



UTAH VALLEY UNIVERSITY

Faculty Senate Bylaws

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Purpose:

The Senate Bylaws establish the requirements and procedures of Faculty Senate for facilitating faculty participation in shared governance at Utah Valley University.

Terms:

- Utah Valley University (*UVU*)
- Faculty Senate (*Senate*)
- Faculty Senate Executive Committee (*Senate ExCo*)
- Faculty Senate President (*Senate President*)
- Faculty Senate Vice President (*Senate Vice President*)
- Faculty Senators (*Senate Senators*)
- Faculty Senate Bylaws (*Senate Bylaws*)

Article 1: Duties of the Officers/Executive Committee

All members of Senate ExCo must be in good standing within their departments, schools and colleges, and the university.

Section 1: The Senate President

- 1.1 Serves for a three-year term; may not be elected to more than two consecutive terms in the same office
- 1.2 If a sitting Senator, must step down
- 1.3 Must have previous experience serving as a Senator
- 1.4 Must be a tenured faculty member of the University as of July 1 of the year their term begins
- 1.5 Votes only when there is a tie on any matter within the Senate
- 1.6 Receives two course releases per semester
- 1.7 Presides at all Senate ExCo and Senate meetings
- 1.8 Serves concurrently with the Senate Vice President

Section 1.1: The Senate President shall:

- 1.1.1 Fulfill the responsibilities listed in [Policy 103 Constitution of the Faculty Senate](#)
- 1.1.2 Serve on and attend the following committees, boards, and meetings and share relevant information with ExCo:
 - 1.1.2.1 President's Council
 - 1.1.2.2 President's Council Policy Sub-Committee
 - 1.1.2.3 University Executive Council (UEC)
 - 1.1.2.4 Academic Affairs Council (AAC)
 - 1.1.2.5 Board of Trustees (non-voting member)



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- 1.1.3 Serve on and attend the following committees, boards, and meeting *or* assign a designee:
 - 1.1.3.1 University Benefits Committee
 - 1.1.3.2 University Planning Advisory Council (UPAC)
 - 1.1.3.3 Data Governance Council
 - 1.1.3.4 Campus Engagement Committee
 - 1.1.3.5 PACE Board (non-voting member)
 - 1.1.3.6 Serves as a member of other committees or executive bodies as appointed or invited by appropriate authorities
- 1.1.4 Oversees the Senate budget
- 1.1.5 Ensures letters of service are distributed to senators rotating off the Senate at the end of each academic year

Section 2: The Senate Vice President

- 2.1 Serves for a three-year term; may not be elected to more than two consecutive terms in the same office
- 2.2 If a sitting Senator, must step down
- 2.3 Must have previous experience serving as a Senator
- 2.4 Must be a tenured faculty member of the University as of July 1 of the year their term begins
- 2.5 Votes only when there is a tie on any matter within the Senate *and* when the Senate President is absent
- 2.6 Receives one course release per semester
- 2.7 Attends all Senate ExCo and Senate meetings

Section 2.1: The Senate Vice President shall:

- 2.1.1 Function as the Chair of the Senate in meetings where the Senate President is unable to attend
- 2.1.2 Serves as a member of other committees or executive bodies as appointed or invited by appropriate authorities or the Senate President
- 2.1.3 In the event the Senate President cannot complete their appointed term, the Senate Vice President succeeds immediately to the Presidency and serves out the remainder of the term the former President was elected to fulfill
- 2.1.4 In the event the Senate Vice President cannot complete their appointed term or must succeed to the Presidency, an election of an interim Senate Vice President shall take place, as outlined in the Faculty Senate Elections Section

Section 3: The Senate Parliamentarian

- 3.1 Serves for a two-year term
- 3.2 Must not be a current sitting Senator



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- 3.3 Must have previous experience serving as a Senator and have demonstrated proficiency in the procedure and protocols used by the Senate
- 3.4 Must be a tenured faculty member of the University as of July 1 of the year their term begins
- 3.5 Does not vote in Senate ExCo or Senate
- 3.6 Does not receive a course release
- 3.7 Attends all Senate ExCo and Senate meetings

Section 3.1: The Senate Parliamentarian shall:

- 3.1.1 Advise on rules of order and procedure for conducting Senate ExCo and Senate meetings
- 3.1.2 Assist with interpretation of the Senate Bylaws and rules of order
- 3.1.3 In the event the senate is unable to fill the role of Senate Parliamentarian, or the Senate Parliamentarian is absent, the Senate Vice President serves in this role

If the Senate Parliamentarian leaves office during their term, an interim Senate Parliamentarian shall be appointed by the Senate ExCo and shall serve for the remainder of the current Senate Parliamentarian term.

Section 4: The Senate Policy Liaison

- 4.1 Serves for a two-year term; may not serve more than two consecutive terms
- 4.2 May be a current sitting Senator
- 4.3 Must have previous experience serving as a Senator
- 4.4 Must be a tenured faculty member of the University as of July 1 of the year their term begins
- 4.5 If a sitting Senator, votes in Senate ExCo and Senate
- 4.6 Receives one course release per semester
- 4.7 Attends all Senate ExCo and Senate meetings

Section 4.1: The Senate Policy Liaison shall:

- 4.1.1 Attends the University Policy Subcommittee in the absence of the Senate President or as needed
- 4.1.2 Works directly with policy stewards and sponsors on Stage One policy matters to identify and resolve possible policy concerns prior to Stage Two
- 4.1.3 Encourage faculty participation on policy writing or revision committees, particularly those of high interest for faculty
- 4.1.4 Recommend policies for discussion in Senate ExCo and Senate meetings
- 4.1.5 In the event the Policy Liaison leaves office during their term, an Interim Policy Liaison shall be appointed by the Senate ExCo and shall serve for the remainder of the current Policy Liaison term.

Section 5: The Senate Librarian

- 5.1 Is appointed by the Library Department



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- 5.2 Does not vote in Senate ExCo or Senate
- 5.3 Attends Senate ExCo and Senate meetings (as appropriate)

Section 5.1: The Senate Librarian shall:

- 5.1.1 Advises Senate on developments from the library and provides relevant information on topics of interest at the request of the Senate ExCo or the Senate
- 5.1.2 Performs literature reviews and other research as needed

Section 6: The Senate Administrative Assistant

- 6.1 Does not vote in Senate ExCo or Senate
- 6.2 Attends all Senate ExCo and Senate meetings. In the event of a closed session, remains at the discretion of the Senate President

Section 6.1: The Senate Administrative Assistant shall:

- 6.1.1 Is responsible for recording meetings and producing minutes of all Senate meetings
- 6.1.2 Make all minutes available to the public through the Senate webpage
- 6.1.3 Record and monitor attendance at Senate meetings and submits annual attendance report to Senate ExCo
- 6.1.4 Assist members of the Senate ExCo as needed
- 6.1.5 Maintains the Senate website
- 6.1.6 Act as Treasurer to the Senate
- 6.1.7 Draft and maintain Senate Bylaws with input and approval by Senate ExCo

Article 2: Standing Committee Chairs

All Chairs of Standing Committees must be in good standing. All Chairs shall train their replacements, as well as provide an annual report highlighting tasks accomplished during the academic year. These reports shall be made available to all faculty.

Section 1: Service & Elections (S&E)

- 1.1 Serves for a two-year term; may be re-elected for no more than two consecutive terms
- 1.2 May be a sitting Senator
- 1.3 Does not need previous Senate experience
- 1.4 Not required to be a tenured faculty member of the University
- 1.5 Voting member of both Senate ExCo and Senate (if a sitting Senator)
- 1.6 Does not receive a course release
- 1.7 Attends all Senate ExCo meetings; attends Senate when required to conduct Senate elections.

Section 1.1: The S&E Chair shall:

- 1.1.1 Promote faculty service and involvement as an important part of UVU's mission



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- 1.1.2 Maintain and organizes the following lists of service:
 - 1.1.2.1 Senators, their colleges/schools, departments, and terms of service
 - 1.1.2.2 Non-Senator faculty members serving on Senate committees, their colleges/schools, departments, and terms of service
 - 1.1.2.3 Senate committees only – not university/graduate committees
 - 1.1.2.4 These lists, including any changes, must be made public in a timely manner
- 1.1.3 Prompt S&E college/school representatives to hold elections and fill vacancies in their respective colleges/schools
- 1.1.4 Advise S&E college/school representatives on proper election protocols, as needed
- 1.1.5 Conduct college/school elections if the S&E college/school representative is unable to do so, or, if the S&E college/school representative is nominated for the position to be filled
- 1.1.6 Notify colleges/schools of committee openings prior to elections being held
- 1.1.7 Work with the Faculty Senate Award (FSA) college/school chairs to fill FSA Review Committee
- 1.1.8 Maintain and update processes and best practices for conducting elections
- 1.1.9 Work with Academic Affairs and Senate Committee Chairs to collect/house updated committee charters, bylaws, responsibilities, and committee member requirements on an annual basis
- 1.1.10 Utilizes technical tools to maintain databases and conduct elections
- 1.1.11 If the S&E Chair leaves office during their term, an interim S&E chair shall be appointed by the Senate ExCo and shall serve for the remainder of the current S&E chair term; the interim term shall not count towards the number of consecutive terms the S&E chair may serve

Section 2: Retention, Tenure, Promotion, & Appeals (RTP&A) Chair

- 2.1 Serves for a three-year term; may not be elected to more than two consecutive terms in the same office
- 2.2 Must not be a sitting Senator
- 2.3 Must have previous service on department rank and/or tenure committee
- 2.4 Must be a tenured faculty member with tenure at the University as of July 1 of the year their term begins
- 2.5 Is a voting member of Senate ExCo
- 2.6 Receives one course release per semester
- 2.7 Attends all Senate ExCo meetings; attends Senate meetings as needed
 - 2.7.1 Chair shall be elected by February of the last year of the current Chair's term
 - 2.7.2 The new and previous Chair's terms shall overlap between the election in February and the start of service for the new Chair
 - 2.7.3 During this time of transition, the current RTP&A Chair shall assume all the authority and responsibilities of this office
 - 2.7.4 The new RTP&A Chair shall attend all Senate ExCo and RTP&A Committee meetings in a supportive role



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If the RTP&A chair leaves office during their term, an interim RTP&A chair shall be appointed by the Senate ExCo and shall serve for the remainder of the current RTP&A Chair term; the interim term shall not count towards the number of consecutive terms the RTP&A chair may serve

Section 2.1: The RTP&A Chair shall:

- 2.1.1 Refer to University Policy [637](#)
- 2.1.2 Assist with organizing, scheduling, and conducting committees to hear tenure appeals, rank appeals, and grievances
- 2.1.3 Provide training for committees organized to hear tenure appeals, rank appeals, and grievances
- 2.1.4 Policy 637
- 2.1.5 Provide training and support for Tenure and Rank Advisory Committees and chairs of said committees in their roles as outlined in University Policies [632](#) and [637](#)
- 2.1.6 Serves as supporting role to appeals committees and cannot serve on or chair an appeal committee
- 2.1.7 Ensures chairs of the Tenure and Rank Advisory Committees are elected from the members of the Rank Advisory committees

Section 3: University Curriculum Committee (UCC) Chair

- 3.1 Serves for a three-year term; may not be elected to more than two consecutive terms in the same office
- 3.2 Must not be a sitting Senator
- 3.3 Must have completed a term as a UCC member, College Curriculum Committee, or as General Education (GE) committee member or equivalent curriculum experience
- 3.4 Must be a tenured faculty member of the University as of July 1 of the year their term begins
- 3.5 Voting member of Senate ExCo
- 3.6 Receives two course releases per semester
- 3.7 Attends all Senate ExCo meetings; attends Senate meetings as needed
 - 3.7.1 Serves a three-year term with their first year as Chair Elect, followed by a two-year term as Chair. During the final year of service as Chair, they train the incoming Chair Elect
 - 3.7.2 The new and previous Chair's terms shall overlap one year
- 3.7.3 If the UCC chair leaves office during their term, an interim UCC chair shall be appointed by the Senate ExCo and shall serve for the remainder of the current UCC chair term. This interim term shall not count towards the number of consecutive terms the UCC chair may serve

Section 3.1: The UCC Chair shall:



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- 3.1.1 Oversee the efficient and effective approval of curriculum as outlined in [UVU Policy 605 Curriculum Process and Procedures](#) and [Policy 610 Credit Hour and UCC Bylaws](#).
- 3.1.2 Ensure UCC Bylaws maintain election process for members of GE, GI, and WE committees.

Section 4: Special Assignments & Investigations (S&I) Chair

- 4.1 Serves for a two-year term; may not be elected to more than two consecutive terms in the same office
- 4.2 May be a sitting Senator
- 4.3 Must be a tenured faculty member of the University as of July 1 of the year their term begins
- 4.4 Voting member of Senate ExCo & Senate (if a sitting Senator)
- 4.5 Receives one course release per semesterAttends all Senate ExCo and Senate meetings;
- 4.5.1 If the S&I chair leaves office during their term, an interim S&I chair shall be appointed by the Senate ExCo and shall serve for the remainder of the current S&I chair term; the interim term shall not count towards the number of consecutive terms the S&I chair may serve

Section 4.1: The S&I Chair shall:

- 4.1.1 Under the direction of the Senate ExCo, investigate areas of interest or concern to Senate and faculty that do not fall under the jurisdiction of other Standing Committees
- 4.1.2 Provide a formal mechanism for all faculty to express anonymous questions and concerns to Senate ExCo
- 4.1.3 Intentionally and directly solicit questions and concerns from all faculty and addresses them, as practical
- 4.1.4 Report the progress and results of investigations in Senate ExCo meetings, if the content of the investigation is not confidential. Solicit feedback and potential direction for further action during these reports
- 4.1.5 Provide anonymized/general activity annual report to Senate ExCo

Section 5: Advancement of Teaching (AOT) Chair

- 5.1 Serves for a two-year term; may not be elected to more than two consecutive terms in the same office
- 5.2 May be a sitting Senator
- 5.3 Must be a tenured faculty member of the University as of July 1 of the year their term starts
- 5.4 Voting member of Senate ExCo



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- 5.5 Does not receive a course release
- 5.6 Attends all Senate ExCo meetings; attends Senate as needed

Section 5.1: The AOT Chair shall:

- 5.1.1 Monitor and support the Faculty Senate Awards (FSA) college/school Chairs as they conduct the FSAs
- 5.1.2 Committee is co-led by the AOT Chair, who is a voting member, and an administrator from the Office of Teaching & Learning (OTL), who is a non-voting member
- 5.1.3 Be charged with the study, development, and cultivation of supportive and learner-centered teaching at the University
- 5.1.4 Under the direction or approval of the Senate, align teaching policies and practices in concert with the University RTP Committee, UCC, Academic Programs Assessment Committee, OTL and others
- 5.1.5 Facilitate the review and approval of travel and institutional grant monies
- 5.1.6 If the AOT Chair leaves office during their term, an interim AOT Chair shall be appointed by the Senate ExCo and shall serve for the remainder of the current AOT Chair term; the interim term shall not count towards the number of consecutive terms the AOT Chair may serve

Section 6: Council on Academic Standards (CAS) Chair

- 6.1 Serves for a two-year term; may not be elected to more than two consecutive terms in the same office
- 6.2 May be a sitting Senator
- 6.3 Must be a tenured faculty member of the University as of July 1 of the year their term begins
- 6.4 Voting member of Senate ExCo
- 6.5 Does not receive a course release
- 6.6 Attends all Senate ExCo meetings; attends Senate as needed

Section 6.1: The CAS Chair shall:

- 6.1.1 Serve primarily as an approving authority for grade changes and as an appellate body for student petitions regarding grades against faculty. Makes recommendations regarding grade petitions to the Provost
- 6.1.2 In collaboration with Academic Standards University College Advisement Center, reviews and approves readmittance petitions per [UVU Policies 523 Grading](#) and [521 Undergraduate Academic Standards](#)
- 6.1.3 Adjudicates individual student cases involving undergraduate and graduate academic standards and performs other duties as directed by the Senate including:
 - 6.1.3.1 Providing recommendations for students with regards to readmission



Article 3: Non-Standing Committees

Section 1: The Office of Teaching & Learning (OTL) representative attends Senate ExCo and Senate meetings, serving as a non-voting, Ex-Officio member of both. The representative informs the Senate on developments in the OTL. The individual also acts as a consultant with Senate on issues regarding pedagogy, course development, course delivery, and other related issues.

Article 4: Executive Committee Elections

Section 1: Elections of the Senate President and Vice President

1.1 Nominations:

- 1.1.2 Shall be held during the last year of service of the outgoing Senate President
- 1.1.3 Must be made between November 1 and December 1 of the same year. May be gathered via electronic means from the full faculty body.
- 1.1.4 The outgoing Senate President presides over the nominations of the next Senate President and Vice President

1.2 Procedures:

- 1.2.1 The following individuals shall conduct the elections of the Senate President and Vice President:
 - 1.2.2 Current Senate President
 - 1.2.3 Current Senate Vice President
 - 1.2.4 Senate Administrative Assistant
 - 1.2.5 Assistance may be provided by the S&E Chair, Parliamentarian, or other appropriate individuals as identified by the current Senate President
- 1.2.6 Senate President and Vice President shall be elected prior to the end of the Fall semester of the academic year during a presidential election
- 1.2.7 It is recommended that an online program (e.g., Qualtrics) be used and that all faculty receive a unique individual email invitation with a unique URL to vote for Senate President and Vice President
- 1.2.8 A preferential vote will be used to identify the order of preference for each candidate nominated
- 1.2.9 In the event the Senate Vice President is unable to fulfill their term
 - 1.2.9.1 If there is a year or less remaining on the Senate Vice President term, Senate ExCo will meet to propose a replacement. The nominee(s) will be voted on by Senate
 - 1.2.9.2 If there is more than a year remaining on the Senate Vice President term, nominations will be taken from Senators. The nominee(s) will be voted on by Senate



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Section 2: Elections for the Executive Committee

Individuals must be faculty in good standing to be eligible to be elected to positions in this section, unless otherwise stated in these Senate Bylaws.

2.1 Nominations:

- 2.1.1 Nomination must be made and seconded by sitting Senators in attendance
- 2.1.2 For Standing Committee Chairs, nominations must be made by the 2nd to last Senate meeting of the Spring term. Standing Committee Chairs are voted on during the last meeting of the Senate
- 2.1.3 At least 50% of the quorum in attendance must ratify the nominations
- 2.1.4 S&E Chair: At the Senate meeting when they are nominated, nominees shall submit with the name of their department a statement of no more than 300 words describing their fitness for and vision of the position

2.2 Procedures:

- 2.2.1 The newly elected Senate President (if it is an election year) presides at the election of the new Senate ExCo members following the election to the Presidency
- 2.2.2 New Standing Committee chairs shall be voted on by the Senators for the upcoming academic year
- 2.2.3 During the election of the new ExCo members, the Senate Vice President, Senate Parliamentarian, and Senate Administrative Assistant may assist the Senate President, as requested
- 2.2.4 Voting may be conducted electronically through a means guaranteeing non-duplicate voting counts

Article 5: Faculty Senators Voting & Elections

Section 1: Faculty Senators

- 1.1 Senators shall be elected for a three-year term, and they may be elected for additional terms
- 1.2 Elections shall take place within academic departments no later than March 15 of each year
- 1.3 If Senators move from one academic college/school to another, they shall not retain their Senate seats, though they shall be eligible to be elected to the Senate from the new college/school
- 1.4 If an academic college/school loses its seat or seats due to reapportionment, the faculty members eligible to vote from that college/school shall determine how to apportion the college/school Senators among its faculty members
 - 1.4.1 In such cases, some Senators may not serve their full three-year term
- 1.5 Senators begin their service on July 1



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- 1.6 Number of Senators serving for each department is defined in UVU [Policy 103 Constitution of the Faculty Senate](#)
 - 1.6.1 The count of the number of full-time department members published by the Provost Office on January 15 is the official number used for apportionment of the following academic year
 - 1.6.2 A department will not lose a seat, nor will another seat be given based on any changes in the department throughout the year
- 1.7 As stated in UVU [Policy 103 Constitution of the Faculty Senate](#), all tenured and tenure-track faculty members are eligible for Senate membership
 - 1.7.1 Each department shall determine how they elect their Senator(s)
 - 1.7.2 Disputes over the selection process shall be reviewed and resolved by the Senate ExCo

Section 2: Special Rules Regarding Some Faculty Senate Committees

- 2.1 In the event that a college does not put forth a nomination for membership in a standing committee, the Service & Elections Chair will contact the office of the dean of that college to request recommendations for committee assignments
- 2.2 Alternatively, and with the approval of the office of the dean of the college in questions, faculty from other colleges can be nominated to serve on standing committees to represent the college in question. Nominations from other colleges can be solicited from faculty in either college
- 2.3 All prospective committee members representing a college on a standing committee must still be ratified by a vote in the college they are representing

Section 3: Trainings

- 3.1 New Senators and members of Standing Committees including Chairs, shall complete any trainings required by the Senate
- 3.2 Approved trainings shall be listed in the Senate Bylaws and updated each time the Senate Bylaws are ratified

Article 6: Procedures of the Faculty Senate

Section 1: General Procedural Guidelines

- 1.1 Robert's Rules represents the official rules of the Senate. The intent at Senate meetings is to follow procedure but not get bogged down by it or have it become the focus of the Senate's activities
- 1.2 Senate can discuss any topics of concern or interest and form ad hoc committees or use the Special Assignments Committee to explore anything relevant to campus life and the



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betterment of the institution. Often it is best to do this in conjunction with the Administration but that is not necessary and at times may not be appropriate depending on the issue and level of concern expressed by the faculty

- 1.3 All discussion at the Senate is moved through the Senate President. The Senate President recognizes individuals and keeps an order of individuals if more than one person desires to speak. Speaking out or speaking without being recognized is seen as disruptive. The Senate is a place of open and often extended discussion. Any attempts to curtail or limit discussion should be made with the utmost care.

Section 2: Policy Actions and Processes

- 2.1 Senators are first informed of policy as a “Read and Comment” item (aka Information Item). This informs faculty that the policy is now ready for their consideration and is always done via the Senate agenda
- 2.2 At the next Senate meeting a policy is listed for a “Debate” (aka First Reading). This means that all Senators come to the meeting prepared to discuss the policy and ask the steward questions
- 2.3 The policy then becomes a “Motion to Vote” item (aka Action Item). This means that Senators will further discuss the policy but also take some type of action. It should be noted that at any time in this process the Senate can suspend the rules and take whatever action it likes by a majority vote
- 2.4 Comment documents are used to encourage preparation and provide for a more meaningful discussion. The Policy Liaison is responsible to create cloud-based (e.g. Google Docs) comment documents prior to the agenda being sent out to Senators. Senators should provide their comments prior to the meeting with sufficient time for the Policy Liaison to condense them. Discussion should start with, but not be limited to, the comments found in this document

Section 3: Non-Policy Debate Actions and Process

- 3.1 When the Senate is asked to weigh in on, endorse, reject, or otherwise show support for or against items that affect faculty at the University, all such items must be presented to the Senate ExCo before inclusion on the Senate agenda
 - 3.1.1 The person bringing forward the matter will be considered the steward of the matter, similar to being a policy steward
- 3.2 Once the Senate ExCo approves a matter for debate, the item will be added to the appropriate calendar and included on the Senate agenda for that date in the Non-Policy Related Action Calendar section
 - 3.2.1 The Senate ExCo shall determine whether the matter is treated initially as a “Read and Comment” item, a “Debate” item, or a “Motion and Vote” item
 - 3.2.2 The process for considering this item will follow similarly to the Policy Debate process described above



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- 3.3 If the non-policy item is generated by the Senate or another faculty entity, possible actions by the Senate in the non-policy process may include approval and disapproval rather than just advisory actions
- 3.4 Senate Resolutions function as a means for Senate to take a stand on issues that are pertinent to faculty. When the Senate is tasked with a Resolution, the Senate will consider creating an ad hoc committee to draft the Resolution, specifying the intended audience and conclusion to the Resolution. The process for forming the committee should include the steward of the Resolution and should be outlined prior to voting on the creation of the committee
 - 3.4.1 Presentation and adoption of the Resolution will follow the typical Debate Calendar as outlined in *Article 7, Section 4.1*

Section 4: Procedural Actions/Motions

- 4.1 Senators complete actions by saying “I move (make a motion) to ...”
 - 4.1.1 All actions listed below are accomplished by a motion, a second, and then a simple majority vote, unless otherwise noted
 - 4.1.2 A Senator can also request a paper ballot, a secret ballot, or a larger majority vote (e.g. 2/3rd) at any time which must be passed by a vote as well
 - 4.1.2.1 Make a Motion: Senator can move to create something in this fashion. It is the most common procedural action of the Senate. It must be seconded and, depending on the type of action, it is either then debated or immediately voted upon. All motioned items must be acted upon prior to moving to another action
 - 4.1.2.2 Propose an Amendment to a Motion: This is either friendly or not. If the sponsor of the original motion agrees an amendment is friendly, then the Senate generally allows the motion to be modified with little formal process. If the motion is not friendly, then it must be seconded, debated, and voted upon. Senate then returns to the original motion depending on what action has been taken on the amendment
 - 4.1.2.3 Division of a Question: At times, debate on a motion may bring Senate to a point where it is apparent that a motion needs division into separate parts. If this is seen as friendly by the sponsor, simply do that; otherwise, it is voted upon
 - 4.1.2.4 Reorder the Agenda: Any Senator recognized by the Senate President can move to reorder the agenda. This action is non-debatable and, if seconded, is voted upon immediately. One might use this action to get something on the agenda one feels is important or to ensure that something lower on the agenda will be discussed at the meeting
 - 4.1.2.5 Table the Motion: One must be recognized and then move to table. This is a non-debatable action and, if seconded, is immediately voted upon. A tabled item remains as such until a motion is made to remove it from the table. Thus, it is essentially dead until further action is taken. As part of the motion to table an item, it can carry with it the request to have it on the calendar at the following meeting



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- 4.1.2.6 Postpone the Action: This is procedurally like tabling except a postponed item is moved to the top of the agenda at the next meeting and requires action at that meeting which could be to postpone once again
- 4.1.2.7 Call the Question or Previous Question: This is a procedural move that ends debate and, if seconded, forces an immediate vote on the motion being debated. This not generally viewed as a friendly action but can be useful
- 4.1.2.8 Suspend the Rules: This action can be taken when the Senate might want to move faster on a policy than the calendar allows or when the Senate feels an action is important, but the rules prevent such actions from occurring. It generally allows the Senate to function outside of its procedural norms on a specific item and then return to the normal procedure
- 4.1.2.9 Point of Order: If one feels procedure has been violated, then one can call for this, which stops debate and procedural action must be clarified
- 4.1.2.10 Limit or Extending a Limited Debate: Generally, the debate of a motion or item before the Senate is an open-ended discussion, but there may be instances where limiting the debate is useful and extending the limits may be needed.
 - 4.1.2.10.1 Extending is also required if the Senate is going past its allotted time, (meetings operate under a fixed time limit, which means the meeting ends on time unless otherwise moved). This can be useful if the Senate is close to finalizing an action but needs a limited amount of time to finish a debate that would otherwise be carried over to the next meeting
- 4.1.2.11 Adjourn: this is a non-debatable motion and, if seconded and passed, ends the session. If not called by the Chair, it is often seen as a hostile motion

Section 5: Meetings of the Senate ExCo & Senate

- 5.1 When there is no action items scheduled for the agenda of a Senate meeting, the Senate ExCo is authorized to cancel that meeting and to carry forward all other items on the agenda to the next Senate meeting
- 5.2 The Senate ExCo may meet using a conference call or email if members are given sufficient advance notice and at least a majority of the Senate ExCo participates in the conference call
- 5.3 Special meetings of the Senate shall be held at the call of the Senate President or designee, or any 20% of the members of the Senate who submit a written request for a special meeting to the Senate ExCo
- 5.4 Rules governing the conduct of Senate meetings shall be in force at such special meetings
- 5.5 These meetings may occur online in situations in which there is felt urgency, including during Summer term
- 5.6 Any emergency actions put in place are only effective until the next regularly scheduled Senate meeting at which point the item will be discussed
- 5.7 Senate meetings shall be open to all faculty

Section 6: Order of Business of the Faculty Senate



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- 6.1 Except as otherwise provided by the Senate President, the order of business of the Senate shall be:
 - 6.1.1 Call to Order
 - 6.1.2 Approval of minutes from previous meeting
 - 6.1.3 Roll Call or Silent Roll Call
 - 6.1.4 Provost Updates
 - 6.1.5 Presentation Items
 - 6.1.6 Consent Agenda
 - 6.1.7 Debate Calendar – Policy
 - 6.1.7.1 Motion and Vote (aka Action Items)
 - 6.1.7.2 Introduction (aka First Readings/Responses)
 - 6.1.7.3 Debate and Comment (aka Informational Items)
 - 6.1.8 Action Calendar – Non-Policy
 - 6.1.8.1 Motion and Vote (aka Action Items)
 - 6.1.8.2 Debate (aka First Readings/Responses)
 - 6.1.8.3 Read and Comment (aka Informational Items)
 - 6.1.9 Standing Committee Reports
 - 6.1.10 Other Committee Reports
 - 6.1.11 Announcements
 - 6.1.12 Good of the Order
 - 6.1.13 Adjourn
- 6.2 Standing Committee and Other Committee reports may be handled as links updated prior to the agenda going out by the appropriate Committee Chair. These links should be provided in the agenda. No time is provided for these reports, but can be outlined in either the Announcements or the Good of the Order for time sensitive matters

Article 7: The Role of the Faculty Senate in the Policy Procedure

Section 1: General Procedure Guidelines

- 1.1 The policy process at UVU is governed by UVU [Policy 101 Policy Governing Policies](#). Every Senate Senator should be familiar with this policy. The following policy procedure primer outlines portions of UVU [Policy 101](#) and addresses the role that Senate plays
- 1.2 Policy at UVU is governed by the Board of Trustees, which delegates certain policy control to the University President, who, in turn delegates to various other entities on campus. However, final policy action is retained at the Board level in consultation with the President of the University

Section 2: Basic Policy Process

Section 4: Nominees



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- 2 In the event that a college does not put forth a nomination for membership in a standing committee, the Service & Elections Chair will contact the office of the dean of that college to request recommendations for committee assignments
- 3 Alternatively, and with the approval of the office of the dean of the college in questions, faculty from other colleges can be nominated to serve on standing committees to represent the college in question. Nominations from other colleges can be solicited from faculty in either college
- 4 All prospective committee members representing a college on a standing committee must still be ratified by a vote in the college they are representing
 - 4.1 Stage One – Draft Development
 - 4.2 Stage Two – Review by Campus Entities (PACE, UVUSA, AAC, and Faculty Senate)
 - 4.3 Stage Three – Review and Approval by the Board of Trustees

Section 3: Role of the Senate on Institutional Policy

- 3.1 The Senate is an advisory board on policy unless the University President is willing to delegate greater authority over certain policy areas
- 3.2 Senate can express opinion and pass along comments but cannot procedurally halt or substantively change policy items
- 3.3 Senate can and should expect a positive working relationship with the Administration, but in the end, it does not formally control any aspect of policy
- 3.4 Senate can take one of three actions regarding a policy as described below, each of which conveys a different message to the University President and the Board of Trustees
 - 3.4.1 Pass the policy, possibly with appended suggestions and/or concerns
 - 3.4.2 Vote against the policy, possibly with forwarding further comments or a suggested course of action to the steward/University President/Board of Trustees
 - 3.4.3 Take no action on the policy. This would occur by tabling or postponing debate on the policy until Senate establishes a position or allow the 60-day timelines to expire

Section 4: Debate Calendar (Policy only) of the Senate Explained

- 4.1 As a policy leaves Stage One, it becomes a “Read and Comment” Item (aka Information Item) for the Senate and a method for commentary is opened for Senators up to 2 business days prior to the following Senate meeting date (Friday before the Tuesday)
- 4.2 At the following meeting (after being listed as a Read and Comment Item), the policy moves to a “Debate” (aka First Reading/Response) unless some other action is taken. A Debate means all Senate Senators come to the meeting prepared to discuss the policy and ask the steward questions based specifically on comments made
 - 4.2.1 It should be noted that the Senate could choose to suspend the rules at this point and pass a policy if it feels enough discussion and recommendations have been made. This may be useful on policies of lesser concern to the Senate to preserve time for issues of greater interest. A simple majority vote accomplishes all these actions
- 4.3 At the following meeting (after Debate), the policy is then placed on the Senate agenda as a “Motion and Vote” Item (aka Action Item). This means the Senate will discuss any



comment summary of the policy as applicable and then act on the policy per the option outlined above

- 4.4 The final position of the Senate on the policy is conveyed to the policy steward via documentation as required by the University Policy Office and indicates the action taken by the Senate and includes all comments and/or material as voted upon by the Senate
- 4.5 The Senate President is ultimately responsible for official statements from the Senate
 - 4.5.1 When requested by the Senate President, the Senate Vice President along with the Policy Liaison may work with the Senate President to represent the Senate body

Section 5: Action Calendar (Non-Policy Discussion and/or Debate Items) of the Senate Explained

- 5.1 Item for discussion and/or debate comes in as a “Read and Comment” Item (aka Information Item) for the Senate and then follows the same process outlined in the Debate Calendar (*see Section 4 above*) until the Motion and Vote stage, where the word “Policy” is replaced with “Item”
- 5.2 At the Motion and Vote stage, the Senate may vote for an action appropriate to the Item. Unlike policy this may include approval or denial of the Item, recommending changes to the Item, etc. The type of action for each Item is at the Item steward’s request and/or Senate’s decision. This allows for a wide array of different kinds of non-policy items to come before Senate

Article 8: Process for Ratification, Approval of, and/or Amendments to Senate Bylaws

1. Senate Bylaws shall be ratified by the Senate at least during the Spring term and are in effect for the following academic year. Changes may also be suggested by a Senator at any time with the support of 2/3rd of the Senate and must go through the same ratification process
2. For the usual Spring term ratification, changes to the Senate Bylaws must be submitted no later than the Senate ExCo meeting immediately prior to the 3rd to last Senate meeting of the Spring term
3. Changes to the Senate Bylaws must be approved in Senate meetings by a 2/3rd majority vote of the Senate
4. Senate Bylaws ratification process shall follow the Debate Calendar process (*see Article 7, Section 4*)