

# NEW MEXICO STATE UNIVERSITY FACULTY SENATE

## BYLAWS

Section A: Special rules of order adopted by the Faculty Senate to supplement, modify, or extend the parliamentary rules of order specified in Robert's Rules of Order: (FS, 5/80)

1. The initial introduction of legislation shall be accompanied by a short (one or two minute) presentation by one of the sponsors. No debate about the content of the legislation shall occur during its initial introduction since the only action to be taken is assignment of the legislation to the committee. (FS, 4/03)
2. A special motion to RECOMMIT TO THE \_\_\_\_\_ COMMITTEE may be made by the chairperson of the Faculty Senate if, in his/her view, the question before the senate has been so extensively modified by amendment that a final review of the legislation by a standing senate committee is desirable before final passage. This special motion may be made by the chairperson immediately prior to the final vote on a proposition; it must be seconded, is not debatable, requires a majority vote, cannot be reconsidered, and is amendable only with respect to the suggested committee assignment. (FS, 5/80)

(In general, a committee receiving legislation as a result of this special motion should limit its work to properly phrasing the finally amended proposition.) (FS, 5/80)

3. The motion for a roll-call vote shall pass if approved by an affirmative vote of one-fifth of those present. (FS, 5/80)
4. Proxy votes are not acceptable at Faculty Senate or committee meetings with the following exception: proxy voting and/or telepresence voting will be acceptable at Standing Committee meetings only for Senators from the community colleges other than the Dona Ana campus, and Cooperative Extension Service senators located away from the main campus. Notice will be given to the committee chair of intent to use a proxy and identification of the proxy must be made at that time. (FS, 11/07)

Section B: Standing Rules of the Senate

1. The results of the Faculty Senate elections and/or referenda will be announced by the chairperson of the Faculty Senate at the first regular meeting after the ballots have been counted. The vote totals and the percentage of votes received by each candidate shall be entered in the minutes. (FS, 5/80)
2. All requests for information, studies or other assistance submitted to the Faculty Senate shall be referred to appropriate committees by the vice chairperson of the senate. (FS, 4/72)
3. Except in cases in which the method of election is otherwise specifically spelled out, all elections conducted by the Faculty Senate for university wide positions shall be in accordance with the Hare Proportional System. (FS, 5/80)

4. Should circumstances arise which require both the chairperson and the vice chairperson of the Faculty Senate to be absent at the same time, an acting chairperson shall be selected by lot from the chairpersons of the standing committees of the senate. (FS, 5/80)
5. In all cases in which faculty members are elected by the general faculty to serve as faculty representatives on committees or other bodies, information relevant to the position shall be furnished to each candidate prior to the election. (FS, 5/80)
6. At the last meeting of the Faculty Senate of the spring term of each academic year, the chairperson and vice chairperson of the Senate, the chairpersons of the standing committees of the Senate, and Senate representatives from each committee to which the Faculty Senate nominates or elects members shall make a report of the activities of the year, including recommendations to the Faculty Senate for any action which would improve the ability of their offices or committees to perform their duties, and future legislation. (FS, 5/80)
7. Propositions submitted to the Faculty Senate shall follow the format and be provided in such quantities as specified by the chairperson of the senate. (FS, 5/80)
8. Twice each academic year, the Committee on Committees will evaluate the performance of the chairperson and vice chairperson of the Faculty Senate. The results of this evaluation will be provided to the executive vice president provost and to the respective academic department heads of these officers. These evaluations will account for the released time provided by the executive vice president provost -- .5 for the chairperson and .25 for the vice chairperson -- and provide the officers documentation of their performance so they can include their Faculty Senate service in their Annual Review of Faculty Performance. (FS, 4/03)
9. The ex officio nonvoting members of the Faculty Senate are the holders of the following positions; they enjoy the rights specified in Article III, section A of the Faculty Senate Constitution: president; executive vice president and provost; senior vice president, planning, physical resources and university relations; associate provost for student success and academic programs; associate provost for student affairs and community colleges; vice provost for distance education; chief information officer; deans of the academic colleges, dean of the Graduate School; dean of the Honors College; dean of the Library; Registrar; chair, vice chair, and Faculty Senate liaison of the NMSU Employee Council (formerly ACAP); chair of the Graduate Council; president and vice president of the Associated Students of New Mexico State University. (FS, 5/06)

### Section C: Job Descriptions

The evaluation of the officers will be based on the following job descriptions:

Responsibilities of the Chairperson of the Faculty Senate:

Serve as Chairperson of the Faculty Senate

- Conduct Faculty Senate meetings.

- Prepare and distribute Faculty Senate meeting minutes to faculty (supervise recording secretary).
- Prepare Faculty Senate meeting agendas.
- Attend or arrange for representation at all standing committee meetings.
- Consult with and help faculty and administration develop policy and legislation.

Represent the Faculty Senate to the Academic Deans Council

- Attend all meetings.
- Consult with the Committee on Committees concerning policies proposed by the Academic Deans Council.
- Report Academic Deans Council actions to the Faculty Senate.

Represent the Faculty Senate to the Board of Regents

- Attend all meetings.
- Report Faculty Senate actions and faculty attitudes to the Board of Regents
- Report Board of Regents actions to the Faculty Senate.

With the vice chairperson, represent Faculty Senate and faculty concerns at regularly scheduled meetings with the president and executive vice president provost of the university.

Provide regularly scheduled office hours to discuss issues and policies with faculty and others.

Represent the Faculty Senate and the faculty to various individuals and groups as required and as appropriate.

Responsibilities of the Vice Chairperson of the Faculty Senate:

Serve as chairperson of the Committee on Committees

- Conduct meetings
- Prepare minutes (supervise recording secretary).
- Organize meeting agendas.
- Attend standing committee meetings as appropriate.
- Consult with faculty concerning policy and legislation.

Complete constitutional responsibilities

- Conduct Faculty Senate elections.
- Conduct Faculty Senate meetings in the absence of the chairperson.

Represent the Faculty Senate to the Deans' Advisory Council

- Attend or arrange for representation at all meetings.
- Consult with the Committee on Committees concerning policy recommendations originating in the Deans' Advisory Council.

- Report Deans' Advisory Council actions to the Faculty Senate.

With the chairperson, represent Faculty Senate and faculty concerns at regularly scheduled meetings with the president and executive vice president provost of the university.

Serve as designee in the absence of the Faculty Senate Chairperson.

#### Section D: Communications

It shall be the responsibility of each voting member of the Committee on Committees to provide a monthly report regarding Faculty Senate activity to that member's electing group. This report should be sent as soon as practical after each meeting of the Faculty Senate.

#### EVALUATION PROCEDURE

The Committee on Committees will evaluate the chairperson and vice chairperson at its December and May meetings. The vice chairperson shall notify the senior senator on the Committee on Committees that the senior senator will conduct these evaluations from the following materials:

- Each officer will provide a self-evaluation based on the job description.
- The Committee on Committees will solicit letters from administrators and colleagues assessing each officer's performance. For the chairperson's evaluation, letters from the executive vice president provost of the university and the vice chairperson of the Faculty Senate are appropriate. For the vice chairperson's evaluation, letters from the chairperson of the Deans' Advisory Council and the chairperson of the Faculty Senate are appropriate.
- Letters shall be solicited from the chairs of standing committees. An open solicitation for additional letters shall be made to all members of the senate at the December and May senate meetings. The senior senator on the committee on committees shall summarize those letters from senators.
- Using these materials, the Committee on Committees will evaluate each officer using a 1 to 10 scale. Ten is the highest score.
- The committee on committees shall provide a narrative performance evaluation to each officer that includes the numerical score. The letters shall not be provided to the officers.
- A packet containing the self-evaluations, letters from administrators, summary of letters from senators, and the Committee on Committee's evaluation numerical score, will be forwarded to the executive vice president provost of the university and to the academic department heads responsible for the officers' annual performance review. (FS, 5/90)

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