# BY-LAWS, RULES, AND REGULATIONS OF THE UNIVERSITY SENATE

1. **BY-LAWS**
2. **Quorum**

Not less than twenty-five percent of the voting members of the University Senate shall constitute a quorum at any meeting.

# Rules of Procedure and Order of Business of the University Senate

See also Art. IX.E., of the *By-Laws of the University of Connecticut*

University Senate meetings are conducted according to Robert’s Rules of Order as modified by the Special Rules of Order and Standing Rules of the University Senate.

* 1. All sessions of the University Senate will be open to the public, except that the Senate may enter into executive session upon an affirmative vote of two-thirds of the senators present and voting, taken at a public meeting and stating the reasons for such executive session.
	2. The order of business at regular meetings of the Senate shall be:
		1. Minutes of preceding meeting.
		2. Report of the President
		3. Report of the Senate Executive Committee
1. Old Business
2. Reports of Standing Committees
3. Other Reports
4. New Business

# Senate Committees

#  Elected senators within the faculty and staff constituencies are required to serve on at least one Senate Committee.

* 1. *Executive Committee*

The Executive Committee organizes and coordinates the business of the Senate and its committees (See Art. VIII and IX.G. of the *By-Laws of the University of Connecticut* for its composition, functions, and the election of its members).

* 1. *Standing Committees/Special Committees*

There shall be standing committees of the Senate, as described in the following subparagraphs. The Senate may establish special committees as described in the By-Laws of the University of Connecticut (see Art. IX.G.3).

Standing or special committee membership should include: at least one member from a Regional Campus, two undergraduate students, and one graduate student.

Eligibility to serve on standing or special committees is not limited to Senate members. The chairpersons and at least half of the membership of each standing or special committee shall be senators.

1. *University Planning*

This committee shall review the University planning processes and consider their potential outcomes, and specific issues and activities related to institutional advancement.

1. *Faculty Standards*

This committee shall continuously review University policies and practices relating to tenure, academic freedom, equitable distribution of work, rank and promotion, remuneration, retirement, and other matters affecting the faculty.

1. *Student Welfare*

This committee shall review the conditions that contribute to the academic success, personal development, and well-being of students.

1. *Scholastic Standards*

This committee shall review those scholastic matters affecting the University as a whole, and not assigned to the Curricula and Courses Committee, including academic programs, the marking system, scholarship standards.

1. *Curricula and Courses*

This committee shall review and make recommendations to the Senate regarding all courses proposed for the Common Curriculum, UNIV 1000, and 2000 levels, and other courses as designated in these by-laws. It shall review curricular issues within the jurisdiction of the Senate.

1. *University Budget*

This committee shall review the planning, and allocation of the University operating, capital, and other budgets, the process of making budgetary and financial decisions

and the determination of priorities among academic and other programs having financial implications.

1. *Enrollment*

This committee shall review all matters relating to the recruitment, admission, enrollment, and retention of outstanding and diverse undergraduate and graduate student populations.

1. *Diversity, Equity, Inclusion, Justice and Accessibility:*

This committee shall review University policies, practices, and conditions relevant to supporting and promoting justice, equity, diversity, accessibility, and inclusion among students, faculty, and staff.

* 1. *Nominating Committee*
1. There shall be a Senate Nominating Committee consisting of six members of the Senate elected by the Senate. The Committee will include at least one but not more than two professional staff members. Each spring, after all other Senate elections for faculty and staff are completed, the Executive Committee will distribute to Senate members a first ballot for the Nominating Committee with the names of the Senators newly elected for three-year terms, and the instructions that Senators may vote for four names. A second ballot with the names of the four senators receiving the highest number of votes will then be distributed to Senate members, with the instruction that Senators may vote for two names. The two Senators receiving the highest numbers of votes cast will be members of the Nominating Committee for three years, starting their terms when their Senate terms begin July 1. Vacancies will be filled by the available candidate with the highest vote at the last previous election in the appropriate class and constituency. Nominating Committee members shall elect a chair on an annual basis from its active members.
2. Each October the Nominating Committee shall submit to the Senate by written ballot a slate of four full professors without administrative office for election of two to the Faculty Review Board for a three-year term. Members of the Committee of Three shall not be nominated.
3. Each year the Nominating Committee shall submit to the faculty and to the professional staff slates composed of at least two nominees for each At-large seat to be filled in the Senate. Candidates may also be nominated by petition; if a petition signed by five members of the faculty or the professional staff in support of a candidate is submitted within the time specified in the election instructions, that candidate's name shall be included on the election ballot.
4. The Senate Nominating Committee shall recommend appointments of all newly elected members of the Senate and all continuing members of the faculty and professional staff to a Senate Committee. In the spring semester, these members will be given an opportunity to indicate their interest in serving on a specific committee, and the preferences shall be turned over to the Senate Nominating Committee. The Committee shall submit to the April meeting of the Senate its recommendations as to the chairpersons and members of the standing committees for the ensuing year (the number of nominees for each committee constituting a recommendation as to the number of members of that committee) and such nominations shall be included in the minutes of the Senate. Committee Co-Chairs shall be allowed. Each year the Nominating Committee shall solicit for its consideration names of students from the Presidents of Storrs, the Associated Student Government of Avery Point, the Undergraduate Student Government of Hartford, the Student Government Association of Stamford, the Associated Student Government of Waterbury, and the Graduate Student Senate.

If any standing committee chairperson shall become vacant, the Senate Nominating Committee shall present a nomination to the Senate to fill the vacancy. The same procedure shall be followed to designate an acting chairperson when it is known that the chairperson of a committee will be absent from the University for a period of time

If it judges that the remaining number of members is insufficient to perform the work of the committee, the Nominating committee shall present its recommendations to the Senate. Appointees may serve in an interim capacity until such time as the Senate may vote on the recommendations.

The Nominating Committee, with the approval of the Senate Executive Committee, may appoint the members and chairs of special committees and report such appointments to the Senate in a timely fashion.

* 1. *Standing Committee Elections*

The Senate, annually at its final regular meeting of the academic year, shall determine the number of members of each standing committee for the ensuing year, shall vote on the standing committee membership slate presented by the Nominating Committee for the following academic year. Voting senators may also make nominations for committee members and chairs from the floor. If there are any nominations from the floor for chairs, a formal count shall take place.The newly elected committees and their chairpersons shall take office on July 1 following their election.

* 1. *Standing Committee Reports*

Any Senate standing committee may report specific business that appears to require immediate attention at any regular or adjourned meeting. Each committee shall, however, make a general annual report at the final meeting of the academic year. In this annual report the committee shall review the current situation and problems in the subject-matter area with which it is charged and may propose any necessary additions to, and alterations of, previous Senate legislation or expressions of opinion in respect to this area. In the case of committees having frequent occasions to report specific items of business, the annual report may be summary in character.

# Removal from Senate Service

Any member of the University Senate may be removed for good cause. Good cause includes, but is not limited to:

 1. Non-participation in Senate or committee activities, including repeated absences.

2. Actions that undermine the effectiveness or integrity of the Senate or its committees.

3. Any conduct detrimental to the fulfillment of the Senate’s responsibilities.

a. Initiation of Removal:

Removal proceedings may be initiated by: a recommendation from the Senate Executive Committee or a recommendation from a Senate Committee or a petition signed by at least 25% of the voting members of the constituency represented by the Senator of concern. Recommendations must be sent in writing to the Nominating Committee.

b. Investigation:

The Nominating Committee shall notify the member in question in writing of the initiation of the removal process, the reasons for possible removal, and how to submit a response.

The member shall be allowed to present their response and address the potential removal before the Nominating Committee. The Nominating Committee shall decide whether to recommend removal, and will inform the member of this decision, including its rationale.

c. Decision:

In the case of a recommendation for removal, the member will be given the opportunity to accept the recommendation and the removal process is complete.

If the Nominating Committee recommends removal, and the member does not accept the recommendation, the member may appeal to the University Senate at its next regular meeting. In such cases, the Nominating Committee will inform the Senate in a written report of its decision and rationale. The member shall be allowed to present their response and address the potential removal before the University Senate. A two-thirds vote of those present and voting shall be required to approve the removal of the member.

# Changes in By-Laws, Rules, and Regulations

The By-laws, Rules and Regulations of the University Senate may be changed at any meeting of the Senate by majority vote of those present and voting, provided that due warning of the proposed changes has been given in a previous meeting. If due warning has not been given, a two-thirds vote of those present and voting shall be required. These same rules apply to Senate votes to recommend changes to the University By-Laws, Article IX. Changes may be considered in special meetings of the University Senate under emergency circumstances. Changes approved in special meetings shall be temporary, applying only through the current academic year or the upcoming academic year if approved in a summer special meeting.