**

Section A. Composition of the Senate

1. Section III, Article A of the Faculty Senate Constitution requires that 23 senators be allocated among the various colleges on the Las Cruces campus based on the number of unduplicated primary majors in each college and that an additional 23 senators be allocated among the various colleges based on the number of faculty in each college. The procedure for calculating these allocations is given below:
 - a. For the number of senators allocated based on the number of majors, determine the fraction of majors in each college by dividing the number of majors in each college by the total number of majors.
 - b. Multiply the fractions obtained in step a above by 23 and truncate the result to an integer.
 - c. If the number of senators allocated in step b above does not total 23, rank order from largest to smallest the remainders from step b above and then starting with the largest remainder, add one additional senator to as many colleges as necessary until a total of 23 senators has been allocated.
 - d. In the event that two or more colleges have identical remainders for the allocation of the final senator, the allocation will be done by drawing lots by the senior senators from the affected colleges.
 - e. Repeat steps a-d above using the number of faculty instead of the number of majors to allocate the remaining 23 senators. (FS 03/15)
2. The ex-officio non-voting members of the Faculty Senate are the holders of the following positions (or their designees):
 - a. Chancellor
 - b. President
 - c. Provost
 - d. Chief academic officers of each Community College
 - e. Deans of the academic colleges, the Graduate School, the Honors College, the Library, and the Director of the Cooperative Extension Service
 - f. Director of the Agricultural Experimental Stations
 - g. Chair and Faculty Senate liaison of the NMSU Employee Council
 - h. Chair of the Graduate Council
 - i. President of the Associated Students of New Mexico State University
 - j. Chair or Designate of the Graduate Student Council (FS 03/17)
3. Ex-officio members may submit propositions only in conjunction with a voting member of the Faculty Senate. (FS 12/15)
4. Replacement of Senators completing terms
The senior Senators for each college who are finishing their terms are responsible for conducting an election to replace themselves before the final Faculty Senate meeting of the spring semester. Incoming senators for the next academic year will be installed at the final Faculty Senate meeting of the spring semester. Committee assignments for the upcoming year will also be announced at the final Faculty Senate meeting of the spring semester. Committees will caucus and select Chairpersons at this meeting. These new Chairpersons are also appointed to the Senior Leadership Committee (SLC) for the upcoming year. (FS 02/19)
5. Removal of Senators.
A request to remove a member of the Faculty Senate can be made by either:
 - a. A written petition signed by 10 faculty senators submitted to the SLC or a written petition signed by 20 NMSU faculty members submitted to the SLC or to the Faculty Senate Chair.
 - b. Such a motion shall describe the grounds for removal and must receive a 2/3 affirmative vote from the Faculty Senate to pass.
(FS 02/19)

Section B. Duties and Responsibilities

1. Faculty Senator

The responsibilities of Faculty Senators are to:

- a. Attend Faculty Senate meetings and meetings of assigned standing committees
- b. Represent faculty from the individual Senator's home college or electing group
- c. Participate in Faculty Senate discussions and deliberations, sharing ideas, information, and concerns
- d. Report Faculty Senate activities to the individual Senator's home college or electing group (FS 02/19)

2. Faculty Senate Chair

The responsibilities of the Faculty Senate Chair are to:

- a. Conduct Faculty Senate meetings
- b. Ensure the minutes of Faculty Senate meetings are recorded and distributed to faculty
- c. Attend or arrange for representation at all standing committee meetings
- d. Consult with and help faculty and administrators develop policy and legislation
- e. Represent the Faculty Senate to the Academic Deans Council by:
 - i. Attending all Academic Deans Council meetings
 - ii. Consulting with the SLC concerning policies proposed by the Academic Deans Council
 - iii. Reporting Academic Deans Council actions to the Faculty Senate
- f. Represent the Faculty Senate to the Board of Regents by:
 - i. Attending all Board of Regents meetings
 - ii. Reporting Faculty Senate actions and faculty sentiments to the Board of Regents
 - iii. Reporting Board of Regents actions to the Faculty Senate
- g. With the Vice Chair, represent Faculty Senate and faculty concerns at regularly scheduled meetings with the Chancellor, President, and Provost;
- h. Hold regularly scheduled office hours to discuss issues and policies with faculty and others
- i. Represent the Faculty Senate and the faculty to various individuals and groups as required and as appropriate
- j. Serve on other University committees and boards as required

3. Faculty Senate Vice Chair

The responsibilities of the Faculty Senate Vice Chair are to:

- a. Serve as Chair of the SLC by:
 - i. Organizing SLC meeting agendas
 - ii. Conducting SLC meetings
 - iii. Working with the Recording Secretary to prepare minutes of SLC meetings
- b. Attend standing committee meetings as appropriate
- c. Consult with faculty concerning policy and legislation
- d. Fulfill constitutional responsibilities by:
 - i. Ensuring that Faculty Senate elections are conducted
 - ii. Conducting Faculty Senate meetings in the absence of the Chair
- e. Represent the Faculty Senate to the Associate Deans Advisory Council by:
 - i. Attending or arranging for representation at all meetings
 - ii. Consulting with the SLC concerning policy recommendations originating in the Associate Deans Advisory Council
 - iii. Reporting Associate Deans Advisory Council actions to the Faculty Senate
- f. With the Chair, represent Faculty Senate and faculty concerns at regularly scheduled meetings with the Chancellor, President, and Provost
- g. Serve as designee in the absence of the Chair

4. Senate Leadership Committee

The responsibilities of the Senate Leadership Committee are to:

- a. Elect the Vice Chair of the Faculty Senate
- b. Initiate, carry out, or lead Faculty Senate discussions of such topics as it deems appropriate, including the formation of ad hoc or special committees
- c. Review the implementation of any legislation adopted by the Faculty Senate and report on the status of that legislation to the Faculty Senate
- d. Review the balance of the Faculty Senate Operating Budget and activity in that account once each semester
- e. Oversee the scheduling of the time and place of each regular meeting of the Faculty Senate
- f. Review the status of all legislation from the prior year to determine if any should be reintroduced or modified and reintroduced to the Faculty Senate
- g. Facilitate action on Faculty Senate emergency issues during breaks between regular academic semesters
- h. Evaluate and select new propositions for inclusion on the Consent Agenda that are sufficiently routine or non-controversial in nature so as not to warrant discussion or consideration by a committee. The propositions included on the Consent Agenda must be distributed at least 24 hours in advance of the Faculty Senate meeting to allow for review (FS 10/16)

5. Senate Standing Committees

The responsibilities of the Senate Standing Committees are to:

- a. Consider propositions referred to them as described in Article IX of the Faculty Senate Constitution
- b. Develop and prepare for Faculty Senate consideration such policies and propositions as may seem beneficial to the University, particularly in areas suggested by their names
- c. Through hearings and requests for information, draw on the resources of the University and its administrators to obtain data necessary for committee activities
- d. Create and constitute subcommittees consisting of individuals whom it designates, as needed; such subcommittees shall be chaired by a member of the constituting committee

6. Recording Secretary

Maintain web site and archives, schedule meetings / rooms, prepare meeting minutes, and other duties as assigned by the Faculty Senate Chair.

7. The Parliamentarian

The responsibilities of the Parliamentarian are to:

- a. Assist in interpretation of bylaws and rules of order
- b. Assist in the planning and conduct of meetings

Section C. Standing rules of the Faculty Senate

Rules of order adopted by the Faculty Senate are to supplement, modify, or extend the parliamentary rules of order specified in Robert's Rules of Order: (FS 05/80)

1. Should circumstances arise which require both the Chair and the Vice Chair of the Faculty Senate to be absent at the same time, an acting Chair shall be selected by lot from the Chairs of the Standing Committees of the Faculty Senate. (FS 05/80)
2. The Faculty Senate Chair may present a Consent Agenda at the beginning of a Faculty Senate meeting. Any item on the Consent Agenda may be removed at the request of any senator. Such a request is not open for discussion. Items not removed may be approved by majority vote of those senators present without debate. Removed items will be placed on the regular meeting agenda. (FS 10/16)

3. The initial introduction of legislation shall require a short (1-2 minute) presentation by one of the sponsors. No debate about the content of the legislation may occur during its initial introduction because the only action to be taken is assignment of the legislation to a committee. (FS 04/03)
4. Propositions submitted to the Faculty Senate will follow the format and be provided in such quantities as specified by the Chair. (FS 05/80)
5. The motion for a roll-call vote will pass if approved by an affirmative vote of one-fifth of those present. (FS 05/80)
6. Proxy votes are not acceptable at Faculty Senate or standing committee meetings with the following exception. Proxy voting and/or telepresence voting will be acceptable at standing committee meetings only for Faculty Senators from the community colleges other than the Dona Ana campus and for Faculty Senators from the Cooperative Extension Service who are located away from the main campus. Notice of intent to use a proxy must be given to the chair of the standing committee. Identification of the proxy must be made at least 24 hours prior to the standing committee meeting. (FS 11/07)
7. All requests for information, studies, or other assistance submitted to the Faculty Senate will be referred to the appropriate committee by the Vice Chair of the Faculty Senate. (FS 04/72)
8. The results of the Faculty Senate Chair elections and/or referenda will be announced by the Chair of the Faculty Senate at the first regular meeting after the ballots have been counted. The vote totals and the percentage of votes received by each candidate shall be entered in the minutes. (FS 05/80)
9. At the last meeting of the Faculty Senate of the spring term of each academic year, the Chair and Vice Chair of the Senate, the Chairs of the standing committees of the Senate, and Senate representatives from each committee to which the Faculty Senate nominates or elects members shall make a report of the activities of the year, including recommendations to the Faculty Senate for any action that would improve the ability of their offices or committees to perform their duties, and future legislation. (FS 05/80)
10. The allocation of senators will be calculated per Article III, Section A of the Faculty Senate Constitution by the end of December each year for the upcoming academic year. Data for these calculations will be obtained from the Office of Institutional Analysis and will include:
 - a. Student headcount (unduplicated) by college based on the student's primary major as of the current fall semester census date; undergraduate and graduate student headcounts will be combined
 - b. Full-time tenured and tenure-track faculty headcount by primary appointment college as of November 1 of the current year excluding faculty with administrative appointments at the college level or above and all faculty whose primary appointment is in Cooperative Extension
 - c. All data are based on New Mexico State University, Las Cruces campus faculty and students
 - d. The Vice Chair of the Faculty Senate will request from the Assistant Vice President of Institutional Analysis by October 15 each fall semester the data needed for the calculation with a due date of November 30 (FS 11/11)
11. A special motion to recommit unresolved legislation to a standing committee may be made by the Chair of the Faculty Senate if, in his/her view, the question before the Senate has been so extensively modified by amendment that a final review of the legislation by a standing committee is desirable before the final vote. This special motion may be made by the Chair immediately prior to the final vote on a proposition. It must be seconded, is not debatable, requires a majority vote, cannot be reconsidered, and is amendable only with respect to the suggested committee assignment. (FS 05/80)
12. Evaluation Procedure

Once each academic year, the SLC may evaluate the performance of the Chair and Vice Chair of the Faculty Senate. The results of this evaluation will be provided to the Provost and to the respective academic department heads of Chair and Vice Chair. These evaluations can be used to account for the released time provided by the Provost and provide the Chair and Vice Chair with documentation of their performance to include their Faculty Senate service in their Annual Review of Faculty Performance.

- a. Evaluations can be requested by the officers, the SLC, or any Faculty Senator
 - a. Each officer will provide a concise self-evaluation including a description of activities and accomplishments to the SLC for evaluation
 - b. Supplementary materials may be solicited by the officer being reviewed or the SLC and may include:
 - i. Letters of evaluation from any relevant party, such as members of the NMSU administration, standing committee Chairs, SLC members, or any party with standing to provide comment
 - ii. Work products or data that evidence activity or accomplishments related to duties
 - c. The Senate Leadership Committee will evaluate each officer, based on materials provided, using a 1 to 10 scale, with 10 being the highest score
 - d. The SLC shall compose a narrative performance evaluation to each officer that includes the numerical score.
 - e. A packet containing the self-evaluations, supplementary materials, and the SLC evaluation and numerical score will be forwarded to the President, Chancellor, and Provost as well as the respective academic Dean and Department Heads responsible for the officers' annual performance review (FS 05/90)
13. Discussion of business at hand shall be allowed prior to voting on a seconded motion to table. (FS 05/2019)

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