



SACRAMENTO  
STATE

# FACULTY SENATE

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# BY-LAWS OF THE FACULTY SENATE

1 **BY-LAWS OF THE FACULTY SENATE**  
2 **CALIFORNIA STATE UNIVERSITY, SACRAMENTO**  
3  
4

5 **Article I. MEMBERSHIP**

6 **A. Membership**

7 The membership of the Faculty Senate shall be composed of (1) the representatives of  
8 the electing units; (2) four representatives to be elected At-large by the temporary  
9 faculty from those temporary faculty who are teaching six or more units during the  
10 semester in which the election is conducted; (3) chairs of certain standing Policy  
11 Committees of the Faculty Senate (as specified in the committee's charge), as *ex-officio*  
12 non-voting members, unless such chairs are serving concurrently on the Senate as  
13 representatives of electing units; (4) the statewide academic senators, as *ex-officio*, non-  
14 voting members; (5) a Faculty Emeritus member of the California State University,  
15 Sacramento Retirees Association, as an *ex officio*, non-voting member, chosen by, and  
16 in a manner determined by, the Association; (6) three student representatives, as non-  
17 voting members, chosen by, and in a manner determined by, the Associated Students,  
18 Inc.

19 **B. Nomination, Election, and Succession to the Office of Representative or Alternate**

20 **1. Representatives and Alternates**

21 Each electing unit of the full-time faculty (*as defined in the Constitution of the*  
22 *Faculty, Article II, Section 5.B.*) may elect a representative and an alternate  
23 representative to each of its seats to serve as the unit's voting representative at  
24 Senate meetings. The alternate may vote when the representative is unable to  
25 attend.

26 In the case of electing units with more than one representative the unit may  
27 choose to elect (1) a separate alternate for each of the seats or (2) one or more  
28 individuals (up to the number of seats allotted to the electing unit) to serve as  
29 alternates for all of its seats.

30  
31 Service as an alternate, regardless of the number of years served, shall not  
32 preclude an individual from being elected as a unit representative upon end of  
33 his/her service as an alternate.

34 The temporary faculty shall be entitled to two alternates (who may act for any of  
35 the four temporary faculty representatives) elected from among those  
36 temporary faculty who have been appointed to no fewer than 6 WTUs during  
37 the semester of their election.

1 It shall be the responsibility of the regular representative to notify an alternate  
2 when his/her attendance will be required. Neither the temporary faculty nor an  
3 electing unit may be represented by both a regular and an alternate  
4 representative to the same seat at the same time.

5 For the period during which the representative from an electing unit serves as  
6 the Chair of the Faculty Senate, the electing unit's alternate representative, if  
7 any, shall serve as the unit's voting representative at Faculty Senate meetings.  
8 When the alternate is present and voting, the Chair shall not vote on any matter.  
9 In the absence of the alternate, the Chair may vote to break a tie.

10 **2. Elections**

11 Elections to the office of representative (or alternate) shall be conducted and  
12 results reported to the Senate Office in the Spring semester prior to the date of  
13 the organizational meeting of the new Senate to serve for the following college  
14 year. Each electing unit shall be responsible for its own elections.

15 The Senate Election Committee shall be responsible for the conduct of the  
16 temporary faculty elections.

17 Elections shall be by secret ballot, and all ballots shall be distributed and  
18 collected on campus.

19 **3. Term of Office**

20 The term of office of a representative shall be two years as defined in the  
21 Constitution. Should the representative of an electing unit and/or his or her  
22 alternate fail to complete their term, the unit may hold an election to fill the  
23 remainder of the term as provided in the Constitution. *[Article II, Section 6.A:*  
24 *The term of office of a representative, whether of an electing unit or the temporary*  
25 *faculty, shall be two (2) years, with terms so arranged that approximately one-half*  
26 *(1/2) of the Senate shall be elected each year. The term of office shall begin at noon*  
27 *on the last day of the spring semester and end at noon on the last day of the spring*  
28 *semester two years hence.]*

29  
30 The term of office of an alternate representative is for two academic years; the  
31 term of the alternate need not coincide with that of a unit's elected  
32 representative (Senator).

33 To remain eligible to hold office, a representative or alternate of the temporary  
34 faculty shall hold an appointment from the University to no fewer than six (6)  
35 WTU's during each semester of the prescribed term of office. Failure to hold the  
36 required appointment shall vacate the office.

37

1           **4.     Nomination and Election Process**

2           Each electing unit shall invite nominations to the office of representative from  
3           its own members. Each member of an electing unit who is qualified to vote for  
4           representatives as defined in Article I, Section 6, of the Constitution shall be  
5           eligible to nominate and to be nominated to the office of representative (or  
6           alternate) from his/her electing unit except as provided in the Constitution.  
7           *[Article II, Section 6.B: Representatives who have served for six (6) consecutive years*  
8           *shall not be eligible for re-election until at least one (1) academic year has elapsed*  
9           *between the conclusion of the sixth consecutive year of service and the beginning of*  
10          *a new term.]* Service as an alternate, regardless of the number of years served as  
11          such, shall not preclude an individual from being elected as unit representative  
12          immediately following the end of his/her service as an alternate.

13          If no candidate for the office of representative of an electing unit receives a  
14          majority of the votes cast in a unit's election, the unit shall immediately hold  
15          another election to decide which of the two candidates receiving the most  
16          votes previously cast shall have the office.

17          In the case of the temporary faculty, nomination and election shall be by and  
18          from the temporary faculty holding instructional appointments in the spring  
19          semester. To be qualified for nomination and election to the office of  
20          representative or alternate, a temporary faculty member shall hold an  
21          appointment from the University to no fewer than six (6) WTU's during the  
22          semester in which the election is held and shall be eligible under *Article II,*  
23          *Section 6.B,* of the Constitution. The Faculty Senate shall invite nominations from  
24          the temporary faculty. If more than twice as many candidates are nominated as  
25          there are offices to be filled, the Senate shall hold an election to reduce the  
26          number of candidates to no more than twice the number of offices to be filled  
27          (see process in Section II E-3).

28          The election of the temporary faculty representatives shall be so conducted that  
29          two representatives and one alternate are elected to new terms each year. Each  
30          member of the temporary faculty may vote for as many candidates as offices to  
31          be filled. To be elected, a candidate shall receive more votes than any candidate  
32          not elected.

33          **5.     Vacancy in the Office of Representative**

34          Provision for filling a vacancy in the office of representative or an alternate of an  
35          electing unit is made in the Constitution *[Article II, Section 6.C: When a vacancy*  
36          *occurs in the representation of any electing unit not caused by the expiration of a*  
37          *term of office, a successor shall be elected by the electing unit in a manner to be*  
38          *determined by the electing unit.]* The alternate shall serve as the representative of  
39          the unit until an election to fill the vacancy occurs.

1 If a vacancy occurs in the office of representative of the temporary faculty, the  
2 Faculty Senate shall appoint one of the alternates to serve for the remainder of  
3 the term. In the absence of an alternate, the Faculty Senate may appoint from  
4 among the temporary faculty a successor who shall serve for the remainder of  
5 the term. The Senate shall confine its choice of a successor to a member of the  
6 temporary faculty who holds an appointment from the University to no fewer  
7 than six (6) WTU's during the semester of appointment.

8 **6. Electing Units**

9 The provisions of Section I.B.1-5 of these *By-Laws* shall apply alike to single and  
10 combined electing units.

11 **C. Duties and Responsibilities of Individual Representative (Senators)**

12 The role of faculty governance within a University is a major part of the collegial  
13 environment. The Faculty Senate is the recognized voice of the faculty and is charged  
14 with proposing and overseeing policy pertaining to the academic well-being of the  
15 institution. A unit's representative, or the designated alternate, duly elected by his/her  
16 department/unit is expected to discharge the duties and responsibilities attendant on  
17 that office and exercise its powers and prerogatives in person only. These duties and  
18 responsibilities are:

- 19 1. to be an informed member of the Faculty Senate;
- 20 2. to attend all meetings of the Faculty Senate or, if unable to attend, to advise the  
21 alternate;
- 22 3. to consult with and consider the opinions/interests of the department/unit  
23 being represented while engaging in Faculty Senate business;
- 24 4. to recognize and respect the duties and responsibilities of fellow  
25 representatives; and
- 26 5. to maintain a collegial and objective bearing during debate in the Faculty  
27 Senate.  
28

29 **Article II. OFFICES OF THE FACULTY SENATE**

30 **A. Executive Offices**

31 **1. Chair**

32 The Chair of the Faculty Senate shall be elected annually by and from the voting  
33 representatives of electing units. Policy Committee Chairs who are not also  
34 representatives of electing units may neither serve as nor vote for chair. The  
35 Chair shall preside at meetings of the Faculty Senate. The term of office of the  
36 Chair shall be one year. The term shall begin at noon on the last day of the

1 spring semester in which he/she is elected Chair and shall end at noon on the  
2 last day of the spring semester of the following year. The Chair may be re-  
3 elected.

4 **2. Vice Chair**

5 The Vice Chair shall be elected annually by and from the voting representatives  
6 of electing units. Committee chairs who are not also representatives of electing  
7 units may neither serve as nor vote for Vice Chair. In the absence of the Chair,  
8 the Vice Chair shall preside at meetings of the Faculty Senate, and perform other  
9 duties of the Chair as delegated by the Chair. The term of office of the Vice Chair  
10 shall be one year. The term shall begin at noon on the last day of the spring  
11 semester in which he/she is elected Vice Chair and shall end at noon on the last  
12 day of the spring semester of the following year. The Vice Chair may be re-  
13 elected.

14 **B. Other Elected Offices**

15  
16 **1. Standing Policy Committee Chairs**

17 Each standing Policy Committee Chair, as specified in the standing Policy  
18 Committee's Charge, shall be elected annually by the Faculty Senate from  
19 among the full-time faculty of the University. Each standing Policy Committee  
20 Chair shall preside over his or her standing Policy Committee and shall also  
21 serve as an *ex-officio* non-voting member of the Faculty Senate and an *ex-officio*  
22 voting member of its Executive Committee. The term of office of a standing  
23 Policy Committee Chair shall be one year. The term shall begin at noon on the  
24 last day of the spring semester in which he/she is elected Chair of the standing  
25 Policy Committee and shall end at noon on the last day of the spring semester  
26 of the following year. A faculty member may be elected to serve up to three (3)  
27 consecutive terms of one year each as the Chair of a standing Policy Committee.  
28 After an interval of a year following the end of the third consecutive term, the  
29 faculty member shall become eligible for election to the Chair of a standing  
30 Policy Committee.

31 **2. Members of the Executive Committee**

32 In addition to the Chair and Vice Chair of the Senate, who shall be voting  
33 members, and the Chairs of certain standing Policy Committees as specified in  
34 the standing Policies Committee's charge, who shall be *ex-officio* voting  
35 members, additional At-large voting members of the Executive Committee shall  
36 be elected annually by and from the electing unit representatives to maintain  
37 the Executive Committee membership at eleven (11). The At-large elected  
38 members of the Executive Committee shall serve for a term of one year,  
39 beginning at noon on the last day of the spring semester in which they are  
40 elected to the Executive Committee and ending at noon on the last day of the

1 spring semester of the following year. At-large Executive Committee members  
2 shall be eligible for re-election so long as they remain electing unit  
3 representatives.

4 **C. Staff of the Faculty Senate**

5  
6 **1. Parliamentarian**

7 A parliamentarian shall be nominated by the Executive Committee and subject  
8 to the approval of the Faculty Senate at the first meeting of the Faculty Senate  
9 during the fall semester of each academic year. He or she shall be a non-voting  
10 member of the Senate.

11 **2. Recording Secretary**

12 The Recording Secretary of the Faculty Senate shall be the Faculty Senate  
13 Analyst.

14 **D. Nomination of Candidates for Elected Offices at the First Organizational Meeting**

15  
16 **1. Qualifications to Nominate**

17  
18 The right to nominate candidates for elected offices of the Faculty Senate shall  
19 be limited to voting representatives of electing units. In the case of the  
20 nomination of candidates for chair of a standing Policy Committee nominations  
21 may also be made by the current membership of the standing Policy Committee  
22 and by faculty petition, as described *Section II-D-4* of these *By-Laws*.

23  
24 **2. Order of Business**

25 As provided in *Article III, Section A.* of these *By-Laws*, the newly constituted  
26 Faculty Senate shall first meet to nominate its officers, that is, the Chair, the Vice  
27 Chair, the Chairs of the standing Policy Committees and the At-large voting  
28 members of the Executive Committee. At the meeting to nominate, the order of  
29 business shall be:

- 30  
31 1. nomination of candidates for office of Chair;  
32 2. nomination of candidates for office of Vice Chair;  
33 3. nomination of candidates for office of Chair of the standing Policy  
34 Committees;  
35 4. nomination of candidates for At-large elected members of the Executive  
36 Committee.

37

1           **3.    Nomination of Candidates for the Offices of Chair and Vice Chair of the**  
2           **Faculty Senate**

3           Nominations of candidates for Chair and Vice Chair shall be made from the floor  
4           by representatives of electing units; nomination of oneself shall be permitted.  
5           Additional nominations for Chair and Vice Chair may be made at the  
6           subsequent organizational meeting to elect these and other officers of the  
7           Senate. If more than two nominations either to the office of Chair or the office of  
8           Vice Chair are made, the Senate shall immediately select from among the  
9           several nominees to the office, the two whose names shall be put to a vote in  
10          the subsequent election. The selection shall be made by secret ballot. Each  
11          representative shall have one vote in relation to each office. Each of the two  
12          candidates selected shall receive more votes than any candidate not selected.

13          Nominees shall be invited to make a presentation on their qualifications at the  
14          election meeting.

15           **4.    Nominations for Candidates for the Office of Chair of a Standing Policy**  
16           **Committee**

17          Nominations of candidates for Chair of each standing Policy Committee may be  
18          made by a voting representative from the floor; by the current membership of  
19          the standing Policy Committee; or by a petition signed by ten (10) or more full-  
20          time faculty members and filed with the Faculty Senate office before the first  
21          meeting of the new Faculty Senate. Additional nominations for standing Policy  
22          Committee Chairs may be made at the meeting to elect these and other officers  
23          of the Senate.

24          Nominees shall be invited to make a presentation on their qualifications at the  
25          election meeting.

26           **5.    Nominations of Candidates for the Office of At-large Members of the**  
27           **Executive Committee**

28          Nominations of the At-large elected members of the Executive Committee shall  
29          be made from the floor; nomination of oneself shall be permitted. Additional  
30          nominations to serve as the At-large elected members of the Executive  
31          Committee may be made at the meeting to elect these and other officers of the  
32          Senate.

33          Nominees shall be invited to make a presentation on their qualifications at the  
34          election meeting.

35



1 **E. Election of Officers**

2  
3 **1. Voting Qualifications and Procedures**

4  
5 The right to vote in the election of Senate officers shall be limited to the voting  
6 representatives of electing units. Voting shall take place by secret ballot as  
7 specified in *Section II-E-7* of these *By-Laws*.

8  
9 **2. Election Process and Order of Business**

10 As provided in *Section III-A* of these *By-Laws*, the newly constituted Faculty  
11 Senate shall elect its officers at a meeting called for the purpose. The order of  
12 business in each case shall be as follows:

13 a. Election Process for each office:

- 14 i. Call for additional nominations;  
15 ii. reduction of the number of nominees to twice the number of  
16 positions as described in *Section II-E-3*, if necessary;  
17 iii. presentations, if any, by the nominees;  
18 iv. election.

19 b. Order of Business

20 Elections, defined as the series of steps set forth in *Section II-E-1* of these  
21 *By-Laws*, shall take place in the following order. No election for a  
22 subsequently listed office shall be held until the election to fill the  
23 previously listed office is concluded.

- 24 i. Chair  
25 ii. Vice Chair  
26 iii. Standing Policy Committee Chairs  
27 iv. At-large Members of the Executive Committee  
28

29 **3. The Number of Candidates**

30 If the number of candidates nominated for any elected senate office is greater  
31 than twice the number of available positions, the Faculty Senate shall reduce  
32 the number to twice the number of available positions by selecting, by secret  
33 ballot, from among the several nominees, a number equal to twice the number  
34 of available positions for a vote in the subsequent election. When making this  
35 selection, each representative may vote for twice the number of available  
36 positions. In case of ties, the number of nominees shall be increased to include  
37 the tied candidates. Each candidate selected shall have received more votes  
38 than any candidate not selected.

1           **4.     Election of Chair and Vice Chair**

2           The election of the Executive Officers of the Faculty Senate (Chair and Vice  
3           Chair) shall be by secret ballot. The candidate for each office who receives more  
4           votes than any other candidate for that office shall be elected.

5           **5.     Election of Chairs of the Standing Policy Committees**

6           The election of the Chairs of the standing Policy Committees of the Faculty  
7           Senate shall be by secret ballot. The candidate for each office who receives  
8           more votes than any other candidate for that office shall be elected.

9           **6.     Election of the At-large Elected Members of the Executive Committee**

10          The manner of electing the At-large voting members of the Executive  
11          Committee shall be as follows:

12          When the candidates have been nominated and selected, the Senate shall  
13          immediately elect, by secret ballot, from among those candidates the At-large  
14          elected members of the Executive Committee. Each representative may vote for  
15          each of the available At-large positions. Each of the At-large candidates elected  
16          shall have received more votes than any candidate not elected. In case of ties,  
17          the Senate shall immediately vote by secret ballot to break the tie. Each  
18          representative shall have one vote.

19          **7.     Secret Ballot**

20          All elections shall be conducted by secret ballot. In the case of a single nominee  
21          for an office a Yes-No ballot shall be required.

22          **F.     Election of Additional Standing Policy Committee Officers**

23          At its first meeting of the academic year, each standing Policy Committee shall elect,  
24          from among its membership, a Vice Chair and any other Committee officers deemed  
25          appropriate.

26          The Vice Chair of a standing Policy Committee shall preside over the routine business of  
27          a standing Policy Committee in the absence of the Committee Chair or, should the  
28          office of standing Policy Committee Chair become vacant, until the election of a new  
29          Committee Chair; under this provision the standing Policy Committee Vice Chair shall  
30          not serve as an *ex-officio* member of the Senate or its Executive Committee.

31  
32          **G.     Vacancies**

33          A vacancy in the voting membership of the Executive Committee shall be filled by  
34          nomination and election at the first meeting of the Faculty Senate after the vacancy  
35          occurs. The nominee elected shall have received more votes than any candidate not  
36          elected.

- 1           1. **Chair of the Faculty Senate:** If the office of Chair of the Faculty Senate becomes  
2           vacant, the Vice Chair shall assume the title and functions of the Chair. A new Vice  
3           Chair shall be elected at the first meeting of the Faculty Senate after the vacancy  
4           occurs. Any serving representative of an electing unit shall be eligible to be elected  
5           Vice Chair. If a Chair of a standing Policy Committee, serving simultaneously as a  
6           representative of an electing unit, is elected Vice Chair, the Vice Chair of the  
7           standing Policy Committee shall preside over the routine business of the standing  
8           Policy Committee until a successor can be elected as provided below. If an At-large  
9           member of the Executive Committee is elected Vice Chair, an election shall be held  
10          then and there to fill the vacated seat of the At-large member of the Executive  
11          Committee who has just been elected Vice Chair.
  
- 12          2. **Vice Chair of the Faculty Senate:** If the office of Vice Chair becomes vacant, the  
13          vacancy shall be filled by nomination and election at the first meeting of the Faculty  
14          Senate after the vacancy occurs. Any serving representative of an electing unit shall  
15          be eligible to be elected Vice Chair. When time does not permit the Faculty Senate  
16          to act in this manner, the Executive Committee shall appoint an interim Vice Chair  
17          from among the representatives of the electing units to serve until the Faculty  
18          Senate has the opportunity to act.
  
- 19          3. **Standing Policy Committee Chairs:** If the office of Chair of a standing Policy  
20          Committee with membership on the Executive Committee becomes vacant, the  
21          Vice Chair of the Committee shall preside over the routine business of the standing  
22          Policy Committee until the Faculty Senate shall elect a successor as provided in  
23          Sections II-D. 4 and E. 5 of these Bylaws. The Vice Chair, acting under this provision,  
24          shall not serve as an *ex-officio* member of the Executive Committee.
  
- 25          4. **At Large Members of the Executive Committee:** If a seat of an at large member  
26          of the Executive Committee becomes vacant, the seat would be filled by  
27          nomination and election at the first meeting of the Faculty Senate after the vacancy  
28          occurs.
  
- 29          5. **Multiple Vacancies:** If several vacancies occur at once in the voting membership of  
30          the Executive Committee, the Faculty Senate shall fill those vacancies by  
31          nomination and election at the first meeting to be convened after the vacancies  
32          occur. Vacancies shall be filled in the following order: Chair of the Faculty Senate,  
33          Vice Chair, the At-large members of the Executive Committee. Vacancies among  
34          Chairs of the standing Policy Committees shall be filled as described in the  
35          preceding paragraph of this section.

36

1 **Article III. MEETINGS OF THE FACULTY SENATE**

2  
3 **A. The Meetings to Elect Officers**

4 Each year following the election of representatives during the spring semester, the  
5 Faculty Senate constituted by that election shall hold two meetings to nominate and  
6 elect its officers as provided in *Section II-D* of these *Bylaws*. At least two weeks shall  
7 elapse between the two meetings.

8 **B. Business Meetings**

9 **1.** The Faculty Senate shall hold a meeting at least once every month during the  
10 academic year. Ordinarily, the Senate will not meet during the first week of  
11 classes. The Senate may hold additional meetings from time to time at the call  
12 of the Chair of the Faculty Senate, on motion of the Faculty Senate, or at the  
13 request of the President via the Chair of the Faculty Senate. The Chair of the  
14 Faculty Senate shall not refuse or fail to give effect to the President's request for  
15 a meeting of the Faculty Senate.

16 **2.** Items shall be placed on an agenda at the request of the President of the  
17 University, or the Chair of the Faculty Senate, or the Executive Committee of the  
18 Faculty Senate, or the Faculty Senate itself.

19 **3.** The Faculty Senate shall adopt and publish in the *Standing Rules of the Faculty*  
20 *Senate*, its own rules of procedure for the conduct of its meetings. Such  
21 procedures may include distinguishing between agenda items that are ready  
22 either for action or for discussion only, with action to be taken at a subsequent  
23 meeting.

24 **4.** Votes in the Faculty Senate may be taken by voice, show of hands, by secret  
25 ballot, or by roll call. The procedures for voting are provided in the *Standing*  
26 *Rules of the Faculty Senate*.

27 **5.** Every business meeting of the Faculty Senate shall be open. Individuals who are  
28 not members of the Faculty Senate may participate in the discussion at the  
29 discretion of the Chair.

30 **6. Quorum**

31 **a.** A quorum shall consist of a majority of the total number of elected  
32 voting representatives or their alternates. For purposes of constituting a  
33 quorum, the Chair shall be considered a voting member unless the  
34 Chair's alternate is present and included in the count.

35 **b.** However, continuing absent members of the Senate shall not be  
36 counted as "voting representatives" for purposes of calculating the

1 number of representatives who must be present to constitute a quorum.  
2 "Continuing absence" is herein defined as absence from two successive  
3 Faculty Senate meetings by both an electing unit voting representative  
4 and her or his alternate. The designation of a member as continuously  
5 absent shall be applied at the beginning of the third meeting at which  
6 the previously absent member does not appear to answer the initial call  
7 of the roll. It shall be removed upon the next appearance of the electing  
8 unit's representative or alternate in the Senate.

- 9 c. Notwithstanding the provisions of 6-b above, a quorum shall in all cases  
10 consist of no less than 40% of the total number of elected voting  
11 representatives.

12 **Article IV. COMMITTEES OF THE FACULTY SENATE**

13  
14 Committees of the Faculty Senate shall be the Executive Committee, the Committee on  
15 Committees, and such other committees as the Faculty Senate may establish from time to  
16 time.

17  
18 **A. The Executive Committee**

19 **1. Membership**

20 The voting members of the Executive Committee shall be the Chair and Vice  
21 Chair of the Faculty Senate, the Chairs of certain Policy Committees as specified  
22 in the committee's charge, and additional At-large members of the Executive  
23 Committee elected by and from the voting members of the Faculty Senate to  
24 maintain the voting membership at eleven (11). No fewer than four (4) voting  
25 members shall be At-large members elected by and from the voting members  
26 of the Senate.

27 The ex officio, non-voting members shall be the immediate past Chair of the  
28 Faculty Senate provided his/her term has expired at the end of the preceding  
29 academic year; one Statewide Academic Senator, selected by the delegation of  
30 Statewide Senators; the President of the Student body, or his/her  
31 representative; the Academic Vice President; and the President of the University  
32 or his/her representative. The Chair of the Faculty Senate shall be the Chair of  
33 the Executive Committee.

34

1           **2. Responsibilities**

2           The responsibilities of the Executive Committee shall include the following:

3           **a. Ordering the Senate Agenda**

4           The Executive Committee shall meet at least one week prior to each  
5           Faculty Senate meeting to order and approve the agenda. It shall order  
6           the agenda so as to provide the Faculty Senate an opportunity to discuss  
7           and decide important issues in the time allotted for Senate meetings. It  
8           shall attempt to prepare an agenda that the Senate can clear in one of its  
9           meetings.

10          When appropriate the Executive Committee shall:

- 11           1)     Establish the priority of first and second reading items on the  
12           agenda. Procedures for setting an agenda for a Faculty Senate  
13           meeting shall be specified in the *Standing Rules of the Faculty*  
14           *Senate*.
- 15           2)     Identify information pertinent to the Senate's consideration of  
16           agenda items and attach it to the agenda distributed to  
17           representatives.
- 18           3)     Identify proponents and opponents of specific agenda items and  
19           allocate time for their presentations.

20          The Executive Committee may also:

- 21           1)     Recommend that the Faculty Senate take specific action on an  
22           item.
- 23           2)     Recommend clarifying language or amendments or both to items  
24           to be placed before the Faculty Senate for action.
- 25           3)     Refer an item to a Faculty Senate Committee or other agency.

26          **b. Receiving Reports**

27          The Executive Committee shall receive reports and recommendations  
28          from Faculty Senate committees. It may place such reports and  
29          recommendations on the Faculty Senate agenda either as items for  
30          action or items for information.

31

1 When appropriate, the Executive Committee may:

2 1) Recommend clarifying language or amendments to the  
3 recommendations of Faculty Senate committees or both.

4 2) Endorse the recommendation of a Faculty Senate committee for  
5 Faculty Senate action.

6 3) Refer the reports and recommendations of Faculty Senate  
7 committees to other Faculty Senate committee(s) or other  
8 agencies.

9 **c. Planning**

10 The Executive Committee shall meet prior to the beginning of each  
11 academic year for the purpose of:

12 1) Reviewing the actions taken in the previous year and identifying  
13 items carried over from it that require discussion and action in the  
14 coming year.

15 2) Identifying the critical issues to be discussed and acted on by  
16 both the Faculty Senate and its standing Policy Committees in the  
17 coming year.

18 3) Setting tentative agendas for the Faculty Senate and its standing  
19 Policy Committees.

20 4) Planning the program for the annual Faculty Senate Retreat.

21 5) Planning and implementing an orientation program for new  
22 members of the Faculty Senate.

23 **d. Reporting to the Faculty Senate**

24 1) The Executive Committee shall provide the Faculty Senate with a  
25 list current to the moment of items being considered by the  
26 Faculty Senate's standing Policy Committees, a brief description  
27 of the reports and recommendations or policies to be produced  
28 by each Committee, and an estimate of the date by which each  
29 Committee may be expected to act on each of these items.

30 2) The Executive Committee shall provide the Faculty Senate with a  
31 current listing of the Senate's recommendations to the President  
32 of the University and the action taken by the President of the  
33 University on each of these recommendations.

1           **3. Meetings**

2           The Executive Committee shall normally meet in open or public session. It may  
3           meet in a session closed to the public to discuss and act on personnel matters  
4           not subject to public disclosure. The motion to close its meeting to the public  
5           shall be in order during an open meeting of the Committee. The Committee  
6           shall return to open session immediately upon disposing of the agenda item or  
7           items taken up in closed session. In no case of a current employee or staff  
8           member of the Senate shall the Committee close its session to the party or  
9           parties or their representatives whose status or conduct may be the subject of  
10          discussion in closed session.

11          **a. Regular Meetings**

12          The Chair of the Faculty Senate shall call a regular meeting of the  
13          Executive Committee *at least one week* prior to each scheduled meeting  
14          of the Faculty Senate to order the agenda for that meeting. Other  
15          meetings of the Executive Committee may be called as necessary.

16          **b. Executive Sessions**

- 17                   1)       The Executive Committee may hold executive sessions to discuss  
18                   and act upon personnel matters relating to the staff of the Faculty  
19                   Senate.
- 20                   2)       Under circumstances that permit no delay, the Executive  
21                   Committee may constitute itself as, or become part of, a search  
22                   committee for the purposes of filling, on an interim basis, a  
23                   vacancy in the University administration. Such an action by the  
24                   Executive Committee shall be initiated at the request of the  
25                   President.
- 26                   3)       The President may consult with the Executive Committee in  
27                   executive session about personnel matters related to the central  
28                   administrative staff.
- 29                   4)       The subject of any executive session of the Executive Committee  
30                   shall be reported in the minutes of the Executive Committee.

31          **c. Quorum**

32          For all meetings of the Executive Committee, a majority of the voting  
33          members of the Executive Committee shall constitute a quorum.

34



1           **4. Powers**

2           The Executive Committee shall have power to:

3           **a.**     Take action on behalf of the Faculty Senate when time does not permit  
4           the Faculty Senate to act. Such actions shall be reported to the Faculty  
5           Senate on the Faculty Senate agenda at the first meeting of the Faculty  
6           Senate after the Executive Committee has acted.

7           **b.**     Advise the President about the interpretation of University policy. The  
8           Executive Committee shall report the substance of its advice to the  
9           Faculty Senate on a Faculty Senate agenda at the first meeting of the  
10          Faculty Senate after the Executive Committee has acted.

11          **c.**     Propose clarifying statements of University policy to the Faculty Senate.

12          **d.**     Create ad hoc committees as necessary.

13          **e.**     Nominate faculty for consideration by the Faculty Senate to fill vacancies  
14          that occur in the membership of Faculty Senate committees after the  
15          Committee on Committees has made its nominations for the year.

16          **f.**     Nominate faculty for consideration by the Faculty Senate for  
17          recommendation to the President for appointment to institutional task  
18          forces, advisory committees, committees performing judicial functions,  
19          and auxiliary organizations.

20    **B. Committee on Committees**

21           **1. Membership**  
22

23           The Committee on Committees shall be composed of the Chair and Vice Chair of  
24           the Faculty Senate, the other nine (9) members of the Executive Committee, the  
25           senior representative to the Faculty Senate from the Library electing unit, the  
26           senior representative to the Faculty Senate from the Student Services electing  
27           unit, and one representative from an electing unit within each college elected  
28           by the incumbent Faculty Senate.

29           **2. Nomination and Election of College Representatives**

30           At the beginning of the spring semester, the Faculty Senate shall nominate and  
31           elect by secret ballot the representative of each of the seven (7) colleges to the  
32           Committee on Committees. Nominations shall be made from the floor;  
33           nomination of oneself shall be permitted. No one who is not then a  
34           representative of an electing unit from within one of the colleges shall be  
35           eligible to be nominated to be the representative of that college. Every

1 representative may vote for one nominee from every college. If none of the  
2 candidates from a college receives a majority of the votes cast, the Faculty  
3 Senate shall immediately decide by secret ballot which of the two candidates  
4 who have received the most votes shall become the college's representative. As  
5 between the two candidates, the candidate who receives the most votes shall  
6 be elected.

### 7 **3. Meetings**

8 Each spring, the Chair of the Faculty Senate shall convene an initial meeting of  
9 the Committee on Committees to review vacancies and volunteers for these  
10 positions. At a subsequent meeting, the Committee on Committees shall  
11 nominate to the Senate, candidates to be appointed members of the standing  
12 Policy Committees of the Senate to serve during the following academic year.

### 13 **4. Charge**

14 Having considered the results of an annual survey of the faculty members'  
15 interest in serving on any one or more of appointed standing Policy  
16 Committees, the Committee on Committees shall make a recommendation to  
17 the Faculty Senate specifying who the members of the Faculty Senate's  
18 standing Policy Committees shall be during the following academic year.  
19 Between the annual deliberations of the Committee on Committees, the  
20 Executive Committee shall nominate candidates to fill the vacancies that occur  
21 in the membership of the standing Policy Committees.

### 22 **C. Other Committees of the Faculty Senate**

23 The Faculty Senate may create standing and ad hoc committees as it deems necessary.  
24 Every committee created by the Faculty Senate shall be a committee of the Faculty  
25 Senate and shall report to the Faculty Senate by way of the Executive Committee.  
26 Faculty Senate committees shall recommend policy and the interpretation of policy to  
27 the Faculty Senate by way of the Executive Committee, and perform such  
28 administrative functions as are identified in their charge.

### 29 **D. Committee Vacancies**

30 If a member of a standing Policy Committee or subcommittee is absent from three or  
31 more meetings in a semester without prior notification to the chair, the chair may  
32 request that the Executive Committee declare the seat vacant. After notifying the  
33 absent committee member of the Executive Committee's contemplated action and  
34 giving the member a chance to respond, the Executive Committee may declare the  
35 seat vacant. If a seat is declared vacant, the Senate Executive Committee shall replace  
36 that person using the previous years' Committee Preference Poll as a guide.

37

1 **Article V. ELECTION OF REPRESENTATIVES TO THE**  
2 **CSU ACADEMIC SENATE**

3  
4 **A. Membership**

5 CSU Academic Senate representatives from CSU, Sacramento shall be elected by the  
6 faculty. The number of CSU Academic Senate representatives from CSU, Sacramento  
7 shall be determined by the apportionment procedure described in *The Constitution of*  
8 *the Academic Senate, The California State University, Article II, Section 1-a*. Each year in  
9 which such an election is held, the election results shall be certified to a designated  
10 officer of the CSU Academic Senate by the Chair of the local Senate on or before May  
11 15. Representatives elected shall take office on or before June 15.

12 **B. Terms of Office**

13 Senators shall serve a term of three (3) years, to be established on a staggered basis so  
14 that no more than one representative shall be elected in an academic year. Senators  
15 shall be eligible for reelection.

16 **C. Nomination and Election of Senators and Appointment of Alternate**

17 1. The nomination and election of every senator to the CSU Academic Senate shall  
18 be by and from those members of the faculty who are members of an electing  
19 unit as defined by the *Constitution (Article II, Section 5.B.1 and 2)* and are eligible  
20 to vote for the representative of an electing unit, as defined by the *Constitution*  
21 *(Article I, Section 6)*. To become a candidate, an eligible member of the faculty  
22 shall submit to the Chair of the Faculty Senate a nominating petition signed by  
23 ten (10) members of the faculty eligible to elect a representative to the CSU  
24 Senate. If three (3) or more members of the faculty become candidates, an  
25 election shall be held to choose no more than two of them to contest the office  
26 subsequently. If one of the three (3) or more candidates receives a majority of  
27 the votes cast in the election to choose two candidates that person shall be  
28 declared elected without further contest. If no candidate receives a majority of  
29 the votes cast, the two candidates who receive the most votes shall contest the  
30 office in a second election. The candidate receiving the most votes in the  
31 second election shall be elected Senator to the CSU Academic Senate.

32 2. The alternate Senator to the CSU Academic Senate shall be the Chair of the  
33 Faculty Senate of CSU Sacramento. If the Chair cannot serve, the Executive  
34 Committee shall designate an alternate.

35 3. If an incumbent shall vacate the office of representative to the CSU Academic  
36 Senate before his/her term expires, a successor shall be elected as provided in  
37 Article V. Section C-1 of these *Bylaws*.

1 **Article VI. PARLIAMENTARY AUTHORITY**

2  
3 **Robert's Rules of Order** shall govern the Faculty Senate in all cases to which they are  
4 applicable and in which they are not inconsistent with these *Bylaws* and any special  
5 rules of order the Faculty Senate may adopt.  
6

7 **Article VII. AMENDMENT OF BYLAWS**

8 (See Article IV, Section 3 of the *Constitution of the Faculty Senate of California State*  
9 *University, Sacramento*).

- 10 **FS 99-30B**, adopted April 22, 1999  
11 **FS 03-23**, adopted May 15, 2003  
12 **FS 08-59**, adopted November 20, 2008  
13 **FS 10-82 & 10-84**, adopted October 21, 2010  
14 **FS 10-96**, adopted November 18, 2010  
15 **FS 11-07**, adopted February 17, 2011  
16 **FS 11-42**, adopted May 5, 2011  
17 **FS 11-12-82, FS 11/12-84 through FS 11-12/86**, adopted March 1, 2012  
18 **FS 16/17-28**, adopted September 22, 2016  
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