

FAIRMONT STATE UNIVERSITY FACULTY SENATE BYLAWS

Revised: Spring 2026

ARTICLE I. Membership

Membership of the Senate is as defined in Article I, Section 3 of the Constitution. Academic Units are defined by the following list:

Current Structure (2021-2022 Academic Year):

College of Nursing

- ASN
- BSN

College of Education, Health & Human Performance

- Department of Education
- Department of Health and Human Performance

College of Business & Aviation

- Department of Marketing & Management Studies
- Department of Accounting, Economics, & Finance
- Department of Aviation

College of Liberal Arts

- Department of Humanities
- Department of Behavioral Sciences
- Department of Social Sciences

College of Science & Technology

- Department of Natural Sciences
- Department of Computer Science & Mathematics
- Department of Architecture, Art, & Design
- Department of Engineering Technology

Library

ARTICLE II. Meetings

Section 1. Regular meetings of the Faculty Senate shall be held each month during the academic year, on dates and at times to be determined and announced by the Executive Committee. A list of dates for such forthcoming meetings shall be published annually and distributed to each Senator at least ten days prior to the first meeting of the fall semester. Senators are expected to make themselves available for extended business and discussions when necessary.

Section 2. Except where specifically prohibited in these Bylaws, the terms “written notice” and “written communication” shall be construed to include all forms of electronic communication. Only electronic notifications or communications sent via Fairmont State University’s email system shall be deemed to satisfy the requirement of written notice and written communication.

Section 3. At the last regularly scheduled Senate meeting of each academic year, which shall be held after the annual Academic Unit Senate elections, the Senate shall elect new officers for the following year.

Section 4. The Senators present at any meeting may, by a majority vote of those present, change the date for any subsequent meeting or call a special meeting.

Section 5. Any member of the University community with a direct interest in the business of any Senate meeting shall have the right to attend such meeting. Subject to recognition and approval of the presiding officer of the Senate, this attendee may plead his/her case to redress interests relevant to the business of the Senate.

Section 6. A Senator unable to be in attendance for a particular meeting should send a substitute representative from the same Academic Unit who meets the requirements for Faculty Senate membership. The individual designated as a substitute shall assume the seat and vote for the absent member, provided that notice of such substitution is given to the President and Secretary of the Senate prior to the call to order of the meeting.

Section 7. When meeting in person, all members of the Senate entitled to vote shall be seated directly around the table.

Section 8. The presence of at least fifty percent (50%) of the members or their substitutes shall constitute a quorum. The Faculty Senate Executive Committee shall designate whether a meeting is in person or remote.

Section 9. Meetings of the Senate shall be conducted in accordance with the current edition of Robert's Rules of Order, except as otherwise provided in the Bylaws.

ARTICLE III. Officers

The Faculty Senate Constitution, Article III details the officers of the Faculty Senate.

Section 1. During the regularly scheduled penultimate Senate meeting of the academic year, the President of the Senate shall appoint a Nominating Committee of five members of the Faculty Senate charged with providing a slate of proposed Senate officers.

Section 2. The minimum qualification of a Senate officer is one year’s service as a member of the Senate prior to election. This requirement may be waived by a majority vote of the Senate.

Section 3. If both the President and Vice President resign or are removed from office simultaneously, the Secretary of the Senate shall immediately call an emergency meeting of the Senate—at which meeting the Secretary shall preside—to elect a new President and Vice President.

Section 4. The Secretary, Webmaster, and at-large Executive Committee members shall be eligible for re-election for up to three consecutive one-year terms. After three consecutive terms on the Executive Committee, these members must cycle off for at least one year, unless elected to serve as President, Treasurer, or Vice President.

Section 5. A Treasurer who has served two consecutive terms is not eligible to serve an additional consecutive term as Secretary, Webmaster, or at-large member of the Executive Committee before cycling off the committee for at least a year.

Section 6. Senators appointed to fill a treasurer vacancy shall begin a new two-year term, which shall include any part of a year served as a result of being appointed mid-year.

Section 7. In the event that a vacancy on the Executive Committee occurs for Treasurer, Secretary, Webmaster, or member-at-large positions, the Faculty Senate President shall appoint a replacement from among the sitting Senators to finish the vacant term.

Section 8. The Academic Unit whose Senator will be serving as President of the Senate will be required to elect a substitute Senator to serve during the term of the President. The senatorial term of the President of the Faculty Senate shall continue for as long as the faculty member is the President of the Senate. At the end of the presidential term, there shall be an election in the Academic Unit for the senatorial seat.

ARTICLE IV. Executive Committee

Section 1. The Executive Committee shall be composed of the President of the Senate, who shall be its chair; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; the Webmaster; the Treasurer; and two elected Senators, who shall be chosen by the Senate.

Section 2. It shall be the duty of the Executive Committee to:

- a. Arrange the agenda for Senate meetings and designate items of business as major or minor.
- b. Serve as a channel through which any member of the faculty may introduce matters for consideration by the Senate.
- c. Assist in carrying into effect the rules, regulations, and actions of the Senate.
- d. Act for the Senate on an emergency basis between meetings of the Senate, with such action reported for confirmation at the next Senate meeting.
- e. Recommend formation of such ad hoc committees within the Senate as may seem desirable.
- f. Recommend to the Senate rules of procedure and interpretation of the Faculty Senate Constitution and Bylaws.
- g. Prepare and submit reports on the work of the Senate to the University President and the Faculty.

Section 3. As an ex officio member of all Senate Committees, the Senate President may designate the Vice President or other members of the Executive Committee to attend committee meetings in their place.

Section 4. Acting under the Senate President's authority, it shall be the duty of the Vice President to facilitate the effective maintenance of Faculty Senate Committees. Specifically, the Vice president may

- a. Request that a chair convene a committee.
- b. Convene any committee that is without a chair or a committee whose chair fails to convene a committee in a timely manner.
- c. Request information and annual reports from committees
- d. Call a meeting of committee chairs

Section 5. The Vice President shall prepare an annual report on committee activity for the Senate. The report should identify committees that have failed to communicate or meet throughout the academic year.

Section 4. It shall be the duty of the Secretary to record meeting minutes and maintain attendance records for all Senate meetings.

Section 4. It shall be the duty of the Webmaster to maintain the Faculty Senate webpage, In addition, the Webmaster shall publish meeting minutes once they are approved by Senate, publish such other material as may assist Senators in the execution of their duties, and Archive records and ensure that published information is accurate.

Section 5. It shall be the duty of the Treasurer to maintain accurate records of Senate expenses and manage the Senate's budget, ensuring that disbursements are made properly and in accordance with all relevant laws and regulations. The treasurer shall publish quarterly reports to the Senate, as well as an annual report in April each year.

ARTICLE V. Voting Procedure

Section 1. Policy determination shall be by majority vote of the Senators present provided a quorum is constituted. Policies shall be effective after passage by the Senate and approval by the President of the University. The latter may interpose a veto on any Senate action, in which case the Senate may direct the President of the Senate to invite the President of the University to present a rationale for the veto.

Section 2. The presiding officer of the Senate shall not vote except in the case of a tie.

Section 3. A written, secret ballot shall be used in all elections.

Section 4. Any matter introduced in the Senate will be classified as either major or minor business. This classification will be made by the Executive Committee for items placed on the agenda and by the presiding officer for items introduced from the floor. However, a classification may be changed by a majority vote of the Senators present. An item classed as minor may be discussed, amended and disposed of at the meeting in which it is introduced. An item classed as major will require two meetings for final disposition.

Discussion of a major item shall be terminated by a majority vote to pass the item to a "second reading" at the next meeting. At the next meeting (either regular or special), the item may be discussed, amended, and moved to final disposition.

Section 5. A voice vote shall be used to decide all major items of business, unless a Senator requests a secret ballot.

Section 6. On any matter before the Senate, a vote of two-thirds (2/3) of those Senators present shall be empowered to end debate.

ARTICLE VI. Faculty Senate Committees – Rules of General Application

Section 1. Standing and ad hoc committees shall be established by the Senate as needed for the proper fulfillment of the functions as delegated to it by the Faculty of Fairmont State University.

Section 2. All committees shall follow the Rules of General Application and the processes specific to the Committee provided in Article VI of these Bylaws. Ad hoc committees may have additional or different rules and processes, which are subject to Senate approval.

Section 3. Each committee shall meet at least once each semester.

Section 4. The Vice President of the Senate shall call a meeting of all chairs on or before September 30th of each year. All committees must send their chair (or a designee if the chair is unable to attend). This meeting takes precedence over all regularly-scheduled meetings of committees.

Section 5. Members of standing committees shall be notified of meeting dates electronically by the Committee Chair.

Section 6. Each committee shall keep adequate records of committee business. As part of their standard procedures, all committees must keep a record of their meeting dates and member attendance, to be submitted to Senate with their annual report each year.

- a. Committee matters of general importance to the University shall be reported promptly to the President or Vice President of the Senate, who shall report to the Executive Committee to determine further action.

Section 7. All committee meetings will be open to all interested persons, unless the committee determines a closed meeting is necessary to protect personal rights of privacy as provided for in WV Code §6-9A-4.

Section 8. At the close of each academic year, each committee shall send a report of its activities in writing to the Vice President or President. Additional reports may be requested by the Senate at any time.

Section 9. Committees shall conduct research, deliberate on policies, and make recommendations to the Senate relevant to the issues they have explored. Procedural or policy changes recommended by a faculty committee which affect the instructional program or faculty

welfare must be approved by the Senate and the President of the University. Procedural or policy changes that do not affect the instructional program or faculty welfare shall be referred to the appropriate Academic Unit.

Section 10. For those Committees requiring elections, each Academic Unit shall, at its penultimate meeting of the academic year, elect its members for a two-year term to begin the following semester. The Academic Units electing their representative during odd years will be:

Department of Natural Sciences; Department of Architecture, Art, & Design; Department of Engineering Technology; Department of Marketing & Management Studies; Department of Health and Human Performance; Department of Humanities; and Nursing ASN.

Those electing representatives during even years will be:

Department of Behavioral Sciences; Department of Social Sciences; Department of Accounting, Economics, & Finance and Department of Aviation; Department of Computer Science & Mathematics; Department of Education; Nursing BSN; and Library.

Section 11. Faculty members who are elected, appointed or who serve by choice on any Senate committee will serve for a period of two years. Mid-term vacancies arising from personnel changes may be filled by the respective Academic Unit, with elections as needed. The changes shall be reported to the President and Vice President, and no further Senate approval shall be necessary.

Section 12. The committee chair from the previous academic year, acting in an ex-officio manner, shall call the first meeting of an academic year. Upon calling the meeting to order and the selection of a new Committee Chair, the ex-officio Committee Chair has fully discharged his or her responsibility and may be excused from the meeting.

Section 13. The newly elected chair is responsible for notifying the Senate Vice President of their election. They are also responsible for calling meetings and submitting reports to Senate. Committee chairpersons shall provide the Senate President with a list of student membership on Senate committees (*cf.* Article VII, Section 3 below)

Section 14. Ex-officio members of standing committees shall not vote on committee matters.

ARTICLE VII. Committee Assignments

Section 1. At the regularly scheduled first Senate meeting of the spring semester, the President of the Senate shall appoint, and the Senate shall affirm, four members of the Faculty Senate to serve on the Committee on Committees, with the Vice President serving as Chair.

Section 2. The Committee on Committees shall oversee all processes for nominating new committee members to all Senate Committees each year, unless noted below. This includes nominating faculty members to voluntary committees (Article IX below) and working with department chairs and deans to fill elected committees (Article VIII below). When nominating faculty members for two-year terms, the Committee on Committees should nominate

representatives from Academic Units as provided in Article VI, Section 10 of these Bylaws. When naming ex-officio members where specified, the Committee on Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the ex-officio capacity.

Section 3. One student representative shall be selected to serve on each voluntary faculty committee (Article IX below) for each ten faculty members or fraction thereof on the committee. Unless otherwise noted below, students may not serve on elected faculty committees.

Section 4. The proposed committee assignments shall be approved at the final Senate meeting of the academic year.

Section 5. The Executive Committee shall approve adjustments to committee membership arising from personnel changes throughout the academic year.

Section 5. Quorum for all Faculty Senate committees shall be 51% of membership, unless otherwise stated below.

Article VIII. Elected Committees

Section 1. The committees listed in this article (Article VIII) shall each consist of one elected member from each academic unit, plus any additional members as stated.

Section 2. APPEALS COMMITTEE. The Appeals Committee shall conduct timely and fair hearings related to student academic appeals, grade appeals, academic integrity, and other matters referred to the Appeals Committee as outlined in current policy and procedures contained in the Faculty and Student Handbooks, in accordance with all relevant laws and regulations. In addition, the Appeals Committee shall promote faculty and student awareness of the appeals process and maintain a procedure for appeals review in relation to relevant University policies.

a. Role and Function

- i. Appeals referred or directed to the committee may require meetings during the summer months and over winter break. If needed, committee members must be willing to serve during these times. Hearings shall be conducted in-person.
- ii. The Appeals Committee shall meet within one month of the start of Fall Semester to review relevant policies, procedures, and regulations, including relevant sections of the Faculty and Student Handbooks.
 1. The Appeals Committee shall advise the Senate, the chair of the Handbook Committee, and the Provost if they believe that there is a conflict between any of these sources.
- iii. The Appeals Committee shall work closely with university administrators to understand and accurately implement the policies and procedures related to its work

b. Privacy Requirements

- i. The facts, names, and opinions of the parties involved in the hearings, the specific details of the adjudicative process, and the opinions of committee

members in the deliberative process, are private matters for which all members must take care to protect.

1. The committee's annual report shall provide a summary of hearings conducted throughout the calendar year. However, care should be taken to ensure that the report does not include details, personally identifying information or hearing outcomes. The report shall include the aggregate number of appeals heard and nothing more. Other activity shall be reported as usual.
- ii. Any committee member who either by intent or neglect fails to protect the privacy of the individuals involved in the committee's work, shall be subject to removal from the Appeals Committee by vote of the Senate. Any member so removed shall not be eligible to serve on the Appeals Committee for five years.
 1. A committee member so removed may be replaced through an election by the relevant academic unit.

Section 3. CURRICULUM COMMITTEE. The Curriculum Committee shall review and recommend proposals affecting the academic programs of the University, including but not limited to course proposals, program changes, addition and deletion of programs, degree requirements, and general policies with impact on instruction and learning.

- a. To carry out this responsibility, the Curriculum Committee shall perform the following functions:
 - i. Vet all curriculum proposals that have been recommended by a college, department or unit and reported to the Provost and Vice President for Academic Affairs.
 - ii. Act as the primary curriculum committee for Honors, Library, and the Office of Provost curriculum proposals.
 - iii. Act upon any appeals from Deans, Chairpersons, or other members of the Faculty concerning disposition of curriculum proposals.
 - iv. Undertake research into the successes and failures of the University curriculum.
 - v. Develop guidelines that will assist the University in curriculum development.
- b. The Curriculum Committee reports to the Faculty Senate. All five functions of the Committee will result in recommendations reported to the Faculty Senate for action.
- c. If there is a substantive change by the Faculty Senate in proposals passed by the Curriculum Committee, then the Faculty Senate shall return the amended proposals to the Curriculum Committee for further action one time.
- d. The following individuals or their designees shall serve ex officio: The Provost and Vice President for Academic Affairs, the Registrar, the Dean of each College, and any faculty member whose proposal is being considered by the committee.
- e. Two students may be selected to serve on this committee

Section 4. FACULTY DEVELOPMENT COMMITTEE. The Faculty Development Committee shall publicize and solicit applications for Faculty Development grants and awards; and select the recipients for final approval by the President of the University.

- a. In the event a committee member applies for a Faculty Development grant, the committee member should recuse themselves during the period of deliberation and subsequent vote.
- b. The Provost and Vice President for Academic Affairs or designee shall serve as an ex-officio member.

Section 5. FACULTY PERSONNEL COMMITTEE. The Faculty Personnel Committee shall make recommendations through the Provost and Vice President for Academic Affairs to the University President on professional personnel concerning tenure, promotion in rank, emeritus status, and sabbaticals; and the committee shall handle the business directed to it by the Faculty Senate Executive Committee.

- a. The Faculty Personnel Committee shall consist of five faculty members elected by each College of the University. Only tenured faculty holding at least the rank of Professor shall be eligible to serve on the Faculty Personnel Committee, and all such eligible faculty members shall have the right to run for the position. Department chairs are ineligible to serve on the committee unless they are chair in an interim capacity.
- b. All committee members so elected shall serve for three years. If a vacancy on the committee occurs, a special election of the college shall be held to fill the remaining term. There shall be no term limits for members. However, faculty electorates should seek to balance the needs of preserving the academic culture of the university, harnessing new perspectives, and cultivating new leadership within their college.
- c. The method of voting shall be determined by the faculty of the academic units within the college. If, after two weeks shall have passed since college faculty were notified by their dean of the need for an election, the faculty of a college fail to nominate anyone for election, then the dean of the college may appoint an eligible faculty member. The term of faculty so appointed shall end on the first day of Fall Semester in the following year, at which point the dean must call for an election to fill the position.
- d. If a college does not have any qualified faculty members, the President of the Senate shall hold a special election in the Faculty Senate to fill the position. Any qualified faculty member not already on the committee from any college shall have the right to run for this position. Members so elected shall serve for the full term or remainder of any term for the college.
- e. College-wide elections shall be held every three years in the Spring Semester, based on the following:
 2023, 2026, 2029, 2032, etc.: College of Science and Technology, College of Liberal Arts
 2024, 2027, 2030, 2033, etc.: College of Nursing, College of Education
 2025, 2028, 2031, 2034, etc.: College of Business and Aviation
- f. Members' terms begin and end on the first day of Fall Semester. Any member's term always ends on the first day of Fall Semester in the years indicated above regardless of the number of years served.

Section 6. GENERAL STUDIES COMMITTEE. The General Studies Committee shall oversee the University's Core Curriculum.

- a. To carry out its charge, the General Studies Committee shall perform the following functions:

- a. Review courses submitted for inclusion in the Core Curriculum.
- ii. Create and oversee the outcomes governing the Core Curriculum and the listing of courses fulfilling them in the University catalog.
- iii. Manage assessment data on the effectiveness of the Core Curriculum and compile reports on this annually.
- iv. Conduct a review of the Core Curriculum program on a five-year cycle.
- v. Formulate, review and maintain policies and procedures to operate the Core Curriculum.
- b. All committee functions will result in recommendations reported to the Faculty Senate for final action.
- c. The Provost and Vice President for Academic Affairs and/or designee, the Faculty Director of General Studies, and the Executive Director of Academic Advising and Career Success shall serve as ex-officio members.

Section 7. LIBRARY COMMITTEE. The Library Committee shall study library needs in view of academic programs and advise the librarians on matters of general library policy, the development of library resources, and allocation of library budget. The Director of the Library shall serve as an ex-officio member.

Section 8. PRESIDENTIAL PERCEPTION SURVEY COMMITTEE. The Presidential Perception Survey Committee shall administer the annual Presidential Perception Survey and compile and distribute the results.

- a. Only tenured faculty or librarians with at least five years of experience at Fairmont State shall be eligible to serve on this committee.
- b. To carry out its charge, the Presidential Perception Survey Committee shall:
 - i. Annually review the survey instrument and process of administration and recommend changes to the Faculty Senate.
 - ii. Oversee the distribution of the approved survey instrument to the Faculty, either through direct action of the committee or through a third-party survey provider approved by the Faculty Senate.
 - iii. Compile the results of the survey.
- c. The distribution of the results of the survey shall be as follows:
 - i. The full results shall be given to the Faculty Senate Executive Committee, which shall distribute the results further to the President of the University and the Board of Governors.
 - ii. Faculty members and Senators not on the Executive Committee shall receive the aggregated quantitative results of the survey, but not the comments from the survey
- d. Additionally, the PPSC will conduct and administer any other surveys as directed by the Faculty Senate.

Article IX: Voluntary Committees

Section 1. The committees listed in this section shall consist of interested faculty from the academic units.

Section 2. ADMISSIONS AND CREDITS COMMITTEE. The Admissions and Credits Committee shall serve as a Faculty Advisory group to the Office of the Registrar and the Office of Admissions. In this capacity, the Committee shall review general University policies adopted by these offices and recommend any appropriate changes. The committee shall be empowered to act upon individual cases involving admission, readmission, retention, and credits of students and shall also be empowered to render judgment on petitions for grade changes submitted by faculty and administration. The Registrar, the Coordinator of the LEAD Center, the Admissions Manager, and the Manager of Recruiting shall be ex-officio members.

Section 3. ANIMAL CARE AND USE COMMITTEE. The Animal Care and Use Committee shall Function as the official institutional agency for ensuring the ethical and legal use of vertebrate animals in the normal course of classroom and research use conducted by any individuals affiliated with the institution in accordance with the Health Research Extension Act of 1985. Public law 99-158.

Pursuant to its charge, the Animal Care and Use Committee may Nominate additional members to ensure inclusion of the following; a Doctor of Veterinary Medicine either certified (e.g., by ACLAM, ECLAM, JCLAM, KCLAM) or with training and experience in laboratory animal science and medicine or in the use of the species at the institution, at least one practicing scientist experienced in research involving animals, at least one member from a nonscientific background, drawn from inside or outside the institution, and at least one public member to represent general community interests in the proper care and use of animals. The Committee shall submit nominees to Senate for approval.

Section 4. ATHLETICS COMMITTEE. The Athletics Committee shall:

- a. Review and recommend policies that involve athletics in their relation to students and academics.
- b. Advise the President and the Athletic Director in the determination and maintenance of high standards of performance by the Institution in this specialized area.
- c. Act as a liaison between faculty, students and administration.
- d. Review the athletic budget allocations and inter-collegiate schedules at the beginning of each academic year.
- e. Periodically review compliance with MEC, NCAA, and Title IX policies and regulations.
- f. Meet at the end of each academic year and as needed during the academic year as determined by the Committee Chair.

The Director of Athletics, University NCAA Academic Representative, and the Faculty Athletic Representative shall act as ex-officio members.

Section 5. COMMON BOOK COMMITTEE. The Common Book Committee shall publicize the book chosen for the year through appropriate programming and media support; choose a book for the following year; and plan faculty development activities to help faculty integrate next year's book into classes.

Section 6. FACULTY WELFARE COMMITTEE. The Faculty Welfare Committee shall recommend programs for the welfare of the faculty.

Section 7. INSTITUTIONAL REVIEW BOARD. The Institutional Review Board shall function as the official institutional agency for ensuring the ethical and legal use of humans and animals in the normal course of research conducted by any individuals affiliated with the institution.

Section 8. INTERNATIONAL EDUCATION COMMITTEE. The International Education Committee shall investigate, promote, and coordinate all phases of international education among students and faculty. The Provost and Vice President for Academic Affairs or designee, the International Student Advisor, one student chosen by the Student Government, and one international student chosen by the International Student Advisor shall serve on the committee.

Section 9. LEGISLATIVE ADVOCACY COMMITTEE. The Legislative Advocacy Committee shall inform faculty concerning higher education legislation as it is proposed and as it proceeds through the legislative process. Disseminate membership lists of legislative committees and addresses of pertinent legislators. Work in cooperation with similar committees on the other state college and university campuses. Survey and collate information and opinions of faculty and forward them to the Advisory Council of Faculty for inclusion in proposed legislative packages.

The faculty representatives to the Board of Governors and Advisory Council of Faculty shall serve as ex-officio members.

Section 10. STUDENT PUBLICATIONS BOARD. The Student Publications Board chairperson shall call a meeting with the Chair of Humanities, the student publications faculty advisors, and current editors of *The Columns*, *Tracts*, and *Whetstone* each year to interview and elect editors for the publications for the following year, and to conduct any other relevant business pertaining to the development and staffing of student publications.

Section 11. STUDENT FINANCIAL AID APPEALS COMMITTEE. The Student Financial Aid Appeals Committee shall recommend to approve or deny the financial aid appeals related to the student financial aid program; and make recommendations to the Financial Aid ex-officio member in attendance.

The Director of Financial Aid or designee shall serve as an ex-officio member.

Section 12. TECHNOLOGY COMMITTEE. The Technology Committee shall study issues that relate to faculty and student use of the information technologies made available by the University on and off campus, advise personnel in the IT department regarding the needs of faculty in terms of programs, systems, assistance, and training, and serve as a liaison between the faculty and the Chief Information Officer. The Chief Information Officer of the University shall serve as an ex officio member.

Article X. Joint Committees

Section 1. FACULTY HANDBOOK COMMITTEE. This Committee shall undertake an annual revision of the Faculty Handbook. This is a joint committee with the Provost.

- a. Each College of the University shall elect one member to serve on the committee.

- The Colleges of Business and Aviation, Nursing, and Liberal Arts shall elect members in even-numbered years
 - The Colleges of Science and Technology, and Education, Health, and Human Performance shall elect members in odd-numbered years
 - Vacancies may be filled by elections but only to complete partial terms; regular elections must take place as described above.
- b. The Provost shall appoint three members, one of whom will be from the Dean's Council.
 - c. The committee shall annually elect a chair. Only members elected by the colleges may serve as chair. However, all members are entitled to vote for the chair.
 - d. The committee shall approve a new handbook and submit the approved handbook to Senate for review. After its review, the Senate shall forward the handbook to the Provost, along with any comments.
 - e. University Counsel and the Director of Human Resources will serve as ex-officio members.

ARTICLE XI. Amendment of Bylaws

Section 1. Amendments of Bylaws of the Faculty Senate shall be made only at a regular meeting thereof, by a two thirds (2/3) vote of at least a quorum of the Faculty Senate. No proposition to amend shall be acted upon unless written notice thereof has been given to the President of the Senate at least thirty days prior to the meeting. A copy of such a proposition shall be provided in the call for the next regular meeting, and a copy sent to each Senator at least ten days before the date of the next regular meeting at which time the amendment will be presented for Senate action.