

NORTHWEST MISSOURI STATE UNIVERSITY
FACULTY SENATE BYLAWS AND RULES OF ORDER

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1. Preamble:

The Faculty Senate of Northwest Missouri State University, in order to provide for effective conduct of its duties and responsibilities as provided in the Faculty Senate Constitution, does establish and subscribe to these Bylaws and Rules of Order.

2. Rules of Order:

The actions of the Faculty Senate and its committees shall be governed by those rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* in all cases to which they are applicable and consistent with the Faculty Senate Constitution of Northwest Missouri State University as amended, and its Bylaws, as amended.

3. Definitions:

- 3.10 Except where the Constitution or Bylaws provide otherwise, all questions of majorities shall be in terms of those present and voting (excluding abstentions).
- 3.11 The phrase "academic days" as used in these Bylaws shall refer to all days when the university is holding classes or when the University is requiring meetings, registration, or final examinations.
- 3.12 Unless otherwise specified in this document, "President" and "Vice President" shall refer to the President of the Faculty Senate and Vice President of the Faculty Senate.
- 3.13 In accordance with the Board of Regents, the faculty of Northwest Missouri State University shall consist of all titled and ranked faculty as defined by Chapter II of the Faculty Handbook.
- 3.14 For all Faculty Senate business, a quorum must be present. A quorum shall consist of at least 50% plus one of all eligible Senators.

4. Apportionment of Faculty Senate Membership

- 4.10 A census of all faculty shall be taken during the last two weeks of the fall semester in order to determine eligible faculty to provide equal representation for each of all academic units, both the Professional Schools and Departments in the College of Arts & Sciences
- 4.11 The current Faculty Senate Executive Council shall present to the current Faculty Senate a statement of apportionment of Faculty Senate membership for the next academic year based on the census data at the first Faculty Senate meeting of the spring semester.
- 4.12 This statement must be such that every department, professional school, or other designated academic unit shall be eligible to have one Senate seat.
- 4.13 This statement must be such that the faculty of the College of Arts & Sciences collectively will have At-Large seats based on the census data.
- 4.14 This statement must be such that the faculty of the Professional Schools collectively will have At-Large seats based on the census data.
- 4.15 This statement must be such that the entire composition of Faculty Senate represents the College of Arts & Sciences and the Professional Schools proportionally; the number of At-Large Senators shall be used to achieve this balance.
- 4.16 This statement must be such that, to ensure equitable distribution, the faculty of any other designated academic unit collectively be assigned to either the College of Arts & Sciences (4.13) or the Professional Schools (4.14) depending upon the census data for purposes of At-Large elections.
- 4.17 A three-fourths majority of the current Senate is required for approval of the statement of the apportionment of Faculty Senate membership for the next academic year, if changes are proposed from current composition. If a three-fourths majority is not achieved, the statement is returned to the Executive Council to revise and resubmit.

5. Eligibility

- 5.10 Department, Professional School, and other designated academic unit representation in the Senate shall be limited to those:
 - 1. who are full-time faculty, as outlined in Chapter II of the Faculty Handbook;
 - 2. who have served at least two full academic years on the faculty at the time that they take office in the Senate; and
 - 3. who will not be serving as department chair, assistant chair, school director, or assistant school director.
- 5.11 At-Large representation in the Senate shall be limited to those:
 - 1. who are tenured;
 - 2. who have served at least two full academic years on the faculty at the time that they take office in the Senate; and
 - 3. who will not be serving as department chair, assistant chair, school director, or assistant school director.

5.12 The Vice-President shall be limited to those:

1. who are tenured;
2. who have served at least one full year on Northwest Faculty Senate; and
3. who will not be serving as department chair, assistant chair, school director, or assistant school director.

5.13 The Secretary shall be limited to those:

1. who have served at least one full year on the Northwest Faculty Senate, and who are not currently a Senator; and
2. who will not be serving as department chair, assistant chair, school director, or assistant school director.

5.14 The Parliamentarian shall be limited to those:

1. who have served at least one full year on Northwest Faculty Senate; and
2. who will not be serving as department chair, assistant chair, school director, or assistant school director.

5.15 The Missouri Association of Faculty Senates (MAFS) Representatives shall be limited to the current President, Vice President of Faculty Senate, and/or their chosen representative. .

6. Elections of Senators and Alternates

6.10 The Secretary of the Senate shall notify each department, professional school, and other designated academic unit within five academic days after the first Faculty Senate meeting of the spring semester of vacancies at the departmental, professional school, other designated academic unit, and at-large level to occur for the following year. This notification shall include a list of those faculty members not eligible to be reelected to Senate and the following election procedure.

6.11 Within five academic days after the first Faculty Senate meeting of the spring semester, the Secretary of the Senate shall send a notice to all faculty members of the upcoming departmental, professional school, and other designated academic unit elections and of the requirement to notify the Secretary of the Senate in writing if they are unable and/or ineligible to serve as Senator or Alternate so that their names will not be included on the ballots.

6.12 Any eligible faculty member who wishes to have their name removed from the ballot shall notify the Secretary of the Faculty Senate in writing no later than the Friday of the third week of class in the Spring semester.

6.13 By Friday of the fourth week of classes in the Spring semester, the Secretary of the Senate shall make available ballots for the election of At-Large Senators representing the College of Arts & Sciences and Professional Schools. Faculty names on the ballot will be alphabetical and devoid of any further identifying information. Current academic unit senators, who have not started their second term of office, are eligible to run for an at-large seat in the appropriate at-large election. Voting shall occur over a one-week period.

- 6.14 In all At-Large elections, the faculty members with the highest number of votes will serve as At-Large Senators, the number of which is determined by the Faculty Senate approved allocation (see Section 4 above). The corresponding number of alternate At-Large Senators will be filled by the next two faculty members with the highest number of votes after At-Large seats have been elected. In the event of a tie for either Senators or Alternates, a runoff election of the tied candidates will be held. The determination of election results shall be such that no department, professional school, or other designated academic unit shall have more than two At-Large Senators.
- 6.15 By Friday of the sixth week of classes in the Spring semester, the Secretary of the Senate shall make available ballots for the election of Senators and their Alternates representing the departments, schools, and other designated academic units. Faculty names on the ballot will be alphabetical and devoid of any indication of rank, title, and tenure status. Voting shall occur over a one-week period.
- 6.16 In all departmental, school, or other designated academic unit elections, the faculty will vote and the faculty member with the highest number of votes will serve as Senator, and the faculty member with the second highest number of votes will serve as the Alternate. In the event of a tie for either Senators or Alternates, a run-off election of the tied candidates will be held.
- 6.17 Only those defined as full time faculty according to Article I, Section I of the Faculty Constitution are eligible to vote.
- 6.18 A cycle is followed so that in each year, one-half of the Senators from both the College of Arts & Sciences and the Professional Schools collectively will be up for elections, with their Alternates being elected in the same year.
- 6.19 All election results shall be tabulated by the Secretary and reported to the Faculty Senate no later than the tenth week of classes in the Spring semester.

7. Election of Officers

- 7.10 At the first Faculty Senate meeting in March, nominations for Vice President-Elect shall be made. Any Senator may nominate a candidate who meets the criteria indicated in 5.12 of these Bylaws. Senators may submit additional names in writing to the current President P of the Senate within one week of this meeting. The current President and Secretary shall consult with those nominees as to their willingness to serve and report to the Faculty Senate at the first meeting in April. At this meeting, the election of the Vice President-Elect will occur by simple majority of the Senators present.
1. The Vice President-Elect will take office as Vice President at the first meeting of the newly seated Senate in the Fall semester.
 2. At the first meeting of the newly seated Senate, the Vice President of the former Senate becomes President of the new Senate.
 3. At the first meeting of the newly seated Senate, the President of the former Senate becomes the Past President of the new Senate.
 4. The Past President of the former Senate is relieved of any constitutional duties of the Faculty Senate at the first meeting of the newly seated Senate.

7.11 At the first Faculty Senate meeting, by the tenth week of classes in the Spring semester, nominations for Secretary-Elect shall be made. Any Senator may nominate a candidate who meets the criteria indicate in 5.13 of these Bylaws. Bylaws Senators may submit additional names in writing to the current President of the Senate within one week of this meeting. The current President and Secretary shall consult with those nominees as to their willingness to serve and report to the Faculty Senate at the first meeting in April. At this meeting, the election of the Secretary-Elect will occur by simple majority of the Senators present.

1. The Secretary-Elect will take office as Secretary at the first meeting of the newly seated Senate in the Fall semester.
2. The Secretary of the former Senate is relieved of any duties of office of the Faculty Senate at the first meeting of the newly seated Senate.

7.12 At the first Faculty Senate meeting, by the tenth week of classes in the Spring semester, nominations for Parliamentarian-Elect shall be made. Any Senator may nominate a candidate who meets the criteria indicate in 5.14 of these Bylaws. Bylaws Senators may submit additional names in writing to the current President of the Senate within one week of this meeting. The current President and Secretary shall consult with those nominees as to their willingness to serve and report to the Faculty Senate at the first meeting in April. At this meeting, the election of the Parliamentarian-Elect will occur by simple majority of the Senators present.

1. The Parliamentarian-Elect will take office as Parliamentarian at the first meeting of the newly seated Senate in the Fall semester.
2. The Parliamentarian of the former Senate is relieved of any duties of office of the Faculty Senate at the first meeting of the newly seated Senate.

7.13 The MAFS representatives shall be the newly elected President, Vice President of the Faculty Senate, and/or their appointed representative. The election of these officers is specified elsewhere in this document.

8. Special Elections

If institutional changes occur to the structure of Northwest Missouri State University with respect to departments, schools, or other designated academic units, the Faculty Senate Executive Council shall determine any appropriate changes to the allocation of Senate seats consistent with the principles articulated in these Bylaws and call for appropriate special elections. In the case of special elections, the Secretary shall issue to the appropriate voting faculty ballots approved by the Senate Executive Council in consultation with the pertinent administrative offices.

9. Term of Office: Senators and Alternates

9.1 The term of office for a Senator is two academic years. No Senator shall serve more than two consecutive terms. If a senator has served for three consecutive years, they are ineligible to run for another full-term senate seat. Following the two terms of office, a waiting period of at least one term of office is required of Senators before eligibility is regained. When a Senator completes two two-year terms, a waiting period of one year is required before the Senator can be eligible to serve as an Alternate .

- 9.12 For the Alternate, the term of office is two academic years, and consecutive terms may be served. Serving as an alternate does not affect one's eligibility to serve as a Senator.
- 9.13 If a Senator is unable to serve, the Alternate will serve with all of the privileges of the Senator being replaced for any meeting or portion of the term that the Senator is unable to serve.
- 9.14 In those cases in which a Senator is unable to fulfill their responsibilities for an extended period of time, the Alternate will become the Senator with all rights and privileges. A new Alternate will be elected before the next Senate meeting, or as soon as reasonably possible.
- 9.15 In the event that an Alternate is unable to fulfill their responsibilities as the new Senator, elections shall be held for both Senator and Alternate before the next Senate meeting, or as soon as reasonably possible.
- 9.16 If an Alternate is unable to fulfill their responsibilities as Alternate, elections shall be held for the Alternate before the next Senate meeting, or as soon as reasonably possible.

10. Terms of Office: Officers

- 10.10 The term of office for the President is one year of active service preceded by one year as Vice President and followed by one year as Past President. Following the completion of term as Past President, there must be a one academic year waiting period before re-election to Senate or a Senate office.
- 10.11 The term of office for the Secretary is one year of active service, and they can be re-elected for one additional term.
- 10.12 The term of office for the Parliamentarian is one year of active service, and they can be reelected for one additional term.
- 10.13 The term of office for MAFS representatives is for the year of active service directly related to their elective office in Faculty Senate. If one of the MAFS representatives is elected to a position in the MAFS organization, they can be appointed by a majority vote of the Faculty Senate to fulfill that specific post after their elected term as a Faculty Senate officer expires. This subsequent appointment can be reconfirmed by Faculty Senate for up to three continuous years.
- 10.14 In the event that the President is unable to fulfill their duties, the Vice President shall fulfill the office of the President for the remainder of the term and the subsequent year for which they were elected originally. An election shall be held for a new Vice President who shall serve for the remainder of the term. This election shall be conducted at the first Senate meeting following knowledge of the vacancy. Notification of the election must be included on the agenda for the meeting. Nominations are to be made by Senators and the election is decided by simple majority. The regular election cycle shall be maintained according to the schedule outlined in Section 7 of these Bylaws.
- 10.15 In the event that the Secretary is unable to attend a scheduled Faculty Senate or Faculty Senate Executive Council meeting, the Past President shall assume the role of Secretary for that meeting. If the Secretary is unable to fulfill their duties for an extended period of time, the Senate shall elect a new Secretary to serve the remainder of the term of office. This election shall be conducted at the first Senate meeting following knowledge of the vacancy.

Notification of the election must be included on the agenda for the meeting. Nominations are to be made by Senators and the election is decided by simple majority. The regular election cycle shall be maintained according to the schedule outlined at Section 7 of these Bylaws.

- 10.16 In the event that the Parliamentarian is unable to attend a scheduled Faculty Senate or Faculty Senate Executive Council meeting, the Past President shall assume the role of Parliamentarian for that meeting. If the Parliamentarian is unable to fulfill their duties, the Senate shall elect a new Parliamentarian to serve the remainder of the term of office. This election shall be conducted at the first Senate meeting following knowledge of the vacancy. Notification of the election must be included on the agenda for the meeting. Nominations are to be made by Senators and the election is decided by simple majority. The regular election cycle shall be maintained according to the schedule outlined at Section 7 of these Bylaws.

11. Duties of Office: Senators and Alternates

- 11.10 All Senators are required to be present and to participate actively in all scheduled meetings. If a Senator is unable to attend a meeting, they have the obligation to inform, in a timely manner, their Alternate and the Secretary of the Senate about the absence.
- 11.11 All Senators are required to review all agenda items prior to the scheduled meeting.
- 11.12 Departmental, Professional School, and other designated academic unit Senators are required to share all agenda items with their constituencies prior to the scheduled meeting.
- 11.13 Departmental, Professional School, and other designated academic unit Senators are required to report to their constituent group all Senate business within five academic days of the release of the minutes of the meeting by the Secretary of the Senate.
- 11.14 At-Large Senators are expected to represent the larger units from which they are elected: the College of Arts and Sciences or the Professional Schools. 11.15 The Faculty Senate Committees Responsible for Matters Related to Primary Jurisdiction, , must be chaired by a Senator.
- 11.16 The Faculty Senate Committees Responsible for Matters Requiring Faculty Advisement must be chaired by a Senator with tenure, except for the University Seminar Advisory Committee, the Council on Teacher Education, and the Graduate Council.
- 11.17 Alternates or their designated temporary representative must be available to fulfill the duties of a Senator when called upon to serve on Faculty Senate but not to serve on the standing committees.

12. Duties of Office: Officers (cf. Article III, Section 2 in Constitution):

- 12.10 Officers of the Faculty Senate are non-voting members of the Faculty Senate.
- 12.11 Officers shall hold no memberships on any committees designated as either the Committees Responsible for Matters Related to Primary Jurisdiction or the Committees Responsible for Matters Requiring Faculty Advisement or chair any committees designated as a Committees Responsible for Matters Related to Primary Jurisdiction or a Committees Responsible for Matters Requiring Faculty Advisement, exclusive of the Executive

Committee. The above-named officers can serve as "ex-officio" members to all Senate committees.

12.12 The duties of the President are such that they:

1. serves as the chief presiding officer of the Faculty Senate and represents all university faculty to the Administration, Board of Regents, and all external agencies;
2. serves as the presiding officer of the Executive Council of Faculty Senate;
3. serves as the custodian of the Faculty Senate budget and reports Senate's financial standing at each meeting;
4. shall call a meeting of the Senate-Elect within the first three weeks of the Fall semester, at which time the new officers and Senators will assume their duties;
5. serves during the period between Senate elections in Spring and the new Senate's seating in Fall, to oversee and assist out-going Senate Committee chairs and officers to transition senate business;
6. shall decide tie votes on Executive Council as well as in Senate; and
7. serves as a liaison with the university administration, including but not limited to the Provost, President, and Board of Regents, as well as external agencies.
 - a. The president of Faculty Senate may serve as one of the University's two representatives to the Missouri Association of Faculty Senates (MAFS) organization for the length of their term as President. They may also designate a representative to serve in their stead at MAFS.
8. Attend monthly meetings with Provost Council, and a Senate Leadership meeting, with University President as needed.
9. Attend regular meetings with the Provost, and current Faculty Senate leadership, Vice President and Past President.

12.13 The duties of the Vice President are such that they:

1. performs duties of the President in their absence and shall succeed them if the Presidency becomes vacant;
2. serves as a liaison with the university administration as well as external agencies;
 - a. The vice president of Faculty Senate may serve as one of the University's two representatives to the Missouri Association of Faculty Senate (MAFS) organization for the length of their term as vice president; They may also designate a representative to serve in their stead at MAFS.
3. serves as a liaison to the Provost to assemble and organize the Academic Integrity Panel;
4. performs special duties as assigned by the President; and
5. represents the Faculty Senate at all meetings of the Staff Council and reports back to the Senate. This duty of representing Faculty Senate at Staff Council may rotate among members and officers of the Faculty Senate.

6. Attend regular meetings with the Provost and Faculty Senate leadership, President and Past President.

12.14 The duties of the Past President are such that they:

1. serves the President in an advisory capacity;
2. serves as a designated liaison with the university administration as well as external agencies;
3. takes minutes in the absence of the Secretary; and
4. advises on procedure in the absence of the Parliamentarian.
5. performs special duties as assigned by the President.
6. Attend regular meetings with the Provost and Faculty Senate leadership, President and Vice President.

12.15 The duties of the Secretary are such that they:

1. produces and disseminates minutes of Senate and Executive Council according to Section 14.22 of the Bylaws; within five calendar following of the meeting.
2. oversees Senate elections as prescribed in Sections 6, 7, and 8 of the Bylaws;
3. produces and publishes a master schedule for all committee meetings particularly those meetings to review curriculum proposals and research proposals; and
4. maintains Faculty Senate's digital presence under the guidance of Executive Council.

12.16 The duties of the Parliamentarian are such that they:

1. advises on matters of parliamentary procedure and rules-of-order at both Senate and Executive Council meetings;
2. records precedents established in Senate and Executive Council meetings in order to ascertain if changing Bylaws are necessary, and presenting such changes to the Faculty Senate for the deliberation and vote; and
3. adjudicates points of order made in Senate and Executive Council meetings.

12.17 The duties of the MAFS representative are such that they:

1. acts as a liaison between faculty senate and MAFS by attending MAFS meetings, reporting to senate on MAFS activities, and advises senate on matters related to state and national senate interests;

12.18 The duty of the Officers-Elect is to become familiar with the Faculty Senate Constitution and its Bylaws.

13. Grievances against Officers, Senators/Alternates, and Committee Chairs

13.10 The procedure for filing a grievance against an officer, Senator/alternate, or committee chair, heretofore named “accused”, is as follows:

1. Academic units, groups of Senators, or committee members can initiate the grievance process with a petition:
 - a. If the grievance petition is initiated within an academic unit, the petition must be signed by a majority of that unit.
 - b. If the grievance petition is initiated by Senators, the petition must be signed by one-fifth of Senators.
 - c. If the grievance petition of a committee chair is initiated by the committee membership, the petition must be signed by a majority of that committee’s members.
2. The petition must stipulate the grievance(s), must provide evidence, and must recommend the desired sanction. The possible sanctions are:
 - a. A Warning expresses disapproval of limited behavior(s) including but not limited to failure to fulfill responsibilities, non-compliance with Senate protocols, or conduct unbecoming of a Senator/officer/chair.
 - b. A Censure/Reprimand expresses strong disapproval of patterned behaviors including but not limited to dereliction of duty, persistent violations of rules of order, or conduct unbecoming of a Senator/officer/chair.
 - c. A Recall expresses extreme disapproval of patterned behaviors including but not limited to failure to correct behavior after a reprimand or warning, intentional dereliction of duty, persistent and egregious violations of rules of order, or conduct unbecoming of a Senator/officer/chair. If a Recall is determined to be an appropriate sanction, it will result in the immediate removal from office.
3. The petition cannot include extraneous materials and/or ad hominem attacks, but must focus on violations of the Constitution, Bylaws of the Faculty Senate, the Faculty Handbook, and/or commonly accepted norms of civil behavior.
4. The petition is then filed with the Secretary of the Senate who then notifies the President. The President then places the grievance petition on the agenda of the next Senate meeting and informs those who initiated the petition of the schedule for the grievance process.
 - a. if the accused is a Senate officer or committee chair, they are temporarily removed from duty, pending the results of the hearing.
5. At the next Senate meeting, the Senate will be informed of the grievance petition and provided with all pertinent information for review, and that a grievance hearing will occur at the subsequent Senate meeting.
6. At the grievance hearing, which occurs at the end of Senate business, the petitioners will have the floor to make their case and the accused will have the floor for a defense.

Afterward, the petitioners and the accused are excused from the proceedings. Senate then goes into closed session.

7. In closed session, Senators then review all evidence, the recommendation for sanctions by the petitioners, and determine the appropriate level of sanction. The Senate, excluding the accused, shall vote on the grievance petition. A two-thirds majority vote of Senators, excluding the accused named in the petition, is required to levy sanctions.
8. The petitioners and the accused shall be notified within five academic days of the result of the vote and the sanction, if any. The Senate minutes shall reflect the results of the vote and the sanction (Warning, Censure/Reprimand, or Recall), if any, but not the vote tally.
9. All sanctions will be a matter of public record as they will appear in the Senate's minutes.

14. Faculty Senate Meetings (see also Article V in Constitution):

- 14.10 The Agenda for each regular meeting shall be prepared by the President and distributed in writing to each Senator at least five academic days prior to each meeting.
- 14.11 The President is required to include on the agenda all proposals and action items that are within the areas of responsibility as defined in the Faculty Constitution and which have been duly vetted by appropriate committees, departments, schools, and offices deemed to be in good form and received by the President no later than three days prior to the dissemination of the agenda.
- 14.12 No Senator or officer of the Senate can withhold any item from inclusion in the agenda once that item has been vetted, in good form, and duly received.
- 14.13 Once disseminated, no changes, alterations, additions, and/or deletions can be made to the agenda by any officer or Senator without consent of the convened Faculty Senate.
 1. When in session, a motion to amend the agenda can be made by any Senator.
 2. Any motion to remove an item from the agenda must be accompanied by the written consent of the author(s) of the agenda item authorizing the deletion.
 3. Any motion to add to or alter the agenda must include an oral defense of the change.
 4. Any motion to amend must be seconded and approved by a majority of Senators.
- 14.14 The agenda must include the following:
 1. Call to Order
 2. Approval of the Agenda
 3. Approval of the Minutes of the previous meeting
 4. Reports
 5. Old Business

6. New Business
 7. Items from the Floor
 8. Closed Sessions when necessary
 9. Adjournment
- 14.15 With respect to the construction of the agenda, the President has discretion as to nomenclature, order of items, and additional items, but must conform to the outline above (14.14).
 - 14.16 A majority vote of the Senators present is required for the approval of the agenda, given that a quorum is achieved. Quorum for Faculty Senate shall be half of all Senators, plus one.
 - 14.17 Any violations of the protocols concerning the production, dissemination, and modification of the agenda by the President of the Senate or any other officer may incur Warning, Censure/Reprimand, or Recall.
 - 14.18 Meetings shall be called in accordance with the Faculty Constitution, Article V, Section I. All meetings of the Senate shall be open except when stipulated as closed by a three-quarter majority vote. The President is empowered to request a closed meeting as they deem necessary.
 - 14.19 Regular meetings of the Faculty Senate shall be held on the first and third Wednesday of each month (as needed) in person from 3:30 p.m. until adjourned. If the first Wednesday of any month falls during a holiday period, the next available Wednesday shall be selected. No regular meetings of the Faculty Senate shall occur during summer recess.
 - 14.20 The President has the right to call special meetings of the Senate, which may include during the summer, to address necessary business.
 - 14.21 A quorum shall consist of one person more than half of the voting membership of the Faculty Senate. Any Senator may request a quorum call at any time, and if there is no quorum, the Senate can take no action except to set a new meeting date and adjourn.
 - 14.22 The Secretary of the Senate is responsible for the production and dissemination of the minutes of all Senate meetings.
 1. The Secretary has the right to audio-record Senate meetings for the purposes of constructing accurate and complete minutes. Audio-recordings must be destroyed by the end of the academic year.
 2. The minutes should reflect the business of the Senate while in session and must be disseminated by the Secretary to the Executive Council for review to ensure completeness and accuracy no later than five calendar days after a Senate meeting. The Executive Council should notify the President and Secretary of approval or concerns no later than five calendar days after receiving the minutes. However, the Executive Council cannot make additions or substantive corrections to the minutes produced by the Secretary.
 3. The completed minutes should be disseminated to all Senators no later than five academic days prior to the next meeting of the Senate, accompanying the Agenda.

4. All guests presenting reports or information to Faculty Senate should provide written materials to be included in the Senate minutes prior to or at the Senate meeting at which the presentation is being made.
 - a. These materials must be for the purpose of clarification and augmentation of the points being made and are to be conjoined to the report by the Secretary of the Senate.
 - b. In the cases in which such materials may not be available at the time of the Senate meeting, a guest may request a unanimous consent to revise and extend their comments so that such materials be submitted and included in the minutes.
 - c. In the cases in which the materials are requested by a Senator for inclusion, these materials should be supplied to the Secretary of the Senate within twenty-four hours of the adjournment of that Senate meeting.
5. While in session, a Senator may request an unanimous consent to revise and extend comments which have been made.
 - a. Such a request will be a standing protocol and will be considered accepted by Senate unless there is an objection by another Senator(s).
 - b. A written copy of the revised and extended minutes must be submitted to the Secretary of the Senate within twenty-four hours of the adjournment of that Senate meeting.
 - c. The Secretary will then include in the minutes both
 - i. the Secretary's original notes, and
 - j. ii. the submitted revised and extended comments.
 - d. It is the prerogative of the Senate Executive Council to review the revised and extended comments to ensure that the purpose and content of the comments are in alignment with the recorded notes of the Secretary of the Senate.
 - e. The Senate Executive Council, by majority vote, can accept or reject items in a revised and extended document. If rejected, the Senate Executive Council will provide in writing its rationale to the author.
 - f. If no request to revise and extend is made by a Senator in a meeting of a Faculty Senate, no additions to the minutes can be made by any person and the minutes as recorded by the Secretary of the Senate shall stand.
 - g. In the case of a motion to revise and extend comments in the minutes, the Secretary shall forward the minutes with the revision and extension sion to the Executive Council within five calendar days of the Senate meeting.
6. The published minutes must be sent in writing to the Provost within five academic days after the dissemination of the minutes and no later than five calendar days prior to the next meeting of the Senate.

7. Because minutes are distributed, the reading of such minutes can be dispensed with except when a correction is to be made. A majority vote of the Senators present is required for the approval of the minutes of the previous meeting and corrections. The minutes shall reflect Senators present, Senators absent, and Alternates present.
- 14.23 Any violations of the protocols concerning the production, dissemination, and modification of the minutes by the President of the Senate, any officer, or Senator may incur Warning, Censure/Reprimand, or Recall.
- 14.24 Within five calendar days of a meeting, all approved agendas and minutes shall be made public to the faculty and archived in an appropriate manner.
- 14.25 Making Motions
 1. All motions and seconds must come from Senators present after being recognized by the President.
 2. Executive officers (President, Vice President, Past President, Secretary, and Parliamentarian) of the Faculty Senate cannot make motions.
 3. After any discussion, present Senators will vote on the motion .
- 14.26 Introducing formally submitted Curriculum and Non-Curriculum Proposals
 1. The President of the Senate, will bring a given proposal to the floor of the Senate for discussion, in accordance with the approved Senate meeting agenda.
 2. At this time any Senator can make a motion to bundle the proposal with other proposals on the agenda. If seconded and approved, the bundle of proposals are considered on the floor for discussion; if the bundling is not approved, the original proposal shall be considered on the floor for discussion by itself.
 3. The President will determine when discussion is complete by asking 'Is there additional discussion?' If none, the President will call for a motion concerning the approval of the proposal.
 4. The process then follows the protocols established in Bylaws 14.25.
- 14.27 Voting in the Faculty Senate meetings shall be by voice except
 1. as otherwise specified in these Bylaws
 2. when the President or any Senator present requests a show of hands;
 3. when three or more Senators present request a vote by ballot; or
 4. when at least one-fifth of those Senators present approve a roll-call vote, except when a vote by ballot has been decided.
- 14.28 When in session, any Senator may call for a Point of Order, requesting clarification of the process.
 1. A Point of Order takes precedence over all other business, suspending all business until the Point of Order is resolved.
 2. The President shall acknowledge the Point of Order and immediately direct it to the Parliamentarian, who adjudicates the Point of Order; if the adjudication resolves the matter for the Senator who called the Point of Order, business as usual commences.

3. If the decision by the Parliamentarian does not resolve the issue, a motion from any Senator to override the decision by the Parliamentarian can be made. After being seconded and after appropriate discussion by the Senate as a whole, a vote will be taken. The override of the Parliamentarian's decision is successful with the approval by simple majority of the Senators present.
- 14.29 Any violations of the protocols concerning Points of Order by the President of the Senate, any officer, or Senator may incur Warning, Censure/Reprimand, or Recall.
- 14.30 Adjournment is a privileged motion allowing no debate. However, if the agenda has not been fully dealt with, the President of the Senate must rule this motion out of order, unless a date and time for a Special Meeting has been set.

15. Executive Council of the Faculty Senate (see also Article III Section 3 of the Constitution):

- 15.10 The Executive Council serves as the cabinet to the President, assisting them in the management of Faculty Senate Business. Attendance at Executive Council meetings shall be restricted to the Executive Council members. The President and Provost are permanent guests invited to report on the state of the university to the Executive Council, and may request a meeting with the Council. Other parties, upon the approval of the majority of the Executive Council members, may be permitted to attend without voting rights.
- 15.11 The President shall be Chair of the Executive Council with meetings at least once a month, as needed. Special meetings of the Council may be called by the President.
- 15.12 The Executive Council shall consist of the following voting members: the chairs of Assessment; Faculty Welfare & Budget; Teaching and Learning; Vice President; and Past President
- 15.13 The Executive Council shall consist of the following non-voting members: Secretary; and Parliamentarian. The President shall vote only in the case of a tie vote.
- 15.14 The Executive Council shall have the right to advise and consent on all appointments, including committee appointments, made by the President.
- 15.15 The Executive Council shall assist the President in referring matters to various committees for consideration and appropriate action.
- 15.16 The Executive Council shall make recommendations to the Senate on all matters not specifically assigned to a committee by the Faculty Constitution or these Bylaws.
- 15.17 The Executive Council shall review Faculty Senate meeting minutes provided by the Secretary prior to their dissemination to the Senate for the purpose of accuracy and completeness.
- 15.18 The minutes of the Executive Council shall not be routinely made public. However, any Senator may request to view the minutes of the Executive Council with permission granted by the president of the Senate.

16. Standing Committees of the Faculty Senate (see also Article VII in Constitution):

- 16.10 There are two classes of Faculty Senate standing committees:

1. Faculty Senate Committees Responsible for Matters Related to Primary Jurisdiction (see Constitution Article I Section 2) and
 2. Faculty Senate Committees Responsible for Matters Requiring Faculty Advisement (see Constitution Article I Section 2).
- 16.11 Faculty Senate Committees Responsible for Matters Related to Primary Jurisdiction
1. Academic Appeals
 2. Academic Petitions
 3. Council on Teacher Education (COTE)
 4. Curriculum and Degree Requirements (CDR)
 5. Designated Curricular Matters (DCM)
 6. Graduate Council
 7. Research
 - a. Institutional Review Board (IRB)
 - b. Animal Welfare
- 16.12 Faculty Senate Committees Responsible for Matters Requiring Faculty Advisement
1. Assessment
 2. Faculty Welfare & Budget
 3. Teaching & Learning
- 16.13 The responsibilities of committee chairs are as follows:
1. ensuring that the committee is engaged in all expected duties and responsibilities assigned to it and representing the committee to the larger university community;
 2. providing the schedule of meetings for the full academic year to the committee membership and the Senate Secretary, when feasible;
 3. chairs of committees dealing with curriculum (DCM, COTE, Grad Council, CDR) should coordinate schedules with the chair of CDR and report a master curriculum proposal schedule to the Senate Secretary;
 3. producing meeting agendas in accordance with Section 14.14;
 4. submitting agenda and meeting minutes to the Secretary for posting on the Senate website; minutes should include a list of members who attended the meeting.
 5. producing and providing a committee report to Senate at every Senate meeting and a cumulative end of year report at the final Senate meeting of the academic year. The report should include a final attendance report of all members of the committee;
 6. keep a record of years of service on the committee of each member and report such record to the secretary of the Senate for the purpose of compliance with the years of service requirement (Bylaws 16.16 below).

7. After their terms of service, and if available, previous chairs shall act as *ex officio* non-voting member of the committee to provide guidance for the new chair and ease of transition for the committee.
8. Not act as a voting member of the committee, except to break a tie or to maintain quorum.
- 16.14 No Senator or Chair shall hold membership on more than one Senate Standing Committee, except for the Executive Council.
- 16.15 Each Standing Committee shall select its Secretary according to its customs and rules.
- 16.16 Chairs can serve no more than four consecutive years as the chair of the committee, unless otherwise stipulated in the Bylaws.
- 16.17 For committees that include students, the Student Senate shall nominate students for appointment by the President of the University.
- 16.18 Reports, proposals, and recommendations to be presented to the Senate for consideration from Standing Committees shall require approval of the majority of the voting membership of the committee.
- 16.19 If as many as four committee members, or one-third of the committee membership, whichever is the lesser, approve, minority reports may be submitted and shall be reported to the President for inclusion on the next agenda in accordance with the procedures in Sections 14.10 - 14.14 of these Bylaws and Robert's Rules of Order.
- 16.20 Proposals appropriate to the responsibilities of either Committees Responsible for Matters Related to Primary Jurisdiction or Committees Responsible for Matters Requiring Faculty Advisement, but initiated outside the committees shall be submitted to the President, who must forward the proposal to the appropriate committee or to the Executive Council depending on the nature of the proposal.
- 16.21 Each proposal received by a Standing Committee that is not forwarded to the President of the Senate for consideration or knowledge shall be returned to its source.
- 16.22 The Standing Committees shall have the right to create sub-committees, not restricted to their own members, to more efficiently conduct their duties. The creation of such sub-committees shall require approval of the majority of the voting membership of the committee concerned. The Chair of the Standing Committee shall appoint the Chairperson and members of the sub-committee thus created and shall notify the President and the Secretary of the Senate of this action and of the purpose(s) of the sub-committee. The purpose(s) and membership of sub-committees shall be subject to challenge by the Senate.
- 16.23 When the chair cannot be present for a scheduled meeting, the membership of the committee may select from their members a temporary chair who exercises the roles and responsibilities of the chair.

17. Committee Descriptions & Responsibilities

17.10. Academic Appeals

1. The Academic Appeals Committee shall hear and determine all academic student appeals. All students who petition for an exception to university policy to the appropriate university committee have the right to a subsequent appeal to the Academic Appeals Committee.
 - a. Students have the right to be assisted by an advisor they choose, at their own expense.
 - b. Students are responsible for presenting their own information, and therefore, advisors are not permitted to speak on behalf of students or to participate directly in the hearing. Only one advisor is allowed per student.
 - c. Students can present their cases to the Academic Appeals Committee in person or virtually, and other involved parties shall be invited to appear in person or virtually.
 - d. Advisors will be invited to the hearing by the Committee Chair and advised by the Academic Appeals Chair prior to the hearing.
 - e. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Academic Appeals Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. If the student making the appeal does not appear, the committee will review the appeal in abstentia.
2. Academic Appeals shall consist of the following:
 - a. the chair of Academic Appeals must be a Senator and have served at least one year on Academic Appeals. If no individual meets these requirements, a non-senator who has served at least one year on the committee may be selected by the committee to serve as a non-voting member of the Senate;.
 - b. up to twenty voting members shall serve on Academic Appeals;
 - c. one student, appointed by Student Senate, to serve as a nonvoting member;
 - d. a representative of the Registrar, a representative of the Provost, and a representative from the University's Student Affairs office to serve as *ex officio*, non-voting members;
 - e. one Success Coach, appointed by the Student Success Center to serve as a non-voting member.
3. Meetings shall be called when needed, including during the summer, and must reach quorum to proceed. For Academic Appeals, quorum will be met if at least three voting members are present.
4. Meetings of Academic Appeals are closed with no minutes taken and no uninvited guests.
5. The chair of Academic Appeals will report to Senate all actions except those regarding individual petitions. All actions that establish precedent with respect to policy change

shall be reported to the Senate and may result in the review of the policy. For the duties of the chair, see Section 16.13.

6. The actions of Academic Appeals, regarding individual petitions, shall not be subject to the approval of Senate prior to implementation.

17.11 Academic Petitions

1. The Academic Petitions Committee shall be concerned with all policies and individual student petitions relating to the admission of students to the undergraduate programs, transfer of credit from other institutions, credit by examination, dropping courses, withdrawals, and retention or dismissal of students with academic deficiencies. Decisions of this committee regarding individual student petitions may be appealed to the Academic Appeals Committee.
2. The membership of Academic Petitions shall consist of:
 - a. the chair of Academic Petitions must be a Senator and have served at least one year on Academic Petitions. If no individual meets these requirements, a non-senator who has served at least one year on the committee may be selected by the committee who will serve as a non-voting member of the Senate;
 - b. up to sixteen voting members, with up to eight from the College of Arts and Sciences and up to eight from the Professional Schools;
 - c. one Success Coach, appointed by the Student Success Center to serve as a non-voting member; and
 - d. a representative of the Registrar, a representative of the Provost, a representative from the University's Student Affairs office to serve as *ex officio*, non-voting members of this committee.
3. Meetings shall be called at least once per month, or as needed, including during the summer, and must reach quorum to proceed with business. For Academic Petitions, quorum will be met if at least three voting members are present.
4. Meetings of Academic Petitions are closed with no minutes taken and no guests.
5. The chair of Academic Petitions will report to Senate all actions except those regarding individual petitions. All actions that establish precedent with respect to policy change shall be reported to the Senate and may result in the review of the policy. For the duties of the chair, see Section 16.13.
6. The actions of Academic Petitions, regarding individual petitions, shall not be subject to the approval of Senate prior to implementation.

17.12 Curriculum & Degree Requirements Committee (CDR)

1. The Curriculum and Degree Requirements Committee shall be concerned with all policies and individual student petitions relating to curriculum and degree requirements. Decisions of this committee regarding individual student petitions may be appealed to the Academic Appeals Committee.
2. The faculty representation on this committee shall consist of:

- a. the chair of CDR, who must be a Senator and have served at least one year on CDR. If no individual meets these requirements, a non-senator who has served at least one year on the committee may be selected by the committee who will serve as a non-voting member of the Senate;
 - b. Up to four representatives from different departments of the College of Arts and Sciences and up to four from different Professional Schools, who have been a faculty member for a minimum of two full academic years.;
 - c. a representative of Student Senate who shall serve as an *ex officio*, non-voting member; and
 - d. a representative of the Registrar and a representative of the Provost to serve as *ex officio*, non-voting members of this committee.
3. Meetings shall be called at least twice per month as needed and quorum must be reached to proceed with business. For CDR, quorum will be met if a majority of voting members are present. Meetings may be called in the summer only with significant need.
4. Meetings of CDR are open except when the committee is reviewing individual student petitions, at which point meetings are closed. Minutes will be taken and published in the appropriate manner.
 - a. The chair has the right to determine whether votes on proposals are open or closed to guests but must be consistent.
 - b. As a courtesy, proposal initiators will be invited to discuss their proposals, but their attendance is not required and does not affect whether a proposal will be approved or rejected.
5. The chair of CDR will report to Senate all actions except those regarding individual petitions. All actions that establish precedent with respect to policy change shall be reported to the Senate and may result in the review of the policy. For the duties of the chair, see Section 16.13.
6. Actions of CDR, regarding individual petitions, shall not be subject to the approval of Senate prior to implementation.
7. Actions of CDR that change the number of credit hours of any existing course shall not affect any offering which has been already published in the Schedule of Classes.
8. Proposals from CDR concerning departmental courses or programs, excluding Northwest Core courses, may not be substantively amended nor tabled by the Senate. Proposals may be returned to the committee for reconsideration in consultation with the concerned department.
9. All curricular proposals and changes to catalog policy must be reviewed and passed by the CDR before being forwarded to Faculty Senate.

17.13. Designated Curricular Matters (DCM)

1. Designated Curricular Matters shall be a standing committee that reports to the Faculty Senate on curricular matters related to Institutional Requirements , the Honors Program, and the Northwest Core.
2. The faculty representation on this committee shall consist of:
 - a. the chair of DCM, who must be a Senator and have served at least one year on DCM. If no individual meets these requirements, a non-senator who has served at least one year on the committee may be selected by the committee who will serve as a non-voting member of the Senate;
 - b. one faculty member representing and teaching in each of the Northwest Core Knowledge Areas : Social & Behavioral Science, Civics, Communication, Natural Sciences, Mathematical Sciences, and Humanities & Fine Arts;
 - c. One faculty member representing each of the Institutional Requirements, Information Literacy and University Seminar
 - d. one representative from each of the Professional Schools; and
 - e. a representative of the Provost and a representative from the University's Student Affairs Office to serve as *ex officio*, non-voting members of this committee.
3. Meetings shall be called at least once per month, during the summer as needed, and a quorum must be reached to proceed with business. For DCM, quorum will be met if a majority of voting members are present.
4. Meetings of DCM are open and minutes will be taken and published in the appropriate manner.
5. The chair of DCM will report to Senate all actions and initiatives. For the duties of the chair, see Section 16.13.

17.14 University Seminar Advisory Committee

1. The University Seminar Advisory Committee will provide the Director of University Seminar with input on matters related to the University Seminar program. Input related to University Seminar matters will include discussion of curriculum topics, scheduling, first-year retention, instructor feedback, and other topics.
2. The director of University Seminar shall serve as the chair of the University Seminar Committee. For the duties of the chair, see Section 16.13.
3. Membership of the University Seminar Advisory Committee shall consist of
 - a. Up to 11 faculty members, one faculty member from each department, professional school or other designated academic unit;
 - b. a representative from the Northwest Admissions Office, the Director of University Seminar's direct supervisor, and a liaison from DCM (unless the chair of USAC is also a member of DCM) to serve as *ex officio*, non-voting members of this committee;
 - c. members of the committee should routinely teach University Seminar or currently be teaching University Seminar.

4. For the University Seminar Advisory Committee, quorum will be met if a majority of voting members are present.
5. Meetings of University Seminar Advisory Committee are open, and minutes will be taken and published in the appropriate manner.

17.15 Council on Teacher Education (COTE)

1. The Council on Teacher Education shall represent the teacher education faculty in the development and recommendation of policies regarding teacher education programs, compliance with teacher certification requirements, admission to and retention in teacher education programs, and approval of teacher education student organizations.
2. Proposals passed by the COTE will be directed to Curriculum and Degree Requirements Committee (CDR) for its consideration; after passage by the CDR, the proposal shall be forwarded to Faculty Senate. In those cases where proposals from COTE, responding to changes or mandates from state governing bodies, need to be processed quickly, a solution shall be developed between COTE, CDR, Senate, and the Registrar.
3. The membership of COTE, whenever possible, shall consist of:
 - a. four members from the School of Education;
 - b. one member from the Horace Mann or Leet Center Faculty;
 - c. four members from the College of Arts and Sciences Professional Education Faculty, with no more than two from the same department;
 - d. one member from Agricultural Education and/or Business Education;
 - e. one member from the School of Health Science & Wellness Education Faculty;
 - f. the Director of Teacher Education, or their appointee, who shall serve as the Executive Secretary;
 - g. one Undergraduate Education student;
 - h. one Graduate Education student;
 - i. two members of different levels, serving staggering terms from P-12; and
 - j. one P-12 Administrator or Counselor;
 - k. The following, who shall serve as *ex officio*, non-voting members:
 - 1 Director of Teacher Education, if not serving as Executive Secretary
 - 2 Provost or their designee
 - 3 Associate Provost of Graduate Studies
 - 4 Coordinator of Teacher Education Student Services (TESS)
 - 5 Coordinator of Professional Education Unit Assessment
 - 6 Assistant Director of Teacher Education
 - 7 Director of Northwest-Kansas City or their designee

4. Meetings shall be called once per month, as needed, including during the summer, and a quorum must be reached to proceed with business. For COTE, quorum will be met if a majority of voting members are present.
5. Meetings of COTE are open and minutes will be taken and published in the appropriate manner.
6. COTE shall elect a Chair for the next year at the last meeting of the fall term or by March 31 whichever comes first. For the duties of the chair, see Section 16.13.
7. The chair of COTE will report at the regular meetings of Senate, including all actions and initiatives.

17.16 Graduate Council

1. The Graduate Council has the responsibility for standards of graduate instruction, graduate curricula and degree requirements, graduate admission and transfer of credit policies, admission to candidacy policies, approval of graduate faculty, associate graduate faculty status, adjunct faculty to teach graduate courses, and approval of graduate student organizations.
2. Proposals passed by the Graduate Council will be directed to Curriculum and Degree Requirements Committee for its consideration; after passage by the Curriculum and Degree Requirements Committee, the proposal shall be forwarded to Faculty Senate.
3. The membership of the Graduate Council shall consist of:
 - a. one representative from each School or Department offering a graduate degree, from its designated graduate faculty with full graduate faculty status, who will serve overlapping three-year terms.
 - b. The Associate Provost of Graduate Studies and the Registrar shall serve as *ex-officio*, non-voting members.
4. The Graduate Council shall elect the chairperson for the next year at the last meeting in the spring term or by March 31, whichever comes first. For the duties of the chair, see Section 16.13.
5. Meetings shall be called once per month, as needed, including during the summer, and a quorum must be reached to proceed with business. For Graduate Council, quorum will be met if a majority of voting members are present.
6. Meetings of the Graduate Council are open and minutes will be taken and published in the appropriate manner.
7. The chair of the Graduate Council will report to Senate all actions and initiatives.

17.17 Research

Introduction: Research, Research-IRB, and Research-Animal Welfare are committees focused on research excellence at NWMSU. They function independently and have individual directives, functions, and reporting to the Faculty Senate. However, they may choose to collaborate as needed for specific research initiatives at the university.

1. The purpose of the Faculty Research Committee is to stimulate interest in research on the part of the faculty, professional, and support staff; provide financial assistance to

faculty, professional, and support staff who wish to undertake research; develop strategies for procurement of external grants and funding; and assist in the dissemination of information developed in the research projects.

2. The composition of the Faculty Research Committee shall consist of
 - a. at least one faculty member from each of the Departments of the College of Arts and Sciences and the Professional Schools;
 - b. the Dean of the Graduate School, acting *ex officio*, non-voting who is the budget custodian of the pure research funds.
3. The chair of Research shall produce a schedule of its meetings to be posted on the Faculty Senate website. Meeting minutes shall be sent to the Faculty Senate Secretary for posting on the Faculty Senate Canvas site. The committee Chair shall report important updates to the Faculty Senate during the academic year. An annual report shall be compiled and submitted to the Faculty Senate per annual report procedures.
4. Committee membership will be populated through the annual Faculty Senate committee enrollment process. Anywhere from 25- 50% of the previous year's committee should remain for the succeeding year to preserve institutional memory.
 - a Research--Institutional Review Board (IRB)
 - i. The Institutional Review Board shall review proposals and advise on matters related to research involving the use of human participants.
 - ii. All members must be trained in IRB procedures.
 - iii. In accordance with Federal Regulations, (45 CFR 46.107), the membership of IRB shall be composed of at least five faculty members and a non-university member of the community who is not otherwise affiliated with the institution. Members shall be sufficiently qualified through their experience and expertise to promote complete and adequate review of research activities. Diversity of the members should include consideration of race, gender, cultural backgrounds, and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human participants. The committee will have representation from a diverse group of individuals as described above, from both scientific and nonscientific areas, and membership is open to representation from all Departments and Professional Schools. Committee membership will be populated through the annual Faculty Senate committee enrollment process. The IRB Chair shall appoint a non-university member of the community to serve on the committee.
 - iv. IRB shall elect a Chair from its membership for the next year at the last meeting of the spring term or by March 31, whichever comes first. For the duties of the chair, see Section 16.13.
 - v. IRB shall schedule regular meetings for the approval of proposals throughout the academic year including summer. Proposal review times may be extended during summer and holiday breaks due to contracted-faculty availability.

- vi. Proposals which have previously been approved by the IRB at another institution will be handled in the following manner:
 - a. Upon the discretion of the chair, exempt/expedited proposals will be approved subject to the same conditions as those stipulated by the other institution. To approve, the complete IRB proposal, informed consent form, surveys, and any other attachments that were submitted to the initial institution must be submitted to the chair of the Northwest Missouri State University Institutional Review Board, along with a copy of the approval letter from the other institution. The Northwest Missouri State University IRB may request additional information as necessary.
 - b. Proposals submitted as full review IRB proposals to other institutions will be subject to a full IRB review process at Northwest Missouri State University. The complete IRB proposal, informed consent form, surveys, and any other attachments that were submitted to the initial institution must be submitted to the chair of the Northwest Missouri State University Institutional Review Board, along with a copy of the approval letter from the other institution must be submitted as well. The Northwest Missouri State University IRB may request additional information as necessary.
- vii. Reporting: Meeting minutes shall be sent to the Faculty Senate Secretary for posting on the Faculty Senate Canvas site. The committee Chair shall report important updates to the Faculty Senate during the academic year. An annual report shall be compiled and submitted to the Faculty Senate per annual report procedures. The IRB Chair and the IRB Permanent Records Office Contact Person are responsible for creating and submitting the U.S. Department of Health and Human Services (HHS) Registration of an Institutional Review Board (IRB) annual report.

b. Research--Animal Welfare

- i. The Animal Welfare Committee shall review proposals from faculty members involving the use of animals in research and educational activities.
- 1 ii. The membership of Animal Welfare shall consist of at least one member from the Departments of Natural Sciences, The School of Agriculture, and The School of Behavioral Sciences & Wellness; and the chair of the committee shall appoint a Doctor of Veterinary Medicine, a student representative, and a non-university member of the community to serve on this committee. Committee membership will be populated through the annual Faculty Senate committee enrollment process.
- iii. Animal Welfare shall elect a chairperson from its membership for the next year at the last meeting of the spring term or by March 31 whichever comes first. The chair need not be a Senator. For the duties of the chair, see Section 16.13.
- iv. Reporting: Meeting minutes shall be sent to the Faculty Senate Secretary for posting on the Faculty Senate Canvas site. The committee Chair shall

report important updates to the Faculty Senate during the academic year. An annual report shall be compiled and submitted to the Faculty Senate per annual report procedures. The Animal Welfare Chair shall report committee activities to the USDA, the Provost, and the Dean for Arts and Sciences as required.

17.18 Assessment

1. The Assessment Committee shall review and advise on institutional policies and procedures relating to student, faculty, and/or program assessment including program and course outcomes, or undertake other duties as assigned by the Faculty Senate. Assessment will report regularly to Faculty Senate.
2. Membership shall proportionally represent the College of Arts and Sciences and the Professional Schools as a collective unit, totaling no less than ten members total. Non-voting guests representing the Provost's Office or Teaching and Learning Center may be invited to attend meetings when appropriate.
3. For Assessment, meetings will be held once a month or as needed, quorum will be met if a majority of voting members are present.
4. Meetings of Assessment are closed with no minutes taken.
5. The chair of the Assessment Committee must be a Senator with tenure. For the duties of the chair of Assessment, see Section 16.13.

17.18 Faculty Welfare & Budget

1. The Faculty Welfare & Budget Committee shall be concerned with all policies relating to tenure, promotion, appointments, dismissal of faculty members, leaves, workloads, faculty diversity, equity & inclusion, and other matters relating to the welfare of the faculty, including, but not limited to, those matters described in Chapter II of the Faculty Handbook, and shall support efforts to recruit and retain underrepresented employees. The Faculty Welfare & Budget Committee shall also make recommendations relative to priorities in annual budgets and long-range planning for the University and shall be concerned with all policies relating to salary, retirement, and fringe benefits.
2. The membership of Faculty Welfare & Budget shall proportionally represent the College of Arts and Sciences and the Professional Schools as a collective unit, totaling no less than ten members.
3. The Chief Financial Officer of the University, or their designated representative, shall serve as an *ex officio*, non-voting member of this committee for all issues related to budget, salary, retirement, and benefits.
4. For Faculty Welfare & Budget quorum will be met if five voting members are present.
5. Meetings of Faculty Welfare & Budget are closed with no minutes taken.
6. At the beginning of each academic year, the chairs of the Faculty Welfare & Budget Committee and the Support Staff Welfare Committee may meet to decide which of their subcommittees would benefit from joint membership and will make the desired appointments to those subcommittees.

7. The chair of Faculty Welfare & Budget must be a Senator with tenure. For the duties of the chair, see Section 16.13.

17.19 Teaching & Learning Committee

1. The Teaching & Learning Committee shall assist with growing on-campus enrollment, off-campus enrollment, and online enrollment; increase retention of students; student diversity, equity & inclusion; and develop highly engaging learning experiences and profession-based skill sets in order to prepare students for their future careers and to be responsible citizens.
2. The membership of the Teaching & Learning Committee shall proportionally represent the College of Arts and Sciences and the Professional Schools as a collective unit, totaling no less than ten members.
3. Ex officio members include a representative of the Provost, a representative from the Student Success Center, a representative from Student Senate, a representative from the Learning and Teaching Center, a representative from the Library, a representative from the Registrar's Office, and a representative from the Office of Accessibility and Accommodations.
4. The chair of the Teaching & Learning Committee shall invite a member of the Maryville community leadership to serve as an *ex officio*, non-voting member as issues arise to provide insight or expertise.
5. For Teaching & Learning, quorum will be met if a majority of voting members are present.
6. Meetings of Teaching & Learning are closed with no minutes taken.
7. The chair of the Teaching & Learning Committee must be a Senator with tenure. For the duties of the chair, see Section 16.13.

17.20 Academic Integrity Panel (AIP)

1. The Academic Integrity Panel acts as Northwest's chief steward of policies and practices related to academic integrity. Furthermore, the Academic Integrity Panel reviews all violations to the Code of Academic Integrity and recommends to the provost any disciplinary sanctions. These disciplinary sanctions are separate from any course-level sanctions applied by a course instructor.

If, by a majority vote of the Academic Integrity Panel, a disciplinary hearing is scheduled, the membership of the Academic Integrity Panel expands for that hearing to include an *ex officio*, non-voting representative from the Office of Student Affairs.

2. The Academic Integrity Panel shall consist of the following:
 - a. the chair of the Academic Integrity Panel, who must be a Senator who has served at least one year on the Academic Integrity Panel;
 - b. at least six voting members from the Northwest faculty ;

- c. at least two students, and up to four students total, recommended by Student Senate and approved by the Academic Integrity Panel, who will function as voting members of the Academic Integrity Panel;
 - d. a staff representative from the Student Success Center
 - e. a staff representative from the university's Office of Student Affairs who will not attend regular meetings but will be invited to disciplinary sanction hearings and will function as a *ex officio*, non-voting member of the Academic Integrity Panel.
3. the Academic Integrity Panel shall meet regularly, once a month during the fall and spring Semesters of the academic year to review the academic integrity violations and to perform other work related to their mission.
 4. Regular meetings of the Academic Integrity Panel are open to invited guests and minutes will be taken to maintain anonymity for any academic integrity cases discussed. Minutes will be published in the appropriate manner.
 5. Only faculty members of the Academic Integrity Panel will have full access to the Northwest network-accessible case files for all academic integrity violations, currently housed in a shared folder with the Office of the Provost; other voting and non-voting members may view case files as needed during meetings of the Academic Integrity Panel.
 6. The Academic Integrity Panel will seek, in cases that are determined to be first-time offenses and/or non-egregious offenses, to recommend educational remedies in lieu of disciplinary sanctions. Disciplinary sanctions hearings are scheduled only after a discussion of the case file and a majority vote of the membership of the Academic Integrity Panel.
 7. To reach quorum at a disciplinary hearing, the hearing must include at least five members of the faculty, at least one voting student member, and the student whose case is being discussed.
 8. Any punitive disciplinary sanctions recommended to the Provost, such as probation, suspension, or dismissal, are made by majority vote of the membership of the Academic Integrity Panel after a disciplinary hearing.
 9. The chair of the Academic Integrity Panel will regularly communicate the Panel's recommendations for remediation or disciplinary sanctions to the Office of the Provost.
 10. The actions of the Academic Integrity Panel, regarding recommendations for remediation or disciplinary sanctions, shall not be subject to the approval of Senate prior to implementation.
 11. The chair of the Academic Integrity Panel will report a summary of the committee's work. to the Senate annually.

18. University Committees (see also Article VIII of the Constitution):

- 18.10 University committees not under the direction of Faculty Senate should put out their own call for faculty representation.
- 18.11 The Faculty Senate, as charged by the Faculty Handbook, Chapter II shall provide the Director of Human Resources with seven names of tenured faculty members to serve as potential members of the Faculty Hearing Committee for one year.
- 18.12 The Faculty Senate President shall generate a list of faculty members eligible to serve on the Faculty Advisory Committee on Tenure and Promotion. The Faculty Senate, as charged by the Faculty Handbook, Chapter II shall elect the committee members off the Faculty Advisory Committee on Tenure and Promotion by the first meeting of April.
- 1 The Faculty Senate shall receive the names of two eligible tenured professors from each University department, professional school, or other designated academic unit on or before March 1 of each year.
 - 2 Elections by closed ballot will be held at the April Faculty Senate meeting for the persons who will succeed the faculty whose terms have expired on the Committee.
 - 3 The President of the Faculty Senate will forward the results of the elections to the Provost on or before the last class day of the spring term.
 - i. In the event of a tie, a run-off election will be conducted.
 - ii. In the event of a committee vacancy, the faculty member receiving the next highest number of votes in the unit with the vacancy will be selected to serve out the remainder of the year. After which time, the Faculty Senate vacancy will be filled by a new election.
 - iii. In the event a committee member does not complete their term, the Faculty Senate will arrange for a special election to fill the unexpired term. The same election procedures will be followed.
- 18.13 Student-Faculty Discipline Committee: The Faculty Senate President shall provide the Director of Human Resources with seven names of faculty members to serve as potential members of the Student-Faculty Discipline Committee for one year.

19. Amendments to the Bylaws and Rules of Order:

- 20.10 Amendments may be proposed in writing at any time by a Senator. For consideration by the Senate, such proposed amendments must be sent to the President for inclusion in the agenda for the subsequent Senate meeting.
- 20.11 If approved by two-thirds of the voting membership of the Senate at the subsequent regular meeting, the amendments shall become effective immediately.
- 20.12 Once a change to the Bylaws is approved, the Faculty Senate Secretary shall update the official online version of the document within five academic days.
- 1 Any additions or deletions shall be indicated in the posted new document referencing the older, archived version.

20. Compliance with Missouri Statutes:

If any article, section, subsection of the Faculty Constitution or Bylaws of the Faculty Senate is determined to be not in compliance with the statutes of the state of Missouri, the remaining articles, sections, and subsections will remain in full force and effect.