University of Idaho
2019-2020 FACULTY SENATE AGENDA

Meeting #1

3:30 p.m. - Tuesday, April 30, 2019
Paul Joyce Faculty-Staff Lounge & Zoom

Order of Business

I. Call to Order.

II. Special Orders.

• Nominations of Chair and Vice Chair of the 2019-2020 Senate (see FSH 1580 IV)

III. Adjournment.

President's Designee
Election Guidelines
Senate FAQs
Senate Position Description
Nomination Day – April 30th 3:30 p.m. – no other business is transacted
• Nominations are accepted in writing and are anonymous (secret nominations).
• Senators may self-nominate.
• Senators may nominate more than one person.
• Senators may nominate for either chair, or vice chair, or both.
• Nominations are collected by Faculty Secretary.
• Nominees have time to consider willingness for either, or both positions*

Election Day – May 7th 3:30 p.m. - quorum required. *
• Vote for chair first (secret ballot)
• Ballots for chair are distributed, additional nominations from the floor for chair are acceptable.
• Faculty Secretary gathers/reports results, majority vote required, balloting continues until one candidate remains (candidate with fewest votes drops off after each vote).*
• Finalize vote – chair elected.
• Preliminary ballots for vice-chair are distributed, including any nominees for chair who expressed willingness to serve as vice chair, additional nominations from the floor for vice chair are acceptable.
• Faculty Secretary gathers/reports results, majority vote required, balloting continues until one candidate remains (candidate with fewest votes drops off after each vote)*.
• Finalize vote - vice chair elected.

*Notes:
• Suspension of the 3-day rule between nominations and elections may be waived (motion and second required) by unanimous consent of the members in attendance.
• Outgoing senators are welcome to attend (public meeting); they have voice, but may not vote.
• Ties have been broken through candidate speeches.
Faculty Senate FAQs

Nomination/Election of Chair & Vice Chair FSH 1580 Article IV:

Section 1. Nomination. Each spring, as soon as practicable following the appointment and election of new members of the senate, the president of the university or the president's designated representative calls and presides at a meeting of those who will be members during the ensuing year for the purpose of nominating candidates for the offices of chair and vice chair. Nominations are by secret ballot, and no other official business is transacted at this meeting. [ed. 7-10]

Section 2. Election. Not less than three days following the nominating meeting referred to in section 1, above, the president or the president's designated representative calls and presides at a second meeting of the same group for the purpose of electing the chair and the vice chair for the ensuing term. No other official business is transacted at this meeting. The requirement that there be no less than three days between the two meetings may be suspended only by the unanimous consent of the members in attendance. The procedures for the election are as follows:

Clause A. Additional Nominations. Before balloting begins for each office, additional nominations may be made for that office.

Clause B. Procedure for Balloting. Elections for officers of the senate are by secret ballot, and a majority of all votes cast is necessary for election, a quorum being present [see V-3]. In the event that more than two candidates are nominated for either office and none receives a majority of the votes cast on the first ballot, balloting continues with the name of the candidate receiving the fewest votes being dropped from the ballot after each vote. In the event that there is no candidate with the fewest votes, balloting continues with all names included until such time as a candidate receives a majority of votes (in which case he or she is declared elected) or until a candidate receives the fewest votes (in which case his or her name is dropped from the ballot and the balloting continues). [ed. 7-97, 7-10]

Appointment of Secretary - FSH 1520, Article V: Section 3. Officers. Each year the senate elects a chair and a vice chair from among the elected faculty members of the senate. Also, each year a secretary is appointed by the chair, subject to confirmation by the senate, from among the members of the senate or from the membership of the university faculty. The appointment of a person who is not a member of the senate to serve as secretary does not carry with it membership on the senate. [ed. 7-09]

When and who oversees the elections for senate members? Current senate members from each respective college/group consult and assign someone who will handle the process. Check your respective college/group by-laws for procedures. It is fine for faculty senate members to solicit assistance from the dean’s office in sending out and receiving secret ballots. Faculty should oversee the process and count votes received. All faculty within the college are given the opportunity to be involved and vote.

FSH 1520, Article V, Section 6. Elections. Regular elections for senators in the senate are held before April 15 of each year in which an election is to be held. All elections for members of the senate are by secret ballot. Appropriate procedures for nominations and elections are developed and approved by a majority vote of the faculty of the college or other unit. [ed. 7-09]

How long is my term on Faculty Senate?

FSH 1520, Article V, Section 4. Terms of Office. Elected faculty members of the senate serve for three years. The academic dean shall serve one year, the staff representatives shall serve for staggered two year terms. The terms of office for student members are as established by the senate. [See 1580 VI.] Newly elected members take office each year on September 1 or on the official opening date of the academic year, whichever is earlier. To carry out the requirement that approximately one-third of the elected faculty members are to take office each year, the senate may shorten the initial term of office of faculty senators elected to fill new positions in the senate to conform to a balanced
rotation plan. When members are elected to fill a vacancy, they take office at the first meeting after the election and serve for the unexpired term of the vacancy. A faculty member elected to the senate may serve two consecutive terms. After serving two consecutive terms the faculty senate member must wait one full year before they are again eligible for election [see also FSH 1580 III-3]. [ed. 7-09, rev. 7-12, 7-15]

**What if I will be gone for one month, or for more than four months?**

FSH 1520. Article V, Section 7. Vacancies.

Clause A. If it is necessary for a member of the senate to be absent temporarily (more than a month, but less than four months), the candidate who received the next highest number of votes in the most recent election in the college or unit acts as his or her alternate in the senate with full vote. If it is necessary for a member to be absent for more than four months, but less than one year, a special election is held to fill the temporary vacancy. When the senate member returns, he or she resumes the position in the senate. If it is necessary for a member to be absent for more than one year, or if the member is unable to complete the term of office for any reason, a special election is held to fill the unexpired term. [See 1580 VI for procedures covering student vacancies.] [ed. 7-09]

Clause B. The chair of the Faculty Senate must declare a position vacant if a member is absent from three consecutive meetings unless the member has informed the chair of the senate in writing that he or she intends to participate fully in the activities of the senate in the future. When a position is declared vacant, the chair must notify the constituency concerned. [ed. 7-09]

**What is the Center Senator’s Role?**

1520 Article V. Section 2. Structure. A (2). University Centers. The resident faculty of the university centers in Boise, Coeur d’Alene and Idaho Falls each elects one senator from among its number. Those senators shall have the right to participate and vote in faculty senate meetings by means of available two-way video-audio technology located at the centers. If the available technology fails, telephone conferencing will be used. Senators elected to represent a center have a unique role on senate, which is to provide a voice and vote from the perspective of their centers. That perspective is not intended to be college and/or discipline specific. [add. 7-09, rev. 7-12]

**What if I have replaced a member from my college who resigned from Faculty Senate, can I serve again?**

1580 Article III, Section 3. Members Completing Unexpired Terms. A member who has been elected or appointed to complete the unexpired term of another member and has served more than half of that term will be considered to have served one full term (see FSH 1520 V-4 - Terms of Office). [ed. 7-10, rev. 7-15]

**Can you send someone in your place, if you will be absent?** Yes, but not with vote.

FSH 1580, Article V, Section 7. Alternates. Alternates participate in meetings of the Senate only as permitted by the constitution of the university faculty [see 1520 V-7]. This rule does not preclude a member from having another person attend the meeting in his or her stead as an auditor. [ed. 7-10]

**Are proxy votes allowed?** No

**How are abstentions handled?**

FSH 1580, Article V, Section 11. Voting. Voting on motions is by raising a hand. Proxy votes are not allowed. (According to a standing rule of the senate, the chair does not ask how many members abstained from voting on a particular motion, and abstentions are not recorded in the minutes unless a member requests that his or her abstention be recorded.) [ed. 7-10]
Position Title: Senator to the Faculty (University) Senate.

College (department/unit)/Group/Center:

Faculty Senate (FSH 1520 V and 1580) - Shared Governance. The faculty, the president, and the regents are jointly responsible for governing the university (Territorial Act 1889). Decision-making structures and processes take into consideration the views of faculty, staff, administrators and students on matters in which they have a direct and reasonable interest (Northwest Commission on Colleges and Universities, Standard 2.A.1.). It is both a privilege and a responsibility to be a member of the Senate.

1. Senate’s Role/Purpose. Faculty Senate (Senate) is empowered to act for the university faculty in all matters pertaining to the immediate government of the university. The Senate is responsible to and reports to the university faculty and, through the president, to the regents. The university faculty, president, and regents retain the authority to review policy actions taken by the Senate (FSH 1520 Article I. Section 3.). Senate takes on a range of issues including advising, curricula, promotion and tenure, benefits, morale, salary, teaching evaluations, safety, etc. The Policy Coordinator/Faculty Secretary's Office receives curricula and policy changes throughout the year from various Senate committees (UCC, Faculty Affairs, etc.) and many administrative offices (HR, Research, etc.). Senate also hears reports/updates on many university matters to ensure communication of important information. Everyone at the university is affected by decisions of the Senate.

2. Senator’s Role: Senators are elected to represent a particular constituency. As representatives Senators are responsible for keeping that constituency apprised of issues that come before the Senate. The primary responsibility of each Senator is to bring the perspectives of constituents to issues of importance to the university, keeping the welfare of the entire institution in mind. The Senate can influence the working environment for all UI employees and helps set the university’s agenda. Thus, Senators should voice critical perspectives when appropriate. Finally, Senators serve not only as a source of information for colleagues, but also as a source of information on behalf of colleagues to the Senate and the university administration.

Center Senator Role: Pursuant to FSH 1520 Article V. Section 2. Structure. A (2) University Centers, “The resident faculty of the university centers in Boise, Coeur d'Alene and Idaho Falls each elects one senator from among its number.” The constituency of Center Senators is the entire center faculty, not solely the faculty from the particular Senator’s college or discipline. Center Senators provide a voice and vote from the perspective of their centers that is not college and/or discipline specific.

3. Expectations:

- Be prepared, read material before each meeting to move the agenda along through informed discussion and voting.
- Regularly check the Senate website for updated meeting materials.
- Keep constituents informed - develop a strong relationship with your constituents (create an email distribution list to send “talking points” or communications of your choice), solicit and relay feedback on pending policy changes or pressing issues affecting the university.
- Consider the broader issues and impact Senate’s decisions have on the university as a whole, rather than a specific college, unit or group.
- Rely on, and respect the work and time of colleagues on committees or other groups appearing before Senate, read provided summaries and avoid drafting or re-drafting policy (other than minor changes).
- Suggest and encourage productive interactions with administration and stake-holders.
- Read communications that are sent out university-wide e.g. The Daily Register, president, provost, facilities, finance, research.
- Bring policy issues to the attention of the Senate Leadership.
- Ensure that elections for Senate in the Senator’s constituent area are conducted according to applicable rules and completed in a timely fashion.
General Meeting Rules:

- Speakers should be recognized by the chair prior to speaking. Each person speaks once before being recognized a second time, although some back and forth in response to the original question is often permitted by the chair depending on time. Be conscious of time and other interested participants – brevity is important.
- Voting on motions is by show of hands; no absentee/proxy votes are allowed. (FSH 1580 V, Section 11).
- Abstentions are not asked for or recorded in minutes, unless specifically requested by abstainer (FSH 1580 V, Section 11).
- Alternates/substitutes are welcomed and may sit at the Senate table and participate in discussion (FSH 1580 V, Section 7) but cannot vote (see exception in FSH 1520, Article V. Section 7. Vacancies).
- Senate follows Roberts’s Rule of Order.