

# The University of Michigan-Flint Campus Bylaws

## PREAMBLE

Faculty participation in governance promotes and encourages diversity of ideas and a sense of shared responsibility, collaboration, collegiality, and institutional excellence, and is essential to the well-being of the University of Michigan-Flint (“UM-Flint”).

Many ways exist in which the faculty can exercise its responsibilities to the larger UM-Flint community, including by serving as elected members of various bodies and by volunteering to participate in campus-wide committees. Broad-based faculty participation in central faculty governance activities is essential to the health of UM-Flint and the preservation of faculty prerogatives.

The role of the administration is to be the decision-making authority in stewarding UM-Flint. The role of the faculty is to support UM-Flint in an advisory capacity in matters that impact the entire campus. Working together, in concerted shared governance, administration, staff, and faculty collaborate in the interests of UM-Flint at large to strengthen the institution and fulfill its mission.

## MISSION STATEMENT

UM-Flint is a comprehensive urban university of diverse learners and scholars committed to advancing our local and global communities. In the University of Michigan (the “University”) tradition, we value excellence in teaching, learning, and scholarship; student centeredness; and engaged citizenship. Through personal attention and dedicated faculty and staff, our students become leaders and best in their fields, professions, and communities.

## Article I. Definitions

### Section I.01 Incorporated Definitions

The terms “Faculty,” “Professional Staff,” “Governing Faculty,” and “Teaching Staff” shall have the meaning ascribed to such terms in the [University of Michigan Regents Bylaws, Section 5.01](#).

### Section I.02 Academic Unit

The term “Academic Unit” shall be construed to mean an administrative unit created for instructional and research purposes, such as a college, school or library.

## Article II. The Faculty Senate

### Section II.01 Constitution of the Faculty Senate

UM-Flint shall have a Faculty Senate which shall be composed of the members of the governing faculties of the schools and colleges, professional librarians and curators, the Executive Officers of UM-Flint with academic appointments, and the Deans of the schools and colleges. [[Regents Bylaws Section 4.01](#)]

### Section II.02 Powers and Duties of the Faculty Senate

#### (a) Authority

The Faculty Senate is authorized to consider any subject pertaining to the interests of UM-Flint, and to make recommendations to the Chancellor and to the Board of Regents in regard thereto. Decisions of the Faculty Senate with respect to matters within its jurisdiction shall constitute the binding action of the UM-Flint faculties. Jurisdiction over academic policies shall reside in the faculties of the various schools and colleges, but insofar as an action by several faculties affect UM-Flint policy as a whole, or schools and colleges other than the one in which it originates, the action shall be brought before the Faculty Senate. [[Regents Bylaws Section 4.01](#)]

#### (b) Governance

The Faculty Senate may adopt rules concerning its own governance and procedures, and concerning its officers and committees. [[Regents Bylaws Section 4.02](#)] 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 the Faculty Senate, the Faculty Senate Council, the faculties, committees, boards, and other deliberative bodies of the academic units. [[Regents Bylaws Section 5.04](#)]

#### (c) Faculty Senate Council

There shall be a Faculty Senate Council of the Faculty Senate as more fully described in Article III of these Bylaws. The Faculty Senate Council (the "Senate Council") shall serve as the legislative arm of the Faculty Senate and shall constitute the only officers representing the Faculty Senate. An action of the Senate Council shall have the effect of an action of the Faculty Senate unless and until it is revoked by the Faculty Senate. [[Regents Bylaws Section 4.04](#)] Members of the Senate Council shall represent the interests of the University as a whole and shall act in the broad interests of UM-Flint.

#### (d) Committees of the Faculty Senate

The Faculty Senate may create standing or ad hoc 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 or elected, determine the terms of office, and define their duties and obligations. Members of standing and ad hoc committees shall represent the interests of the University as a whole and shall act in the broad interests of UM-Flint.

**Section II.03 Meetings of the Faculty Senate**

**(a) Regular Meetings**

Regular meetings of the Faculty Senate shall be called by the chair of the Senate Council, who shall serve as chair of these meetings. Faculty Senate meetings shall be called at least once each Fall and Winter semester to consider issues of fundamental importance to UM-Flint.

**(b) Special Meetings**

A special meeting of the Faculty Senate may be called to discuss an issue described in a petition, upon presentation of such a petition to the chair of the Senate Council with the signatures of a minimum of ten members of the Faculty Senate.

**(c) Agenda**

An agenda, any proposals to be addressed, and related supporting materials will be circulated at least two business days before any meeting of the Faculty Senate. The Senate Council shall prepare proposals for these meetings on such matters to be voted on by the Faculty Senate. The chair of the Senate Council shall determine the final agenda in consultation with the Senate Council.

**(d) Parliamentarian**

The Faculty Senate shall elect a parliamentarian for a three-year term and who may serve up to two consecutive terms at a time. This faculty member will serve as parliamentarian at the Faculty Senate meetings and as a resource for parliamentary procedures during his/her term in office. In his/her absence, the chair of the Senate Council will appoint a member of the Faculty Senate as parliamentarian pro-meeting.

**(e) Quorum, Discussion and Voting**

Twenty-five percent of the voting members of the Faculty Senate shall constitute a quorum to do business, but a smaller number may receive reports and hear presentations, discuss any matter properly before them, and adjourn the meeting to another day; however, no motion shall be in order to amend, repeal, or adopt any policy, nor shall any election be held, or any expression on University policies be recorded in the absence of a quorum.

Regardless of the number of Faculty Senate members present, a meeting of the Faculty Senate shall discuss all matters on the agenda, all motions introduced by the Senate Council, and all motions made by Faculty Senate members at the meetings.

All main motions (as defined in Robert's Rules of Order) need a three-quarters majority vote of Faculty Senate members present at a meeting to be approved at such meeting. If a motion receives less than a simple majority vote, it is not approved and does not move forward. If a motion is approved by a simple majority but less than three-quarters majority vote, the motion will be voted upon by electronic ballot. In this case, the chair-elect/secretary of the Senate Council shall prepare the ballot, organizing and subordinating related motions so that voting will produce a consistent outcome; all motions shall be accompanied by the chair-elect/secretary's report of relevant discussion at the

Faculty Senate meeting and by all material deemed appropriate by the chair of the Senate Council, including reasons for supporting or opposing the motion.

The electronic ballot shall be circulated within one week of the meeting of the Faculty Senate, and votes are to be cast within seven calendar days of the ballot's circulation. The chair-elect/secretary of the Senate Council shall promptly report the numerical results of the voting to the Faculty Senate. The Senate Council may accelerate the voting schedule when it believes that a situation requires a rapid response.

**(f) Observers**

Observers to the meetings of the Faculty Senate are welcome. However, the Faculty Senate may move into executive session upon a vote of a simple majority of Faculty Senate members present.

**(g) Remote Meetings**

Any meeting (whether regular or special) of the Faculty Senate may be held by telephone conference, electronic video screen communication or other electronic communication and in-person meetings of the Faculty Senate may also be joined through means of telephone conference, electronic video screen communication or other electronic communication; provided, in each case, all members participating in the meeting are able to concurrently communicate with the other members. The Faculty Senate may adopt policies and procedures for the conduct of remote meetings.

## **Article III. The Faculty Senate Council**

### **Section III.01 Membership**

The Senate Council shall initially consist of the following members: a chair, a chair-elect/secretary, a past chair, and one representative from each of the academic units, except for the College of Arts and Sciences which shall have two representatives. The Senate Council may also elect to have among its members representatives from select advisory committees as may be established by the Faculty Senate for its work. The Chancellor and Provost, or their representatives, will be periodically invited to participate in the meetings of the Senate Council and are always welcome to attend, unless the Senate Council is in executive session. Every three years, the Senate Council shall review the composition of the Senate Council, including without limitation the number of representatives from each academic unit, and may make a recommendation to the Faculty Senate to update the composition of the Senate Council. Any recommendation to modify the composition of the Senate Council must be approved by a two-thirds majority vote of the members of the Faculty Senate voting by an electronic ballot and shall become effective the following term of the Senate Council.

### **Section III.02 Elections of the Senate Council Representatives**

Each academic unit shall nominate its representative(s) for a three-year term. The terms shall be staggered so as to minimize the number elected each year. Terms of the Senate Council members shall run from May 1 through April 30.

When invited by the Senate Council, an advisory committee shall nominate its representative for a one-year term; provided, such representative may serve consecutive terms so long as no representative may serve as an advisory committee representative for more than three consecutive years.

A person may serve in more than one capacity as an officer, academic unit representative or advisory committee representative in consecutive years, but shall not be a member of the Senate Council for more than six consecutive years without a one year hiatus.

Elections of Senate Council members shall take place concurrently with the elections of members to the University faculty committees. A vacancy of up to one year among academic unit representatives shall be filled by the Senate Council, with nominees provided by the academic unit.

### **Section III.03 Officers of the Senate Council**

#### **(a) Elections and Term**

Each year, the Faculty Senate shall elect a chair-elect/secretary to a three-year term on the Senate Council. This person shall serve as chair-elect/secretary during the first year of the term, chair the second year, and past chair the third year. Only faculty members not eligible for sabbatical or willing to delay a scheduled sabbatical during the two academic years following the election shall be eligible for election as chair-elect/secretary.

#### **(b) Function**

- (i) Chair.** The chair of the Senate Council shall preside over meetings of the Faculty Senate and the Senate Council. The chair shall collect items to be placed on the agenda of Faculty Senate meetings.
- (ii) Chair-Elect/Secretary.** The chair-elect/secretary shall serve as secretary of the Faculty Senate and the Senate Council and shall preside over meetings of the Faculty Senate and Senate Council in the absence of the chair of the Senate Council.

The chair-elect/secretary shall record and make publicly available the minutes of all meetings of the Faculty Senate, the minutes of the Senate Council and any standing or ad hoc committees of the Faculty Senate, any special reports including those of the Senate Council, and all other official actions of the UM-Flint Faculty.

The chair-elect/secretary shall distribute to the Faculty Senate notices of meetings of the Faculty Senate normally at least one week, and in no case later than two business days, before the established meeting time. In case of an emergency the Faculty Senate may meet and suspend this rule by majority vote of the Faculty Senate members present at the meeting.

**(c) Vacancies**

If a vacancy arises in the chair-elect/secretary position, a new election by the usual procedure will be held as soon as possible. If a vacancy in the chair position arises, the past chair will fill the position for the remainder of the unexpired term, as well as the past chair position. If a vacancy in the position of past chair arises, it will not be filled.

**Section III.04 Meetings of the Senate Council**

**(a) Scheduling**

Senate Council meetings shall be scheduled throughout the calendar year at the discretion of the chair of the Senate Council. Meetings shall be scheduled at least once a month, September through May. The chair of the Senate Council shall call a Senate Council meeting within four business days when requested to do so by three or more members of the Senate Council.

**(b) Announcements and Agenda**

The chair-elect/secretary shall provide written notice of a Senate Council meeting to all members of the Faculty Senate, the president of the Student Government, and the editor of the student newspaper in time to be delivered normally at least a week, and in no case less than two business days, before the meeting. The Senate Council can suspend this rule when it believes that a situation requires a rapid meeting.

Any member of the UM-Flint faculty may submit to the chair of the Senate Council proposals to amend, repeal, or adopt standing rules or policies within the purview of the Senate Council. Proposals must be received at least three business days before the meeting and must be circulated to all members of the Senate Council at least two business days before the meeting.

An ordered agenda for each Senate Council meeting shall be prepared by the chair of the Senate Council and delivered with supporting materials at least two business days before the meeting to those notified of the meeting. The agenda shall include all new business of which the Senate Council is aware at the time of circulation. New business which is not on the circulated agenda and which meets the requirements of the preceding paragraph shall be considered by the Senate Council after the items on the circulated agenda.

**(c) Quorum**

A majority of the voting members of the Senate Council shall constitute a quorum to do business, but a smaller number may receive reports and hear presentations, discuss any matter properly before them, and adjourn the meeting to another day; however, no motion shall be in order to amend, repeal, or adopt any policy, nor shall any election be held, or any expression on University policies be recorded in the absence of a quorum.

**(d) Observers**

Observers to the meetings of the Senate Council are welcome. However, the Senate Council may move into executive session upon a vote of a majority of voting members present.

**(e) Remote Meetings**

Any meeting (whether regular or special) of the Senate Council may be held by telephone conference, electronic video screen communication or other electronic communication and in-person meetings of the Senate Council may also be joined through means of telephone conference, electronic video screen communication or other electronic communication; provided, in each case, all members participating in the meeting are able to concurrently communicate with the other members. The Senate Council may adopt policies and procedures for the conduct of remote meetings.

**Article IV. Amendments to these Bylaws**

Proposals for amendments to these Bylaws may be submitted by any member of the Faculty Senate to the Senate Council. The Senate Council shall receive all such proposals and after due deliberations shall communicate these, with its recommendations, for consideration at a meeting of the Faculty Senate; provided that the Faculty Senate shall be given notice of any proposed amendment to these Bylaws at least fourteen days prior to the meeting at which it is to be considered.

All modifications to these Bylaws must be approved by a two-thirds majority of the members of the Faculty Senate voting by an electronic ballot.