Bylaws
Emory College Faculty Senate
Adopted August 26, 2015
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ARTICLE I
AUTHORIZATION

In accordance with the bylaws of Emory College, the following bylaws are adopted to further govern the organization and procedures of the Emory College Faculty Senate (Senate).

ARTICLE II
JURISDICTION AND FUNCTIONS

Jurisdiction, authority, functions, membership and appointments, Executive Council, and meeting rules, including quorum requirements, of the Senate are set forth in the bylaws of Emory College, Article VI (Appendix A).

ARTICLE III
EXECUTIVE COUNCIL

Section 1. Meetings.

The Executive Council (President, the President-elect, the immediate past-President, and one senator from each division and one senator at large elected by and from the members of the College Senate) shall meet no later than one week in advance of meetings of the Senate and College Faculty. The primary responsibility of the Executive Council is for setting the agenda of the College Senate and College Faculty meetings. Conditions under which Executive Council meetings can be closed are listed under the Emory College Faculty Bylaws, Section 9, Item B2, and Section 9, Item E.

Section 2. Visitors.

Meetings of the Executive Council may be restricted to members of Emory Faculty or Administration by majority vote of the council.

Section 3. Proposals of Items to Include on Agenda.

A. General Discussion. A Senator, member of the faculty, or member of the Administration, may submit to the President an item for general discussion for inclusion on the agenda for the Senate.

B. Motions. A Faculty Senator, or any faculty member with the supporting signatures of twenty other faculty members, may submit to the President a proposed motion for inclusion on the agenda for the Senate. To be in proper form a proposed motion must be written and should contain a single item for adoption by the Senate. Proposed motions not in proper form may be put into proper form by the Executive Council as long as the intent is not altered;
if this is not possible the proposal will be returned to its author within seven days of the decision.

C. **Determination.** Upon receipt, the President will place the proposed item on the agenda of the next Executive Council meeting. At that time the Executive Council may add the proposed item to the agenda of a Senate meeting, deny it a place on the agenda, or table the proposed item until the next meeting of the Executive Council. The president shall communicate the decision of the Executive Council to the individual who submitted the proposal within seven days.

**ARTICLE IV**

**MEETINGS OF THE SENATE**

Section 1. **Chair.**

The chair of College Faculty Senate meetings shall be, in order, the President, the President-Elect, or another senator designated by the President.

Section 2. **Order of Business.**

The regular order of business is established in Appendix B (Standing Rules).

Section 3. **Motions.** The work of the Senate, besides announcements, reports and general discussion, will be handled by main motions introduced under new business (see Attachment A).

A. **Main Motion.** A main motion is a written proposal for the Senate to take an action on a subject. A main motion may only be considered under new or unfinished business. To be in order, a main motion must be published verbatim in the agenda of the meeting in which it is to be considered. No main motion can be introduced while another motion is pending.

B. **Proposals from the Floor.** A proposal from the floor is a request by a Senator to consider an item of business. Proposals from the floor are to be introduced under “New Business.” Proposals must be available in writing to Senators at the meeting in which the proposal is made. The proposal must be introduced by a Senator and seconded prior to discussion and vote, and may not be amended. With a majority vote in favor of the proposal, the proposal becomes a main motion that the Senate will immediately consider. As a main motion the item may be amended, tabled, approved, rejected, etc.

Section 4. **Debate and Voting.**

Unless otherwise specified, all motions shall be decided by a majority vote of those present and voting by show of hands. After debate on a main motion and before
voting has begun, any senator may call for the vote to be taken by secret ballot. A motion for secret ballot must be decided by an open vote.

Main motions that are passed shall be called a “Resolution of the Emory College Faculty Senate” and provided a title, date and number (see Attachment B.)

Section 5. **General Discussion.**

The agenda may include or the Chair may at any time call for general discussion of any topic. Senators may make a proposal from the floor for general discussion of any topic. No motions may be made during general discussion.

Section 6. **Visitors.**

A. Meetings of the Senate may be closed to visitors (not members of the Emory faculty or administration) by majority vote.
B. Visitors who are neither Emory faculty nor Emory administrators must seek prior approval to attend Senate meetings from the ECAS Faculty Senate Executive Council by contacting the ECAS Faculty Senate President.

**ARTICLE V**

**WORKING GROUPS**

The bylaws of the Emory College Faculty provide the Senate with the authority to create working groups and task forces. Section 3 of Article VI gives the Senate those powers and duties which have been or which may be delegated to it by Emory College faculty. Section 4 (F) grants the Senate the authority to create working groups and task forces. Section 10 specifies two kinds of working groups and task forces: those composed of elected senators, and those composed of faculty. The bylaws do not limit the Senate to only these two kinds of groups. The Senate, for example, may want to create a working group or task force that includes students, members of the administration, trustees, or individuals outside the College or University.

Section 1. Working groups or task forces composed of senators can be formed and dissolved by the Executive Council at any time. Senators wishing to create a working group or task force shall make a request to the President.

Section 2. Working groups or task forces composed only of faculty not currently serving on the Senate shall be constituted by nomination and election by the full faculty.

Section 3. Working groups or task forces which do not fall under Section 1 or Section 2 above, shall be created by a motion of the Senate. The motion must specify how the working group or task force is to be composed, such as by appointment, or nomination and election, or by some other mechanism.
ARTICLE VI
COMMUNICATION AND INFORMATION

Section 1. Web Site.

The staff person assigned to the Senate will maintain the College Faculty web site, which shall be accessible to all members of Emory University. Senate membership with contact information, bylaws, motions, minutes, working groups and additional documents will be posted on the web site and kept up to date. The web site shall be the primary record and archive of the Senate.

Section 2. Communication.

In addition to the web site and reports at regularly scheduled faculty meetings, the Senate shall issue reports through its newsletter, prepared by the President with the approval of the Executive Council and issued electronically.

Section 3. Minutes.

The staff person assigned to the Senate will record the minutes of Senate meetings and provide them in a timely manner to the President, who shall transmit them electronically to the members of the Senate.

Section 4. Availability.

Members of the Senate shall make themselves available to departments and programs.

Section 5. Access to Information.

In order to carry out its functions, the Senate requires from the various administrative departments of the College full access to pertinent information (financial, budgetary, personnel, admissions). If the Senate and the Dean should disagree about the pertinence of information, it is understood that the Dean is empowered to override the judgment of the Senate and may choose to do so. Should the Senate require information from an administrative department that does not report to the Dean, the Senate may request the information from the President or Provost, as appropriate, and they, too, are empowered to override the judgment of the Senate on this issue. When such information is of a sensitive nature, the Senate will take appropriate precautions to limit its distribution.

ARTICLE VII
ABSENTEEISM

The President, acting with the advice of the Executive Council, may ask a senator to resign if she or he is absent without cause for an excessive number of meetings. The
resulting vacancy shall be filled by appointment according to the Emory College Bylaws, VIII, 5, A.

ARTICLE VIII
AMENDMENTS

These bylaws may be amended at any meeting of the Senate by two-thirds vote of those present and voting, provided that notice of any proposed amendment has been given to the Emory College faculty Senate at a preceding meeting or in writing at least one week in advance of the meeting at which the proposed amendment is to be acted upon.

ARTICLE IX
PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order, Newly Revised, shall govern the College Senate, in all cases to which these rules are applicable and in which they are not inconsistent with these bylaws, the bylaws of Emory College, the bylaws of Emory University or any special rules of the Emory College faculty, as determined by the chair. The Senate may appoint a parliamentarian by a majority vote of those present and voting.
Section 1. **Jurisdiction.**

The College Senate of Emory University's College of Arts and Sciences is the elected and representative body of the Emory College faculty. It may consider, take positions, and vote on any matter of interest to Emory College faculty, including those having to do with the role of the College within the University.

Section 2. **Succession.**

The College Senate replaces the Governance Committee (GovCom). Any reference in Emory College policies and procedures to the Governance Committee or GovCom shall be understood as referring to the superseding College Senate.

Section 3. **Powers and Duties.**

The College Senate shall have those powers and duties which have been or which may be delegated to it by the Emory College faculty in these bylaws or by vote at a meeting of the Emory College faculty or by the Board of Trustees of Emory University.

Section 4. **Functions.**

A. The College Senate shall:
   1. protect academic freedom,
   2. promote excellence in research and teaching,
   3. promote equity and diversity within the faculty and student body, and
   4. advance the general welfare of the College.

B. The College Senate will work with faculty and the College Administration to:
   1. establish priorities and goals for the College and
   2. create and implement policies regarding the core college missions of research, teaching, and service, including the development, evaluation, and reorganization of College programs.

C. The College Senate will have responsibility for overseeing all aspects of standing committees, including:
   1. The authority to redefine standing committees and their mandates.
   2. Receiving reports from standing committees with the exception of the
confidential deliberations of the Grievance Committee, the Lecture Track Promotion Committee, and the Tenure and Promotion Committee.

D. Issues which the College Administration wishes to be considered by a standing committee shall be directed to the College Senate, which shall determine the assignment to a standing committee(s).

E. The College Senate shall consider any matters presented to it by standing committees and may take whatever action concerning such matters as the College Senate deems appropriate.

F. The College Senate shall have the authority to create working groups and task forces.

Section 5. Authority.

A. Impact. Matters voted on by the College Senate shall be the decisions of the faculty subject to appeal as outlined in these bylaws.

B. Recommendations. The College Senate may submit recommendations and resolutions to the Administration, including the Board of Trustees, the Provost and President, the Dean of the Laney Graduate School, and the Dean of Emory College Arts and Sciences.

Section 6. Membership and Representation.

A. Composition. The College Senate shall consist of twenty-three (23) voting senators and seven (7) non-voting, ex officio senators.

B. Eligibility. All regular members of the faculty of Emory College shall be eligible to serve as senators of the College Senate.

C. Representation. The College Senate shall be comprised as follows:

1. Six (6) senators each from the Division of the Humanities, the Division of Natural Sciences and Mathematics, and the Division of Social Sciences, elected from and by members of each division.
   a. A minimum of three (3) senators from each division shall be faculty who hold appointments at the rank Professor, Associate Professor, or Assistant Professor.
   b. A minimum of one (1) senator from each division shall be faculty who hold appointments at the rank of Professor of Pedagogy/Practice/Performance, Senior Lecturer, or Lecturer.
2. Five (5) at-large senators elected by the entire faculty.
   a. A minimum of two (2) senators shall be faculty who hold appointments at the rank Professor, Associate Professor, or Assistant Professor.
   b. A minimum of one (1) at-large senator shall be a faculty member who holds an appointment at the rank of Professor of Pedagogy/Practice/Performance, Senior Lecturer, or Lecturer.

3. Seven ex-officio positions with no vote and not counted toward quorum:
   a. Faculty representative from the Faculty Council of the University Senate, (selected by the College Senate).
   b. Faculty representative from the Executive Council of the Laney Graduate School, (selected by the College Senate).
   c. Chair of the Curriculum, Assessment and Educational Policy Committee.
   d. Immediate past-President of the Senate.
   e. Dean of College.
   f. Dean of Admissions.
   g. Senior Associate Dean for Undergraduate Education.

D. Tenure. No Senator may serve more than seven consecutive years in the College Senate.

E. Restriction. No person shall concurrently hold more than one College Senate seat. Administrators at the level of Senior Associate Dean or above may not stand for election to the College Senate.

Section 7. College Senate Officers.

A. Officers. The officers of the College Senate shall be President and President-elect.

B. Nominations. Two candidates for President-elect shall be nominated annually by the College Senate by secret ballot.

C. Election. The full faculty shall by electronic ballot elect the President-elect by majority vote from the two candidates nominated by the College Senate.

D. Start of Term. The elected candidate will begin to serve as President-elect at the beginning of the academic year following his/her election.
E. **President Term.** The President-elect shall serve in the capacity of President at the beginning of the academic year in the calendar year following his/her election and shall automatically assume the duties of that position at that time.

Section 8. **Meetings.**

A. **Frequency.** The College Senate shall meet at least monthly during the academic year, except during meetings of the full faculty. Meetings shall be open to faculty and administration.

B. **Non-faculty Members.** Visitors shall be seated in such a manner as not to interfere with decorum and proper deliberations of the body. Meetings may be closed to visitors who are not regular or associate members by a majority vote of the College Senate.

C. **Protected information.** The College Senate may refer issues involving legal or statutorily protected information to the executive council to be considered in closed session.

D. **Department /Program Representation.** Provision shall be made for departments or programs to make representation in person and in writing to the College Senate and to receive a response.

E. **Public Session.** The President of the College Senate shall reserve a time at the beginning of each meeting for public comment.

F. **Quorum.** At least fifteen (15) of the elected senators of the College Senate constitute a quorum.

G. **Permissible Actions.** In the absence of a quorum, discussion may proceed at the discretion of the chair, but no action (motion, resolution or other formal proposal) may be taken except adjournment to a specified future time.

H. **Restrictions.**

1. No absentee or proxy voting is allowed in the College Senate.
2. The College Senate may seek advice and guidance from any faculty member or administrator it deems appropriate, but such individuals may serve in an advisory role only.

Section 9. **Executive Council.**

A. **Composition.** The College Senate shall have an Executive Council consisting of the President, the President-elect, the immediate past-
President, and one senator from each division and one senator at large elected by and from the members of the College Senate.

B. Function.

1. The President, in consultation with the Executive Council, shall be responsible for setting the agenda of the College Senate and College Faculty meetings.

2. May consider matters referred from the College Senate involving legal or statutorily protected information in closed session.

C. Ex-Officio. The immediate past president shall serve as an ex-officio, non-voting member of the executive committee for one year following their term as President unless re-elected to the College Senate.

D. Ineligibility. If the immediate past president is ineligible or unable to serve for any reason including being reelected to the College Senate that slot on the Executive Council shall remain vacant for that term.

E. Closed Session. Meetings of the Executive Council shall be open to faculty and administration unless the Executive Council votes by two-thirds vote to go into closed session to consider legal or statutorily protected information.

1. Any person whom the Executive Council may determine to be necessary to its deliberations may be allowed to participate in the council’s closed session meeting for that purpose.

2. The Executive Council shall report to the College Senate exclusive of any confidential findings or actions.

Section 10. Working groups.

A. A working-group or task force composed of elected senators may be constituted at any time.

B. A working group or task force composed of faculty shall be constituted by nomination and election.

C. All decisions by working groups and task forces must be referred directly to the College Senate for discussion before final determinations are made, or before making recommendations to the College Administration.

Section 11. Communications.
The College Senate shall report on its work to the Emory College faculty through minutes of its meetings and in regularly scheduled faculty meetings.

Section 12. **Bylaws and Organization of the Senate.**

The College Senate shall adopt its own bylaws for further organizing itself and conducting business. The bylaws of the College Senate must also contain procedures by which any member of the college community may, in a timely manner, obtain the schedule, agenda, and minutes of College Senate meetings and may attend Senate meetings. No provision of the College Senate bylaws may conflict with the bylaws of the Emory College Faculty.

Section 13. **Review.**

A. After a period of three (3) years following its first meeting, the College Senate will review the senate, including its composition and functioning, and will report its findings and recommendations to the faculty by the end of the first semester of the fourth (4th) year.

B. This report shall be voted on by the regular members of the faculty by electronic ballot.

C. After the initial review, the Senate shall review itself every five (5) years and shall report its findings and recommendations to the faculty for approval.
APPENDIX B
STANDING RULES

1. The regular order of business for the College Faculty Senate meetings shall be as follows:

Call to Order
Approval of Agenda
Submission and Approval of Minutes
Announcements
Public Comment
Report of Executive Council
Report of Working Groups
Unfinished Business (main motions, reports)
New Business
Adjournment

2. Items not on the announced agenda may be added by a two-thirds vote of those present and voting if a quorum is present.

3. These standing rules may be suspended by a majority vote at any meeting of the Senate.
ATTACHMENT A
Types of Motions

1. Main Motion. A formal written proposal to take an action. Main motions that come from the executive council or a working group do not require a second. According to RRO, §3, 34-5, “The main motion sets a pattern from which all other motions are derived.”

2. Motion from the Floor. A request by a Senator to consider an item of business, introduced under “New Business.” Proposals must be available in writing to Senators at the meeting in which the proposal is made. The proposal must be introduced by a Senator and seconded prior to discussion and vote, and may not be amended. Upon an affirmative vote the Senate will immediately consider the item of business as a main motion.

3. Secondary Motions. These are to assist the Senate with the main motion.
   i. Motion to Postpone Indefinitely. Does away with the main motion without a direct vote.
   ii. Motion to Amend. Changes the wording of the main motion. May not be tabled. If not voted on by the end of the meeting, the motion fails.
   iii. Motion to Refer. This sends the main motion to a group for additional modification.
   iv. Motion to Postpone. This moves consideration of the main motion to a later time, either within the meeting or to another meeting.
   v. Motion to Lay on the Table. This sets the main motion aside temporarily without specifying a time to renew debate. A majority can resume discussion whenever it decides.
   vi. Motion to Limit or Extend Debate. Sets specific limits on the discussion of the main motion.
   vii. Calling the Question. Immediately closes debate with the exception of a motion to lay on the table. Requires a two-thirds vote and may not be amended.
   viii. Motion for Secret Ballot. This motion must be made after debate on a main motion and before voting has begun, and must be decided by an open vote.
   ix. Motion to Adjourn. Ends the meeting.
ATTACHMENT B
EXAMPLE OF AN APPROVED MAIN MOTION

01-2050

Resolution of the Emory College Faculty Senate
Title

[Text of approved motion]

Approved by the Emory College Faculty Senate, September 15, 2050
ATTACHMENT C
Bringing an Item before the College Faculty Senate

Faculty, Senators or Admin. may submit

Proposals received by President, who places item on Executive Council

Executive Council accepts,

Item printed on Senate agenda

Senate discusses item under new business. Motions may be amended.

Faculty Senators, or Faculty with support, may submit motions

Proposals from floor

Senate publishes outcome