

1 **FACULTY SENATE CONSTITUTION**

2 **Morehead State University**

3 ~~9/25/10~~ 11/29/18

4 **PREAMBLE:**

5 The faculty of Morehead State University supports a system of shared governance in decision-making  
6 which promotes mutual understanding and coordination of efforts among faculty, staff, administrators, and  
7 students as they strive to meet the university's mission.

8 The Faculty Senate, an elected representative body of the University faculty, serves to express  
9 the faculty voice and functions as the primary mechanism for faculty participation in university  
10 governance. The Faculty Senate is established with the belief that members of the University  
11 faculty ~~who are involved in the day-to-day life of the University~~ should participate in the  
12 formulation of policies affecting the faculty and the academic life of the institution. The Senate  
13 provides a vehicle through which such collective intelligence can be directed toward promoting  
14 the well-being of the University. The decisions of the Faculty Senate will be made in good faith  
15 and after careful deliberation.

16 **ARTICLE ONE: NAME**

17 The name of the organization herein described shall be the Faculty Senate of Morehead State  
18 University, hereinafter called the Faculty Senate.

19 **ARTICLE TWO: MEMBERSHIP**

20 Section 1. The membership of the Faculty Senate shall consist of two senators from each  
21 academic department elected by the faculty of that department, two senators representing the  
22 Professional Librarians elected by professional librarians, and one senator from the Military  
23 Science Department. The existence of academic departments for determination of senators shall  
24 be decided as of March 1 for the following academic year.

25 Section 2. Election of Senators from the academic departments shall be completed  
26 between by April 15 March 15<sup>th</sup> and August 15<sup>th</sup>. Senators shall take office at the first Fall  
27 meeting of the Faculty Senate.

28 Section 3. Faculty who are eligible to vote in the election of representatives to the Faculty  
29 Senate shall be defined as “full-time standing” or “full-time fixed” faculty (PG- 3). Faculty who  
30 may be elected as senators shall have “full-time standing” appointments (PG-3), shall have  
31 teaching/scholarship as a primary responsibility, shall have been employed by the University as  
32 “full-time standing” faculty for at least ~~two~~ one full academic year. One of the two senators from  
33 each department must be tenured, unless the department has no eligible tenured faculty when  
34 electing a senator. Department chairs/associate deans may not vote and may not be elected to  
35 the Senate. Curriculum Coordinators may vote and serve on the Senate provided that their  
36 departmental duties do not include the administrative evaluation of faculty. Librarians who have  
37 academic status, excluding the Dean of Library Services, shall be eligible to vote in the election  
38 of representatives to the Faculty Senate and may be elected as Senators. Faculty in the

39 Military Science Department, who are not Morehead State University employees, shall be exempt  
40 from the appointment requirements.

41 Section 4. Terms of Office shall be ~~three~~ two years and begin ~~on the date of the first~~  
42 ~~Fall meeting of the Senate~~ August 15. These terms shall be staggered for each department  
43 and for the senate as a whole.

44 Section 5. The Faculty Senate administrative assistant maintains attendance records at  
45 Faculty Senate meetings. The Faculty Senate subcommittee chairs maintain attendance records  
46 for subcommittee meetings. Senators missing three consecutive or a total of five regular Faculty  
47 Senate/subcommittee meetings during the academic year are subject to removal from the Faculty  
48 Senate, pending action of the Executive Council. Subcommittee chairs should present promptly to  
49 Executive Council any delinquencies. A Senator has ten days after receiving a termination letter to  
50 appeal, in writing, to the Executive Council of the Senate if he/she feels there are extenuating  
51 circumstances for the absences. The Executive Council at their next meeting will determine  
52 whether any absences should be waived and whether membership in the Senate shall be  
53 terminated. The decision of the Executive Council shall be final. Absence from summer meetings  
54 or special called meetings will not be considered in the total year's absences. Any unexpired term  
55 shall be filled by special election from the same constituency.

56 Section 6. A senator, who by reason of regularly assigned University responsibilities or  
57 other approved leave will be unable to attend the Faculty Senate meetings for up to one semester,  
58 shall give written notice to the Faculty Senate ~~Chair~~ President, ~~who shall appoint another person~~  
59 ~~with the consent of the Faculty Senate, from the same constituency to serve as a replacement~~  
60 ~~during the period of absence.~~ Another person from the same constituency will be elected as a  
61 temporary replacement.

62 Section 7. The University President, Provost, the Faculty Regent, the Chair of the  
63 Staff Congress, and the President of the Student Government Association shall serve as  
64 nonvoting ex-officio members of the Faculty Senate.

### 65 **ARTICLE THREE: RESPONSIBILITIES AND POWERS**

66 Section 1. The Faculty Senate, the official representative body of the University faculty,  
67 will report and make written recommendations to the University President and the faculty.

68 Section 2. The Faculty Senate will recommend formulation or modification of policies and  
69 regulations concerning academic excellence, academic freedom, professional ethics and faculty  
70 welfare. The Faculty Senate may review all initiatives and actions included in, but not limited to,  
71 the following areas:

- 72 (a) Academic policies and procedures ~~-including~~ University Academic Regulations (UAR)
- 73 (b) University governance
- 74 (c) Faculty ~~responsibilities and rights~~ rights and responsibilities
- 75 (d) Faculty compensation and benefits
- 76 (e) Financial affairs
- 77 (f) All University Standing and Advisory committee responsibilities and membership

78 Section 3. The Faculty Senate shall serve as the appointing body for faculty  
79 membership of all University Standing and Advisory Committees that deal with the areas  
80 outlined in ARTICLE THREE, Section 2, except where membership on a committee is  
81 required by law or University policy to be appointed by the University President.

- 82 (a) The Faculty Senate, in consultation with other University groups and personnel, shall  
83 determine the responsibilities and composition of those University Standing and Advisory

84 Committees which have faculty representation and shall produce a written description of  
85 these committees.

86 (b) University Standing and Advisory Committees shall report to the Faculty Senate, a  
87 University Administrative officer or both, as stated in the description of the Committee.

88 (c) Faculty members of University Standing and Advisory Committees shall be elected by the  
89 Faculty Senate, unless exempted by the description of the committee.

90 Section 4. The Faculty Senate, acting alone or in consultation with other individuals or  
91 groups, may establish an ad hoc committee, commission, task force, or other similar group.

92 Section 5. The Faculty Senate shall collect, receive, analyze and store appropriate  
93 information necessary to discharge its responsibilities; specifically, but not limited to:

94 (a) Minutes and reports from all University committees dealing with issues within the  
95 purview of the Faculty Senate.

96 (b) Appropriate information from all University academic and administrative agencies.

97 Section 6. The faculty shall be provided the opportunity to participate in the evaluation  
98 of academic administrators consistent with the Board of Regents' Bylaws.

## 99 **ARTICLE FOUR: OFFICERS**

100 Section 1. The officers of the Faculty Senate shall be the: (1) ~~Chair~~ President, (2)  
101 ~~Chair~~ President-Elect, (3) Communications Officer, and (4) all members of the  
102 Executive Council.

103  
104 Section 2. The Faculty Senate ~~Chair~~-President  
105 The Faculty Senate ~~Chair~~ President shall be the presiding officer of the Faculty Senate and shall  
106 serve a one-year term. He/she shall serve as an at-large senator for one year, who does not  
107 represent a specific department during his/her term of service as ~~Chair~~ President. The ~~Chair's~~  
108 President's academic department shall elect a one-year replacement to represent the department  
109 during the ~~Chair's~~ President's term of service. The Faculty Senate ~~Chair~~ President shall vote only  
110 in the case of ties. The ~~Chair~~ President -elect of the previous Faculty Senate shall become the  
111 ~~Chair~~ President of the next faculty Senate at its first regular meeting of the fall semester.

112 Section 3. Duties of the ~~Chair~~ President:

113 (a) Provide leadership to the Faculty Senate

114 (b) Preside over the Faculty Senate

115 (c) Preside over the Executive Council

116 (d) Serve as liaison with the University administration

117 (e) Review Board of Regents agenda, attend Board of Regents meetings, and  
118 provide feedback as appropriate

119 Serve on the ~~University~~ President's Leadership Council

120 ~~Serve on the Provost's Council~~

121 (f) Serve on Dean's Council

122 (g) Meet with the Provost monthly and additionally as needed

123 (h) Meet with the University President twice per semester and additionally as needed

124 (i) Serve on committees as required or otherwise necessary

125 (j) Attend scheduled Coalition of Senate and Faculty Leadership for Higher Education (COSFL)  
126 meetings

127  
128 Section 24. The ~~Chair~~ President -elect of the previous Faculty Senate shall become the ~~Chair~~ President  
129 of the next Faculty Senate at its first regular meeting of the fall semester.

130  
131 Section 45. Duties of the ~~Chair~~ President -elect:  
132 (a) Assume the duties of the chair when the chair is unable to do so  
133 ~~(b) Serve as a voting member of the General Education Council~~  
134 (c) Serve on committees as required or otherwise necessary  
135 (d) Attend scheduled meetings of State of Kentucky Coalition of Senate and Faculty Leadership  
136 for Higher Education (COSFL) meetings

137  
138 Section 56. The Executive Council shall consist of the Faculty Senate ~~Chair~~ President who  
139 shall serve as the Chair of the Executive Council, Communications Officer, and members elected  
140 by the Faculty Senate. Faculty Senate ~~standing~~ subcommittee chairs shall be appointed by the  
141 Faculty Senate Chair from members of the Executive Council. The Faculty Senate ~~Chair~~  
142 President shall appoint a Communications Officer from the membership of the Faculty Senate.  
143 The Communications Officer is not a voting member of the Executive Council. Executive  
144 Council members shall serve a one-year term.

145 Section 67. The Executive Council shall:  
146 (a) Meet periodically with the Provost and the University President  
147 (b) Serve as the liaison between the Faculty Senate and other University personnel or groups  
148 (c) Establish the agenda for Faculty Senate meetings  
149 (d) Serve in a fiduciary capacity  
150 (e) Plan Faculty Senate activities

151 Section 78. Election of the Executive Council shall take place at the first regular meeting of  
152 the fall semester according to the following guidelines. All voting shall be by secret ballot and  
153 shall be monitored by the previous year's Governance Committee.

154 (a) Senators from each college shall meet in caucus and nominate up to two senators from  
155 that college for the ~~first~~ Executive Council slate. Librarians shall caucus with College of  
156 Education in odd-numbered years and School of Business and Technology in even-numbered  
157 years.

158 (b) All senators present and voting shall vote for one candidate from each college. The senator  
159 from each college receiving a majority of the votes cast shall be elected to the Executive  
160 Council.

161 ~~(c) The remaining nominees shall make up the second slate for the additional position on the~~  
162 ~~Executive Council.~~

163 ~~(d) All senators present and voting shall cast a vote for a senator from the second slate for the~~  
164 ~~unfilled position on the Executive Council. The Senator receiving a majority of the votes cast~~  
165 ~~shall be elected to the Executive Council. If no senator receives a majority~~  
166 ~~of votes on the first ballot, additional ballots shall be cast for the two senators receiving the~~

167 ~~most votes (including ties) until one senator receives the majority.~~

168

169 Section 9. Election of Senate ~~Chair~~ President -Elect

170 The President-Elect shall be elected by the Faculty Senate from the senators elected to the  
171 Executive Council. Election Procedure: The President-Elect shall be elected by a majority of the  
172 senators present and voting. If no senator receives a majority of votes on the first ballot for  
173 President-Elect, additional ballots shall be cast for the two senators receiving the most votes  
174 (including ties) until one senator receives the majority. No person who has served as President of  
175 the Faculty Senate shall be eligible to serve as President- elect within 4 years of his/her service as  
176 ~~Chair~~ President.

177 Section 10. A ~~Secretary~~/Communications Officer will be appointed by the Faculty Senate  
178 Chair. The ~~Secretary~~/ Communications Officer will be a non-voting member of the Executive  
179 Council.

180 The duties are as follows:

181 (a) Update the Faculty Senate Website

182 ~~(b) Record Faculty Senate meeting minutes and disseminate them to Senators in a timely~~  
183 ~~manner. Produce a Faculty Senate Communications Report after each meeting and disseminate it~~  
184 ~~to faculty in a timely manner.~~

185 (c) Solicit faculty response on matters of concern to the Faculty Senate

186 (d) Provide information through the protocol established by the University for the release of  
187 official communications to external groups such as boards, commissions, or legislators at the  
188 direction of the Faculty Senate

189 (e) Serve in a public relations role to the faculty and university community

190 (f) Attend Staff Congress meetings and report to that body on matters of concern to the Faculty  
191 Senate

192 Section 11. Should any vacancy occur in the Executive Council during the academic year,  
193 the vacancy shall be filled by a special election according to the following guidelines; each  
194 college must have at least one representative on the Executive Council. All voting shall be by  
195 secret ballot and the election shall be monitored and conducted by the Governance Committee.  
196 Nominations for the Executive Council member shall come from the floor. The new Executive  
197 Council member shall be elected by a simple majority of the senators present and voting. If no  
198 senator receives a majority of the votes on the first ballot for this position, additional ballots shall  
199 be cast for the two senators receiving the most votes (including ties) until one senator receives  
200 the majority.

201

202 If the vacancy in the Executive Council is that of the Faculty Senate President, then the President-  
203 Elect shall serve as President for the remainder of the term. That individual may then serve as  
204 President in the term to which that individual was duly elected. If the vacancy existing that of  
205 President-Elect, then an election shall be held to fill the vacancy on the Executive Council and  
206 subsequently a President-Elect shall be elected using the procedures of Section 9. If the President-  
207 elect vacancy is created by the election of the election of the President-Elect to Presidency, the  
208 vacancy on the Executive Council shall be filled and then one of the members shall be elected  
209 President-Elect Pro Tempore using the procedures in Section 9. That position shall expire at the  
210 First Faculty Senate meeting of the next academic year and regular officer selection procedures  
211 shall resume.

212 **ARTICLE FIVE: COMMITTEES**

213 Section 1. The function of Faculty Senate Committees is to prepare materials for  
214 presentation to the Faculty Senate. Each of these committees shall gather data and make studies,  
215 advise, and make recommendations to the Faculty Senate in the form of written or oral reports.  
216 Each Faculty Senate Committee shall ~~maintain communications with the University Committees~~  
217 ~~that report to it and the Faculty Senate.~~ report to Executive Council its agenda, any related  
218 Standing committee communications and/or subcommittee meetings. Each Faculty Senate  
219 Committee shall state its report as approved by Executive Council at Senate meetings. The  
220 Faculty Senate administrative assistant shall record reports according to accepted rules of order.  
221 The Faculty Senate has four subcommittees: Academic Issues, Evaluation, Faculty Welfare and  
222 Concerns, and Governance.

223  
224 Section 2. The Governance committee from previous year Faculty Senate shall solicit via  
225 written form Senators' shall indicate their preferences for membership on Faculty Senate  
226 committees at the first fall meeting. The Executive Council shall appoint senators to the Faculty  
227 Senate subcommittees. At least one senator from each college should be on each Faculty Senate  
228 standing subcommittee.

229 Section 3. Standing Subcommittees (Sections 4-8 below) of the Faculty Senate:

230 (a) Should schedule at least one regular meeting a month during the regular academic year.  
231 Meetings shall be held at times when all members are available to attend. It is acceptable to  
232 meet on Thursdays during same Faculty Senate time period. A quorum shall be a majority of the  
233 membership of the committee. A quorum is required in order to conduct subcommittee  
234 business.

235 (b) Each standing subcommittee shall elect a vice-chair of the committee who shall be  
236 responsible for keeping minutes and recording absences in the minutes. The minutes shall be  
237 forwarded to the subcommittee chair. These minutes shall be maintained within committee.  
238 Official actions of subcommittees occur at Faculty Senate meetings. In the absence of the chair,  
239 the vice-chair shall also assume the responsibilities of the chair.

240 (c) Senators missing three consecutive or a total of five regular standing subcommittee  
241 meetings or Faculty Senate meetings during the academic year are subject to removal from the  
242 Faculty Senate, pending action of the Executive Council. A Senator has ten days after  
243 receiving a termination letter to appeal, in writing, to the Executive Council of the Senate if  
244 he/she feels there are extenuating circumstances for the absences. The Executive Council at  
245 their next meeting will determine whether any absences should be waived and whether  
246 membership in the Senate shall be terminated. Absence from summer meetings or special  
247 called meetings will not be considered in the total year's absences.

248 Section 4. The Governance Committee is concerned with University and Advisory  
249 committees, University governance, and faculty representation. It has specific concerns with,  
250 but is not limited to, the following areas:

251 (a) Structure, membership, and responsibilities of University Standing and  
252 Advisory Committees

253 (b) Structure of the Division of Academic Affairs

254 (c) Oversight of the election of Faculty Senators (See ARTICLE TWO, Sections 1, 2, and  
255 3)

256 (d) Oversight of any special elections required by the Senate

257 (e) Nomination of faculty members for all University Standing and Advisory

258 committees that have faculty representation

259 (f) Oversight of the Faculty Regent election according to procedure established by the  
260 Senate and state law

261 (g) Oversight of the election of senators to the Executive Council (To be conducted by the  
262 remaining members of the previous year's Governance Committee. See ARTICLE FOUR,  
263 Section 6.) If less than three members from the previous Governance Committee are available  
264 then additional senators will be appointed by the Senate-~~Chair~~ President as needed to conduct  
265 the election of the Executive Council.

266 Section 5. The Academic Issues Committee is concerned with policies, regulations, and  
267 other issues that affect faculty and instructional effectiveness. Specific areas of concern  
268 include:

269 (a) Admission

270 (b) Registration

271 (c) Academic integrity

272 (d) Classroom conditions

273 (e) Evaluation of instructional effectiveness

274 (f) Graduation requirements

275 (g) General education

276 (h) Special academic programs, e. g., Honors Program, provisional studies, Regional  
277 Campus Programs, etc.

278 (i) Academic calendar issues

279 (j) Student regulations

280 (k) The Committee Chair is a voting member of the General Education Council and regularly  
281 reports to Faculty Senate about GEC actions

282

283 Section 6. The Faculty Welfare and Concerns Committee is concerned with policies,  
284 regulations and practices that affect faculty status, working conditions, promotion, evaluation,  
285 benefits and compensation. Specific areas of concern include:

286 (a) Faculty recruitment and qualifications

287 (b) Tenure and promotion

288 (c) Workload, overload and compensation

289 (d) Procedures to insure academic freedom and resolve faculty grievances

290 (e) Faculty development

291 (f) Retrenchment

292 (g) Sabbatical and Educational leaves of absence

293 (h) University finances affecting faculty and institutional effectiveness

294 (i) The processes of selection, retention, and reaffirmation of academic administrators

295 (j) The Committee Chair is a member of the University Employee Benefits Committee and  
296 regularly reports to Faculty Senate about EBC actions

297 Section 7. The Evaluation Committee is concerned with the evaluation of faculty and  
298 administrative personnel. Its specific concerns include:

299 (a) Periodic reviews of department, College, and University plans for faculty evaluation and

- 300 performance based salary adjustments
- 301 (b) Review the promotion and tenure plans for consistency with the appropriate policies
- 302 and provide feedback to the appropriate Promotion and Tenure Committees
- 303 (c) Participate in formulating tools and processes for the assessment of academic
- 304 administrators in conjunction with Human Resources
- 305 (d) Formulation and review of policies concerning the use of assessment results
- 306 (e) Conducting assessment of Faculty Senate effectiveness
- 307 (f) Assessing alignment of Strategic Plan with Academic Affairs
- 308 (g) Chair of this committee shall review in consultation with Executive Council UARs governing
- 309 Academic Affairs prior to final posting of revisions

310 ~~Section 8. — The Senate Issues Committee is concerned with issues of Senate and~~

311 ~~institutional priority that are related to faculty interest and concerns.~~

312 ~~(a) — Chair elect of the Faculty Senate is the chair of this committee.~~

313 ~~(b) — The members of this committee are selected by the Executive Council.~~

314 ~~(c) — This committee may operate as the whole or divide into multiple committees as needed.~~

315 ~~These committees may solicit additional members from inside or outside the Senate as~~

316 ~~needed.~~

317 ~~(d) — Issues may be identified from a Faculty Senate retreat, the Faculty Senate Executive~~

318 ~~Council and in cooperation with the University administration.~~

319 Section 8. Faculty Senate Ad Hoc Committees

320 (a) The Executive Council, with the consent of the Faculty Senate, may recommend the

321 formation of Faculty Senate Ad Hoc Committees to study, report and recommend action on

322 short-term and specific issues. These committees shall not exist beyond the term of the Faculty

323 Senate that authorizes their formation.

324 (b) Faculty Senators, other faculty, students, staff, and administrative personnel may serve

325 on Ad Hoc Committees at the discretion of the Faculty Senate.

326 (c) Members are appointed to a Faculty Senate Ad Hoc Committee by the ~~Chair~~ President,

327 with the consent of the Faculty Senate.

328 (d) Ad Hoc Committees shall report to the Faculty Senate as required by the Executive

329 Council.

330

## 331 **ARTICLE SIX: MEETINGS**

332 Section 1. All meetings of the Faculty Senate shall be open to the public.

333 Section 2. All meetings shall be conducted according to the Modern Edition of

334 Robert's Rules of Order unless specifically preempted by the Faculty Senate Constitution,

335 or any Special Rules of Order which the Faculty Senate may adopt.

336 Section 3. Regular meetings of the Faculty Senate shall be called twice a month, except

337 for abbreviated months, during the regular academic year and once during each summer

338 session if required. The Faculty Senate ~~Chair~~ President, with the consent of the Executive

339 Council and advance written notice to all senators, may call a special meeting or reschedule a

340



341 meeting, if necessary. A majority of the Executive Council or one-third of the senators may  
342 call a special meeting by written petition to the Faculty Senate ~~Chair~~ President .

343 Section 4. A quorum for all Faculty Senate meetings is a majority of the membership,  
344 except during the summer, when quorum is one-third (1/3) of the Faculty  
345 Senate membership. ~~Only those faculty who are teaching during the Summer session of the~~  
346 ~~meeting's date may be called to attend. Only faculty who are teaching on campus during the~~  
347 ~~Summer session including the meeting's date are required to attend; other senators who are~~  
348 ~~available can attend and vote as usual. Attendance at regularly scheduled shall be taken at all~~  
349 Faculty Senate meetings ~~shall be taken~~ and absences recorded in the minutes.

350 Section 5. The Order of Business shall follow the agenda as set by the Executive Council.  
351 Items to be included on the published agenda must be submitted in writing to the Executive  
352 Council at least 72 hours in advance of the meeting.

353 Section 6. Faculty Senate approval for recommendations shall require a simple majority of  
354 members voting. A senator may designate another senator as a proxy for the purpose of casting  
355 votes on specific issues, but such designation must be in writing and must be submitted to the  
356 ~~Chair~~ President before voting occurs. Unofficial substitution is not permitted.

357 Section 7. Records, excluding those covered by relevant privacy acts but including meeting  
358 agendas, minutes, correspondence and committee reports, shall be deposited in the Camden-  
359 Carroll Library and Faculty Senate office by the ~~Chair~~ President of the Faculty Senate. Proposed  
360 agendas and minutes of the Faculty Senate meetings shall be distributed to Faculty Senators and  
361 honorary members of the Senate. The ~~Chair~~ President may disseminate Faculty Senate records  
362 as deemed appropriate, relevant, or necessary.

363

## 364 **ARTICLE SEVEN: UNIVERSITY SUPPORT**

365 Section 1. The ~~Chair~~ President shall receive six credit hours of reassigned time in regular  
366 teaching load during each semester of service. Additionally, the ~~Chair~~ President shall receive the  
367 full amount of compensation for a three-credit course, based on the applicable formula, for Senate  
368 responsibilities during the summer. The ~~Chair~~ President - elect may negotiate reassigned time and  
369 compensation during the spring and summer semesters based on the expectations for Faculty  
370 Senate initiatives.

371 Section 2. The University shall provide adequate secretarial assistance for the Faculty Senate.  
372 The Faculty Senate secretary will record the official minutes for each senate meeting and send the  
373 minutes to the Camden-Carroll Library to be archived.

374 Section 3. ~~An adequate reasonable~~ annual operating budget shall be published/provided to all  
375 faculty and provided to the Faculty Senate.

376 Section 4. Office space and appropriate equipment for the Faculty Senate ~~Chair~~  
377 President, secretary and Faculty Senate files shall be provided. This should include a  
378 conference room suitable for committee meetings.

379

## 380 **ARTICLE EIGHT: AMENDMENTS TO THE CONSTITUTION**

381 Section 1. Amendments to this Constitution may be proposed by a Senator, Faculty Senate  
382 Committee, or by a petition signed by at least twenty-five members of the University faculty.  
383 The proposed amendment shall be filed with the ~~Chair~~ President of the Faculty Senate.  
384 Amendments require approval by a two-thirds majority of the Senators voting.

385 Section 2. Copies of proposed amendments shall be distributed to all University faculty

386 through their Senators. Ballots for voting shall be distributed by secure and confidential methods  
387 to all members of the University faculty who are eligible to vote as defined in ARTICLE 2,  
388 Section 3. Ballots shall be counted after the published deadline, which shall be at least two  
389 weeks after the amendments have been distributed. A majority of the eligible University faculty  
390 voting shall be necessary for approval.

391 Section 3. Upon approval by the University Faculty, proposed amendments shall be  
392 submitted by the University President to the Board of Regents for final approval.

393

## 394 **ARTICLE NINE: SPECIAL RULES OF ORDER**

395 Section 1. Special Rules of Order are intended and designed to enhance the operational  
396 effectiveness of the Faculty Senate. Special Rules of Order supersede Robert's Rules in the  
397 conduct of Faculty Senate Business. Special Rules of Order are attached to this Constitution  
398 and will be maintained with the constitution but are not a part of the constitution itself and may  
399 be changed following the procedures below. These Special Rules will be available to the ~~Chair~~  
400 President at every Faculty Senate meeting.

401 Section 2. A senator may submit a proposed Special Rule of Order in writing to the ~~Chair~~  
402 President. It is placed on the agenda and handled according to the normal rules for motions.

403 Section 3. Approval, amendment, removal or suspension of a Special Rule of Order  
404 requires a two-thirds majority of Senators voting.

405 Section 4. During periodic revisions of the Faculty Senate Constitution, the Special Rules  
406 of Order may be also be amended or revised and presented to the Faculty Senate with the  
407 revised Constitution for approval as a whole.

408

## 409 **ARTICLE TEN: EFFECTIVE DATE**

410 This Constitution becomes effective immediately upon ratification by the University faculty  
411 and the Morehead State University Board of Regents. Transition into amended sections of this  
412 constitution shall follow the procedures outlined in Article Eleven: Transition.

## 413 **ARTICLE ELEVEN: TRANSITION**

414 Section 1. All duly elected senators shall continue in office until the normal  
415 expiration of their term.

416 Section 2. Election of departmental representation to the Faculty Senate shall  
417 proceed in the manner directed by the constitution in effect as of March 1.

418 Section 3. Implementation of amended sections of this constitution shall begin with the  
419 start of the next academic year following the approval of this document.

## 420 **ARTICLE TWELVE: SEVERABILITY**

421 The invalidation of any portion of this Constitution shall not affect the validity of any other  
422 portion of the Constitution.

423

## 424 **FACULTY SENATE SPECIAL RULES OF ORDER**

425 ~~2/17/2011~~ 11/29/18

426 1. Regular meetings of the Faculty Senate shall be called to order by the ~~Chair~~ President at 3:45

- 427 PM on the first and third Thursday of each month during the regular academic year. Any  
428 Thursday within a given month that the University is not officially in session will not be  
429 considered in calculating meeting dates.
- 430 2. Two regular summer meetings of the Faculty Senate ~~shall~~ may be called to order at  
431 3:45PM, as necessary, on the third Thursday of June and July. Only those faculty who are  
432 teaching during the Summer session of the meeting's date may be called to attend.
- 433 3. A motion to recommend changes to University policy or to change Senate rules shall not be  
434 voted on at the meeting at which it is moved. When such a motion is made and seconded, there  
435 shall be a “first reading” at which the mover will explain the motion and answer questions by  
436 Senators about the motion. During a first reading, no debate on or amendment of the motion  
437 shall be in order. The Executive Council shall place the motion on the agenda of a subsequent  
438 meeting for “second reading”, at which debate of and amendments to the motion are in order.
- 439 4. Friendly amendments that are accepted by the moving party are allowed.
- 440 5. The ~~Chair~~ President of the Faculty Senate, with the consent of the Executive Council,  
441 may include an open chair segment on meeting agendas.
- 442 6. Each meeting of the Faculty Senate shall adjourn no later than 110 minutes after the meeting  
443 is called to order.
- 444 7. The ~~Chair~~ President of the Faculty Senate may nominate a Senator to serve as parliamentarian  
445 in order to clarify procedural questions as they arise. The nominee for parliamentarian must be  
446 approved by a majority of Senators voting.
- 447 8. In order to seek recognition, a Senator shall not stand, but instead shall raise his or her  
448 hand.
- 449 9. ~~The Secretary of the Faculty Senate, with the consent of the Faculty Senate Chair, The~~  
450 Governance Committee Chair or designee may amend University Standing and Advisory  
451 Committee descriptions to ensure that positions and bodies mentioned in those descriptions are  
452 referred to by their current, correct names. Minor editorial corrections may also be made.
- 453 10. At least 48 hours before each meeting, the ~~Chair~~ President shall send to the Senators the  
454 agenda for that meeting and all minutes, motions, and other documents scheduled on that  
455 agenda for discussion or approval.