

SENATE RULES

ARTICLE I. THE UNIVERSITY SENATE

Section 1. Membership

The University Senate shall consist of all members of the professorial staff, the executive officers of the University, the dean of each school or college, such members of the research and library staff as may be designated in accordance with standards and procedures approved by the Senate Assembly, and such other major officers as may be designated by the Board of Regents from time to time.

Research personnel who hold Primary Research rank (Assistant Research Scientist, Associate Research Scientist, Research Scientist, Senior Associate Research Scientist, Senior Research Scientist, Distinguished Senior Research Scientist) and have a full-time appointment as a regular staff member shall be designated as members of the University Senate.

A member of the library staff may be designated as a member of the Senate by the Faculty of the School of Information if the member (1) has a master's degree in librarianship or its equivalent, (2) is an advanced library specialist, the head of a branch library, or the supervisor of a group of branch libraries, and (3) has been recommended for designation by the director of the library in which the member serves.

Visiting, Adjunct or Clinical Professors, acting or interim appointees to executive or Dean positions are not entitled to Senate membership in the absence of a regular professorial appointment. Directors of centers or institutes who do not hold professorial rank are not entitled to Senate membership unless they qualify under the preceding three paragraphs.

Section 2. Authority

The University Senate is authorized to consider any subject pertaining to the interests of the University, and to make recommendations to the Board of Regents in regard thereto. Decisions of the Senate with respect to matters within its jurisdiction shall constitute the binding action of the University faculties. Jurisdiction over academic policies shall reside in the faculties of the various schools and colleges, but insofar as actions by the several faculties affect University policy as a whole, or schools and colleges other than the one in which they originate, they shall be brought before the Senate.

Section 3. Officers

The officers of the assembly shall be the Chair, the Vice Chair and the Secretary of the Senate, who shall also serve as the Secretary of the Assembly.

(1) Presiding Officer. **The Chair of the Assembly shall preside at meetings of the**

REGENTS BYLAWS

[4.01] The University Senate shall consist of all members of the professorial staff, the executive officers of the University, the deans of the schools and colleges, such members of the research and library staff as may be designated in accordance with standards and procedures approved by the Senate Assembly, and such other major officers as may be designated by the Board of Regents from time to time.

[4.01] The senate is authorized to consider any subject pertaining to the interests of the University, and to make recommendations to the Board of Regents in regard thereto. Decisions of the University Senate with respect to matters within its jurisdiction shall constitute the binding action of the University faculties. Jurisdiction over academic policies shall reside in the faculties of the various schools and colleges, but insofar as actions by the several faculties affect University policy as a whole, or schools and colleges other than the one in which they originate, they shall be brought before the University Senate.

[4.06] The officers of the assembly shall be the chair and the vice chair, chosen by SACUA from among the members of SACUA, and the secretary of the senate, who shall also serve as secretary of the assembly.

[4.01] The chair of the assembly shall preside at meetings of the University Senate.

University Senate. If the Chair is absent, the Vice Chair of the Assembly shall preside.

- (2) Secretary. The University Senate shall elect a Secretary from current or retired Senate members. The Secretary shall serve for a term of three years, which shall be renewable for successive terms without limitation. It shall be the responsibility of the Secretary to assist the Chair of the Assembly in the construction of an agenda; to receive reports, motions, or resolutions to be presented at Senate meetings; to issue the call for meetings both regular and called; to compile and keep up to date the official list of Senate members; to keep and distribute minutes of all Senate meetings; to issue releases in accordance with Article 1.4(2); to keep current copies of "Rules of the University Senate, the Senate Assembly, and the Senate Advisory Committee on University Affairs" and to distribute copies to members of the Senate at appropriate intervals; and to conduct mail ballots. Execution of some of these responsibilities may be delegated to the staff of the Senate office, with the approval of SACUA.

Section 4. Meetings

(1) When Held. A regular meeting of the University Senate shall be held **either in the Fall term or in the Winter term**. Special meetings shall be called by the Chair of the Assembly on the request of the President and may be called by the Senate Assembly, by SACUA, or by petition of not less than fifty members of the Senate.

(2) Disclosure of Proceedings. University Senate meetings shall be open to the public except when the Senate, the Senate Assembly or SACUA deems an executive session advisable.

(3) Quorum. One hundred members of the University Senate shall constitute a quorum.

Section 5. Agenda; Motions and Resolutions

(1) Who May Propose. Items may be placed on the agenda by the President, by the Senate Assembly, by SACUA, by standing or special committees of the University Senate, or by any member of the Senate provided that the motion or resolution be supported by two other members of the Senate. The President shall have the right at all reasonable times to address the Senate on such matters as the President deems appropriate.

(2) Form of Proposals. Except for motions of a procedural nature, all motions or resolutions, in order to be included on the agenda, proposing University Senate action, must be in writing. A motion or resolution introduced by SACUA must be certified by the respective chair. A motion or resolution introduced by a special or standing committee of the Senate must be certified by the chair of the committee involved. A motion or resolution introduced by a member of the Senate must bear the signatures of the movant and of the two supporting members. A motion to overrule an action of the Senate Assembly must be announced prior to the meeting as a specific agenda item. An agenda item that merely proposes consideration of an Assembly action, or of a subject on which the Assembly has acted, is not a proposal to overrule the action of the Assembly.

In the absence of the chair, the vice chair of the assembly shall preside.

[4.04] The assembly shall communicate its opinions and recommendations to the University Senate from time to time, and at a **winter** meeting of the senate in each academic year, shall present a formal report of its activities.

(3) Time of Submission and Distribution. All motions or resolutions, in order to be included on the agenda, must be submitted to the Secretary of the Senate, at least fourteen days before the meeting at which they are to be introduced. They must be delivered by the Secretary to the Campus Mail Room for distribution to all members of the Senate at least ten days before they are to be voted on.

(4) Motions Not in Agenda. Except for motions of a procedural nature, motions or resolutions proposing Senate action may be introduced from the floor without previous inclusion on the agenda only by consent of two-thirds of the members present.

Section 6. Voting

(1) Who May Vote. Only members of the University Senate as defined in Article I, Sec. 1 shall be entitled to vote at Senate meetings.

Emeriti/ae professors shall be entitled to attend Senate meetings without vote.

(2) Form of Vote. Unless otherwise specifically provided for in these rules or in the Regental Bylaws, all questions put to the University Senate shall be decided by majority vote of those voting. Voting shall ordinarily be by voice but a standing vote shall be ordered by the chair if requested by any member of the Senate. A vote by secret written ballot may be called for by a concurring vote of any twenty-five members. A mail vote by Senate members on any issue on which the Senate is competent to act may be authorized at any Senate meeting by a majority vote of those voting. Any such mail votes shall be conducted in such manner as to ensure secrecy and shall be administered by the Secretary of the Senate.

Section 7. Nominations and Elections

(1) When Held. Election of the Secretary shall be conducted at or subsequent to the regular meeting of the Senate during the last year of the incumbent's term. Any other election by the Senate may be held at a regular meeting when conducted in accordance with these rules.

(2) Nominations. SACUA shall appoint a committee to nominate a Secretary and any officer to be elected by the Senate. The report of the nominating committee must be submitted with the call for the meeting of the Senate at which its nomination is to be made. Nominations may also be made from the floor at such meetings.

(3) Manner of Voting. Elections shall be conducted in accordance with the procedures prescribed in Section 6.

(4) Interim Appointments. SACUA may make an interim appointment to fill any vacancy in the office of the Secretary or any other officer elected by the Senate. Such appointment shall continue until a successor is elected at a regular meeting of the Senate.

Section 8. Rules

(1) Adoption. **The University Senate may adopt rules concerning its own government and procedure and concerning its officers and committees.**

(2) Amendment. Rules adopted by the Senate may be changed or amended by a majority vote. A motion to amend the Rules is not a procedural matter for purposes of Section 5(2) (Agenda).

(3) Cases Not Covered. In all cases not covered by rules adopted by the Senate, the procedure in Robert's Rules of Order shall be followed.

ARTICLE II. THE SENATE ASSEMBLY

Section 1. Composition

(1) Elected Members. **There shall be a Senate Assembly that shall consist of seventy-two Senate members apportioned among the various schools and colleges according to the number of Senate members in each unit whose total appointment is at least 50%, one member from the Division of Kinesiology, and those members of SACUA whose terms on Senate Assembly are expired** (See Article 11.5(1)). In any school or college this count would include fulltime Senate members, those with a fractional appointment in only that unit, and those with fractional appointments in two or more units whose largest fractional appointment occurs in that unit. Senate members with equal fractional appointments in two or more schools or colleges (and with no larger fractional appointment in any other unit) shall choose one of the units for voting in an election and shall be counted with that unit for the purpose of determining representation. **The Assembly shall make a reapportionment every three years. The members of the Assembly shall serve for terms of three years (or longer in accordance with the following paragraph) so adjusted that the terms of approximately one-third of the members shall expire each year. A member who has served one term will not immediately be eligible for reelection.** The reapportionment shall be made the basis of the headcount described above using the Hill method (as used by the US House of Representatives, see Appendix) so that each unit shall have at least two members, except for units that have fewer than twenty eligible Senate members; such units shall be allocated one member each. The apportionment shall be recorded in the minutes of the Senate Assembly meeting at which it is approved.

Members of the Senate Advisory Committee on University Affairs whose terms on SACUA extend beyond their Assembly terms shall be voting members of the Assembly during their terms on SACUA.

(2) Ex Officio Members. **The Secretary of the Senate shall be a member of the Assembly, ex officio, and without vote.**

[4.02] **The University Senate may adopt rules concerning its own government and procedure and concerning its officers and committees.**

[5.04] In the absence of specific rules to the contrary, the rules of parliamentary procedure as described in Robert's Rules of Order shall be followed by school and college faculties, committees, boards, and other deliberative bodies.

[4.03] **There shall be a Senate Assembly which shall consist of seventy-two senate members apportioned among the various schools and colleges according to the number of senate members in each school or college and one member from the Division of Kinesiology.**

[4.07] **The members of the SACUA whose terms in SACUA extend beyond their assembly terms shall be voting members of the assembly during their terms on SACUA.**

[4.03] **The assembly shall make a reapportionment every three years. The members of the assembly shall serve for terms of three years (or longer in accordance with Sec. 4.07) so adjusted that the terms of approximately one-third of the members shall expire each year. A member who has served one term will not immediately be eligible for re-election.**

[4.07] **The members of the SACUA whose terms in SACUA extend beyond their assembly terms shall be voting members of the assembly during their terms on SACUA.**

[4.06] **The secretary of the senate shall be a member of the assembly, ex officio, and without vote.**

(3) Two non-voting retired Senate members. Two retired Senate members shall be chosen as non-voting members of the Senate Assembly. They shall be appointed by SACUA, with approval of the Senate Assembly and in consultation with The University of Michigan Annuitants Association. They shall serve staggered two-year terms, beginning at the same time as those elected members of the Senate Assembly.

Section 2. Powers and Duties**The Senate Assembly shall serve as the legislative arm of the Senate. An action of the Assembly shall have the effect of an action of the Senate unless and until it is revoked by the Senate, except when the Assembly recommends an amendment to the "Rules of the University Senate, the Senate Assembly, and the Senate Advisory Committee on University Affairs" that requires a change in the Bylaws of the Board of Regents. Notice of any such proposed amendment to the Rules shall be communicated to the members of the Senate by publication in the *University Record* or by other appropriate means. No action thereon by the Board of Regents shall be requested without Senate approval if, within thirty days following such publication, a meeting of the Senate is called in accordance with its Rules to consider the Assembly recommendation. The areas of concern of the Assembly shall be those of the Senate. The Assembly shall have power to consider and advise regarding all matters within the jurisdiction of the University Senate that affect the functioning of the University as an institution of higher learning, that concern its obligations to the community at large, and that related to its internal organization involve general questions of educational policy. The Assembly shall advise and consult with the President on any matters of University policy that the President may place before it. The Assembly may request information from any member of the University Staff, and may invite any such person to sit with it for the purpose of consultation and advice. Standing and special committees that are required to report to the Senate shall present such reports to the Assembly for study and transmittal to the Senate with such recommendations for action as the Assembly shall deem proper. The Assembly shall communicate its opinions and recommendations to the University Senate from time to time, and at the meeting of the Senate in each academic year, shall present a formal report of its activities.**

Section 3. Election of Members and Alternates

The members of the Assembly apportioned to each school or college shall be elected by the members of the Senate in such school or college within time limits determined by SACUA. Whatever nomination procedure is used, at least twice the number of nominations per vacancy shall be made. A permanent vacancy shall also be filled by election, this not to exclude naming the candidate receiving the next highest vote at the most recent election. The members of the Senate in any school or college may provide for the designation of one or more alternates to serve at any meeting or meetings of the Assembly in place of any member of that school or college who is unable to attend. Any such alternates so provided shall be elected. Any alternate attending a meeting of the Assembly shall inform the Secretary prior to the meeting. Such alternate

[4.04] **The Senate Assembly shall serve as the legislative arm of the senate. An action of the assembly shall have the effect of an action of the senate unless and until it is revoked by the senate, except when the assembly recommends an amendment to the rules of the University Senate, the Senate Assembly, and the Senate Advisory Committee on University Affairs that requires a change in the Bylaws of the Board of Regents. Notice of any such proposed amendment to the rules shall be communicated to the members of the senate by publication in the *University Record* or by other appropriate means. No action thereon by the Board of Regents shall be requested without senate approval if, within thirty days following such publication, a meeting of the senate is called in accordance with its rules to consider the assembly recommendation. The areas of concern of the assembly shall be those of the senate. The assembly meetings shall be open to all senate members. The assembly shall have power to consider and advise regarding all matters within the jurisdiction of the University Senate which affect the functioning of the University as an institution of higher learning, which concern its obligations to the state and to the community at large, and which relate to its internal organization insofar as such matters of internal organization involve general questions of educational policy. The assembly shall advise and consult with the president on any matter of University policy which the president may place before it. The assembly may request information from any member of the University staff, and may invite any such person to sit with it for the purpose of consultation and advice. Standing and special committees which are required to report to the senate shall present such reports to the assembly for study and transmittal to the senate, with such recommendations for action as the assembly shall deem proper. The assembly shall communicate its opinions and recommendations to the University Senate from time to time, and at a winter meeting of the senate in each academic year, shall present a formal report of its activities.**

[4.05] **The members of the assembly apportioned to each school or college shall be elected by the members of the senate in such school or college within time limits determined by the Senate Advisory Committee on University Affairs.**

may vote and participate in the meeting to the same extent as any regular member. Assembly members take office on September 1.

Section 4. Organization

(1) Meetings. **Meetings of the Assembly shall be held at such times as the Assembly shall determine. Periodically, but not less than once each year, the Assembly shall meet with the principal administrative officers of the University. The Assembly meetings shall be open to all University Senate members.** The Assembly meetings shall also be open to the public except when the Assembly or SACUA deems an executive session advisable.

A majority of the members of the Assembly shall constitute a quorum.

Items may be placed on the agenda by the Chair of the Assembly, by SACUA, by any committee of the Assembly, or by any two members of the Assembly. All matters for inclusion on the agenda of an Assembly meeting shall be submitted at least ten days before the meeting to the Secretary of the Assembly. Any matter not included on the agenda distributed in advance of a meeting may nevertheless be acted on by the Assembly unless objected to by a vote of one-third of the members present.

(2) Rules. **The Assembly may adopt rules for the transaction of its business.** In appropriate cases not covered by rules of the Assembly, the rules of the University Senate shall apply.

(3) Committees. **The Assembly shall establish standing committees to advise and consult with the vice presidents of the University on matters within the areas of their respective responsibilities. The number of persons on each committee and the terms of its members shall be determined by the Assembly. The committees shall be nominated by SACUA. The Assembly may create other standing and special committees to assist it with its work. It may define the qualifications for membership of such committees, provide for the number of members thereof, provide how they are to be appointed and their terms of office, and define their duties and obligations. The Assembly shall provide for the appointment of all committees created by the Senate, and except when otherwise provided by Senate action, such committees shall be considered as committees of the Assembly. Committees established in accordance with this section shall report through SACUA to the Assembly and to the Senate as directed by the Assembly.**

(4) Officers. **The officers of the Assembly shall be the Chair and the Vice Chair, chosen by SACUA from among the members of SACUA, and the Secretary of the Senate, who shall also serve as Secretary of the Assembly.** The Chair and the Vice Chair shall be elected annually. A Chair who serves a full year shall not be eligible for

Sec. 4.06. Senate Assembly Organization

Meetings of the assembly shall be held at such times as the assembly shall determine. Periodically, but not less than once each year, the assembly shall meet with the executive officers of the University.

[4.04] **The assembly meetings shall be open to all senate members.**

[4.06] **A majority of the members of the assembly shall constitute a quorum.**

[4.06] **The assembly may adopt rules for the transaction of its business.**

[4.06] **The assembly shall establish standing committees to advise and consult with the vice presidents of the University on matters within the areas of their respective responsibilities. The number of persons on each committee and the terms of its members shall be determined by the assembly. The committee shall be nominated by SACUA.**

The assembly may create other standing and special committees to assist it with its work. It may define the qualifications for membership of such committees, provide for the number of members thereof, provide how they are to be appointed and their terms of office, and define their duties and obligations. The assembly shall provide for the appointment of all committees created by the senate, and except when otherwise provided by senate action, such committees shall be considered as committees of the assembly.

Committees established in accordance with this section shall report to the assembly and to the senate as directed by the assembly.

[4.06] **The officers of the assembly shall be the chair and the vice chair, chosen by SACUA from among the members of SACUA, and the secretary of the senate, who shall also serve as secretary of the assembly.**

immediate reelection.

Section 5. Convocation of Meetings.

(1) Who May Call. A meeting of the Senate Assembly may be called by the chair, by SACUA, by fifteen members of the Assembly, or by vote of the Assembly in a prior meeting.

(2) Notice of Meetings. Each meeting shall be announced by a notice in writing addressed to each member and deposited in the campus mail not more than thirty days and not less than ten days before the day of the meeting. The notice need not state the business of the meeting, except for emergency meetings, but shall state the hour and the place.

(3) Place of Meetings. Meetings may be called to meet on the central or north campus at Ann Arbor, or at any other reasonable location, including the Flint or Dearborn campus.

(4) Emergency Meetings. A meeting may be called on less notice in case of emergency, of which the meeting itself, if a quorum is present, shall be the judge. The notice of an emergency meeting shall state the subject of the meeting, and no business shall be transacted on any other subject.

ARTICLE III. THE SENATE ADVISORY COMMITTEE ON UNIVERSITY AFFAIRS

Section 1. Composition

The Senate Advisory Committee on University Affairs shall consist of nine members of the Senate elected by the Assembly from its membership, or former membership as detailed in Article III.4(1), for three-year terms. No more than three members of SACUA shall be from the College of Literature, Science and the Arts, two from the College of Engineering, two from the School of Medicine, and one from any other school or college.

A temporary or permanent vacancy, shall be filled by any method approved by the Assembly.

The Secretary of the University Senate shall be a member of SACUA ex officio and without vote.

Section 2. Terms

The members shall serve for terms of three years, so adjusted that the terms of approximately one-third of the committee shall expire each year. **A member may not be elected for consecutive three-year terms.**

Section 3. Powers and Responsibilities

The Senate Advisory Committee on University Affairs on behalf of the Assembly

[4.07] The Senate Advisory Committee on University Affairs shall consist of nine members of the Senate Assembly elected by the assembly from its membership for three-year terms.

[4.06] No more than three members of SACUA shall be from the College of Literature, Science, and the Arts, two from the College of Engineering, two from the Medical School, and one from any other school or college.

[4.07] The Senate Advisory Committee on University Affairs shall consist of nine members of the Senate Assembly elected by the assembly from its membership for three-year terms.

[4.03] **A member [of Senate Assembly] who has served one term will not immediately be eligible for re-election.**

[4.08] The Senate Advisory Committee on University Affairs, on behalf of the

shall advise and consult with the President of the University on matters of University policy and shall serve as an instrument for effecting the actions of the Senate and the Assembly. It shall elect the officers of the Assembly, nominate and supervise the committees of the Assembly and shall perform other functions delegated to it by these rules or by the Assembly. This election shall take place in the Winter term, not later than the final SACUA meeting in April. SACUA may, by a two-thirds vote of its members, authorize a poll by mail of Senate members for any purpose relevant to the exercise of the Committee's authority.

Section 4. Election

(1) Procedure. The Assembly shall organize for the ensuing year by choosing the Senate members to serve on SACUA. Eligibility for membership on SACUA shall be limited to voting members of the University Senate who are current members of the Senate Assembly, or who have served on Senate Assembly during the previous five years, or who have served as chairs of standing Senate Assembly Committees during the previous five years if they have served on Senate Assembly at any time.

Members of SACUA shall be elected by the Assembly from a slate listing nominees submitted by a Nominating Committee composed of two outgoing members of SACUA and four outgoing members of the Assembly elected by the Assembly, plus nominations from the floor. The names of the nominees chosen by the Nominating Committee must be transmitted to Assembly members at least two weeks before the meeting at which the vote is to take place.

The election shall take place at the March meeting, and the new SACUA members and Assembly officers shall assume office on May 1.

(2) Notification of Regents. The Secretary of the Senate shall inform the Board of Regents of the membership of SACUA at the time of the election.

Section 5. Meetings

(1) When Held. SACUA shall meet as frequently as it deems desirable.

(2) How Called. Meetings of SACUA may be called by the chair, or by three members, who shall make reasonable efforts by letter, telephone, or electronic mail to notify each member.

(3) Procedure. A majority of the members of the committee shall constitute a quorum.

The committee shall act by a majority of those voting, provided a quorum is present.

assembly, shall advise and consult with the president of the University on matters of University policy and shall serve as an instrument for effecting the actions of the senate and the assembly. It shall nominate and supervise the committees of the assembly and shall perform other functions delegated to it by these bylaws or by the assembly.

[4.06] The officers of the assembly shall be the chair and the vice chair, chosen by SACUA from among the members of SACUA....

[4.06] The assembly shall organize for the ensuing year by choosing from its membership the members to serve on the Senate Advisory Committee on University Affairs (hereinafter sometimes referred to in these bylaws as SACUA).

[4.07] The Senate Advisory Committee on University Affairs shall consist of nine members of the Senate Assembly elected by the assembly from its membership for three-year terms.

[4.06] Members of SACUA shall be elected by the assembly from a slate listing nominees submitted by a nominating committee composed of two outgoing members of SACUA and four outgoing members of the assembly elected by the assembly, plus nominations from the floor. The names of the nominees chosen by the nominating committee must be transmitted to assembly members at least two weeks before the meeting at which the vote is to take place.

[4.06] The election shall take place at the last meeting of the year, and the new SACUA members and assembly officers shall take office immediately after the election of assembly officers.

[Rule III.3.: Election of officers shall take place in Winter term, not later than the final SACUA meeting in April.]

[4.07] The secretary of the senate shall inform the Board of the membership of SACUA at the time of election.

[4.07] SACUA shall meet as frequently as it deems desirable.

The committee may adopt rules for the transaction of its business.

Bold = Identical wording in Senate Rules and Regents Bylaws

Blue = Typographic or grammatical errors

Green = Minor differences in wording

Red = Significant differences in wording which affect meaning