

Constitution of the University Senate of Michigan Technological University

Version History & Notes

- March 18, 2019: Updates Reflecting Approved Revisions: Proposals 19-17, 22-17, 21-18; renumbered to reflect revisions accordingly.
- October 20, 2017: Approved by the Board of Trustees
- July 14, 2017: Editorial Changes from Administration
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- April 27, 2012: Approved by the Board of Control
- April 4, 2012: Ratified by the Senate constituency

Article I — Name

The name of this organization shall be The University Senate of Michigan Technological University.

Article II — Constituents

- A. The University Senate's constituency is the University's academic and research faculty, academic rank librarians and archivists, and professional staff, including staff employed at independent research units. These groups meet and operate as a unit under a single Constitution and Bylaws, with a single set of University Senate officers and committees. Voting on certain issues will be confined to one of these groups, as defined in Article III below.
- B. Individuals:
- a. University Senate constituents are University professional staff, faculty, and academic rank librarians and archivists, who are employed full time for a minimum of 9 months per year, unless otherwise excluded because of major administrative functions (see paragraph 4 below). Full time is defined as a minimum of 30 hours per week.
- C. Faculty Constituents:
- a. Academic faculty shall be constituents of the University Senate, unless otherwise excluded. The academic faculty are individuals holding a rank of instructor, lecturer, senior lecturer, principal lecturer, professor of practice, assistant professor, associate professor or professor for a minimum of nine months full-time.

- b. Research faculty shall be constituents of the University Senate, unless otherwise excluded, and will be represented by the Faculty Senator elected from the department in which they are appointed. The research faculty are individuals holding a rank of research assistant professor, research associate professor or research professor for a minimum of nine months full-time.
 - c. Department chairs, associate deans, and assistant deans, despite their additional status as academic faculty members, shall not serve as senators or alternates. They are considered constituents of the Senate.
- D. Professional Staff Constituents
- a. Professional staff including members of independent research units, shall be constituents of the University Senate, unless otherwise excluded because of major administrative functions as defined in the Bylaws (independent research units are not administered by one or more academic departments).
 - b. The Bylaws shall contain procedures for identifying the University professional staff that form the constituency of the professional staff membership and for resolving problems of constituency of individuals not clearly specified in this Article.
- E. The University President, Provost, Vice Provosts, Vice Presidents, Chief Financial Officer, and all deans and equivalent directors, shall not be constituents of the Senate.
- F. Academic rank librarians and archivists, who hold appointments shall be constituents of the University Senate, unless otherwise excluded because of major administrative functions.
- G. Representation Units
- Each constituent of the Senate shall be a member of one representation unit. A senator elected by members of each unit shall represent each unit. The units and their included constituents are:
- a. Academic Departments:
 - i. Academic and research faculty holding appointments in an academic department or school shall be the only faculty constituent members of that department or school.
 - ii. Librarians and archivists holding appointments in the Library shall be the only non-faculty academic constituents of the Library.
 - b. Research Units and Professional Staff:
 - i. The Senate's Professional Staff Policy Committee will define the composition of the professional staff and independent research representation units.
 - ii. There shall be no more than 11 professional staff representation units, including independent research units. They shall be composed as defined by the Bylaws. The groupings of the professional staff units are only for Senate representation. The reporting structures of constituents within any

- one unit may differ.
- iii. All Senate constituents employed in an independent research unit shall be constituent members of that unit. A research unit may be included as part of another constituent unit.
 - iv. Senate constituents as defined above who are not constituent members of an academic department or research unit shall be members of a professional staff representation unit.
- c. In cases where a constituent is eligible to belong to more than one unit, that person will permanently select one unit and inform the Senate Secretary of that selection.
 - d. The representation units shall be listed in the Bylaws. The Bylaws shall contain procedures for reviewing and updating the list as recommended by the Professional Staff Policy Committee.

Article III — Functions

1. The Senate is the representative body for its constituents and speaks on their behalf on matters under the Senate's jurisdiction. The Senate shall establish, review, and recommend policy and procedures on matters under its jurisdiction. The Senate also is the principal forum for discussion of any matters of interest to the university community.
2. The Senate shall have the responsibility and the authority to review and establish policy in some matters, and to review and make recommendations in other matters. The University President, the Board of Trustees, or their designated representatives may stipulate additional areas in which the Senate shall have responsibility and authority.
3. By its approval of this constitution, the Board of Trustees relinquishes none of its constitutional or statutory authority.
4. Section F of this article lists matters in which the Senate has the responsibility and the authority to review and establish policy. Normally, the Board of Trustees will approve policy in these areas only after it receives policy proposals approved by the Senate.
5. For matters in which the Senate has the responsibility and the authority to review and establish policy, proposals shall be submitted to the Board of Trustees following these procedures.
 1. Policy proposals that originate with the University President (or designated representatives) shall be presented to the Senate for review and approval before being submitted to the Board of Trustees.
 2. Likewise, proposals approved by the Senate shall be transmitted to the University

President for approval.

3. Proposals approved by the Senate and the University President shall be submitted by the University President to the Board of Trustees. It is the responsibility of the Senate officers to ensure such submission.
 4. Proposals approved by the Senate may be vetoed by the University President within three months (not including the time from the end of the spring semester of one academic year to the start of the fall semester of the next academic year) of their transmittal to the University President.
 5. If the University President vetoes a proposal passed by the Senate that veto shall be presented in writing to the Senate President. The Senate President shall report the veto to the Senate at its next meeting. The Senate may appeal the veto to the Board of Trustees upon a two-thirds majority vote of eligible senators. Written notice of the appeal shall be transmitted immediately to the University President who shall submit a written copy of the veto to the Board of Trustees. The Senate President shall also submit a written copy of the Senate's appeal to the Board of Trustees.
 6. If, within three months (not including the time from the end of the Spring term of one academic year to the start of the Fall term of the next academic year) of transmittal to the University President, a proposal passed by the Senate is neither vetoed nor approved by the University President, the proposal will be deemed approved by the University President, and will be submitted by the Senate President to the Board of Trustees for its approval. Procedures for temporarily extending the three-month period for particular proposals shall be contained in the Bylaws.
6. List of Matters of Responsibility and Authority
1. Matters of Academic Policy and Procedures
 - a. The Senate has the responsibility and authority to review and establish policy and procedures in these areas:
 - i. All curricular matters, including establishment, dissolution, and changes in degree programs.
 - ii. Requirements for certificates and academic degrees.
 - iii. Regulations regarding attendance, examinations, grading, scholastic standing, probation, and honors.
 - iv. Teaching quality and the evaluation of teaching.
 - v. All matters pertaining to the academic calendar.
 - vi. The appointment, promotion, tenure, dismissal, and leaves of the academic faculty.
 - vii. Criteria for positions that are to be accorded academic rank.

- viii. Academic freedom: rights and responsibilities.
 - ix. Regulations concerning the awarding of honorary degrees.
 - x. Procedures for the selection of Deans and Department Chairs.
 - xi. Requirements and criteria for unit charters for each academic department.
 - xii. Other areas under authority as may be granted by the Board of Trustees, the University President, or their designated representative.
- b. The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:
- i. Academic organization, including the establishment or elimination of schools, colleges, or departments, and the reorganization of the academic structure.

2. Matters of Research Policy and Procedures

- a. The Senate has the responsibility and authority to review and establish policy and procedures in these areas:
- i. All issues and performance other than the allocation and distribution of resources.
- b. The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:
- i. Allocation and distribution of unrestricted funds made available to the university for discretionary allocation in support of research or scholarly work.

3. Matters of Policy and Procedures Concerning Professional Staff

- a. The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:
- i. All issues of concern only to professional staff.

4. Other Matters of Policy and Procedure

- a. The Senate has the responsibility and authority to review and establish policy and procedures in these areas:
- i. Internal function of the Senate, including Bylaws, committee structure, etc.
 - ii. Other areas under authority as shall be granted by the Board of Trustees, the University President, or their designated representative.

- b. The Senate has the responsibility to review, make recommendations, initiate, and participate in the formulation of policy and procedures in these areas:
 - i. Fringe benefits.
 - ii. Institutional priorities.
 - iii. Allocation and utilization of the university's human, fiscal, and physical resources.
 - iv. The Van Pelt and Opie Library, computing facilities, audiovisual support, E.R. Lauren Bookstore, Seaman Museum, etc. as they affect scholarly, instructional, and research activities.
 - v. Admission standards and procedures.
 - vi. Student financial aid.
 - vii. Selection of the University President, the Provost, and other major university-wide administrators.
 - viii. Administrative procedures and organizational structure.
 - ix. The evaluation of administrators.
 - x. All areas of student affairs not mentioned specifically above, including their effect on the educational process and on academic achievement.
7. Voting on the various matters shall be limited to subsets of senators and their constituents. (Reference is made to Section F of this article).
 1. Only Senators shall vote on matters before the Senate, or their Alternates may vote, if the Senator is not present.
 2. Only Faculty Senators, Academic Rank Librarians and Archivist Senators, or their Alternates, including at-large Faculty Senators, may vote on academic matters.
 3. Only Faculty Senators or their Alternates, including at-large Faculty Senators, Academic Rank Librarians and Archivists Senators, and Professional Staff Senators representing independent research units or their Alternates may vote on research matters.
 4. Only Professional Staff Senators or their Alternates, including at-large Professional Staff Senators, may vote on matters affecting the professional staff.
 5. All Senators or their Alternates may vote on Senate matters affecting the entire university.
 6. All Senators and their Alternates may vote in Senate committee deliberations.
 7. The Bylaws shall include procedures for classifying the academic, research, staff, and other matters brought before the Senate.
8. As part of its functioning, the Senate should coordinate its activities and cooperate with appropriate representative groups of faculty, staff, and students on campus.

Article IV — Membership

A. Number and Composition - Membership in the Senate shall be determined as follows:

1. One senator and one alternate elected by and from the academic and research faculty of each academic department.
2. One senator and one alternate elected by and from each of the professional staff and research unit representation units.
3. Four at-large academic and research faculty senators shall be elected by the entire faculty constituency.
4. Two at-large professional staff senators shall be elected by the professional staff and research unit constituencies.
5. Academic department representation units and academic and research faculty senators at-large shall comprise at least 60 percent of the Senate's total membership.
6. Official non-voting liaison members from units designated by the Senate and listed in the Bylaws.

B. Election and Terms of Office

1. The term of office of elected senators and alternates shall be three years except as set forth in Paragraph 3 below. After serving for six consecutive years as a senator and/or alternate, an individual shall not be eligible for re-election for a period of one year. The term limit shall be waived on presentation to the Executive Committee a request approved by a majority vote of the constituents of the Representation Unit.
2. The election years shall be distributed as equally as possible among the various representation units and at-large positions.
3. Election of senators shall be held in the spring of each year. The term of office shall commence on July 1. Vacancies in at-large membership created by resignation or otherwise may be filled by appointment by the President of the Senate until the next election, at which time vacancies shall be filled for the unexpired terms by elections.

Article V — Officers

The officers of the Senate shall be a President, Vice-President, and Secretary. Their duties shall be defined in the Bylaws. These officers shall be chosen by the continuing senators-and the senators-elect following the annual spring elections in a manner described in the Bylaws. The officers-elect of the Senate shall assume their duties on July 1.

Article VI — Committees

- A. The number, responsibilities and membership of committees of the Senate shall be determined by the Senate using procedures contained in the Bylaws.
- B. Committee chairs shall be senators or alternates.

Article VII — Procedure

- A. The business of the Senate shall be conducted according to the current edition of *Robert's Rules of Order Newly Revised* (RONR) when these are not in conflict with the Bylaws of the Senate.
- B. The full Senate, by two-thirds majority vote, shall rule on interpretation of ambiguous language in this Constitution and the Bylaws. Such interpretations shall be considered as amendments to the Bylaws.

Article VIII — Petitions and Ballot Initiatives

- A. Petitions may be submitted to the Senate by constituents to require:
 - 1. An immediate vote on policy proposals specified in the petition; or
 - 2. That a Ballot Initiative (or referendum) of eligible constituents be conducted immediately as a challenge to some vote of the Senate.
- B. Such petitions must be signed by at least 20 percent of constituents eligible to vote on the matter. (Reference is made to Article III, Section G).
- C. A majority of eligible Senators may vote to require a Ballot Initiative of eligible constituents.
- D. The President of the University or the Board of Trustees or their designated representatives can request a Ballot Initiative on a designated issue other than the appeal of a presidential veto.
- E. The Bylaws shall contain procedures for the conduct of Ballot Initiatives.

Article IX — Meetings

The Senate shall meet at least once during each term of the regular academic year, in meetings scheduled before the end of spring term of the preceding academic year. Additional meetings

shall be called by the Senate President as needed, or upon written request of 20% of senators. All meetings shall be open.

Article X — Amendments

Amendments to this Constitution may be proposed at any meeting. If passed both at this meeting and at any subsequent meeting within six calendar months by a two-thirds majority, the proposed amendment shall be submitted to the Senate Constituency. Ratification shall require a majority vote in a referendum in which a majority of eligible senate constituents cast a valid ballot. The amendment shall then become effective upon approval by the Board of Trustees.

Article XI — Bylaws

Bylaws of the University Senate of Michigan Technological University

Revision History/Notes

- March 18, 2019: Editorial changes to align verbiage and ensure consistency across documents.
- April 5, 2017: Revised to reflect approved content from Proposal 22-17.

I. Operational Bylaws

A. Quorum

1. One-half of all elected Senators, or elected Alternates if their Senator is not present, shall constitute a quorum to transact Senate business requiring action of all Senators. One-half of all elected faculty Senators, or Alternates if their Senator is not present, shall constitute a quorum to transact Senate business requiring action of faculty Senators only. One-half of all elected professional staff Senators or Alternates if their Senator is not present, shall constitute a quorum to transact Senate business requiring action of professional staff Senators only.
2. Elected Senators and Alternates are those persons who have been elected by their constituent academic or professional staff units.

B. Executive Committee

1. The Executive Committee of the Senate shall consist of the officers of the Senate and the chairs of the standing committees.
2. The Executive Committee shall function as a steering committee of the Senate. Normally, the Senate officers conduct the daily business of the Senate.
3. The Executive Committee shall maintain the lists of constituents and representation units. It shall use the Constitution and Bylaws as guidelines in its deliberations. Its recommendations for changes in the lists shall be submitted to the Senate for approval.
4. The Executive Committee shall have the authority to extend to a maximum of one calendar year the three-month period for presidential approval or veto of proposals. This approval requires a two-thirds majority vote of the Committee.
5. The Executive Committee shall represent the Senate at meetings with the Board of Trustees.
6. The Executive Committee shall coordinate interaction between the Senate and the Board of Trustees.

C. Senate Standing Committees — Organization

- a. Normally, each Senator or Alternate is expected to serve on one standing committee of the Senate. With the approval of the full Senate, the Senate officers may serve on but may not chair standing committees.
- b. Only senators or alternates may vote in Senate standing committees.
- c. Each committee shall elect its own chair, who shall be a senator or alternate.
- d. Given the issues likely to be addressed by the committee in any given year, in electing a chair, committees are encouraged to consider whether tenure would be an asset.
- e. Any member of the university community may serve without vote on any Senate standing committee, subject to the approval of the committee.
- f. The Registrar or a representative of the Registrar will serve as a non-voting ex-officio member of the Curricular Policy and Academic and Instructional Policy Committees.
- g. The full Senate must approve yearly the voting membership of each standing committee before it begins to function.
- h. The Senate officers will draft a preliminary list of committee assignments, and circulate the list to the Senate no less than 10 days before the first meeting of the Senate in the fall semester.

D. Senate Standing Committees — Responsibilities

Authority for responsibilities assigned to the standing committees are derived generally from the Constitution and Bylaws, as noted in the following list (III-F-1-a-6 for example, refers to Article III, section F, paragraph 1, and part a, item 6 of the Senate Constitution).

1. Academic and Instructional Policy Committee

- a. Appointment, promotion, tenure, dismissal, and leaves of the academic faculty (III-F-1-a-vi).
- b. Criteria for positions that are to be accorded academic rank (III-F-1-a-vii).
- c. Academic freedom: rights and responsibilities (III-F-1-a-viii).
- d. Regulations concerning the awarding of honorary degrees (III-F-1-a-ix).
- e. Regulations regarding attendance, examinations, grading, scholastic standing, probation, and honors (III-F-1-a-iii).
- f. Teaching quality and the evaluation of teaching (III-F-1-a-iv).
- g. All matters pertaining to the academic calendar (III-F-1-a-v).

2. Administrative Policy Committee

- a. Selection of the University President, the Provost, and other major university-wide administrators (III-F-4-b-vii).
- b. Administrative procedures and organizational structure (III-F-4-b-viii).
- c. Evaluation of administrators (III-F-4-b-ix).

3. Curricular Policy Committee

- a. All curricular matters, including establishment, dissolution, and changes in degree programs (III-F-1-a-i).
- b. Requirements for certificates and academic degrees (III-F-1-a-ii).

4. Elections Committee

- a. Conducting ballot initiatives (VIII-D and Bylaws).
- b. Conducting Senate elections (Bylaws).
- c. Conducting University-wide elections (Bylaws).
- d. Assisting Senate Officers in identifying nominees for Senate representatives to various University standing and ad hoc committees.
- e. Providing a slate of nominees for Senate offices.

5. Finance and Institutional Planning Committee

- a. Allocation and utilization of the university's fiscal resources (III-F-4-b-iii).
- b. Student financial aid (III-F-4-b-vi).
- c. Institutional priorities (III-F-4-b-ii).
- d. Allocation and utilization of the university's human and physical resources (III-F-4-b-iii).
- e. Admission procedures (III-F-4-b-v).
- f. General admission standards (III-F-4-b-v).

6. Fringe Benefits Committee

- a. Fringe benefits (III-F-4-b-i).

7. Information Technology Committee

As related to Information Technology:

- a. Allocation and distribution of unrestricted funds made available to the university for discretionary allocation in support of research or scholarly work (III-F-2-b-i).
- b. Allocation and utilization of the university's human, fiscal, and physical resources (III-F-4-b-iii).
- c. Formulation of policy and procedures regarding allocation and utilization of the university's human, fiscal, and physical resources (III-F-4-b-iii).

8. Professional Staff Policy Committee

- a. Policy on all issues of concern only to professional staff (III-F-3-a-i).

9. Research Policy Committee

1. Policy on all research issues and performance other than the allocation and distribution of resources (III-F-2-a-i).
2. Policy and procedures on the allocation and distribution of resources (III-F-2-b-i).

E. Budget

1. During the fall semester, the Finance and Institutional Planning Committee shall prepare and submit a budget request to the University President (or designated representative) for the subsequent fiscal year, and shall be empowered to negotiate with the University President (or designated representative) as required.
2. The Senate officers, after taking office in July, shall develop a draft allocation of the budget after receiving the amount of budgeted funds from the University President (or designated representative). The Senate officers shall have authority during the summer to pay for necessary expenses.
3. The Senate shall at its first meeting retroactively approve, or revise and approve, the allocation of the budgeted funds.
4. The Executive Committee shall have the authority to approve spending within the line item allocation approved by the Senate.
5. At the end of the year the Executive Committee shall report to the Senate on how the budget monies were spent.

F. Senate Temporary and Ad Hoc Committees

1. Within the areas of Senate authority but outside the responsibilities of the standing committees, matters may arise requiring committee action. The Senate shall establish temporary or ad hoc committees in such cases.
2. Membership of temporary or ad hoc committees.
 - a. In those matters for which the Senate has specific constitutional authority to establish and review policy, membership of temporary or ad hoc committees shall conform to the stipulations for membership in standing committees.
 - b. In other matters, the membership of temporary or ad hoc committees shall be approved by the Senate.
3. After the Senate approves the formation of a temporary or ad hoc committee, the President shall read into the Senate minutes the charge to that committee.

G. Election of Officers

1. Following the annual spring election of senators by the representation units, Senate officers shall be elected for the next academic year. The election shall be held at a special meeting of the continuing senators and senators-elect, chaired by the current President.
2. Before the special meeting the Elections Committee, in consultation with the Executive Committee, shall solicit nominees for Senate officers among the continuing senators and senators-elect.

3. At the special meeting, the nominations shall be presented, with a call for nominations from the floor. After any additional nominations from the floor, the officers for the next academic year will be elected at the meeting.
4. A majority vote is needed for the election of an officer. If there are more than two candidates and a majority vote is not obtained, the candidate with the lowest number of votes shall be stricken from the list of candidates and another vote shall be taken until a majority is obtained.
5. The officers-elect of the Senate shall assume their duties on July 1.

H. Qualifications of Officers

1. The President and Secretary shall have tenure.
2. The Vice President shall be from a unit other than an academic department.

I. Duties of Officers

1. The President shall preside at all meetings of the Senate and of the Executive Committee.
2. The Vice President shall preside at meetings of the Senate in the absence of the President of the Senate.
3. The Secretary shall record and maintain the minutes of meetings of the Senate and the Executive Committee.
4. The officers shall perform other duties as described in the Constitution and these Bylaws.

J. Replacement of Officers

1. In the case of resignation or incapacitation of any officer, an election of a replacement shall be held at the next regularly scheduled meeting of the Senate.

K. Proposals

1. Definitions
 - a. The word “proposal” used in this section shall be construed to comprise only those formally moved Senate actions involving major considerations such as:
 - i. Establishment of University policy and procedures,
 - ii. Recommendations to the University administration,
 - iii. Measures affecting organization or primary procedures of the Senate,
 - iv. Formal definitions of Senate policy, and
 - v. Establishment of Senate standing committees.

- b. The word “proposal” as used in this section shall be construed to exclude all operative motions and actions pursuant to the normal routines of a deliberative body, such as:
 - i. Moving appointment of, appointing, approving, or discharging ad hoc committees, or
 - ii. Requesting, hearing, or accepting business and committee reports.
 - c. In the event of question, the presiding officer of the Senate shall be empowered to rule, subject to usual parliamentary controls, whether or not a motion constitutes a “proposal” within the meaning of these definitions.
 - d. In these Bylaws, “full Senate” refers to the entire body of senators, regardless of constituency. The term “whole Senate” refers to the Senate acting as a body, as contrasted with Senate committees.
2. Proposals may be submitted by a Senator, a Senate Committee, or by the University President (or designated representative). Proposals may be submitted individually, or on behalf of any group.
3. All proposals shall be submitted in writing to the Senate officers, who shall assign a number to the proposal and place a copy of the full text on the Senate Website. The Executive Committee shall determine the appropriate body to refer the proposal, after which the officers shall transmit the proposal expeditiously.
4. The Executive Committee shall refer a proposal to the appropriate standing committee, or to the whole Senate. The Senate officers shall, at the next Senate meeting, include in their report a list of proposals that have been received and their disposition by the Executive Committee. This list shall be entered into the minutes.
5. A proposal submitted by a Senate Committee shall go directly to the whole Senate. The Executive Committee shall not initiate any proposal except in relation to its own function as defined in these Bylaws.
6. A proposal comes before the Senate by way of a formal motion to take action. A proposal that has been moved and seconded may be debated, but no subsidiary motions may be made (to amend, refer, etc.) until a subsequent Senate meeting. Debate shall be limited to 10 minutes during the meeting in which a proposal first comes before the Senate. Proposals that are moved and seconded are automatically placed on the agenda for the subsequent Senate meeting as unfinished business.
7. A proposal that has been referred to a standing committee shall be automatically placed on the agenda for the 6th subsequent Senate meeting, unless it has come before the whole Senate before this time.
8. Classification of Proposals

- a. Before any proposal is referred to a standing committee or to the whole Senate, the Executive Committee will determine its classification, following Article III-F of the Constitution. This determination will be based on a reasonable interpretation of the Constitution. This classification will be indicated in the proposal.
- b. During debate on any proposal, any senator may object, on constitutional grounds, to the classification of any proposal.
- c. The classification of a proposal may be altered by a two-thirds majority vote of the full Senate.

9. Emergency Submission of a Proposal

- a. A proposal that has not been moved for adoption in a previous Senate meeting may be considered as an Emergency Proposal at the next meeting. Such proposals may be submitted by a Senator individually or on behalf of a group of Senators, and must have been sent to the Senate Officers no less than 12 hours before the meeting.
- b. The Senate officers shall handle a submitted Emergency Proposal following the same procedures as for any other proposal, except that they shall assign a classification to the proposal and send it expeditiously to the whole Senate for consideration.
- c. A two-thirds majority vote of the full Senate is required to approve taking up or adopting any such proposal.
- d. If the Senate does not vote to consider the proposal, it shall be placed on the agenda for the subsequent Senate meeting as unfinished business.

10. Amendment of Proposals

- a. A proposal that is not amended by the Senate can be approved by the Senate provided it has been formally moved for adoption in a previous Senate meeting, or is an Emergency Proposal.
- b. A proposal, other than an Emergency Proposal, that is amended by the Senate may not be adopted sooner than the subsequent Senate meeting.
- c. A proposal that has been changed only editorially may be approved at the meeting during which the change is made.
- d. An “editorial change” shall be construed to be any minor change in wording that clarifies the meaning or improves the grammatical structure of the proposal but that has no effect on the substance, scope or application of the proposal. In the event of question, the presiding officer of the Senate shall be empowered to rule, subject to the usual parliamentary controls.

11. Administrative Changes of Proposals

- a. When the University President or designated representative suggests changes without veto in a proposal transmitted from the Senate, the proposal and the

suggested changes shall be considered by the Senate in the same manner as a newly-submitted proposal, using the number of the old proposal.

12. A proposal that has not been approved by the Senate within one year of being assigned a number shall expire. An expired proposal may be resubmitted in the same or modified form and will be assigned a new number.
13. Nothing in this section shall preclude the Senate from considering a motion at any meeting that is not otherwise classified as a proposal.

L. Voting Procedures

1. Unless specifically stated otherwise, the terms “majority” or “two-thirds” vote refer to the number of individuals voting.
2. A request for a secret ballot on the Senate floor shall take precedence over calls for a roll call vote or a voice vote and shall be automatically granted upon request.

M. Ballot Initiatives

1. A Ballot Initiative (or referendum) can be placed before the eligible Senate constituency (Article VIII). A Ballot Initiative is equivalent to action by the Senate and can be used to repeal an action of the Senate.
2. A Ballot Initiative may be required on some matters such as changes in the promotion and tenure policies that must be approved by the Academic Faculty.
3. Procedures
 - a. If a Ballot Initiative is presented to the Senate by petition of its constituents, then the originators of the initiative shall select a spokesperson who has the authority to represent them on all matters concerning the initiative.
 - b. In matters that do not involve an attempt either to repeal a Senate action or to require a vote on an agenda item, appropriate committees of the Senate shall have the opportunity to review and discuss the petition with the originators and/or their spokesperson. The wording of a Ballot Initiative shall be reviewed by the Senate and the originators of the initiative to insure its fairness and consistency.
 - c. The vote on the initiative shall be by secret ballot.
 - d. The vote on the initiative will not have to take place until after the next regularly scheduled Senate meeting. During an academic year, a Ballot Initiative to repeal an action of the Senate can be submitted during that same academic year up to two regularly scheduled meetings after the action is taken. A petition to require a

Ballot Initiative on an Agenda item for a particular Senate meeting can also be submitted at that same meeting. In either of these cases, the initiative shall be held as soon as possible after the meeting where it is submitted or proposed.

N. Special Constituency Issues

1. Definition
 - a. Throughout the Constitution and these Bylaws the term “Department” shall apply to and should be read as “School” for the Schools of Business and Economics, Forest Resources and Environmental Science, and Technology. For Senate purposes these three units are considered equivalent to departments.
2. The following shall not be constituents of the Senate:
 - a. Any Dean or any Director equivalent to a Dean. The Professional Staff Policy Committee shall make a determination regarding equivalence, which shall be approved by the whole Senate.
3. Department Chairs, Associate Deans, and Assistant Deans, despite their additional status as Academic Faculty members, shall not serve as senators or alternates. They are considered constituents of the Senate.
4. All Directors that are equivalent to Department Chair, Associate Dean, or Assistant Dean, may be constituents of the Senate, but may not serve as Senators or Alternates. The Professional Staff Policy Committee shall make a determination regarding equivalence, which shall be approved by the whole Senate.
5. The Senate’s professional staff constituency consists of those persons so defined by the Senate Professional Staff Policy Committee and in consultation the University’s Office of Human Resources, the determination of which shall be approved annually by the whole Senate. The Senate Professional Staff Committee shall recommend the composition of individual professional staff constituency units, which shall be approved annually by the whole Senate.

O. Meeting Agenda

1. The Senate shall adopt an agenda for every meeting.
2. A draft agenda shall be prepared by the Senate officers, approved by the Executive Committee, and posted on the Senate website no less than five (5) days in advance of any scheduled meeting.
3. Not more than 30 minutes shall be reserved in the agenda of any regular meeting to be devoted to presentations by invited guests.

4. Non-members may submit written comments respecting any item on the Senate agenda. When the item comes up for consideration during the meeting, the presiding officer shall present the comments and enter them into the minutes.
5. During the debate on a motion before the Senate, non-members may provide points of information if requested by a member.
6. Not more than 15 minutes shall be reserved in the agenda of any meeting for comments from the public. Each individual will be restricted to a maximum of three (3) minutes for their presentation.

P. Amendments

1. All proposals with respect to amending the Constitution or Bylaws will be delegated to an ad-hoc committee of the Senate. The ad hoc committee shall have a minimum membership of three, duly elected by the Senate.
2. The amendment to the Constitutions and Bylaws can be approved by the Senate provided it has been formally moved for adoption in a previous Senate meeting.
3. Approval of and amendments to the Bylaws shall require a two-thirds majority vote of the full Senate.

II. Representation Units (For a complete listing, contact the Senate office)

A. Academic Departments

1. Army/Air Force ROTC
2. Biological Sciences
3. Biomedical Engineering
4. Chemical Engineering
5. Chemistry
6. Civil and Environmental Engineering
7. Cognitive and Learning Sciences
8. Computer Science
9. Electrical and Computer Engineering
10. Engineering Fundamentals
11. Geological and Mining Engineering Sciences
12. Humanities
13. Kinesiology and Integrative Physiology

14. Library
15. Materials Science and Engineering
16. Mathematical Sciences
17. Mechanical Engineering - Engineering Mechanics
18. Physics
19. School of Business and Economics
20. School of Forest Resources and Environmental Science
21. School of Technology
22. Social Sciences
23. Visual and Performing Arts

B. Professional Staff Units

1. Academic Services A
2. Academic Services B
3. Academic Services C
4. Administration
5. Auxiliaries
6. Finance
7. Research
8. Student Affairs and Advancement A
9. Student Affairs and Advancement B
10. Student Affairs and Advancement C
11. Technology

C. Other Units Having Official, Non-Voting Liaison Senate Membership

1. Staff Council
2. Graduate Faculty Council
3. Graduate Student Government
4. Undergraduate Student Government

The full Senate may appoint or elect reciprocal liaisons to any or all of these units.

D. Membership in other University Committees

The full Senate shall appoint or elect representatives from the Senate constituency to be the Senate representative on various university-wide committees and councils established by the administration. These committees may include (but are not limited to):

1. Benefits Liaison Group
2. Athletic Council
3. Michigan Tech Enterprise Corporation
4. Public Safety Oversight Committee