

THE SENATE OF KEENE STATE COLLEGE

BYLAWS

Article I Purpose and Responsibilities

The Senate shall be the policymaking and legislative body for Keene State College with regard to all matters that impact on the quality of academic life at the College. The Senate shall recommend to the Board of Trustees (with the approval of the President) matters concerning all undergraduate and graduate academic policies and programs at the College. These matters shall include, but not be limited to, the academic curriculum, standards of academic performance, standards for admission to a degree program, criteria for earning a degree, the academic calendar, establishment of special academic opportunities, academic freedom and responsibility, and academic planning and program review.

The Senate shall adopt such Bylaws and standing rules as may be necessary for the proper transaction of business.

Article II Constituency

The constituent bodies of the Senate shall be the faculty, principal administrators, professional/administrative/technical staff (PAT's), operating staff, adjunct faculty, and the students. Each constituent body may form a governance body of its own, subject to the approval of the Board of Trustees and existing statutes.

Article III Membership

To be eligible for membership in the Senate (or to vote for eligible members), a member of the Keene State College community must either be a full-time, matriculated student, a member of the administration or staff who occupies a full-time, budgeted position, a member of the Adjunct Association, or a tenure-track (or tenured) faculty member.

The Senate shall consist of twenty-nine (29) voting representatives from six constituencies, as follows:

- A. **Principal Administrator Representation** The Provost and the Vice President for Student Affairs
- B. **Faculty Representation**
 - 1. Twelve [12] tenure-track faculty members elected at large for a three- [3] year term. During the three-year cycle, four [4] such faculty shall be elected the first year, four [4] shall be elected the second year, and four [4] the third year.
 - 2. Six [6] tenure-track faculty members elected from the three [3] schools - two [2] each, for a two-year term. One [1] faculty member from each school shall be elected every year.
 - 3. One [1] librarian with tenure-track faculty rank to be elected every year by the library faculty.
- C. **PAT Representation** There shall be two [2] PAT representatives elected to the College Senate, one [1] from Student Affairs, the Executive Division, or Finance and Planning. One [1] of the representatives should also be a member of the PAT Council. Terms on the Senate are designated as two-[2] year terms. Elections for Senate representatives shall be staggered on a yearly basis.
- D. **Operating Staff Representation** There shall be one [1] Operating Staff representative elected for a two-year term.
- E. **Adjunct Faculty Representation** There shall be one [1] Adjunct Faculty representative elected for a one-year term.

F. Student Representation The President of the Student Body and three [3] elected students

Article IV Officers

The officers of the Senate shall be:

- A. Chair**, chosen by secret ballot from the Senate membership. The Chair's main role shall be to conduct the meeting and to cast tie-breaking votes, but the person in this role may also deliberate in the absence of objections from the floor.
- B. Vice Chair**, chosen by secret ballot from the Senate membership. The Vice Chair shall preside in the absence of the Chair, whenever called upon to do so by the Parliamentarian, or when called upon to do so by vote of one-third of the senators present. In addition, the Vice Chair is responsible for conducting elections sponsored by the Senate.
- C. Secretary**, chosen by secret ballot from the Senate membership. The Secretary shall maintain an accurate record of all Senate proceedings, prepare correspondence (including providing the Provost with a post Senate Meeting summary of approved motions), notify members, the campus media, and those with Floor Courtesy [see Article VI, C, 4 (a)] of meeting dates and agendas, preside when neither the Chair nor Vice Chair is able to do so, and perform such other duties as the Senate may direct. The Secretary shall submit a year-end report to the President of the College. This Year-end report shall include a chronological list of Senate legislation for the past academic year and is due no later than one week after Commencement. The Secretary shall be assisted by the Senate Clerk who will provide appropriate stenographic and clerical assistance.
- D. Parliamentarian**, chosen by the Chair with the advice and consent of the Senate Executive Committee. The Parliamentarian shall, at the request of the presiding officer, offer advice upon Senate rules, matters of procedure, and points of order and privilege. The Parliamentarian may, upon request of any member, rule that the gavel pass to the Vice Chair because of the trend of the debate. The Parliamentarian may be a member of the Senate.

Article V Meetings

- A.** The Senate shall be in session during the academic year and shall meet at least once each month from September to April. If a Senate agenda does not include motions to be voted on, it is the purview of the Senate Chair to determine, after consultation with the members of the SEC and other Senate Committee Chairs, to propose an online motion and vote to cancel a meeting. Such meetings shall be attended by each member of the Senate unless prior notice is given to the Secretary or the Clerk of the Senate.
- B.** Special meetings may be called at any time by the Chair or by petition of a majority of Senate members on forty-eight hours notice. The Senate Executive Committee (see Article VII, A) shall act on behalf of the Senate during the period when the Senate is not in session.
- C.** The Senate shall hold its organizational meeting for the ensuing year at a regularly scheduled meeting in April after Senate elections have been finalized. In the event new Student Senators are not elected, the incumbent Student Senators shall continue in office for organizational purposes.
- D.** If a Senator has two unexcused absences from regularly scheduled Senate meetings (not including the organizational meeting), the Senate Chair will contact the Senator regarding these absences. Once contact occurs, the Senator will have seven (7) days to respond in writing with a rationale for the absences. Based on the rationale, the SEC, at its next regularly scheduled meeting, will determine if the Senator may continue to serve on the Senate.
- E.** At the first meeting of each of the Senate Standing Committees or Special Committees, the Committee Chair will set the expectations for attendance. If a Senator has unexcused absences that exceed those set by the Committee Chair, the Committee Chair will contact the Senate Chair who will follow the procedure in Article V, D. Senators

absent from regularly scheduled Senate Standing Committees or Special Committees, whether excused or unexcused, shall be listed with committee reports.

Article VI **Parliamentary Rules**

- A. Supplementary Rules** Robert's *Rules of Order* (Revised Edition) shall govern in any case not covered by the specific rules of the Senate.
- B.** A **quorum** shall consist of a minimum of fifty percent of the voting members of the Senate, excluding vacancies.
- C. Floor Procedure**
1. **Order of Debate** All discussion and debate shall take place through the Chair after proper recognition. Direct exchange between individual senators is not in order. The Chair may relinquish the gavel temporarily to the Chair of a committee or a special speaker, but may resume it at any time in the interest of order.
 2. **Courtesy** Within Senate meetings all Senators should be seen as peers. Senators and guests should adopt the standards of courtesy and respect common to other legislative bodies during discussions when referring to each other and to members of the College community.
 3. **Time and Sequence** Senators should ordinarily limit their comments to two minutes. Those who have not yet spoken to the issue will usually be given precedence by the Chair.
 4. **Courtesy of the Floor**
 - a. Courtesy of the Floor may be extended to any member of the College community upon request of a senator. Such courtesy shall be denied only upon objection of a majority of the senators.
 5. **Limitation of Debate:** At the end of fifteen minutes the Chair will conduct a vote on whether or not to close the debate. If the vote is affirmative, debate will continue for another fifteen-minute period at which time the procedure will be repeated. No closure will be entertained during the first fifteen-minute period, although the chair may call the question after determining that substantive debate has ended. A negative vote will result in a motion to call the question, a referral to Committee or tabling the motion.
 6. **Vacating the Chair** On request of any senator the Parliamentarian may rule that the gavel must pass to the Vice Chair because of the trend of the debate. On any topic, or during any debate, the Senate may have the Chair vacated on a motion seconded and non-debatable and requiring approval of one-third of those present. The Vice Chair will then preside.
- D. Methods of Voting** Decisions of the Senate shall ordinarily be by voice vote. In specific instances, however, the following system will be used in descending order of preference.
1. **Division Vote** either by show of hands or standing, may be taken at the request of the Chair or of any member unsure of the weight of the voice vote.
 2. **Roll Call Vote** may be recorded in the minutes as a courtesy if requested by any member before a question comes to vote. If, however, there be objection, a second motion must obtain two-thirds majority of members present before the Secretary shall record the vote. Such a motion is debatable.
 3. **Ballot Vote** shall pertain in all elections and in all cases involving the reputation of individuals.
 4. **Online Voting:** The following alternative voting mechanism shall only be available in response to an emergency situation as determined the Senate Executive Committee and recorded by the Secretary, or for procedural decisions such as the cancellation or rescheduling of a meeting

- A motion including a rationale, with a second shall be presented to the senate chair via email.
- The chair will email the motion and second to the senate membership and the senate recorder along with a notation that discussion is open. Discussion should be time and date limited but not less than 24 hours in duration. Senators should respond to discussion using “reply all.”
- When the timeline expires the chair can entertain a motion and a second to continue discussion. A vote in the affirmative continues discussion. A simple majority is needed to continue discussion. The secretary shall determine the outcome of the vote. The chair shall notify the senate membership regarding continued discussion and timeline. If discussion is continued it should be time and date limited but not less than 24 hours in duration.
- When discussion closes the chair shall call for the vote. The chair shall set a time and date limit for casting a vote but should not be less than 24 hours. The secretary shall track all voting.
- When a vote occurs, all senators shall use the “reply all” option so that all senators will know what votes are cast. Secret ballot votes shall not be held online.
- The secretary shall announce the outcome of the vote. The senate recorder shall track all discussion and record the outcome of the vote.

E. Voting Positions There are three possible positions: affirmative, negative, and abstention, expressed in the recorded tally as "yea, nay, and present." In the usual situation, where either a majority vote or a two-thirds vote is required, abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the vote required is a majority or two thirds of the members *present*, or a majority or two thirds of the entire membership, an abstention will effectively have the same outcome as a “no” vote.

F. Presentation of Motions Substantive motions should normally be presented via email to the recorder on the Friday before Senate Meetings by noon. Supportive reasons should accompany each for the convenience of senators. In the case of a curriculum package proposal, the presentation of a program packet may be put forward as one motion which includes the course proposals. If a senator wishes for the Senate to discuss and/or amend a document created by the SCC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.

G. Assignment of Motion Each motion will normally be assigned by the Chair to the proper standing or special committee. The Executive Committee shall receive motions not clearly within the jurisdiction of another committee, or where concerns overlap.

H. Scheduling of Motions Proposal which would normally require action by the standing, continuing, or special committees must be submitted no later than the March meeting of each academic year unless otherwise approved by the Executive Committee. Action by the Senate may be taken on substantive motions or any committee report only when submitted to senators in conformance with the 48-hour rule [see Article VI, J 6].

I. Effective Date Senate legislation passed during an academic year takes effect on the first day of classes of the following fall semester. Curriculum changes to academic programs and associated courses will take effect the beginning of the fall semester following the end of the catalog revision cycle (February to February) in which they are approved. Course changes that do not require program revisions will be implemented immediately. Immediate implementation of a motion may be achieved and shall require a separate vote passed by a two-thirds majority of those present at the next Senate meeting. The above provisions shall not apply to amendments of the Senate Bylaws under the provision of Article XI.

J. Reports to the Senate

1. **Committee Proposal Reports** containing motions upon which action may be taken. A proposal report shall contain one or more motions upon which Senate action is desired by the committee submitting this type of report. Such motions shall be accompanied by a committee vote that indicates the number of affirmative, negative, and abstention votes, as well as the number of committee members absent when the vote was taken. A quorum of a committee, consisting of a minimum of fifty percent of the total committee membership, shall

be present when a committee vote is taken. Only an affirmative majority vote by the committee on a proposal shall be presented to the Senate in the form of a motion. Each motion in a committee report shall be accompanied by a rationale and a detailed summary of the motion. As a part of the operation of a committee, it shall be considered normal practice to invite the originator(s) of a proposal, submitted for committee consideration, to answer questions, elaborate on the proposal rationale, or in other ways help to inform the committee as to the content of and reasons for submitting the proposal.

2. **Informational Reports** submitted by either individuals or committees. Reports to the Senate by committees or individuals that contain no motions shall be submitted in writing to the Senate Chair. It is strongly recommended that these informational reports follow the same forty-eight-hour-rule report submission deadline indicated in Section J 8.
 3. **Committee Action on Matters Other than Proposals** Committee actions on proposals that have not resulted in a committee-generated motion shall be reported with a detailed summary of committee discussion on these matters as well as the results of the vote taken.
 4. **Committee Progress Reports** When possible, the due date of the final report, as well as an overview of the possible motions it might contain, shall be indicated.
 5. **Report Format** All reports should be in standard memorandum form and addressed to "The Senate of Keene State College." Such reports should include the author(s) of the report (in case of committees, a masthead listing committee membership), the date of the Senate meeting at which the report is to be submitted, and a title indication of the subject matter of the report. Each report shall be assigned a Senate document number.
 6. **Refusal** A committee may refuse to consider a motion submitted to it, but such refusal and its reasons must be reported at the next regular Senate meeting. A majority vote of the Senate, upon a motion of any member, will return it to the committee for mandatory consideration and report. The Senate may call back for consideration any motion from any committee by majority vote.
 7. **Minority Report** Committee members may file a minority report on any motions acted upon by the committee. The minority report should present an alternative motion and the arguments for it in the same manner and on the same schedules as final reports.
 8. **Forty-eight-Hour Rule** To allow senators adequate time for thoughtful preparation for each meeting, all motions and final reports shall be included with the agenda and attached in electronic form with appropriate document numbers and available to senators and those with courtesy of the floor electronically at least 48 hours before each meeting. Senators are responsible for bringing their own copy to the meeting.
 9. **Preparation of Senate Documents** To allow time for preparation of the Senate documents, all reports must be submitted to the Clerk and Chair at least two workdays in advance of the 48-hour rule.
 10. **Senate Minutes** The SEC shall determine the format of the Senate minutes that shall at a minimum be a record of the motions made and votes held during the Senate meeting.
- K. Authority to Rescind** The Senate of any year may rescind, by a two-thirds majority, legislation enacted for a specified term by a previous year's Senate. Otherwise, any subsequent Senate is as free to modify enactments of previous years as it is free to enact new legislation. Multiple-semester or multiple-year legislation which may for purposes of experimentation, budgeting, or planning be enacted by one Senate, shall not be construed to bind, pre-empt, or otherwise limit the authority of subsequent Senates.
- L. Disposition of Senate Action** All policies, resolutions and recommendations formally adopted by the Senate shall be forwarded by the Secretary of the Senate to the President of the College or designee. The College President shall, within a reasonable period of time, not to exceed one month from the time of receipt, act upon the recommendation or forward the report in its original form to the Board of Trustees with whatever

recommendations the President deems appropriate, or refer the recommendation back to the Senate with a request for reconsideration, and the reasons for the request. The President shall also inform the Senate of his or her actions or recommendations concerning the report, and recommendations of the Presidential committees and the reasons for them within a reasonable time.

- M. Courtesy Period** Each meeting shall have an agenda item entitled "Courtesy Period" that immediately follows action on the minutes of the previous meeting(s). The period of time allotted to courtesy period statements shall not be of more than fifteen minutes duration. Any senator may speak for no more than two minutes on any subject affecting the College community, excepting matters of the agenda of that particular meeting. The presiding officer shall recognize in turn each senator requesting courtesy period time before the senator delivers a courtesy period statement.
- N. Adjournment** All meetings of the Senate shall adjourn by 6pm. Any vote to keep the Senate in session beyond this time must be by ballot, requiring two-thirds majority of senators present.

Article VII Standing Committees of the Senate

By May 1 of each year, the Chairs of all committees constituted by the Executive Committee shall provide the Executive Committee with a summary of the year's activities. This summary will include a list of unfinished business to be pursued during the following year. These summaries will become a part of the year-end report prepared by the Vice Chair.

- A. The Executive Committee** shall consist of the Chair, Vice Chair, and Secretary of the Senate, the Provost, the President of the Student Body, and one additional member elected by the Senate. The duties of the Executive Committee shall be to set and publicize the agenda for meetings of the Senate, establish membership of all Senate committees, recommend to the President the membership of Presidential committees and other College committees, establish ad hoc committees (as necessary), consider proposals concerning academic freedom and responsibility, consider appeals of elections conducted by the Senate, declare a seat vacant due to excessive absences, and consider proposals which do not fall under the purview of other standing committees. In addition, it will bring to the Senate appropriate proposals from the Presidential committees accomplished by interlocking membership between this committee and Presidential committees. In the case of an emergency, the Executive Committee shall meet when the senate is not in session. Any decisions that are made shall be ratified by the full Senate. The Executive Committee shall be authorized to make editorial changes in the Senate Bylaws to accurately reflect Administrative titles
- B. The Curriculum Committee** shall consist of eight senators, including (when possible) a minimum of two tenured faculty, at least one from each school, and the library, and a student. The Senate Curriculum Committee (SCC) faculty members should serve a minimum of two consecutive years. The Registrar shall serve as an ex-officio member. The Chair for the following academic year should be elected by the SCC before the end of February. The SCC oversees the College's undergraduate and graduate curriculum. This includes working with the School Curriculum Committees and the Integrated Studies Program Committee to ensure that the process of curriculum revision is professional and uniform across schools. The SCC reviews proposals that cross school lines, including Integrative Studies Program proposals, and proposals on which the School Curriculum Committee and the Dean disagree, and establishes the guidelines for the curriculum process. Actions by the School Curriculum Committees that do not cross school lines are reported directly to the Senate for information. If any senator wishes to discuss a proposal, a motion and a second are required to bring the proposal to the floor for discussion. A majority vote is required to bring it to the floor for a vote. Any curriculum proposal which crosses school lines or on which the Dean and School Curriculum Committee have disagreed is reviewed by the SCC and then, upon approval by the SCC, the Senate. Faculty members, administrators, and students may attend committee meetings when proposals of interest are discussed. To ensure clarity of operations and consistent treatment of all curriculum proposals, the SCC develops procedures, guidelines, forms and timetables that are then presented to the Senate as information. If a curriculum package includes academic policies, such as (but not exclusive of) entrance/exit stipulations, academic rigor or student orientation, these policies shall be forwarded to the Academic Standards Committee. If a senator wishes for the Senate to discuss and/or amend a document created by the SCC,

a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.

C. The Academic Standards Committee (ASC) shall consist of eight senators, one of whom must be a student. A representative from the Registrar's Office shall serve as an ex-officio member. The Chair shall be elected by the committee. The Chair for the following academic year should be elected by the ASC before the end of February. The committee shall review issues and make proposals concerning academic standards. These matters shall include, but not be limited to, standards of academic performance, standards for admission to a degree program and criteria for earning a degree. It shall receive annual or ad hoc charges from the Executive Committee and standards embedded in curriculum proposals from the SCC on such matters as academic rigor, student orientation, or entry/exit qualifications for the majors.

D. The Academic Policy Committee (APC) shall consist of seven senators, one of whom must be a student. A Provost appointee shall serve as an ex-officio member. The Chair shall be elected by the Committee. The Chair for the following academic year should be elected by the APC before the end of February. The committee shall review issues and make proposals regarding academic policy. These matters shall include, but not be limited to policy regarding the academic calendar, academic freedom, academic honesty and special academic opportunities such as travel and building access. It shall receive annual or ad hoc charges from the Executive Committee.

Article VIII Procedure for Senate Elections

A. Voting Eligibility

1. Those faculty who hold tenure-track (or tenured) positions are eligible to vote for faculty representation and serve as a faculty representative.
2. PAT's who occupy full-time, budgeted positions are eligible to vote for PAT representation and serve as a PAT representative.
3. Operating Staff members who occupy full-time, budgeted positions are eligible to vote for Operating Staff representation and serve as the Operating Staff representative.
4. Adjunct Association members are eligible to vote for Adjunct representation and serve as the Adjunct representative.

B. Election Deadlines The Senate Vice Chair shall conduct the elections of the at-large faculty representatives. The School Deans shall conduct the elections of the School representatives; the PAT Council shall conduct the elections of the PAT representatives; the Operating Staff Council shall conduct the elections of the Operating Staff representative, and the Adjunct Association shall conduct the elections of the Adjunct representative. All of these constituencies must notify the Senate Vice Chair and Senate Secretary of the results immediately upon conclusion of the election. The election of the at-large faculty representatives should be complete at least three weeks before the April meeting of the full Senate. The election of the School, PAT, Operating Staff, and Adjunct representatives should be complete at least one week before the April meeting of the full Senate so that standing committees of the new Senate can be constituted. The Senate Vice Chair is responsible for ensuring that the School Deans, the PAT Council, the Operating Staff Council, and the Adjunct Association complete their elections in a timely manner. Elections of the student representatives shall be conducted according to the Constitution and Bylaws of the Student Assembly.

C. Ballots

1. For election of Faculty, PAT, Operating Staff, and Adjunct representatives, a call for self-nominations shall be sent to all eligible voters within the representative constituencies at least two weeks prior to the election completion deadline. Any eligible voter who wishes to serve on the Senate shall express such willingness to

the person or body conducting the election within one week of the issuance of the call for self-nominations. A ballot consisting of all such nominees, a space for write-in candidates, and a return date will be sent to all eligible voters at least one week prior to the election completion deadline. Completed ballots will be returned to the Senate Clerk or the body conducting the election by the return date listed on the ballot. The highest vote-getter(s) will be deemed elected. Ties will be broken by an appropriate random process conducted by the Vice Chair and the Clerk.

D. Appeals All appeals regarding elections shall be directed in writing to the Senate Executive Committee within five calendar days of the election. If that committee deems it necessary, the appropriate constituency shall hold a special election to fill the contested position(s).

E. Vacancies and Variations

1. A vacancy in a seat filled by an elected representative shall be filled for the remainder of the elected term by an alternate selected by the senator's constituency in the most recently conducted election. In the event that an alternate is not available, a special election will be scheduled by the Executive Committee.
2. A vacancy in a seat filled by a Principal Administrator or the Student Body President shall be filled by his/her interim replacement.
3. In the event of a sabbatical within the duration of a senator's term, an interim senator may be elected for not less than one semester. At the completion of the sabbatical the senator may return to his/her position and the interim senator will leave. The election of this interim senator must be held before the semester or year on leave by a general election of the senator's constituency.
4. In the event that a senator must take a temporary leave of absence during his/her elected term to the Senate of Keene State College, the following rules will go into effect: The Senate Executive Committee must grant an official leave of absence. If one is not granted, the Senate seat will be declared vacant and should be filled by the procedure outlined in 1 and 2 above. In the event the absence will extend less than one full semester, the seat will not be filled and the senator will return to serve the remainder of his/her elected term.
 - a. In the event that a senator elected at-large is granted a leave of absence of at least one semester, that seat will be filled by the person receiving the next highest number of votes in the most recent at-large election. If no one is left in the pool, an appointment will be made by the Provost and approved by the Senate Executive Committee.
 - b. In the event that a senator elected as a School representative is granted a leave of absence of at least one semester, that seat will be filled by the next alternative in the most recent School election; if there is no candidate, an appointee selected by the Dean of the School and approved by the Senate Executive Committee will fill this seat.
 - c. In the event that a senator elected as a PAT or OS representative is granted a leave of absence of at least one semester, that seat will be filled by the next alternative in the most recent PAT or OS election; if there is no candidate, an appointee selected by the PAT or OS Councils and approved by the Senate Executive Committee will fill this seat.
 - d. In the event that a student senator is not able to complete his or her term, the Executive Committee must be notified and the Student Assembly shall find a replacement. The replacement will be subject to the approval of the Executive Committee.
5. To ensure continuity in committee assignments once replacement senators have been assigned, they will serve no less than a full semester. Any senator returning from a leave of absence must be available to serve throughout that semester.

6. If any of the above procedures is believed to be inappropriate in an given election, a variance may be approved by a two-thirds vote of the full Executive Committee.

Article IX **Funding**

Funds shall be provided by the College to implement the work of this Senate and its committees.

Article X **Temporary Suspension of the Bylaws**

These Bylaws may be temporarily suspended. A motion to suspend will include the specific Bylaw and an accompanying rationale for the suspension along with a second to the motion. The motion shall be presented to the senate chair who shall present it to the senate. Voting on a suspension will be conducted in accordance with Article XIII. A temporary suspension of the Bylaws requires a unanimous vote of the senate.

Article XI **Amendments to the Bylaws**

These Bylaws may be amended by any regular meeting of the Senate by unanimous consent of the members present. They may also be amended at any meeting by a two-thirds vote of all members present, provided such amendment was presented in writing at a previous meeting during that academic year, with the proviso that any amendment presented at the last meeting of the previous year shall automatically be taken from the table at the first meeting of the following year for discussion only. Amendments must include a date of implementation if they are to take effect at a time other than the end of the spring semester of the academic year of passage.

Article XII **Severability**

Any article or section of these Bylaws which is determined to be unlawful or in conflict with University System Board of Trustee Policies may become inoperative without invalidating other articles or sections of these Bylaws.

Revisions

May 15, 2013

SENATE ABSENCES

Current Bylaws

Article V Meetings

- A.** The Senate shall be in session during the academic year and shall meet at least once each month from September to April. If a Senate agenda does not include motions to be voted on, it is the purview of the Senate Chair to determine, after consultation with the members of the SEC and other Senate Committee Chairs, to propose an online motion and vote to cancel a meeting. Such meetings shall be attended by each member of the Senate unless prior notice is given to the Secretary or the Clerk of the Senate. Senators absent from regularly scheduled Senate Standing Committees or Special Committees shall be listed with committee reports.

Three [3] such unexcused absences from any one of the above groups of the Senate or Senate meetings shall, upon notification by its Chair, require an appearance by the senator before a regularly scheduled meeting of the Executive Committee.

- B.** Special meetings may be called at any time by the Chair or by petition of a majority of Senate members on forty-eight hours notice. The Senate Executive Committee (see Article VII, A) shall act on behalf of the Senate during the period when the Senate is not in session.
- C.** The Senate shall hold its organizational meeting for the ensuing year at a regularly scheduled meeting in April after Senate elections have been finalized. In the event new Student Senators are not elected, the incumbent Student Senators shall continue in office for organizational purposes.

Proposed Revision

Article V Meetings

- F.** The Senate shall be in session during the academic year and shall meet at least once each month from September to April. If a Senate agenda does not include motions to be voted on, it is the purview of the Senate Chair to determine, after consultation with the members of the SEC and other Senate Committee Chairs, to propose an online motion and vote to cancel a meeting. Such meetings shall be attended by each member of the Senate unless prior notice is given to the Secretary or the Clerk of the Senate.
- G.** Special meetings may be called at any time by the Chair or by petition of a majority of Senate members on forty-eight hours notice. The Senate Executive Committee (see Article VII, A) shall act on behalf of the Senate during the period when the Senate is not in session.
- H.** The Senate shall hold its organizational meeting for the ensuing year at a regularly scheduled meeting in April after Senate elections have been finalized. In the event new Student Senators are not elected, the incumbent Student Senators shall continue in office for organizational purposes.
- I.** If a Senator has two unexcused absences from regularly scheduled Senate meetings (not including the organizational meeting), the Senate Chair will contact the Senator regarding these absences. Once contact occurs, the Senator will have seven (7) days to respond in writing with a rationale for the absences. Based on the rationale, the SEC, at its next regularly scheduled meeting, will determine if the Senator may continue to serve on the Senate.
- J.** At the first meeting of each of the Senate Standing Committees or Special Committees, the Committee Chair will set the expectations for attendance. If a Senator has unexcused absences that exceed those set by the Committee

Chair, the Committee Chair will contact the Senate Chair who will follow the procedure in Article V, D. Senators absent from regularly scheduled Senate Standing Committees or Special Committees, whether excused or unexcused, shall be listed with committee reports.

ABSTENTION CLARIFICATION

Current Bylaw

Article VI Parliamentary Rules

- E. **Voting Positions** There are three possible positions: affirmative, negative, and abstention, expressed in the recorded tally as "yea, nay, and present." Abstentions shall be counted in the total vote in cases where specific majorities of those voting are required. Absences shall be considered abstentions only in cases where the total vote of the Senate is involved.

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Article VI Parliamentary Rules

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PARLIMENTARIAN

Current Bylaw

Article IV Officers

- D. **Parliamentarian**, chosen by the Chair with the advice and consent of the Senate Executive Committee, and confirmed by the vote of the Senate. The Parliamentarian shall, at the request of the presiding officer, offer advice upon Senate rules, matters of procedure, and points of order and privilege. The Parliamentarian may, upon request of any member, rule that the gavel pass to the Vice Chair because of the trend of the debate. The Parliamentarian may be a member of the Senate.

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SENATE DISCOURSE

Current Bylaw

Article VI Parliamentary Rules

C. Floor Procedure

2. **Courtesy** Senators should adopt the standards of courtesy common to other legislative bodies when referring to each other and to members of the College community.

Proposed Revision

Article VI Parliamentary Rules

C. Floor Procedure

2. **Courtesy** Within Senate meetings all Senators should be seen as peers. Senators and guests should adopt the standards of courtesy and respect common to other legislative bodies during discussions when referring to each other and to members of the College community.

SENATE COMMITTEES

Current Bylaw

Article VII Standing Committees of the Senate

C. **The Academic Standards Committee** shall consist of eight senators, one a student. The Chair shall be elected by the committee. The Chair for the following academic year should be elected by the ASC before the end of February. The committee shall review issues and make proposals concerning academic standards. It shall receive annual or ad hoc charges from the Executive Committee and policy recommendations embedded in curriculum proposals from the SCC on such matters as academic rigor, student orientation, or entry/exit qualifications for the majors.

D. **The Academic Overview Committee** (AOC) shall be responsible for establishing the process for, and the reviewing of, all curricular programs (those that offer majors, minors, certificates, graduate programs or other academic courses) on a periodic (not more than 10 years) basis. The committee shall be comprised of 13 members of the Keene State College community drawn from the following constituencies:

- Seven members of the Senate (one of the seven must be a student)
- Three non-Senate faculty members (one from each school)
- One non-Senate PAT member (as selected/appointed by that group)
- One non-Senate Student (as selected/appointed by that group)
- One non-Senate member of the campus community designated by the

Provost

All members of the AOC shall have full voting rights within the AOC; however, only the seven Senators shall vote in the Senate. The AOC should appoint a Chair and a Vice Chair who serve staggered, two year terms. The Chair and Vice Chair must be members of the Senate. The Chair will oversee the program review process, lead the committee and report to the Senate. The Vice Chair shall assist the Chair and serve as Chair as necessary.

If a senator wishes for the Senate to discuss and/or amend a document (such as the review calendar or guidelines) created by the AOC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.

Proposed Revision

Article VII Standing Committees of the Senate

E. **The Academic Standards Committee** (ASC) shall consist of eight senators, one of whom must be a student. A representative from the Registrar's Office shall serve as an ex-officio member. The Chair shall be elected by the committee. The Chair for the following academic year should be elected by the ASC before the end of February. The committee shall review issues and make proposals concerning academic standards. These matters shall include, but not be limited to, standards of academic performance, standards for admission to a degree program and criteria for earning a degree. It shall receive annual or ad hoc charges from the Executive Committee and standards embedded in curriculum proposals from the SCC on such matters as academic rigor, student orientation, or entry/exit qualifications for the majors.

F. **The Academic Policy Committee** (APC) shall consist of seven senators, one of whom must be a student. A Provost appointee shall serve as an ex-officio member. The Chair shall be elected by the Committee. The Chair for the following academic year should be elected by the APC before the end of February. The committee shall review issues and make proposals regarding academic policy. These matters shall include, but not be limited to policy regarding the academic calendar, academic freedom, academic honesty and special academic opportunities such as travel and building access. It shall receive annual or ad hoc charges from the Executive Committee.

Remove any remaining "gendered" language
Article IV, B: Remove "and shall (with the assistance of the Secretary) submit a year-end report to the President of the College. This year-end report shall include a chronological list of Senate legislation for the past academic year and is due no later than one week after Commencement."
Article IV, C: Add "The Secretary shall submit a year-end report to the President of the College. This year-end report shall include a chronological list of Senate legislation for the past academic year and is due no later than one week after Commencement."
Article V, A: Add "If a Senate agenda does not include motions to be voted on, it is the purview of the Senate Chair to determine, after consultation with the members of the SEC and other Committee Chairs, to propose an online motion and vote to cancel a meeting."
Article V, A: Remove "Three (3) such absences from any one of the above groups of the Senate shall." Replace with "Three (3) such unexcused absences from any one of the above groups of the Senate or Senate Meetings shall."
Article VI, J, 2: Remove "Section J, 6." Replace with "Section J, 8."
Article VI, L: Remove "All policies, resolutions and recommendations formally adopted by the Senate shall be forwarded by the Chair of the Senate to the President of the College." Replace with "All policies, resolutions and recommendations formally adopted by the Senate shall be forwarded by the Secretary of the Senate to the President of the College or designee."
Article VIII, B: Remove "All of these constituencies must notify the Senate Vice Chair and Senate Clerk of the results immediately upon conclusion of the election. Replace with "All of these constituencies must notify the Senate Vice Chair and Senate Secretary of the results immediately upon conclusion of the election."

Date	Article	Revision
January 2010		
May 2010	Article VII. Effective Dates	
May 2010	Article VI N. Adjournment	
May 2011	Article IV C. Secretary	Add: (including providing the Provost with a post Senate Meeting summary of approved motions)
May 2011	Article V Meetings	Change: Interim Committee Senate Executive Committee (see Article VII, B A)
May 2011	Article VI Parliamentary Rules C.4.a.	<p>Remove The following members of the College community shall have the privilege of Floor Courtesy when discussing issues related to their areas of responsibility.</p> <ul style="list-style-type: none"> • President of the College • Associate Vice President for Academic Affairs • Academic Discipline Coordinators • Director of Academic Advising • Director of Admissions • Director of the Child Development Center • Director of Continuing Education • All Deans • The six non-Senator members of the Academic Overview Comm • Chair of the Student Assembly • Registrar • President of the KSCEA • President of the KSCAA • Chair of the Operating Staff Council • Chair of the PAT Council <p>To facilitate their participation, they shall receive the agenda and all accompanying materials prior to each meeting.</p>
May 2011	Article VI Parliamentary Rules C. 5.	<p>Change</p> <p>Limitation of Debate: At the end of fifteen minutes the Chair will conduct a vote on whether or not to close the debate. If the vote is affirmative, debate will continue for another fifteen-minute period at which time the procedure will be repeated. No closure will be entertained during the first fifteen-minute period, although the chair may call the question after determining that substantive debate has ended. A negative vote will result in a motion to call the question, a referral to Committee or tabling the motion.</p> <p>At the end of fifteen minutes the Chair will conduct a vote on whether or not to close debate. If the vote is affirmative, a motion to call the question, to refer to Committee, or to table is in order. A negative result will continue discussion for another fifteen minute period at which time the procedure will be repeated. No closure will be entertained during the first fifteen minute period, although the Chair may call the question after determining that substantive debate has ended</p>
May 2011	Article VI Parliamentary Rules D. 4.	<p>Add</p> <p>5. Online Voting: The following alternative voting mechanism shall only be available in response to an emergency situation as determined the Senate Executive Committee and recorded by</p>

		<p>the Secretary, or for procedural decisions such as the cancellation or rescheduling of a meeting</p> <ul style="list-style-type: none"> • A motion with a second shall be presented to the senate chair via email. • The chair will email the motion and second to the senate membership and the senate recorder along with a notation that discussion is open. Discussion should be time and date limited but not less than 24 hours in duration. Senators should respond to discussion using “reply all.” • When the timeline expires the chair can entertain a motion and a second to continue discussion. A vote in the affirmative continues discussion. A simple majority is needed to continue discussion. The secretary shall determine the outcome of the vote. The chair shall notify the senate membership regarding continued discussion and timeline. If discussion is continued it should be time and date limited but not less than 24 hours in duration. • When discussion closes the chair shall call for the vote. The chair shall set a time and date limit for casting a vote but should not be less than 24 hours. The secretary shall track all voting. • When a vote occurs, all senators shall use the “reply all” option so that all senators will know what votes are cast. Secret ballot votes shall not be held online. • The secretary shall announce the outcome of the vote. The senate recorder shall track all discussion and record the outcome of the vote.
May 2011	Article IV Parliamentary Rules F.	<p>Change: Presentation of Motions Substantive motions should normally be presented via email to the recorder on the Friday before Senate Meetings by noon. in memorandum form and typewritten. Supportive reasons should accompany each for the convenience of senators. The maker of an amendment to a main motion is responsible for providing the Secretary of the Senate with a written copy of the amendment. In the case of a curriculum package proposal, the presentation of a program packet may be put forward as one motion which includes the course proposals. If a senator wishes for the Senate to discuss and/or amend a document created by the SCC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote</p>
May 2011	Article VII Standing Committees of the Senate A.	<p>Change: during breaks in the academic calendar when the senate is not in session</p>
May 2011	Article VII Standing Committees of the Senate B.	<p>Add: . If a curriculum package includes academic polices, such as (but not exclusive of) entrance/exit stipulations, academic rigor or student orientation, these policies shall be forwarded to the Academic Standards Committee. If a senator wishes for the Senate to discuss and/or amend a document created by the SCC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.</p>
May 2011	Article VII Standing Committees of the Senate C.	<p>Add: The Academic Standards Committee shall consist of eight senators, one a student. The Chair shall be elected by the committee. The Chair for the following academic year should be elected by the ASC before the end of February. The committee shall</p>

		review issues and make proposals concerning academic standards. It shall receive annual or ad hoc charges from the Executive Committee and policy recommendations embedded in curriculum proposals from the SCC on such matters as academic rigor, student orientation, or entry/ exit qualifications into for the majors.
May 2011	Article VII Standing Committees of the Senate D.	Add: If a senator wishes for the Senate to discuss and/or amend a document (such as the review calendar or guidelines) created by the AOC, a motion and second are required for discussion. It would require a majority vote by the Senate to bring the proposal to the floor for a vote.
May 2011	Article VII.	Remove: <u>Article VIII – Special Committees of the College Senate</u> The College Senate may establish other special committees or task forces as needed to deal with such issues as the academic calendar or general education.
May 2011	Article IX. Procedure for Senate Elections C. 2.	Remove: Election of a faculty observer to the USNH Board of Trustees for a three year term will be conducted in the same manner as the elections for faculty representatives to the Senate. The self-nomination process will be likewise followed as detailed in Section C-1 above. The elected faculty representative to the USNH Board of Trustees shall report to the faculty through the Provost and Vice President for Academic Affairs.
May 2011	Article XII	Add: <u>Article XII – Temporary Suspension of the Bylaws</u> These Bylaws may be temporarily suspended. A motion to suspend will include the specific Bylaw and an accompanying rationale for the suspension along with a second to the motion. The motion shall be presented to the senate chair who shall present it to the senate. Voting on a suspension will be conducted in accordance with Article XIII. A temporary suspension of the Bylaws requires a unanimous vote of the senate.