

**Eastern Illinois University's
Faculty Senate By-Laws**

(Approved May 21, 1991; Last Revised April 28, 2009)

- I. Standing committees shall include the following committees, either elected from the Faculty Senate or appointed by the chair with the concurrence of a majority of the Senate:
 - A. Executive Committee
 - B. Nominations Committee
 - C. Elections Committee
 - D. Student-Faculty Relations Committee
 - E. Faculty-Staff Relations Committee
 - F. Forum Committee

- II. Membership and Duties of the Senate's Standing Committees:
 - A. Executive Committee
 1. The Executive Committee shall have three members: Chairperson, Vice-Chairperson, and Recorder and shall serve as the liaison between the Faculty Senate and the President and Provost of the University.
 2. To be nominated for election to the Executive Committee, nominees need to be members of the Faculty Senate. Nominations to the Executive Committee shall be made during the last regular meeting in April and are subject to approval by majority vote of the Faculty Senate.
 3. The responsibilities of the members of the Executive Committee shall be as described in Robert's Rules of Order.

 - B. Nominations Committee
 1. The Nominations Committee shall have at least three members. The Nominations Committee shall distribute to the faculty in February a statement of eligibility requirements for nomination.
 2. The Nominations Committee shall be responsible for the nomination of bargaining-unit faculty members for the following Faculty Committees and Student-Faculty Boards: Apportionment Board, Affirmative Action Advisory Board, Campus Recreation Board, Environmental Health & Safety Committee, Financial Aid Appeals Committee, Health Service Committee, IBHE Faculty Advisory Committee, Intercollegiate Athletics Board, Judicial Board, Library Advisory Board, Multicultural Affairs Board, Parking Advisory Committee, Performing Arts Board, Publications Board, Radio-TV Board, Textbook Library Advisory Committee, University Union Advisory Board.
 3. These nominations will be presented at the last regular meeting in April and be subject to approval through majority vote of the Faculty Senate.
 4. The Nominations Committee shall maintain a database of the bylaws and contacts for each of the Faculty Committees and Student-Faculty Boards.
 5. One member of the Nominations Committee shall serve as a liaison between the Faculty Senate and the Faculty Committees and Boards to which the Senate appoints members.
 6. Vacancies in the membership of appointed committees shall be filled by appointment in the same way that original appointments were made.

C. Elections Committee

1. The Elections Committee shall have at least three members, including the Vice-Chairperson who shall serve as chair of the Elections Committee. The Elections Committee shall distribute to the faculty in February a statement of eligibility requirements for election together with instructions for submitting petitions of nominations.
2. Annual elections shall be conducted each Spring semester for membership on the Faculty Senate, the Council on Academic Affairs, the Council on Teacher Education, the Council on Graduate Studies, the Council on Faculty Research, the University Personnel Committee, the Academic Program Elimination Review Committee, the Council on University Planning and Budget, the Enrollment Management Advisory Committee, the Admissions Review Committee, and the Sanctions and Termination Hearing Committee.
3. To be nominated for election to any of these committees, a faculty member must submit, or have submitted for her/him, an individual petition bearing the names of ten members of the faculty. The Elections Committee shall prescribe a time by which petitions of nomination are to be received; petitions reaching the chairperson of that committee later than the prescribed time (day and hour of that day) shall not be considered.
4. If fewer than two nominations are received for each vacancy to be filled, the Elections Committee shall advise the Senate, whereupon the Senate will, with discretion as to the availability of the suitable and willing candidates, attempt to secure additional nominees sufficient to bring the number of nominees for each vacancy to at least two. Such nominations will usually be recommendations of the Elections Committee, but, in any instance, they shall require a majority vote of the Senate.
5. A faculty member may be nominated for election or appointment to only one of the following standing committees of the faculty: CAA, CGS, COTE, or CFR. Current members of the Faculty Senate shall not be eligible for nomination to another elected committee position unless their terms expire in the semester in which the election is held.
6. Regular elections shall be held at an announced central polling place on the campus or via secured electronic means.
7. The Faculty Senate minutes shall carry a list of all candidates not later than the second week of March, along with announcement of the date for election, to be held not later than the last week of March. Names on the ballots shall be arranged in alphabetical order. Arrangements for absentee voting shall be made by the Elections Committee. Voters may vote for write-in candidates, but a write-in candidate must receive at least ten votes to be elected or placed on the list of alternates (section II. C. 9.).
8. The winning candidates will be those with the most votes. In case of ties the selection will be made by a coin flip conducted by the chair of the Elections Committee. The coin flip will take place in the presence of the candidates tied in the voting process.
9. The Elections Committee shall create a list of alternates for the Senate and each of its elected committees. Any nominated candidate, or write-in candidate receiving at least ten votes, who was not elected, shall be an alternate. Alternates will be ranked in order of most votes received in the election.
10. Final election results shall be published as early as possible in the Senate minutes; these results shall include the number of votes received by each nominee.
11. Newly elected members shall take office at the first meeting of the Fall semester.

12. Filling of Vacancies

- a. Definition of a Vacancy: A Senator's position shall be considered vacant whenever the faculty member can no longer fulfill the obligations of that position.
 - b. Vacancies in the membership of the Faculty Senate shall be filled from the list of alternates. The first alternate from the election in which candidates vacating the positions were elected shall continue to serve as long as a vacancy exists. Further vacancies shall be similarly filled. All questions of interpretation of this section will be decided by the Senate as a whole.
 - c. Vacancies on the elected committees of the Senate shall be filled in like manner as in the section above, the list of alternates varying with the number of positions originally to be filled.
 - d. When the list of alternates to the Senate (as specified in section II. C. 9.) has been depleted, nominees receiving the highest number of votes, short of being elected, in subsequent elections shall be appointed to the Senate; if no nominees are available then the Senate will hold a special election.
 - e. In the event of the resignation of the entire Senate, the chair shall call and chair a special faculty meeting at which arrangements will be made to hold a special election.
 - f. In the event that a vacancy without alternate exists in any major committee, the Senate shall appoint a member of the faculty to fill that vacancy, and this appointee shall be eligible to serve until a newly elected member's term shall begin.
- D. Student-Faculty Relations Committee. The Student-Faculty Relations Committee will be composed of at least three members of the Faculty Senate and three members of the Student Senate. The purpose of this committee shall be to improve student-faculty relations through joint discussion concerning teaching, grading, evaluation, housing, budgetary concerns, Faculty Forum, and other related matters. This committee shall meet as needed.
- E. Faculty-Staff Relations Committee. The Faculty-Staff Relations Committee will be composed of at least three members of the Faculty Senate and three members of the Staff Senate. The purpose of this committee shall be to encourage staff-faculty relations through joint discussions concerning mutually agreed-upon issues affecting the welfare of the University such as budgetary concerns, Faculty Forum, and other related matters. This committee shall meet as needed.
- F. Forum Committee. The Forum Committee will be composed of at least three members of the Faculty Senate and members of the Staff Senate and Student Senate. The purpose of this committee shall be to encourage discussion of topics of University-wide concern. This committee shall meet as needed.
- G. Awards Committee. The Awards Committee will be composed of at least three members of the Faculty Senate. The purpose of the committee shall be to oversee the Luis Clay Mendez Distinguished Service Award and the Distinguished Faculty Award. The committee shall meet as needed.
1. Luis Clay Mendez Distinguished Service Award. Committee shall be comprised of three Faculty Senators, elected from the Faculty Senate at large. Faculty Senate shall initiate annual notification concerning the nomination. Award will be presented during the fall commencement ceremonies.
 2. Distinguished Faculty Award Committee. The Distinguished Faculty Award Committee shall be composed of four faculty members, two student members, and one alumnus/alumnae. Three of the four faculty members shall be appointed by Faculty Senate. The fourth faculty member shall be appointed by the University President. Two students, one graduate and one undergraduate, shall be appointed by the Student Senate. One alumnus/alumnae of Eastern Illinois University shall be

appointed by the Eastern Illinois University Alumni Association. Faculty Senate shall initiate annual notification concerning the nomination and appointment of members of the Distinguished Faculty Committee. Award will be presented at the Spring Commencement ceremonies.

- III. All voting in Faculty Senate will be by roll call vote.
- IV. Parliamentarian: An ex-officio, non-voting parliamentarian may be appointed to assist Faculty Senate in conducting meetings in adherence to Roberts Rules of Order. The individual shall be selected by the Faculty Senate Executive Committee and approved by a majority vote of the Faculty Senate.