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### Faculty Senate Senate Bylaws, 2002, vol 29, p 1-5

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Approved: March 31, 1981  
Amended: May 9, 1989  
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Amended: April 28, 1998  
Amended: March 27, 2001  
Amended: August 24, 2002

**UNIVERSITY OF NEW MEXICO  
BYLAWS OF THE FACULTY SENATE**

**I. SENATE STRUCTURE**

**A. OFFICERS**

1. The Senate shall elect the following officers and representatives annually. The Operations Committee will always include six faculty members, so that if President and the President-Elect are the same person (i.e., when the President-Elect runs for a second term and is elected), or if the Past President and President are the same person (i.e., during the second term of a two-year term as President), then four members of the Operations Committee shall be elected.

- (a) President
- (b) President-elect
- (c) Three members of the Senate Operations Committee

2. **DUTIES OF OFFICERS**

- (a) The President shall have the following duties:
  - (1) Serve as chairperson of the Senate and the Operations Committee.
  - (2) Represent the Faculty before the Regents, Administration and other groups as appropriate.
  - (3) Appoint ad-hoc committees as necessary to conduct Senate business.
- (b) The President-elect shall have the following duties:
  - (1) Serve on the Operations Committee
  - (2) Perform the duties of the President in the absence of the President.
  - (3) Assist the President in representation before the Administration and other groups as appropriate.

3. **ELECTION OF OFFICERS AND OPERATIONS COMMITTEE MEMBERS**

- (a) The election of the President-elect and Operations Committee members shall be conducted annually at a special meeting of the incoming Senate



held at the close of the spring term of the preceding academic year. Alternatively, at the discretion of the President, this election may be conducted electronically.

- (b) The election shall be chaired by the outgoing President of the Senate.
- (c) The new officers and Operations Committee members shall take office on July 1 of the year of their election.
- (d) Nominations and self-nominations for President, President-Elect, and Operations Committee may be made by incoming senators at a regular Senate meeting or electronically to the University Secretary's office, which will verify the senator's willingness to serve.
- (e) The three additional elected members of the Operations Committee shall be from different schools or colleges. If four members are elected, then at least three colleges should be represented.

**B. SENATE OPERATIONS COMMITTEE**

**1. MEMBERSHIP**

- (a) The President, President-elect and three voting members of the Senate elected by the Senate.
- (b) The President of the Senate shall serve as chairperson of the Senate Operations Committee.
- (c) The immediate past president of the Senate, whether or not he/she is a member of the Senate, shall be an ex-officio member of the Operations Committee.

**2. DUTIES**

- (a) Perform basic administrative functions to facilitate the work of the Senate and Senate Committees.
- (b) Establish priorities and set agenda for Senate meetings.
- (c) Transmit to the Senate with recommendations as to adoption of all reports, recommendations and proposals received from Senate Committees. In performing this function, the Operations Committee shall not change committee recommendations or proposals without the approval of the originating committee. It may refer a recommendation back to the committee for further study or it may present its own recommendations to the Senate together with those of the originating committee.
- (d) Coordinate the activities of all Senate Committees.
- (e) Study Senate procedures and structure and make recommendations for their improvement.
- (f) Recommend to the Senate changes in the committee structure in keeping with Article I, Section 6 (g) of the Faculty Constitution.

**ARTICLE I, SECTION 6 (g) OF THE FACULTY CONSTITUTION**

The Senate shall elect the following officers and representatives annually. The Operations Committee will advise the Faculty members on the election of the President and the President-Elect and the same person shall serve the President-Elect term for a second term and is elected, or if the first President and President are the same person (i.e., during the second term of a two-year term as President), then four members of the Operations Committee shall be elected.

- (a) President
- (b) President-elect
- (c) Three members of the Senate Operations Committee

**DUTIES OF OFFICERS**

- (a) The President shall have the following duties:
  - (1) Serve as chairperson of the Senate and the Operations Committee.
  - (2) Represent the Faculty before the Regents, Administration and other groups as appropriate.
  - (3) Appoint ad-hoc committees as necessary to conduct Senate business.
- (b) The President-elect shall have the following duties:
  - (1) Serve on the Operations Committee.
  - (2) Perform the duties of the President in the absence of the President.
  - (3) Assist the President in representation before the Administration and other groups as appropriate.

**ELECTION OF OFFICERS AND OPERATIONS COMMITTEE MEMBERS**

- (a) The election of the President-elect and Operations Committee members shall be conducted annually at a special meeting of the incoming Senate.



- (g) Refer report, recommendations or proposals submitted by a Senate Committee to another Senate Committee or directly to a college administrator or other officer if additional comment appears to be needed.
- (h) Function as a committee on committees. (Recommend to the Senate the appointment of committee members and chairpersons.)

C. OTHER SENATE COMMITTEES AND REPRESENTATION (See Section III for membership and duties)

1. Standing Committees of the Senate. All standing committees are responsible to the Senate, report to the Senate Operations Committee, and have their faculty membership appointed by the Senate.
  - (a) Admissions and Registration Committee
  - (b) Athletic Council
  - (c) Bachelor of University Studies Faculty Advisory Committee
  - (d) Budget Committee
  - (e) Computer Use Committee
  - (f) Community Education Committee
  - (g) Curricula Committee
  - (h) Faculty Ethics and Advisory Committee
  - (i) Faculty and Staff Benefits Committee
  - (j) General Honors Council
  - (k) Graduate Committee (members appointed by Colleges/Schools)
  - (l) Library Committee
  - (m) Long Range Planning Committee
  - (n) Research Allocations Committee
  - (o) Research Policy Committee
  - (p) Scholarships, Prizes, and Loans Committee
  - (q) Student Standards and Grievance Committee
  - (r) Teaching Enhancement Committee
  - (s) Undergraduate Committee
  - (t) University Press Committee
2. Administrative Committees with faculty representatives appointed by the Senate. Faculty members on this Committee shall make periodic reports to the Senate whenever such reports are considered appropriate by them and/or when requested to do so by the Operations Committee.
  - (a) Campus Planning Committee
3. Student committees with faculty representatives appointed by the Senate. Faculty members on these Committees shall make periodic reports to the Senate whenever such reports are considered appropriate by them and/or when requested to do so by the Operations Committee.
  - (a) International Affairs Committee
  - (b) New Mexico Union Board
  - (c) Student Publications Board



II. SENATE OPERATING POLICIES

A. COMMITTEES

1. In its capacity as a committee on committees, the Operations Committee shall make recommendations to the Senate for all committee appointments (including committee chairpersons) that are the responsibility of the Senate. These appointments shall be voted on by the Senate.
2. All members of the University voting faculty are eligible for appointment to standing faculty committees or as faculty representatives on administrative and student committees. Appointments shall be determined by the Senate upon recommendation of the Operations Committee.
3. During the Spring Semester of each year, all faculty shall be asked to rank the various committees according to their preference for membership on those committees. The Operations Committee shall recommend appointments to committees based as feasible upon the stated preferences of faculty members.
4. Senators are encouraged to serve on a University Committee, and will be given priority consideration in appointments to committees.
5. Initial committee appointments will normally be effective on July 1 of the year of the appointment. Replacement appointments will be effective when approved by the Senate.
6. When it is desirable, in the judgment of the Operations Committee and the current Committee chair, if there is one, for a committee appointment to begin as soon as possible, the Operations Committee may make such an appointment on a provisional basis, pending approval by the Senate at its next meeting.
7. Administrative officers (Vice Presidents and College Deans) shall not serve as Senate appointed committee members.

B. ABSENTEEISM

1. Given the importance of insuring active participation of all Senators and representation of all parts of the university, Senators who are unable to attend a Senate meeting should select an alternate faculty member (with voting rights, from the unit the Senator represents) to attend the meeting, vote on any action items, and report on the meeting to the Senator's constituency. If a Senator misses two Senate meetings in a given semester, and is not represented by a designated alternate, the President shall consult with the Senator concerning attendance and may, after consultation with the Operations Committee, declare the seat vacant.
2. If a Committee member of any Faculty Senate Committee misses two meetings in a given semester, the Chair of the Committee should consult with that person and may recommend to the Operations Committee that the seat be declared vacant and the person replaced.

C. PROCEDURE

1. Each speaker is limited to five minutes each time when speaking to an issue.
2. The Senate shall normally meet the fourth Tuesday of every month at 3:00 p.m. in

Administrative Committees with faculty representatives appointed by the Senate. Faculty members on these committees shall make periodic reports to the Senate whenever such reports are considered appropriate by their school when requested to do so by the Operations Committee.

(a) Campus Planning Committee

(b) Student committees with faculty representatives appointed by the Senate. Faculty members on these committees shall make periodic reports to the Senate whenever such reports are considered appropriate by their school when requested to do so by the Operations Committee.

(c) Student Publications Board

(d) New Mexico Union Board

(e) International Affairs Committee

(f) University Press Committee

(g) Undergraduate Committee

(h) Teaching Financement Committee

(i) Student Standards and Governance Committee

(j) Scholarships, Prizes, and Loans Committee

(k) Research Policy Committee

(l) Research Activities Committee

(m) Long Range Planning Committee

(n) Library Committee

(o) Graduate Committee (members appointed by Colleges/Schools)

(p) General Faculty Council

(q) Faculty and Staff Benefits Committee

(r) Faculty Ethics and Advisory Committee

(s) Curricula Committee

(t) Community Education Committee

(u) Faculty Use Committee

(v) Faculty Committees

(w) Faculty of University Studies Faculty Advisory Committee

(x) Student Council

(y) Student and Faculty Relations Committee

(z) Student and Faculty Relations Committee



the Kiva Auditorium. Additional meetings may be scheduled by the Operations Committee as needed.

- 3. The President of the Faculty Senate shall have the right to vote as a member of the body on each motion before the Senate.
- 4. A quorum shall consist of 40 percent of the Senate membership.

**III. COMMITTEE MEMBERSHIP AND DUTIES**

- A. The duties and composition of committees presently listed in the Faculty Handbook will remain as stated.
- B. For committees not presently listed in the Faculty Handbook the composition will be as follows:
  - 1. At least 12 members
    - (a) One member from each of the following academic areas (where possible given the number of faculty in each area): Architecture and Planning, Education, Engineering, Fine Arts, Law, Library, Management, Medicine, Nursing, Pharmacy, Dental Hygiene and Public Administration.
    - (b) Two members from Arts and Sciences.
    - (c) Additional members as recommended by the Operations Committee and approved by the Faculty Senate.
  - 2. Members shall normally serve two-year terms with approximately half of the membership appointed each year.
  - 3. Committee membership normally shall include both senators and non-senate faculty.