

# FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY FACULTY SENATE BYLAWS

The Bylaws Committee

Kyle Eidahl, Chair

Ann Marie Cavazos, *ex officio*

Rob Abrams

Ezzeldin Aly

Tiffany Ardley

Patricia Broussard

David Guthrie

Maurice Holder

Lee Hunter

James Muchovej

Robin Perry

Angela Thornton

Pia Woodley

APPROVED BY THE FACULTY SENATE

April 18, 2023

## Contents

Preamble .....	ii
Letter from the President .....	iv
Bylaw I. Senate Organization and Procedure .....	1
Section 1.01 Senate Function .....	1
Section 1.02 Senate Membership .....	1
Section 1.03 Election of Faculty Senate Officers.....	3
Section 1.04 Terms of Office of the Elected Faculty Senate Officers.....	3
Section 1.05 Representation to the Advisory Council of Faculty Senates (ACFS).....	4
Section 1.06 Electronic Balloting Procedure .....	5
Section 1.07 Senate Agenda.....	5
Section 1.08 Senate Meeting Procedures .....	5
Bylaw II. Committees .....	8
Section 2.01 General Operational Guidelines .....	8
Section 2.02 Faculty Senate Committees.....	8
Section 2.03 Other Faculty Senate Standing Committees .....	8
Section 2.04 University Executive Council, University Budget Council, and University Academic Council.....	9
Section 2.05 Other University Committees.....	9
Bylaw III. Amendment or Revision of Bylaws .....	11
Section 3.01 Amendment or Revision Process.....	11
Appendix 1 – Voting Guidelines.....	12
Appendix 2 – Faculty Senate Organizational Chart .....	13
Appendix 3 – Bylaws Amendment/Revision Form .....	14

## PREAMBLE

The bylaws of the Faculty Senate are the organizational road map to provide guidance on the operation of the Senate of the Florida Agricultural and Mechanical University (FAMU).

The purpose of the bylaws is to provide direction to the Faculty Senate and to protect the rights of the officers and committee members.

### THE MISSION OF THE FACULTY SENATE

The Faculty Senate plays a vital role in the governance of Florida A&M University, serving as the principal conduit for collegial faculty participation in decisions relating to institution-wide academic standards and policies. It is an advisory body to the president and provost and, as such, participates in shared governance. Faculty participation in committees include but is not limited to providing academic oversight by reviewing and approving policies, new courses, course changes, new programs and program revisions.

### CORE VALUES

The primary core value the Senate shares with the university administration is *effective shared governance*.

Effective shared governance is the principal faculty mechanism to achieve all other values. These values include but are not limited to:

1. Degree credibility
2. Grading policies
3. Student intellectual development
4. Commitment to freedom of expression and civil discourse
5. Maintaining a high-quality faculty that is competitive on a national and global basis
6. Administrative effectiveness and accountability

These values are consistent with the University values as defined in the strategic plan “Boldly Striking”

1. Accountability
2. Inclusion
3. Innovation
4. Integrity

## GOVERNANCE

Postsecondary institutions within the State University System (SUS) subscribe to a philosophy of shared governance with the belief that they can best carry out their respective educational missions, responsibilities, conduct operations, and improve productivity and accountability through a system of collaboration and collegiality at all levels of decision making. As defined by the SUS's Advisory Council of Faculty Senates (ACFS):

“Shared Governance is the participation of administrators, faculty, staff and students in the decisions and policy-making process to promote the institutional vision, academic integrity and sustainability of the dynamic academic environment while retaining public accountability.”

The Council went on to state that:

“The purpose of shared governance in an academic institution of higher education is to provide shared responsibility for quality improvement and productivity through the creation of partnership between faculty and academic administrators, the president, and the board of trustees based on mutual respect and collaboration. Such shared responsibility entails working toward mutual goals to embrace a unified vision established by a fully enfranchised community...”<sup>1</sup>

Overall, shared governance is vital to the functions and operations of the University since it provides opportunities for administrators and faculty to build trust, partnerships, and collaborate in developing policies and establishing standards with intent on improving institutional productivity and accountability.

---

<sup>1</sup> [https://www.flbog.edu/wp-content/uploads/ACFS-Shared-Governance-Statement\\_-10-7-1.pdf](https://www.flbog.edu/wp-content/uploads/ACFS-Shared-Governance-Statement_-10-7-1.pdf)

## LETTER FROM THE PRESIDENT

Dear Senators:

Warm greetings! As employees of Florida A&M University and members of the Faculty Senate, we share a common obligation in carrying out the University's mission and vision of providing an excellent education to students, one that prepares them to lead productive lives after graduation. As we see it, inherent in this common obligation is the principle of **Shared Governance**, which translates into faculties' equitable contributions in the academic affairs of the institution. Such contributions must be devoid of individual self-interests, sanctioning instead the collective interest – a sense of communality governed by respectful collegiality, and legitimized by formal policies and procedures. Emphatically stated, the collective interest means the interests of the whole, the whole being all faculties, administrators and students intrinsically interwoven in the totality of academic sectors constituting the institution. In this arena of shared governance, we are just singular voices, but our roles as president and vice-president of the Faculty Senate require us to ensure faculty members' maximal input in the promulgation of academic policies and procedures that guide and govern the university. In earnest, our promise to you is to ensure that the Faculty Senate's role – as *the supreme legislative unit on University's internal policies and principal advisory body to the president* – be preserved with solemnity.

Let us get in one accord and embrace the present and the future with a collective mind that inspires all and a collective conscience that guides and promotes our growth and further development. And, to all, we say *"thank you" for your outstanding service to the senate, your unit, and the university.*

Collective thoughts contributed by our past and immediate past presidents of the Faculty Senate. **Immediate past President, Dr. Betty Grable. Past Presidents: Dr. Narayan Persuade and Dr. Maurice Holder.**

Sincerely,

*Dr. Ann Marie Cavazos,*  
President of the Faculty Senate

# **Bylaw I. Senate Organization and Procedure**

## **Section 1.01 Senate Function**

As defined in the Constitution of the Florida Agricultural and Mechanical University (FAMU Constitution) in Article IV, Section 4.01,

“The Faculty Senate shall be the highest academic legislative body in the University and shall serve in a collegial advisory capacity to the president of the University. The Faculty Senate shall advise the president on academic matters and on other issues of general university concern, both internal and external.”

The Faculty Senate is empowered by the FAMU Constitution to legislate over internal matters not reserved exclusively to the president as denoted by Florida Statutes, the Board of Governors, Board of Trustees or Collective Bargaining Agreement. Academic and non-academic legislative decisions are subject to veto or overrule by the president; in some instances, legislative decisions may be subject to approval by the Board of Trustees and/or the regulations of the Board of Governors. Legislation may address, but not be limited to, academics, resources, faculty development, admissions, grading standards, academic appeal and grievance procedures, professional courtesies and amenities, relations with legislative bodies and government, as well as any other programs and efforts to enhance the health, safety, and general welfare of the University community.

## **Section 1.02 Senate Membership**

The Membership of the Faculty Senate shall include the following:

### **(a) Voting Faculty Members.**

- (i) Voting members are defined by the FAMU Constitution in Article III, Section 3.04 Voting Faculty and further clarified in the footnote below<sup>2</sup>.
- 1) The terms of the senators are defined in the FAMU Constitution, Article IV, Section 4.03(a)(ii) “Each unit shall elect its representatives, normally, for two-year staggered terms during the first two weeks of March of each year. Senators elected in March of each academic year shall take office at the initial fall meeting of the Faculty Senate.”
- 2) A Faculty Senator’s term officially ends in the fall when the new senators are

---

<sup>2</sup> Faculty on sabbatical or leave are not eligible to vote or serve on the Faculty Senate. Faculty members who have an administrative title and position code on their contract identifying them as an administrator are not eligible to vote or serve on the Senate. This position code is applicable whether you are interim, assistant or associate in any of those categories. Administrators cannot nominate a candidate or vote in Faculty Senate elections.

sworn in.

- (ii) There are no limits to the number of successive terms a senator may serve.

**(b) Vacancies**

- (i) In the event that a vacancy occurs during the term of any incumbent senator, a special election will be held within the applicable unit within 45 days as defined in FAMU Const., Article IV, Section 4.04(c).
- (ii) Vacancy is defined as:
  - 1) Resignation from the University
  - 2) Resignation from the Senate
  - 3) No longer meets the standard for eligibility to serve in the Senate.
  - 4) Removal from Senate for missing three or more Faculty Senate meetings in an academic year.

**(c) Ex-Officio Voting Members**

- (i) The two Ex-Officio voting members are set forth in the FAMU Constitution in Article IV, Section 4.03(c). They shall full participation and voting rights.

**(d) Student Members**

- (i) As set forth in the FAMU Constitution in Article IV, Section 4.03(d) the Student Government Association shall elect two full-time students as full voting members and two full time students as ex-officio, non-voting members.
- (ii) The two ex-officio, non-voting members have the privilege of being recognized to speak but may not introduce or amend a motion on the floor.

**(e) Administrative Liaison Personnel**

- (i) The FAMU Constitution in Article IV, Section 4.03(d) defines the Administrative Liaison Personnel. These members shall be provided notice of Faculty Senate meetings and have the privilege of being recognized to speak but may not vote, introduce or amend a motion on the floor.

**(f) General Faculty and Visitors**

- (i) The right to address the senate shall first be reserved for Senators. All members of the general faculty and non-academic staff of the University shall have the right to address, without voting privileges, the Faculty Senate in accordance with *Robert's Rules of Order* and the rules and procedures promulgated by that body time permitting.
- (ii) Persons not employed by the University shall have a right to attend but must be acknowledged to speak by the Faculty Senate President.

### **Section 1.03 Election of Faculty Senate Officers**

(a) Parliamentary Procedure

(i) *Robert's Rules of Order* shall apply to the election of officers of the Faculty Senate.

(b) Officers

**(i) President**

- 1) The Faculty Senate President shall be elected by a majority of voting senators present at the April meeting of odd numbered years. If no candidate for president receives a majority vote on the first ballot, then a second ballot shall be held among the candidates who received the highest number of votes on the first ballot. Voting will continue until a candidate receives a majority vote.

**(ii) Vice-President**

- 1) The Faculty Senate Vice-President shall be elected by a majority of voting senators present at the April meeting of odd numbered years, utilizing the same election procedure as that of the Faculty Senate President.

**(iii) Secretary**

- 1) The Secretary of the Senate shall be elected by a majority of voting senators present at the April meeting of odd numbered years, utilizing the same election procedure as that of the Faculty Senate President.

**(iv) Parliamentarian (Appointed Officer)**

- 1) The Parliamentarian shall be appointed by, and shall serve at the pleasure of, the Faculty Senate President. If the appointed Parliamentarian is chosen from the Faculty Senate, the senate seat held by the Parliamentarian shall become vacant, and the unit shall hold a special election to choose another Voting Faculty Member to serve in the Faculty Senate seat formerly held by the Parliamentarian.
- 2) In addition to the duties and responsibilities of the Parliamentarian set forth in the Constitution, Article 4, Section 4.05(d), the Parliamentarian:
  - a) shall determine if a quorum is present;
  - b) shall oversee voting by the Faculty Senate, and;
  - c) shall announce and monitor speaking times as requested by the president.
- 3) The office of Parliamentarian is a non-voting position.

### **Section 1.04 Terms of Office of the Elected Faculty Senate Officers**

- (a) The president, vice-president, and secretary shall be elected for a two-year term and may be re-elected for one successive term. After serving successive terms, neither the president, the vice-president nor the secretary may be elected to the same position until the next election cycle in two years.



- (b) Any officer who resigns their position midway into their term is ineligible to run for any other office until the next election cycle.
- (c) During the Officer's tenure, they are prohibited from running for any other elected senate position.
- (d) The term of office shall start on the first day of the Fall contract period of the academic year following the Faculty Senate Officers' election.
- (e) Transitional Period for the outgoing president.
  - (i) A transitional period shall be provided from the end of the spring semester to the beginning of the Fall contract period upon the election of a new president. The period is hereby provided for the outgoing and incoming president to reconcile files and records, to provide briefings on important matters of the organization, and for the transfer of all records, books, property and papers belonging to the organization to the incoming president.
- (f) In the event that the president becomes unable or ineligible to continue in the role of president, the vice-president will succeed to the office of the president, and a new vice-president will be elected as soon as possible at a regular meeting.
  - (i) If more than 60% of the term of office still exists, then the new president will be eligible for only one additional term if elected by the Senate.
- (g) In the event that the vice-president or secretary becomes unable or ineligible to continue in their respective role, a new election will be held as soon as possible at a regular meeting.
- (h) In the event that the vice-president or secretary becomes unable or ineligible to continue in their respective role during the summer, the Faculty Senate President shall appoint a replacement to fulfil the remainder of the term.

**Section 1.05 Representation to the Advisory Council of Faculty Senates (ACFS)**

- (a) The Faculty Senate President shall serve as a full voting member of the Advisory Council of Faculty Senates as stated in the Constitution, Article IV, Section 4.05(a) (iv).
- (b) The immediate past president shall serve as a voting member of the Advisory Council of Faculty Senates.
- (c) In the case where the immediate past president declines to serve as a voting member of the ACFS, the president may appoint a replacement. In the alternative, the Steering Committee shall select an alternative member from among the Faculty Senate body to serve as a voting member.

### **Section 1.06 Electronic Balloting Procedure**

- (a) All Faculty Senate Officers shall be elected by Senators attending a regular meeting.
- (b) Electronic voting by means of an electronic poll will be considered to have met the requirement for a ballot.
- (c) Such ballot will be conducted by the Parliamentarian and the faculty senate coordinator, administrator for the Faculty Senate.

### **Section 1.07 Senate Agenda**

- (a) The Faculty Senate agenda shall be set by the Faculty Senate President and the Steering Committee.
- (b) The Faculty Senate agenda shall include all matters related to fulfilling its functions as outlined in Section 1.07(d) below.
- (c) The agenda shall be sent to senate members at least seven (7) days prior to the scheduled Faculty Senate meeting.
- (d) The agenda shall be sent to Administrative Liaison Personnel at least three (3) days prior to the scheduled Faculty Senate meeting.
  - (i) Administrative Liaison Personnel are defined in the Constitution, Article IV, Section 4.03(e).
- (e) The agenda shall be formally presented to members at the beginning of the meeting.
- (f) After presentation, a motion shall be made to approve the agenda.
- (g) After approval, a motion may be made, at any time during the meeting, to modify the agenda by a majority vote of those present (in-person and virtual). Modification may include additions to the agenda and/or tabling listed items.

### **Section 1.08 Senate Meeting Procedures<sup>3</sup>**

- (a) The Faculty Senate shall meet in regular session once each month during the academic year and in special session at any time, as needed. At the April meeting of the Senate, the Steering Committee shall present for confirmation by the Senate the dates for regular meetings of the Senate during the following academic year.
- (b) Special meetings of the Faculty Senate may be called by the Faculty Senate President or by one-fifth of the total voting membership. Special meetings can be called with three business days notification, if reasonable.

---

<sup>3</sup> In compliance with [Florida Statute, Section 286.011 - Public meetings and records](#).

(c) Since the Faculty Senate is advisory to the President of the University and the Faculty Senate President is a member of the Board of Trustees, all meetings of the Faculty Senate shall be in the "Sunshine". Non-Senators including members of the general faculty and non-academic staff who wish to address the body, shall provide written request to the Steering Committee in accordance with this Constitution and By-Laws and the operating- rules of the Senate, or be permitted to address the body during any time available for public comment.

(d) Order of Business

(i) Call to Order

(ii) Approval of the Agenda

(iii) Approval of the Minutes

(iv) Remarks by Faculty Senate President

(v) Announcements (Faculty Senate President or designee).

(vi) Remarks from the President of the University

(vii) Remarks from the Provost

(viii) Continuing Business

1) Report from the Curriculum Committee

2) Report from the University Executive Council.

3) Report from the University Academic Council.

4) Report from the University Budget Council.

5) Reports from other Senate Committees

(ix) New Business

1) Announcements from Administrative Liaison Personnel

(e) **Standing Rules.** The Faculty Senate shall establish, by democratic procedures, its own rules of operation which shall be widely disseminated among its membership and the general faculty, and that shall include electronic participation.

(i) Operationally, the following Standing Rules will be in effect for the conduct of Faculty Senate business:

1) That draft minutes be circulated 72 hours prior to the meeting. They do not need to be read at the meeting.

2) For ease of counting votes and determining quorum, that the seating arrangement for senators be such that voting members will be situated in designated sections of the room for the meeting.

3) That the attendance of senators be recorded.

- 4) That the agenda be limited to scheduled committee reports and items specified by the Steering Committee.
- 5) That proposals for placement on the agenda be submitted to the Faculty Senate Steering Committee prior to a scheduled meeting of the Steering Committee.
- 6) That items demanding immediate attention be scheduled at the discretion of the Steering Committee.
- 7) That all reports be submitted in writing to the Faculty Senate in advance of the meeting.
- 8) That each member desiring to speak to/comment on an active motion be permitted to speak once for not more than two minutes at one time on a single question. When each member desiring to speak has been given the opportunity to express their views, a senator may speak a second time. If granted permission, by two thirds vote of the Senate, they may speak more often, but each additional time shall also be limited to 2 minutes.
- 9) That on issues related to policy, the voting of each senator be recorded for the permanent record.
- 10) That rulings of the Parliamentarian in matters of procedure be final.
- 11) That the reference manual for procedures during meetings be Robert's Rules of Order, the latest edition.
- 12) That the Faculty Senate may, at its own discretion, by vote of a majority of a quorum, temporarily waive one or more of the preceding Standing Rules governing meetings, for that particular meeting, when such action is in the interest of a more effective conduct of business.
- 13) When requested, motions must be submitted in writing.
- 14) Senators will be permitted to attend electronically, as long as they are visually recognizable during their attendance and participation in the meeting, and it is consistent with F.S 281.011
- 15) There shall be no proxies or alternates in the Faculty Senate voting membership.
- 16) Additional standing rules may be adopted by a 75% majority of a quorum. Such new rule must first be presented to the Steering Committee and included in the agenda for discussion. Then the new rule will be voted on during the next meeting of the Faculty Senate.

## **Bylaw II. Committees**

### **Section 2.01 General Operational Guidelines**

- (a) University committees are listed and defined in Article V of the Constitution.
- (b) All university committees shall include at least 2 faculty members.

### **Section 2.02 Faculty Senate Committees**

- (a) The Faculty Senate has two operations committees, the **Steering Committee** and the **Committee on Committees**.
  - (i) Faculty representatives are elected by the Faculty Senate as per Article V, Section 5.02 of the Constitution.
  - (ii) Faculty serving on these committees come from the Faculty Senate.
- (b) Faculty senate representatives cannot be elected to serve on both Senate Operations Committees unless:
  - (i) Their unit has a single representative as a result of the resignation or termination of the second representative.
  - (ii) In this case, the representative can serve on both the Steering Committee and Committee on Committees on an interim basis until the second position is filled by a vote in the unit.
- (c) The Faculty Senate President is the chair of the Steering Committee.
- (d) The Faculty Senate Vice-President oversees the Committee on Committees.

### **Section 2.03 Other Faculty Senate Standing Committees**

- (a) There are two Faculty Senate Constitutionally recognized Standing Committees: the Curriculum Committee and the Library Committee.
  - (i) The Faculty Senate President with approval from the University President appoints the chair of the Curriculum and Library committees.
  - (ii) Faculty representatives are appointed by the Committee on Committees to serve on other Faculty Senate Standing Committees.
    - 1) Faculty representatives appointed to serve on these committees may be from the Faculty Senate or from the voting faculty, as defined in Article III, Section 3.04 of the Constitution.
    - 2) There are no term limits for the chairs of these committees because they serve at the pleasure of the Faculty Senate President.

- 3) The chair of the Curriculum Committee is responsible for presenting the committee's recommendations for a vote by the Faculty Senate each meeting.
- (b) Other General Faculty Senate Standing Committees
- (i) The General Faculty Senate Standing Committees include:
    - 1) Honorary Doctorate Committee;
    - 2) Professor Emeritus Committee;
    - 3) Teacher of the Year Committee; and
    - 4) Institutional Research Award Committee.
  - (ii) The chairs and co-chairs come from the Faculty Senate and are appointed by the Faculty Senate president.
  - (iii) The Faculty Senate vice-president oversees these committees.
  - (iv) Faculty representatives are appointed by the Committee on Committees to serve on other Faculty Senate Standing Committees.
  - (v) Other Faculty representatives appointed to serve on these committees may be from the Faculty Senate or from the voting faculty, as defined in Article III, Section 3.04 of the Constitution.

#### **Section 2.04 University Executive Council, University Budget Council, and University Academic Council**

- (a) Faculty representatives are elected by the Faculty Senate as per Article V, Sections 5.04 and 5.05 of the Constitution.
- (b) Faculty serving on these committees come from the Faculty Senate.
- (c) Serving on these committees is a 12-month commitment.
- (d) Faculty Representatives are expected to present a written report and an oral presentation to each Faculty Senate meeting.

#### **Section 2.05 Other University Committees**

- (a) Faculty representatives are appointed by the Committee on Committees.
- (b) Faculty representatives appointed to serve on these committees may be from the Faculty Senate or from the voting faculty, as defined in Article III, Section 3.04 of the Constitution.
- (c) Chairs of all university committees shall provide timely information on matters of general faculty or senate interest to the senate through the Steering Committee and shall report on the disposition of all matters referred by the Faculty Senate.
  - (i) Such reports shall not include confidential material protected by law(s).

(d) Specific University Committees

(i) The Graduate Council

- 1) Meets only during the academic year
- 2) Must be a member of the Graduate Faculty to serve on the graduate council

(ii) The Athletic Committee

- 1) Meets only during the academic year

(iii) The Promotion and Tenure Committee

- 1) Meets in January every week until the applications are reviewed and completed.

(iv) The Constitution Committee

- 1) Meets periodically when the Constitution is in need of revision.

## **Bylaw III. Amendment or Revision of Bylaws**

### **Section 3.01 Amendment or Revision Process**

- (a) The Bylaws may be amended or revised by a super majority vote (2/3) of the voting membership of the Faculty Senate at any regular or special meeting of the Faculty Senate held during the academic year. The text of the proposed amendment should be submitted in writing to the Faculty Senate President. Senators may submit an official Bylaws Amendment Form. The Faculty Senate President shall forward the proposed amendment to the membership of the Faculty Senate at least thirty (30) days prior to being voted upon.



## APPENDIX 1 – VOTING GUIDELINES

The guidelines for Faculty Senate elections are as follows. Senators must be present, in-person or virtually, to be able to nominate, to be nominated, or to vote. Make sure that you have a good internet connection and are in attendance. The Parliamentarian and Faculty Senate Coordinator will compile a list of those Senators present, and only those on the list will be permitted to vote. If you are attending the Faculty Senate virtually you must have your video on, and your face must be visible.

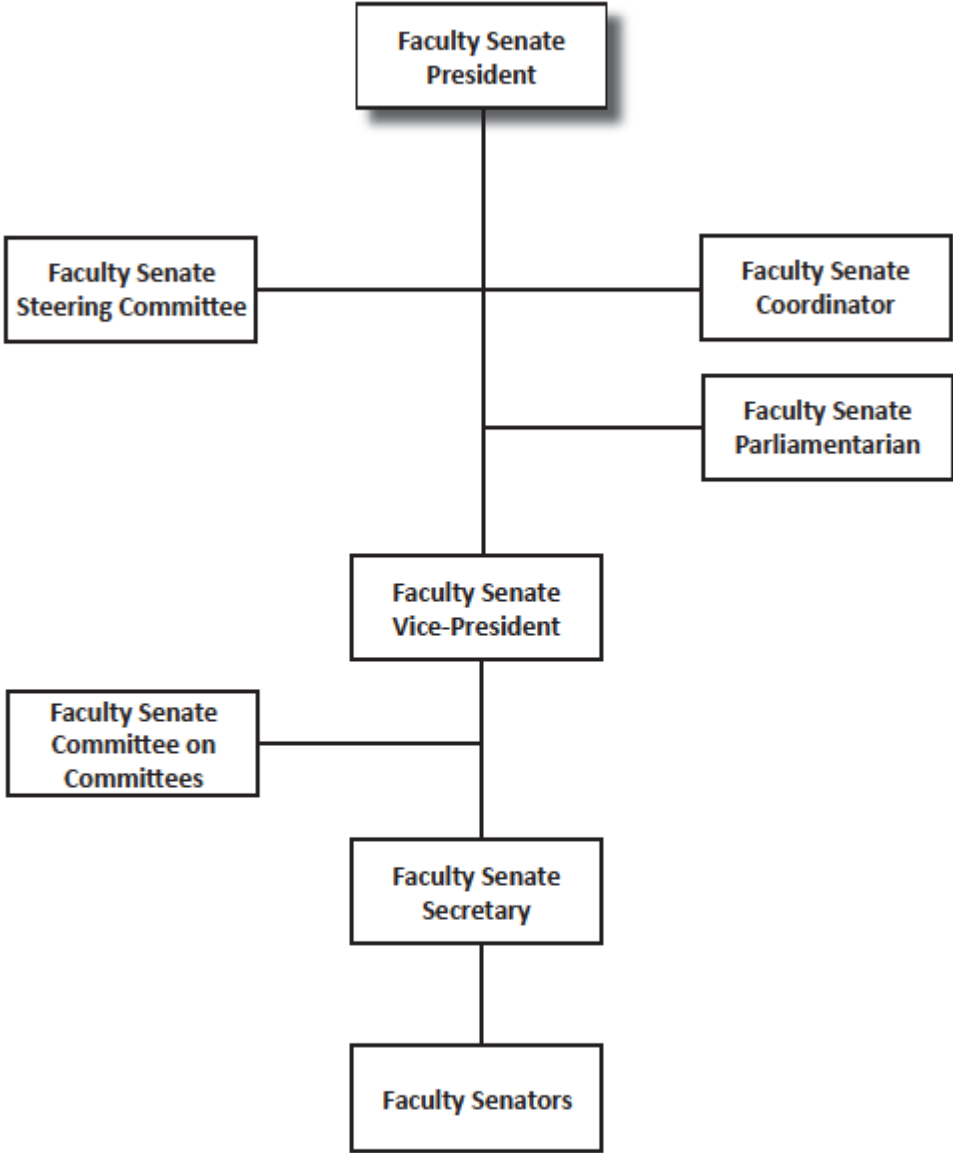
### Procedure for nominating candidates:

- Nominees must be members of the Faculty Senate and must be present to accept the nomination.
- Nominations will be closed upon motion to close nominations.
- The motion to close nominations will not be taken until one (1) minute has passed since the previous nomination.
- If there is only one nominee, then that individual will be elected by acclamation.
- The nominee with a majority (50% plus 1) of the votes cast will be elected.
- If there are more than two (2) nominees, and one does not receive a majority of the votes cast, then the nominee with the least number of votes will be removed from the ballot, and the voting redone with the remaining nominees.
- If there are only two (2) nominees and a tie vote, then the balloting procedure will occur again until one (1) nominee has a majority vote.

### Voting Through Qualtrics

- The Faculty Senate Coordinator will submit a spreadsheet with the names of the senators present at the time of the vote to Qualtrics. After nomination and acceptance by the nominee, the coordinator will place the nominees' names on the ballot. Separate ballots will be used for each election. All the nominees' names will appear on one sheet, and the senators will choose their selected nominee from the list.
- The individual ballots will be sent to the Faculty Senators FAMMail address of record.
  - Each senator will have three (3) minutes to vote by selecting their chosen candidate.
  - **Senators must sign their names on the ballot, or it will be considered invalid.**
- Tallying of the Ballots will occur no later than ten (10) minutes after the vote has closed. This time is required to allow the transfer of all information to the appropriate site.
- Once the tally is received, the Parliamentarian will announce the result.

**APPENDIX 2 – FACULTY SENATE ORGANIZATIONAL CHART**



1/29/2023

## **APPENDIX 3 – BYLAWS AMENDMENT/REVISION FORM**

**FLORIDA A&M UNIVERSITY FACULTY SENATE  
BYLAWS AMENDMENT/REVISION FORM**

Use this form to address amendments or revisions to the Florida A&M University Faculty Senate Bylaws. The Bylaws may be amended or revised by a super majority vote (2/3) of the voting membership of the Faculty Senate at any regular or special meetings of the Faculty Senate held during the academic year. Send any amendments requests to the Faculty Senate Coordinator.

**PROPOSED CHANGE IN:**

**ARTICLE:**

**SECTION:**

**PRESENT WORDING:**

**SECTION AS AMENDED OR REVISED:**

**RATIONALE:**

**SUBMITTED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**FUTURE FACULTY SENATE MEETING:** \_\_\_\_\_

**SENATE VOTE ON ADMENDMENT:** \_\_\_\_\_