

**UNIVERSITY OF ILLINOIS AT CHICAGO**  
**BYLAWS**  
**OF THE SENATE**

**July 2003**

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## UIC SENATE BYLAWS

### ARTICLE I SENATE MEMBERSHIP – FACULTY

#### Section 1. Faculty Membership

- a. For purposes of the *Constitution*, faculty members are defined as academic staff members with rank of lecturer, instructor, assistant professor, associate professor, or professor, including clinical, research, adjunct or emeritus titles. Not included are teaching and research associates, teaching and research assistants, and visiting faculty members.
- b. Faculty representation shall consist of 200 Senators elected by secret ballot by and from among the faculty of the separate voting units. Those faculty members who hold appointments funded at greater than fifty-percent time by the University shall be members of the faculty electorate.
- c. A voting unit is a college, an independently organized school, and the campus library.
- d. The number of faculty Senators to be elected by each voting unit at each election shall be proportional to the total number of full-time equivalent faculty members funded in that unit by the University. A voting unit is entitled to at least one Senator. No voting unit may have more than twenty-five percent of the faculty senatorial seats at any time.
- e. An administrator who holds faculty rank as defined above shall be a member of the faculty electorate in the voting unit in which he/she holds faculty rank.
- f. Faculty Senators shall be elected for three-year terms with approximately one-third elected each year. There shall be no limit to the number of consecutive terms a Senator may serve.
- g. All vice-chancellors and deans who hold faculty appointments shall serve as ex officio members of the Senate, without vote. If an ex officio member is elected to the Senate, his/her ex officio seat shall remain vacant during his/her elected term.
- h. A member of the faculty electorate who has a joint appointment in two or more voting units may vote in and be elected from only one such unit. If more than 50% of a faculty member's appointment is in one unit, the faculty member shall be a member of the electorate of that unit. If the faculty member's appointment in no unit is for more than 50% time, that faculty member shall designate the unit of his/her choice in a signed statement submitted to the Clerk of the Senate.

#### Section 2. Elections

- a. Prior to the last day of instruction of the fall semester, the Clerk of the Senate shall notify each voting unit's chief administrative officer and the chairperson of that unit's elections committee of the number of seats to which that voting unit is entitled. The Senate Executive Committee shall allocate the seats proportionally according to the procedure described in Article I. Section 1, paragraph d. of these *Bylaws*. The seats shall be allocated in such a manner that approximately one-third of each unit's representatives will be elected each year.
- b. Each unit's faculty elections committee shall be responsible for devising nominations and elections procedures, which may be reviewed by the Senate Executive Committee.

- c. Each elections committee of the voting units shall be responsible for creating a nominations and electioneering procedure designed to insure that all eligible faculty have the opportunity to be nominated, the number of candidates in each voting unit offers electors reasonable choice, that provision is made for electors to vote for candidates regardless of the rank of either the candidates or the electors, and that electors have reasonable opportunity to know the candidates' qualifications.
- d. Regardless of the method used to generate nominees, each candidate for a Senate seat must indicate his/her willingness to serve if elected.
- e. The nominations and elections shall be so scheduled as to permit the elections committees of the voting units to certify to the Senate Executive Committee, not later than the sixth week of the spring semester, the names of the individuals elected from the voting units.
- f. Results shall be promptly transmitted to the Clerk of the Senate.
- g. The Clerk of the Senate shall submit to the Senate Executive Committee the results of the election and the names of all continuing faculty Senators. The Executive Committee shall resolve any contested election issue and certify as Senators the candidates that it judges to have been properly elected.
- h. If the nomination and election procedures have failed to generate sufficient elected faculty Senators to fill any unit's allocation of seats or if no eligible nominee is available to fill a vacancy, the unit's representation in the Senate will be accordingly diminished until the next scheduled election.

Section 3. **Removal and Replacement of Faculty Senators**

The Senate Executive Committee shall declare a seat vacant whenever a Senator resigns from the Senate or no longer meets the qualifications. Senators on officially approved leaves shall be exempted from this provision. When a seat is vacated, the Senate Executive Committee shall order it filled by the eligible unelected nominee who received the highest number of votes in the most recent election. That person shall be declared an elected Senator and shall fill the unexpired portion of the removed Senator's term. If no such nominee is available, the seat shall remain vacant until the next regularly scheduled election whereupon, if one or more years remain in the term, the remaining portion of the term shall be filled by election.

**ARTICLE II SENATE STUDENT AND ACADEMIC PROFESSIONAL MEMBERS**

Section 1. **Student Membership**

- a. Student senators shall be elected from among the electorates of the three major academic divisions into which student programs are divided: undergraduate, graduate and health professional. Student representation shall consist of 50 Senators elected by secret ballot by and from among the student bodies of the three voting units.
- b. Student Senators shall be elected for one-year terms.
- c. The student electorate shall consist of all persons who are candidates for a degree at the University of Illinois at Chicago and who are registered in a course or courses for credit at the University during the semester in which the election is held.

- d. To be elected to the Senate, students must be qualified electors. They must be in good academic standing as defined by the department and college in which they are enrolled.

Section 2. **Voting Units**

- a. Each voting unit shall have a Student Elections Committee which shall be assisted in performing its functions by the Office of the Vice Chancellor of Student Affairs. Students vote only in the academic division in which they are enrolled.
- b. Not later than the last day of instruction of the fall semester, the Office of the Senate shall notify the Vice Chancellor for Student Affairs (chief administrative officer) and the chair of each election committee of each of the voting units of the number of seats assigned to that voting unit. The number of student Senators to be elected by each voting unit shall be established in proportion to the number of full-time equivalent students registered in each voting unit. The fall semester ten-day roster of the Senate year in which the election is to be held shall be used for determining the number of seats to be assigned to each voting unit. Each of the above units shall be allocated at least ten seats. For purposes of this Section, University Hospital residents and interns who do not hold faculty appointments are considered full-time equivalent students in the College of Medicine. Faculty members and academic staff members who are enrolled in courses or in specified programs shall not be considered as students for the purposes of these *Bylaws*.

Section 3. **Nomination and Election Procedures**

- a. The Elections Committee of each voting unit shall be responsible for creating a nomination and election procedure designed to insure that the number of candidates in each voting unit offers electors reasonable choice, that provision is made for electors to vote for candidates regardless of the class of either the candidates or the electors, and that electors have reasonable opportunity to know the candidates' qualifications. These procedures must also create reasonable opportunities for students to become candidates. Electioneering regulations must be so drawn as to insure that responsible standards of conduct and propriety are maintained. These procedures should be submitted to the Senate Executive Committee and the Office of the Vice Chancellor for Student Affairs for approval. Elections should be conducted and reported no later than the end of the thirteenth week of the spring semester.
- c. The Office of the Vice Chancellor for Student Affairs shall submit to the Senate Executive Committee the results of the election together with its judgment concerning the propriety of the election procedures and its recommendation for the seating of the nominees. The nominees receiving the highest number of votes shall be deemed elected. The Executive Committee shall resolve any contested election issue and certify as Senators the nominees that it judges to have been properly elected.
- d. If the nomination and election procedures have failed to generate sufficient student Senators to fill any unit's allocation of seats or if no eligible nominee is available to fill a vacancy, the unit's representation in the Senate will be accordingly diminished until the next regularly scheduled elections.

Section 4. **Removal and Replacement of Student Senators**

The Senate Executive Committee shall declare a seat vacant whenever a student Senator must forfeit the seat under the requirements of Section 1, paragraph c. and d. of this Article. When a seat is vacated, the Executive Committee shall order the seat filled by the eligible unelected nominee who received the highest number of votes in the election for the Senate year. That person shall be declared an elected Senator and shall fill the unexpired portion of the removed Senator's term. If no such nominee is available the seat shall remain vacant until the next Senate year. The Senate Office shall be

responsible for periodically checking University and Senate records to determine whether student Senators are subject to removal under provisions of this Paragraph.

Section 5. **Academic Professional Membership**

- a. All academic professionals with a permanent appointment of 50% or more of full time service at UIC are eligible for election.
- b. Academic professional members shall serve for three year terms. One academic professional will be elected each year.
- c. The academic professional electorate shall consist of all persons holding permanent appointments of 50% or more of full time service at UIC.

Section 6. **Voting Units**

- a. The Academic Professional Advisory Committee shall be the election unit for academic professionals.

Section 7. **Nomination and Election Procedures**

- a. Announcements and other information regarding the Academic Professional Advisory Committee senate representative election shall be made available in March,
- b. The Academic Professional Advisory Committee website will contain nomination forms, along with information for completing and returning them.
- c. Ballots containing names, information about the candidates, and voting instructions will then be drawn up by the Academic Professional Advisory Committee Executive Committee and mailed to all UIC academic professional staff.
- d. The Academic Professional Advisory Committee Executive Committee will serve as the elections committee, oversee the nominations and election procedures, and certify the winners.

Section 8. **Removal and Replacement of Academic Professionals**

- a. Academic professionals who fail to continue meeting the membership requirement shall lose their seat. If the seat of an academic professional becomes vacant the remainder of the term shall be filled by a nominee of the Academic Professional Advisory Committee Executive Committee.

**ARTICLE III SENATE YEAR AND MEETINGS**

Section 1. **Senate Year**

Each Senate year shall begin the first day of the Fall Semester and end on the last day before the start of the next Fall Semester.

Section 2. **Regular Meetings**

- a. In each Senate year there shall be scheduled a minimum of two regular meetings per semester, provided that none may be scheduled during final examination weeks, designated holidays, and designated vacations. The Clerk of the Senate shall record the attendance of the Senators at each meeting of the Senate year.

- b. The agenda for regular Senate meetings shall be prepared by an Agenda Committee chaired by the Chair of the Senate Executive Committee, and including the Vice Chair and the Presiding Officer. The Agenda Committee shall be assisted by the Clerk of the Senate.
- c. The printed agenda for a regular meeting shall be extensive enough to be descriptive of the subject matter of each item included. Agenda material should be placed in appropriate transmission channels by the Clerk of the Senate eight calendar days prior to the meeting day.
- d. Matters may be placed before the Senate for appropriate consideration and action by either: 1) Senate initiative or 2) committee initiative.
- e. Any Senator may, at a regular meeting of the Senate under the heading of new business, propose consideration of some matter. Upon receiving a second, the matter shall be received and promptly delivered to the Executive Committee, which shall refer the matter to an appropriate committee with appropriate instructions for reporting back to the Senate.
- f. If the Senate wishes, however, it may, at the time such a proposal is offered, control the referral procedure by debating the propriety of referral and referral instructions and further determining the appropriate committee to which the matter shall be referred.
- g. A Senate committee may request that an item be placed on the Senate agenda by filing the matter with the Office of the Senate no later than the agenda deadline specified for committee reports for a given meeting.
- h. Any person or group may present to a Senate committee some matter for the committee's consideration. However, unless the matter for consideration reaches the committee by way of Senate referral or Executive Committee referral with instructions to report, the matter is not subject to a discharge motion.

Section 3. **Special Meetings**

- a. Special meetings are called by the Presiding Officer (1) when he/she believes that such a meeting would be desirable; or (2) when a majority of the Executive Committee submits a written request to the Presiding Officer or the Secretary of the Senate to call such a meeting in which case he/she must call a special meeting to be scheduled so as to permit preparation of the necessary materials and transmittal of such materials to the Senators, but in no case later than 15 calendar days after receipt of such a request, unless the request specifies a later date; or (3) when a petition signed by twenty-five Senators is presented to the Presiding Officer, in which case he/she must call a special meeting to be scheduled as described in (2) above.
- b. Agenda items for special meetings must be confined to the items listed in the call for the meeting. This rule may not be suspended to allow additional items to be acted upon at special meetings.

Section 4. **Emergency Meetings**

- a. If an emergency requires convening the Senate more expeditiously than described in Section 3 of this Article, the Secretary of the Senate may declare the existence of an emergency and may convene the Senate as soon as practicable. All reasonable means to notify all Senators of the day, time, place and purpose of such emergency meeting shall be employed. Actions taken under provisions of this Section shall relate to the emergency and shall be considered operative only during the time between the

emergency meeting and the next succeeding regular meeting, at which time the emergency actions shall be subject to Senate ratification.

- b. Agenda items for emergency meetings must be confined to the items listed in the call for the meeting. This rule may not be suspended to allow additional items to be acted upon at an emergency meeting.

Section 5. **Open Meeting Policy**

Meetings of the Senate shall be conducted in open session. The Senate reserves the right to close its meetings, or a portion thereof, when the Senate determines that such closing is necessary to effect its purposes. Such occasions include, but are not limited to, times when the Senate considers: proposed candidates for honorary degrees, cases involving alleged abridgment of rights and privileges of faculty and staff members or students, and matters relating to campus security or to the safety of staff or students. The Presiding Officer may order the meeting room cleared of visitors or take appropriate action, whenever he/she determines that their presence or behavior makes it difficult for the Senate to conduct its business.

Section 6. **Floor and Voting Privileges**

- a. Only elected Senators shall have both floor and voting privileges. Ex officio members shall have floor, but not voting privileges. Elected committee members, who are not elected Senators, do not have voting privileges in Senate meetings, but they shall have floor privileges and, additionally, shall have the right to propose and second motions respecting matters reported by their committee. Directors and department heads or chairpersons who are not otherwise Senators or ex officio members, shall be entitled to floor privileges.
- b. Upon receipt of a written request prior to the meeting, the Presiding Officer may extend floor privileges for a given topic to any member of the University community whose contributions to the discussion of the topic may be presumed valuable.
- c. No voting by proxy, absentee or mail ballots shall be permitted, except as may be specifically provided by these *Bylaws*. The Presiding Officer may vote to resolve ties.

Section 7. **Organizational Meetings**

- a. One organizational meeting shall be held promptly after each general election of Senators. All newly elected faculty and student Senators and those faculty Senators whose terms extend through the next Senate year shall be eligible to participate.
- b. The Organizational Meeting shall be for the purpose of electing for one-year terms: The Secretary of the Senate, whose election provides for elected membership on the Executive Committee and for designation as its chair; and the Vice-Chair of the Senate whose election provides for elected membership of the Executive Committee, and Vice Chair of this committee; and the Presiding Officer of the Senate. Nominees for these offices may be drawn from Senators continuing on the Executive Committee or from Senators otherwise eligible for election to the Committee. Additionally, the remaining members of the Executive Committee shall be elected. Each nominee must state willingness to serve if elected or the nominator must present such a statement signed by the nominee.
- c. The election for Secretary of the Senate shall be conducted first. If there are more than four nominees for Secretary, the Senators will first ballot at this meeting to reduce the number of nominees to four. On this ballot each voter may cast two votes, which shall be cumulative. When these procedures have resulted in at least one and not more than four

candidates for Secretary, the Senators present shall immediately ballot for Secretary. The current Executive Committee shall provide for immediate tallying of the results. A tie in the balloting must be resolved by the Presiding Officer. Upon the election of the Secretary, the Senate seat held by that person shall be declared vacant and filled by the unelected Senate candidate from that voting unit with the highest vote total from the general election of Senators. The Senators shall then, in like manner, nominate and ballot for the Vice-Chair of the Senate. A tie in the balloting must be resolved by the Presiding Officer.

- d. The Senators shall then, in like manner, nominate and ballot for the Presiding Officer. A tie in the balloting must be resolved by the Presiding Officer, unless the current Presiding Officer is a candidate, in which case a tie must be resolved by the Chancellor.
- e. Upon determining the identity of the Secretary, Vice-Chair and Presiding Officer, the Senators present shall proceed to the election of the remaining members of the Executive Committee and all other Senate standing committees. For this purpose, the Nominating Committee will have prepared a slate of nominees. In addition, the Presiding Officer shall entertain nominations from the floor and shall secure from any nominee thus presented for election an appropriate indication of willingness to serve. The Clerk of the Senate shall provide ballots with the Nominating Committee's list of candidates and on which the Senators present may enter the names of nominees from the floor for the vacant seats and on which they may cast secret votes. Cumulative voting shall not be permitted. The current Executive Committee shall provide for tallying the votes and shall resolve ties. The results shall be announced as soon as practicable following the meeting. If these procedures fail to produce the necessary number of eligible candidates for the several positions, the new Executive Committee shall prepare nominations for such unfilled positions according to Paragraph b. of this section and Article IV, Section 2, Paragraph b. of these *Bylaws*. Such nominees shall be placed before the Senators for election at the next Senate meeting.

Section 8. **Quorum**

Sixty elected Senators shall constitute a quorum.

Section 9. **Voting**

All elections for a single position (e.g. Presiding Officer, Secretary of the Senate) shall be decided by majority vote. If no nominee receives a majority of the votes, the nominee receiving the lowest number of votes will be removed from the next ballot. Elections to determine committee membership will be decided by plurality vote.

**ARTICLE IV                      COMMITTEES**

Section 1. **Authority**

The Senate shall have an Executive Committee and such standing committees with such duties and membership as described in this Article, together with such standing and ad hoc committees with such duties and membership as the Senate shall determine.

Section 2. **Standing Committees**

- a. Term of Office: Except where otherwise specified in these *Bylaws*, the faculty members of standing committees shall be elected for terms of two years, approximately half being elected each year. Student and academic professional members shall be elected for terms of one year. Terms shall begin on the first day of the Fall semester. However,

immediately upon their election and continuing until the beginning of their regular terms of office, the newly elected committee members shall be ex officio members of the current committee to which they have been elected.

- b. Nominations and Election to Committee Membership: Committee members and Senate representatives to other bodies shall be elected at the organizational meeting of the newly elected Senate.
- c. The Nominating Committee shall prepare a slate of nominees for each committee in accordance with the membership specifications described in Paragraph f. of this Section. Such nominations shall be mailed to all Senators who are members of the incoming Senate as the agenda for the organizational meeting. Nominations may be made from the floor. All nominations must have indicated a willingness to serve on the committee for which they have been nominated.
- d. Voting for committee members shall be by secret ballot. The Executive Committee shall resolve any contested election issue. Ties shall be broken by drawing lots.
- e. Vacancies occurring during the year shall be filled by the qualified nominee with the next highest number of votes in the most recent regular election. If no such nominee is available, the vacancy shall be filled by election by the Senate as soon as possible after the vacancy is created.
- f. Eligibility for Election to Committee Membership: Members of standing committees shall be elected by the Senate. Elected committee members need not be members of the Senate, except where specified in the *Bylaws*, but they shall be members of an electorate.
- g. A Senator whose senatorial term expires before his/her committee term shall continue as a committee member until the end of his/her term except for the Executive Committee or other cases where Senate membership is a requisite for committee membership.
- h. Removal from Committee Membership: The Senate may recall for cause any individual committee member by a two-thirds majority vote, provided that due notice of such proposed action has been given to the Senate and to all members of the committee. Recall of an individual committee member shall immediately terminate his/her service of the committee.
- i. If, upon a two-thirds majority vote of a committee, a committee member is deemed to have failed his/her committee obligations or to have an excessive number of absences from committee meetings, the committee may ask the Senate Executive Committee to declare that member's committee seat vacant.
- j. The committee seat of a faculty committee member shall be declared vacant by the Executive Committee if that member is granted a leave of absence which will result in his/her excessive absence from committee meetings.
- k. The committee seat of a student committee member shall be declared vacant by the Executive Committee if that student is placed on academic or disciplinary probation.
- l. If, after election to a committee, a person who was a member of the faculty electorate or student electorate at the time of his/her election ceases to be a member of that electorate, he/she shall cease to be an elected member of the committee.
- m. Organization of Committees and Subcommittees: As soon as possible after committee members have been elected by the Senate, each standing committee, except the Executive Committee, shall meet for the purpose of electing from among its members a

chairperson and, if the committee wishes, a vice-chairperson. The election results shall be forwarded to the Office of the Senate on or before September 1 of the calendar year in which their terms have begun.

- n. Committees may appoint and abolish subcommittees, except where such subcommittees are mandated by the *Bylaws*. Subcommittee members need not be members of the parent committee, but they shall be members of the electorate. Chairpersons of subcommittees shall be members of the parent committees. Each subcommittee shall report to its parent committee where otherwise specified by its parent committee or by these *Bylaws*.
- o. Unless otherwise specified by the *Bylaws*, ex officio committee or ex officio subcommittee members shall have floor, but not voting, privileges at committee or subcommittee meetings and at Senate meetings when the Senate is considering matters brought to it by the committee or subcommittee.

Section 3. **Ad Hoc Committees** The charge to and selection procedures for membership and chairperson for each ad hoc committee shall be specified by the Senate when the committee is established. Ad hoc committees shall be discharged when the report required by the charge to the committee has been accepted by the Senate. If an ad hoc committee fails to complete its work during the session in which it was created, the incoming Senate must take action to continue the committee.

Section 4. **Quorum** A quorum for all committee meetings shall consist of a number equal to forty percent of the elected members of the committee. No more than one ex officio member may be counted to reach the requisite number. No committee may adopt a more stringent quorum requirement.

Section 5. **Senate Representatives to Other Bodies**

- a. The Senate shall elect representatives to the University Senates Conference according to the requirements of the University of Illinois *Statutes*, Article II, Section 2. At least one representative shall be, at the time of election to the Conference, a member or member-elect of the Executive Committee of the Senate.
- b. Employee's Advisory Committee to the Board of Trustees of the State Universities Retirement System. The Senate's two representatives shall be faculty members who are elected to three-year terms.
- c. Faculty Advisory Committee to the Illinois Board of Higher Education. The Campus representative shall be a faculty member elected for a four-year term.
- d. Other campus or university related bodies. From time to time other committees or boards may be established at UIC on which Senate representation is appropriate. The Executive Committee of the Senate may recommend faculty or student members for such groups.

Section 6. **Reports by Committees and Senate Representatives to Other Bodies**

- a. Senate committees shall meet at least once each semester and both committees and representatives shall report at the end of each semester to the Executive Committee on their activities. They shall submit an annual report for the final regular Senate meeting.
- b. From time to time the advice of committees may be proffered to or sought by other offices and agencies within or without the University. Any committee or other Senate representative is free to extend such assistance provided that the recipient is made aware that the advice is not in the name of the Senate. Such actions shall be reported to the Senate.

- c. Any material presented to a committee by a member of the committee, by the Senate Executive Committee, or by the Senate by referral vote shall be subject to a discharge motion which may be presented by any Senator at any regular meeting of the Senate. Adoption of such a discharge motion shall require a majority vote of the Senate.

## **ARTICLE V GOVERNANCE COMMITTEES**

### **Section 1. Executive Committee**

#### **a) Duties**

- 1) Provide ways for the academic community to influence and be responsive to administrative policies and practices.
- 2) When necessary, act on behalf of, and speak for, the Senate; however, all such Committee actions shall be subject to review and ratification by the Senate.
- 3) Give advice to the Chancellor and the President on the first appointment and annual appointments of the Provost and all vice chancellors and to the President on first appointment and annual appointment of the Chancellor.
- 4) Facilitate communication between the Senate and the Campus faculty and student body, offices and agencies within the University, and, where appropriate, individuals or organizations external to the University. In carrying out this latter function, the Executive Committee shall work closely with the Committee on External Relations and Public Service. The Senate's observers to meetings of the Board of Trustees of the University shall be drawn by and from among the members of the Executive Committee.
- 5) Monitors and advises the Chancellor on intercollegiate (varsity) athletics and intramural sports as they relate to University academic and educational objectives.
- 6) Manages the business of the Senate, prepares the Senate agenda, and presents the standing rules to the Senate annually.
- 7) Supervise and coordinate the work of Senate committees, including referral to appropriate committees of issues brought to the Executive Committee, and assure that assigned committee functions are deliberated, completed and reported in a reasonable time.
- 8) Through a Nominating Committee appointed by the Chair, provide nominees for all Senate officers and committee memberships that require Senate election. This committee may also be asked to provide nominees for other positions for which the Senate may be asked to name members.
- 9) Annually review the process and results of Senate elections submitted by voting units responsible for faculty and student elections. If, in the committee's judgment there are questions about process, discuss such questions with and make recommendations to the unit's election committee.
- 10) Report at each regular Senate meeting.

11) The Executive Committee shall oversee the review of all proposed amendments to the University of Illinois *Statutes*, *Senate Constitution*, and *Senate Bylaws*, and prepare all such proposals for presentation to the Senate. The evaluation process shall include the substantive review of such proposals by an appropriate Senate committee(s). At three-year intervals it shall appoint a subcommittee from its membership to review the charge to, function of, and membership of the Executive Committee; review the charge to and nature of the Executive Committee with regard to its general function, size and membership, and report its conclusions to the Senate.

**b) Membership**

- 1) The Secretary, Vice Chair, and Presiding Officer of the Senate. Upon their elections each will assume a seat specified for their particular college or unit. Such assignment will reduce the number of seats specified below for that college.
- 2) Three elected faculty Senators from the following group of colleges: Architecture and the Arts, Business Administration, Education, Engineering, Jane Addams College of Social Work, and Urban Planning and Public Affairs. These three Senators must be drawn from three of the above colleges. At least one Senator shall be a member of the faculty of the Graduate College.
- 3) Three elected faculty Senators from the College of Liberal Arts and Sciences; one shall be drawn from humanities, one from natural sciences, and one from social sciences. At least one Senator shall be a member of the faculty of the Graduate College.
- 4) Two faculty Senators, elected at large from the voting units at the east side of the campus, one of whom shall be a member of the faculty of the Graduate College.
- 5) Three elected faculty Senators from the College of Medicine. At least one Senator shall be a member of the faculty of the Graduate College.
- 6) One elected faculty Senator from each of the following units: Applied Health Sciences, Dentistry, Library, Nursing, Pharmacy, Public Health, of which at least one shall be a member of the faculty of the Graduate College.
- 7) Four student senators, one each from the electorates of the undergraduate and health professional divisions and two from the graduate electorate.
- 8) Ex officio. The Chancellor with vote and the Provost without vote.
- 9) Appointed Clerk of the Senate, ex officio without vote.
- 10) If a Senator who holds a seat on the Executive Committee changes his/her electoral unit, that seat shall be declared vacant. A Senator whose membership in the Senate ends before his/her Committee term shall lose his/her seat on the Committee. In either case, election shall be held to fill the resulting vacancy.

**c) Organization**

- 1) A Chair. The Secretary of the Senate is the Chair. The Chair shall be released from other academic duties for one-half time, with a portion of the appointment funded from Campus resources.
- 2) A Vice-Chair, elected by and from among the Senators.

- 3) An Executive Secretary, who shall be the Clerk of the Senate.

Section 2. **Committee on Academic Freedom and Tenure**

a) **Duties**

The Committee on Academic Freedom and Tenure shall be concerned with, and prepare recommendations on, campus policies and practices regarding appointment, reappointment, promotion, tenure, and nonretention of the academic staff. It is a body identified in Article II, Section 1, Paragraph g. of the University *Statutes* to exercise the functions required by the University of Illinois *Statutes* (Article X, Section 1e and 2d) regarding the holdings of hearings and the making of recommendations to appropriate administrators in instances of alleged violation of academic freedom of members of the academic staff, or dismissal of tenured faculty members, and of dismissal of nontenured faculty members and other members of the academic staff prior to the expiration of a member's contract.

b) **Membership**

Seven faculty members.

Section 3. **Committee on Budget, Planning and Priorities**

a) **Duties**

The Committee on Budget, Planning, and Priorities shall regularly advise members of the Campus administration concerning: (1) the formulation of policies and procedures concerning the operating and capital budgets; (2) the allocation of funds requested by the Campus; (3) the allocation of funds appropriated to the Campus, and (4) develop, review, and assess implementation of long-term priorities and the relationships of these priorities to annual operations and capital budgets. The Committee shall also advise the Campus and University administration concerning policies and plans regarding the general mission and scope of the Campus, the size and composition of the student body, the development and modification of the academic structure, space utilization and the development of new facilities. Concerning these matters, it shall study national trends in the budget of the State which may affect the University and trends in the University budget which may affect the Campus. It shall monitor the allocation of funds to the University, to the Campus and among the different units of the Campus.

- 1) the Chairperson shall represent the Senate on all University budget and planning groups to which the Senate is entitled representation. If the Senate is entitled to additional representatives, they shall be elected by and from among the elected Committee members.
- 2) The Committee shall duly report on these matters and on its relations with the University and Campus administrations and make recommendations to the Senate.

b) **Membership**

- 1) Six faculty members, of whom one shall be the Vice Chair of the Senate and who shall serve as chair of the Committee, and of whom two shall be members of the Executive Committee. The term of office for Executive Committee members shall be one year. These members shall be elected at the first meeting of the Executive Committee in the fall semester. The term

of office for elected faculty members shall be three years, suitably staggered so that approximately one-third of the members are elected each year.

- 2) Two graduate students
- 3) Ex officio without vote, the Chair of the Senate Executive Committee, the Provost, and the Senate Representative to the Faculty Advisory Committee to the Illinois Board of Higher Education.

## **ARTICLE VI                      PROGRAM COMMITTEES**

### **Section 1.                      Committee on Educational Policy**

#### **a) Duties**

- 1) The Committee on Educational Policy shall be the primary instrument for enabling the Senate to contribute to the development, maintenance, and evaluation of educational programs which are of the highest quality and which conforms to the stated scope and mission of the Campus and the University. Accordingly, it shall make recommendations to the Senate concerning Senate action on educational policy matters over which the Senate has legislative jurisdiction (University of Illinois *Statutes*, Article II, Section 1, Paragraph b-e), including but not necessarily limited to:
  - 2) Initiation or discontinuance of, or changes in, educational programs and curricula;
  - 3) Course offerings of non-degree granting units;
  - 4) Requirements for the awarding of degrees, certificates and honors;
  - 5) Experimental educational programs;
  - 6) Grading regulations;
  - 7) Continuing education and any other educational programs offered in the name of the Campus, including distance learning and off campus programs;
  - 8) Review and periodic evaluations of academic programs;
  - 9) Budgetary implications of the academic programs;
  - 10) Such other matters as may bear directly on standards of excellence in academic programs;
- 11) The Committee on Educational Policy shall have two subcommittees: (a) Undergraduate Education Subcommittee, (b) Graduate Education Subcommittee. The Committee may establish such other subcommittees as it deems necessary.

#### **b) Membership**

- 1) One member from each College, equivalent degree-granting educational units and the Library, with the exception of the Colleges of Medicine and of Liberal Arts and Sciences which shall have two members each and one member of the Graduate College Executive Committee;

- 2) Three students, of whom shall be drawn from graduate, undergraduate and health professions student programs;
- 3) Ex officio, the Provost (Vice Chancellor for Academic Affairs) or designee and the Dean of the Graduate College or designee;
- 4) An executive secretary, provided by the Office of the Senate, as staff;
- 5) Forty percent of the members shall constitute a quorum at any meeting of the Committee.

Section 2. **Committee on Research**

**a) Duties**

- 1) The Committee on Research shall be concerned with the support and promotion of research conducted on or in the name of the Campus. It shall monitor and make recommendations for Senate action concerning Campus and University policies and procedures in support of research in general. Additionally, it shall review policies concerning, monitor the performance of and make recommendations for Senate action on Campus-associated, free-standing and Campus-wide research facilities.
- 2) The Committee on Research shall be the primary instrument for enabling the Senate to encourage the development, maintenance, and evaluation of research and public service Centers and Institutes of the highest quality. Accordingly, it shall make recommendations to the Senate concerning Senate action on initiation or discontinuance of, or changes and enhancements in, Centers and Institutes.

**b) Membership**

- 1) One member from each College, equivalent degree-granting educational units and the Library, with the exception of the Colleges of Medicine and of Liberal Arts and Sciences which shall have two members each and one member of the Graduate College Executive Committee;
- 2) Two student senators from the graduate electoral division;
- 3) Ex officio, the Vice Chancellor for Research or designee, a member of the Senate Committee on Educational Policy, the Vice Provost for Planning and Programs, Associate Dean of the Graduate College, and the Director of Programs and Academic Assessment.

Section 3. **Student Recruitment, Admissions and Retention Committee**

**a) Duties**

- 1) The Committee on Student Recruitment, Admissions, and Retention shall review policies, standards, and procedures for: recruitment, selection, admission and readmission of students to degree and certificate programs; student record keeping; class scheduling and registration; articulation with secondary schools, community colleges, and other universities. The Committee shall monitor such activities and shall make appropriate recommendations for Senate action.

- 2) The Committee provides liaison between the Senate and the University Office of Admissions and Records.

**b) Membership**

- 1) Seven faculty members drawn from at least four academic units;
- 2) Two students;
- 3) One academic professional;
- 4) Ex officio, the Director of the Office of Admissions and Records or his/her designee.

**ARTICLE VII FACULTY AND STUDENT RESOURCE COMMITTEES**

Section 1. **Faculty Affairs Committee**

**a) Duties**

- 1) The Committee on Faculty Affairs shall be concerned with all matters regarding general conditions under which the academic staff function. It shall prepare recommendations concerning the implementation on this Campus of equal opportunity in the appointment, promotion, retention, assigning of responsibilities, and remuneration for members of the academic staff to assure that they occur without regard to gender, race, religion, national origin, age, or non-restrictive physical handicap. It shall prepare recommendations concerning affirmative action programs designed to increase the number of qualified academic staff members from under-represented or disadvantaged groups. It shall monitor the equal opportunity and affirmative action programs and report noncompliance to the appropriate bodies and administrators.
- 2) The Committee shall also be concerned with, and prepare recommendations regarding, University policy on all benefits and prerequisites of faculty employment, including, but not limited to: remuneration, retirement benefits; health related insurance, including hospitalization, professional services, and drugs; life and other insurance; sabbatical and other leaves of absence; sick leaves; educational benefits for self and family.

**b) Membership**

- 1) Seven faculty members;
- 2) Ex officio, the Campus access and equity officer(s); the Senate representative(s) to the Employees Advisory Committee to the State University Retirement System and the Director of Business Affairs or designee.

Section 2. **Committee on Student Affairs**

**a) Duties**

- 1) The Committee on Student Affairs shall discharge the obligations of the Senate regarding student affairs and student discipline as specified in the

University of Illinois Statutes and such other duties as appropriate to its role in matters that affect the conditions and progress of students in their study at this University.

- 2) Student affairs refer to those aspects of student life that are not directly concerned with the academic programs such as, but not limited to: student housing, financial assistance, counseling, and rules and conduct. Regarding student affairs, the Committee shall review and monitor Campus policies, procedures, regulations and services pertaining to the extra-academic needs, interests and activities of all students enrolled at the Campus, and it shall present recommendations for Senate action. The Committee shall be the Senate's advisory body regarding student affairs to the Vice Chancellor for Student Affairs and to college or school officers and committees, including student councils and other student organizations.
- 3) The Committee on Student Affairs shall discharge the obligations of the Senate regarding student discipline as specified in the University of Illinois Statutes (Article II, Section 1g. and Article XI, Section 2) and in the current Student Disciplinary Procedure statement.
- 4) The Committee or Subcommittee thereof, shall serve as the judiciary body in all student disciplinary cases brought before it. The body shall formulate and adopt, after consultation with the Legal Counsel, disciplinary and hearing procedures, which shall be followed in all disciplinary and hearing proceedings. The disciplinary and hearing procedures that it formulates shall be presented to the Senate.
- 5) The Committee may appoint subcommittees on student discipline as specified in the Student Disciplinary Procedure statement. The chairpersons of these subcommittees need not be members of the Committee.

**a) Membership**

- 1) Five faculty members;
- 2) Four students, at least one of whom shall be a post-graduate student;
- 3) One academic professional;
- 4) Ex officio, the Vice Chancellor for Student Affairs or designee.

**ARTICLE VIII SERVICES COMMITTEES OF THE SENATE**

Section 1. **Committee on Academic Services**

**a) Duties**

- 1) The Committee on Academic Services shall review policies regarding, and the performance of, units which provide support for academic programs. The Committee shall make appropriate recommendations for Senate action. In the fulfillment of its charge, the Committee shall organize itself in such a way as to meet its and the Senate's need for giving advice on the function of the following campus services:

- 2) the campus library (fulfilling the requirements of the University of Illinois Statutes, Article VI, Paragraph e. and f.;
- 3) computer services;
- 4) instructional resources.
- 5) The Committee shall serve as the Senate's advisor to the directors of the relevant units on the formulation and implementation of policies governing operations of the units. Its shall advise the Chancellor on the appointment of, and on the periodic evaluation of, the directors of the relevant units. The Committee shall carry out similar activities regarding support services in all units other than those listed as mandated subcommittees (e.g. Educational Assistance Programs, Student Counseling, Student Placement, Testing Services).

**b) Membership**

- 1) Seven faculty members, drawn from at least five academic units;
- 2) Two students;
- 3) One academic professional;
- 4) Ex officio, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Research, and the Vice Chancellor for Student Affairs or their designees;
- 5) Ex officio on the subcommittees, the director of the relevant units or their designees.

Section 2. **Committee on External Relations and Public Service**

**a) Duties**

The Committee on External Relations and Public Service shall be concerned with:

- 1) liaison between the Campus and extra-mural boards (other than the Board of Trustees and the Illinois Board of Higher Education), agencies and organizations;
- 2) the perception of the Campus by the news media and the general public;
- 3) nominations for honorary degrees and other awards;
- 4) campus services to individuals and organizations both on and off campus.
- 5) The Committee shall maintain communication where appropriate with the University, state, local and federal officials and boards to ensure that the views and interests of the Campus and the University are understood.
- 6) The Committee shall concern itself with Campus and University efforts that shape the public's perception and understanding of the Campus and the University.
- 7) The Committee shall develop criteria, invite and review recommendations, and prepare for presentation to the Senate nominees for honorary degrees or

other citations and awards to individuals who are not members of the University academic community.

**b) Membership**

- 1) Seven faculty members (the Nomination and Election Committee shall insure that nominees for the Committee include some individuals who, on the basis of their scholarly fields, possess the expertise required for service on it;
- 2) Two student senators;
- 3) One academic professional;
- 4) Ex officio, the Chancellor or designee.

Section 3. **Committee on Support Services**

**a) Duties**

- 1) The Committee on Support Services shall review policies regarding, and the performance of, units which provide support for academic programs. The Committee shall make appropriate recommendations for Senate action.
- 2) The Committee shall serve as the Academic Calendar Committee and shall annually present a calendar to the Senate that defines the periods of registration, instruction, examination and vacation for the Campus. This calendar shall specify official University holidays and scheduled Senate meetings. The calendar shall also specify deviations required by any academic units. When developing the calendar, the committee shall consult with the Director of the Office of Admissions and Records or designee, ex officio without vote.
- 3) In the fulfillment of its charge, the Committee shall organize itself in such a way as to meet its and the Senate's need for giving advice on the function of the following campus services: buildings and grounds; support staff; auxiliary services.
- 4) The Committee shall serve as the Senate's advisor to the directors of the relevant units of the formulation and implementation of policies governing operation of the units. The Committee shall advise the Chancellor on the appointment of, and on the periodic evaluation of, the directors of the relevant units.

**b) Membership**

- 1) Seven faculty members, drawn from at least five academic units;
- 2) Two student senators;
- 3) One academic professional;
- 4) The Committee will invite to its meetings those vice chancellors, deans, directors, or department heads able to contribute to discussion of units under review;
- 5) Subcommittee chairs shall be members of the parent committee.

## ARTICLE IX PARLIAMENTARY AUTHORITY

These *Bylaws* and any specific rules of order the Senate may adopt together with applicable rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the deliberations of the Senate. The Presiding Officer, with the advice of the Parliamentarian, as the Presiding Officer may require, shall determine which rules or procedures are applicable to govern Senate deliberations. This provision shall not be construed to abrogate the right of the Senate to appeal from decisions of the Presiding Officer regarding parliamentary rules.

## ARTICLE X STANDING RULES

The Senate may adopt standing rules not in conflict with the *Statutes* of the University or with the *Constitution* and *Bylaws* of this Senate or with established parliamentary procedures. Such standing rules shall be adopted, replaced, or suspended by majority vote and shall be applicable for the year in which adopted and until replaced by the standing rules of the succeeding year. The Executive Committee is charged by Article IV, Section 7 of these *Bylaws* with recommending at the first meeting of a year the standing rules to govern that year. Standing rules may be proposed at any regular meeting of the Senate following the procedures described in Article III of the *Bylaws*.

## ARTICLE XI AMENDMENTS

Section 1. These *Bylaws* may be amended as provided in Article V, Section 1 of the *Constitution*. A proposed amendment (hereafter referred to as a proposal) shall be reported to the Senate when initiated by a Senate committee or by a group of at least ten Senators. A proposal initiated by fewer than ten Senators must obtain the support of a Senate committee before being reported to the Senate.

Section 2. A proposal shall be considered in two steps.

- a. Step 1. The proposal shall be introduced to the Senate, after due notice has been given, for initial discussion and Senate referral to the Senate committee charged with constitutional matters. The committee shall review the proposal and shall prepare the form of the proposal together with its recommendation for presentation to the Senate at a subsequent meeting for Step 2.
- b. Step 2. The committee shall present its version of the proposal and shall invite discussion and perfection by amendment(s). The proposal may be voted upon at this meeting, and it shall require a two-thirds majority of Senators voting provided a quorum is present for adoption.
- c. The amendment shall become effective immediately upon adoption.

## ARTICLE XII ENACTMENT

The provisions of these *Bylaws* shall become effective when adopted by a two-thirds vote of the Senate of the University of Illinois at Chicago.

**(Effective as amended September 26, 2013)**