

# NEW MEXICO STATE UNIVERSITY FACULTY SENATE

## BYLAWS

Section A: Special rules of order adopted by the Faculty Senate to supplement, modify, or extend the parliamentary rules of order specified in Robert's Rules of Order: (FS, 5/80)

1. The initial introduction of legislation shall be accompanied by a short (one or two minute) presentation by one of the sponsors. No debate about the content of the legislation shall occur during its initial introduction since the only action to be taken is assignment of the legislation to the committee. (FS, 4/03)
2. A special motion to RECOMMIT TO THE \_\_\_\_\_ COMMITTEE may be made by the chairperson 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 senate committee is desirable before final passage. This special motion may be made by the chairperson 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, 5/80)

(In general, a committee receiving legislation as a result of this special motion should limit its work to properly phrasing the finally amended proposition.) (FS, 5/80)

3. The motion for a roll-call vote shall pass if approved by an affirmative vote of one-fifth of those present. (FS, 5/80)
4. Proxy votes are not acceptable at Faculty Senate or committee meetings with the following exception: proxy voting and/or telepresence voting will be acceptable at Standing Committee meetings only for Senators from the community colleges other than the Dona Ana campus, and Cooperative Extension Service senators located away from the main campus. Notice will be given to the committee chair of intent to use a proxy and identification of the proxy must be made at that time. (FS, 11/07)
5. A Consent Agenda may be presented by the chairperson at the beginning of a meeting. Any item on the Consent Agenda may be removed at the request of any one 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)

Section B: Standing Rules of the Senate

1. The results of the Faculty Senate elections and/or referenda will be announced by the chairperson 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, 5/80)
2. All requests for information, studies or other assistance submitted to the Faculty Senate shall be referred to appropriate committees by the vice chairperson of the senate. (FS, 4/72)

3. Except in cases in which the method of election is otherwise specifically spelled out, all elections conducted by the Faculty Senate for university wide positions shall be in accordance with the Hare Proportional System. (FS, 5/80)
4. Should circumstances arise which require both the chairperson and the vice chairperson of the Faculty Senate to be absent at the same time, an acting chairperson shall be selected by lot from the chairpersons of the standing committees of the senate. (FS, 5/80)
5. In all cases in which faculty members are elected by the general faculty to serve as faculty representatives on committees or other bodies, information relevant to the position shall be furnished to each candidate prior to the election. (FS, 5/80)
6. At the last meeting of the Faculty Senate of the spring term of each academic year, the chairperson and vice chairperson of the Senate, the chairpersons 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 which would improve the ability of their offices or committees to perform their duties, and future legislation. (FS, 5/80)
7. Propositions submitted to the Faculty Senate shall follow the format and be provided in such quantities as specified by the chairperson of the senate. (FS, 5/80)
8. Twice each academic year, the Senate Leadership Committee will evaluate the performance of the chairperson and vice chairperson of the Faculty Senate. The results of this evaluation will be provided to the executive vice president provost and to the respective academic department heads of these officers. These evaluations will account for the released time provided by the executive vice president provost -- .5 for the chairperson and .25 for the vice chairperson -- and provide the officers documentation of their performance so they can include their Faculty Senate service in their Annual Review of Faculty Performance. (FS, 4/03)
9. The ex-officio nonvoting members of the Faculty Senate are the holders of the positions following (or their designee): President and Chancellor; Executive Vice President and Provost; the chief academic officer of each Community College; deans of the academic colleges, the Graduate School, the Honors College, the Library, Director of the Cooperative Extension Service, Director of the Agriculture Experimental Stations, Chair and Faculty Senate liaison of the NMSU Employee Council; Chair of the Graduate Council, President of the Associated Students of New Mexico State University; and Chair or Designate of the Graduate Student Council. (FS, 3/17) Ex-officio members may submit propositions only in conjunction with a voting member of the Faculty Senate. (FS, 12/15)
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:
  1. 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, and
  2. 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.  
All data are based on New Mexico State University, Las Cruces campus faculty and students.

The Vice Chair of the Faculty Senate will request from the Assistant Vice President of Institutional Analysis by October 15<sup>th</sup> each fall semester the data needed for the calculation with a due date of November 30<sup>th</sup>. (FS 11/11)

11. 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 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 have 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 of straws 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)

### Section C: Duties and Responsibilities

#### 1. Faculty Senate Chair

The responsibilities of the Faculty Senate Chair are:

- a) Serve as Chairperson of the Faculty Senate;
- b) Conduct Faculty Senate meetings;
- c) Prepare and distribute Faculty Senate meeting minutes to faculty (supervise recording secretary);
- d) Prepare Faculty Senate meeting agendas;
- e) Attend or arrange for representation at all standing committee meetings;
- f) Consult with and help faculty and administration develop policy and legislation;
- g) Represent the Faculty Senate to the Academic Deans Council by:
  - o Attending all meetings;
  - o Consulting with the Senate Leadership Committee concerning policies proposed by the Academic Deans Council;
  - o Reporting Academic Deans Council actions to the Faculty Senate;
- h) Represent the Faculty Senate to the Board of Regents by:

- o Attending all meetings;
- o Report Faculty Senate actions and faculty attitudes to the Board of Regents by;
- o Reporting Board of Regents actions to the Faculty Senate;
- j) With the vice chairperson, represent Faculty Senate and faculty concerns at regularly scheduled meetings with the president and executive vice president and provost of the university;
- k) Provide regularly scheduled office hours to discuss issues and policies with faculty and others;
- l) Represent the Faculty Senate and the faculty to various individuals and groups as required and as appropriate; and
- m) Serve on other University Committees and Boards as required

## 2. Faculty Senate Vice Chair

The responsibilities of the Faculty Senate Vice Chair are:

- a) Serve as Vice Chair of the Faculty Senate
- b) Serve as chairperson of the Senate Leadership Committee by:
  - o Conducting meetings;
  - o Preparing minutes (supervise recording secretary);
  - o Organizing meeting agendas;
- c) Attend standing committee meetings as appropriate;
- d) Consult with faculty concerning policy and legislation;
- e) Complete constitutional responsibilities by:
  - o Conducting Faculty Senate elections;
  - o Conducting Faculty Senate meetings in the absence of the chairperson;
- f) Represent the Faculty Senate to the Deans' Advisory Council by:
  - o Attending or arranging for representation at all meetings;
  - o Consulting with the Senate Leadership Committee concerning policy recommendations originating in the Deans' Advisory Council;
  - o Reporting Deans' Advisory Council actions to the Faculty Senate;
- g) With the chairperson, represent Faculty Senate and faculty concerns at regularly scheduled meetings with the president and executive vice president and provost of the university.
- h) Serve as designee in the absence of the Faculty Senate Chairperson.
- i) Nominate a senator to serve as Faculty Senate Liaison to the NMSU Office of Government Relations. Such nominee shall be confirmed by a majority vote of the Faculty Senate. Upon confirmation, the vice chair shall notify the Senior Director of the NMSU Office of Government Relations of the identity of that liaison. (FS 03/15)

## 3. Senate Leadership Committee

The responsibilities of the Senate Leadership Committee are:

- a) To elect the Vice Chair of the Faculty Senate;
- b) To initiate, carry out, or lead 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 senate and to reporting of the status of that legislation to the full 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 then introduced to the Faculty Senate;
- g) Expedite and monitor electronic communications with and voting on emergency issues by Faculty Senators during those intervals outside of the regular academic year.
- h) Form a Subcommittee on Government Affairs no later than the end of September each year with no less than five senators. The responsibilities of the Subcommittee on Government Affairs, in addition to those given for the standing committees in general, are:
  - a. To identify New Mexico government issues of concern to faculty, monitor developments at the state and local levels that affect higher education, and inform the Senate Leadership Committee of these developments along with any recommended appropriate responses.
  - b. Keep the NMSU Administration informed through the NMSU Office of Government Relations on any pending faculty senate propositions addressing government affairs external to NMSU.
  - c. Any propositions drafted by the Subcommittee on Government Affairs shall be assigned to one of the standing committees by the Senate Leadership Committee unless it is introduced as emergency legislation pursuant to the procedures set forth in the Constitution. (FS 03/15)
- i) Evaluate and select new propositions for inclusion on the Consent Agenda which are sufficiently routine or noncontroversial 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 twenty-four hours in advance of the senate meeting to allow for review by the full senate membership. (FS 10/16)

#### 4. Senate Standing Committees

The responsibilities of the Senate Standing Committees are:

- a) To consider propositions referred to them as described in Article IX of the Faculty Senate Constitution, as well as actively 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.
- b) Through hearings and requests for information, draw on the resources of the university and its administration to obtain any data they deem necessary in their recommendation making capacity.
- c) Each committee shall have the right to create and constitute subcommittees consisting of individuals whom it designates; such subcommittees shall be chaired by a member of the constituting committee.

#### 5. Government Affairs Committee

The responsibilities of the Government Affairs Committee, in addition to those given above for the standing committees in general, are:

- a) To identify New Mexico government issues of concern to faculty, monitor developments at the state and local levels that affect higher education, and inform the Senate of these developments along with any recommended appropriate responses.
- b) Keep the NMSU Administration informed through the NMSU Office of Government Relations on any pending faculty senate propositions addressing government affairs external to NMSU. (FS 03/15)

#### Section D: Communications

It shall be the responsibility of each voting member of the Senate Leadership Committee to provide a monthly report regarding Faculty Senate activity to that member's electing group. This report should be sent as soon as practical after each meeting of the Faculty Senate.

#### EVALUATION PROCEDURE

The Senate Leadership Committee will evaluate the chairperson and vice chairperson at its December and May meetings. The vice chairperson shall notify the senior senator on the Senate Leadership Committee that the senior senator will conduct these evaluations from the following materials:

- Each officer will provide a self-evaluation based on the job description.
- The Senate Leadership Committee will solicit letters from administrators and colleagues assessing each officer's performance. For the chairperson's evaluation, letters from the executive vice president provost of the university and the vice chairperson of the Faculty Senate are appropriate. For the vice chairperson's evaluation, letters from the chairperson of the Deans' Advisory Council and the chairperson of the Faculty Senate are appropriate.
- Letters shall be solicited from the chairs of standing committees. An open solicitation for additional letters shall be made to all members of the senate at the December and May senate meetings. The senior senator on the Senate Leadership Committee shall summarize those letters from senators.
- Using these materials, the Senate Leadership Committee will evaluate each officer using a 1 to 10 scale. Ten is the highest score.
- The Senate Leadership Committee shall provide a narrative performance evaluation to each officer that includes the numerical score. The letters shall not be provided to the officers.
- A packet containing the self-evaluations, letters from administrators, summary of letters from senators, and the Senate Leadership Committee's evaluation numerical score, will be forwarded to the executive vice president provost of the university and to the academic department heads responsible for the officers' annual performance review. (FS, 5/90)

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