

**Proposed Changes to University Handbook, Appendix E**  
**Faculty Senate Constitution**

**Approved by Faculty Senate on Sept. 8, 2020**

**Approved by University Faculty and Unclassified Professionals on Oct. 1, 2020**

**University Handbook, Appendix E:**

**Constitution of the K-State Faculty Senate Constitution**

(Revised 02-07-84; 04-22-91; 12-05-02; 06-11-13; 2-10-15)

**Section A: Powers of the General Faculty**

1. ~~The faculties of colleges and universities~~Faculty have control of all matters dealing with the courses and curriculums offered by the institution, and the granting of degrees. These powers are subject to final approval by the Board of Regents.
2. ~~The general faculty of Kansas State University has the authority~~Faculty and unclassified professionals have the power to participate in the establishment of policies for the supervision and control of student affairs, faculty affairs, and unclassified professional staff affairs. Participation is essential to the establishment of policy relating to many all-university issues.
3. ~~2. Faculty participation is essential to the establishment of policy relating to many all-university issues. Faculty have the power to participate in the formulation of policies concerning such matters.~~

**Section B: The Faculty Senate of Kansas State University**

**Article I. General Purpose, Jurisdiction, and Duties of the Faculty Senate**

To facilitate the exercise of the powers outlined ~~in Section A above~~, those powers are hereby delegated by the ~~general~~ faculty and unclassified professionals of Kansas State University to a representative body ~~to be called the faculty senate of Kansas State University~~Faculty Senate. This delegation of authority ~~by the general faculty~~ is subject to revision by ~~that those~~ faculty and unclassified professionals.

**Section A. General Purpose**

~~The primary aim of including a faculty senate in the organization of~~Shared governance is important at Kansas State University. Therefore, the primary aim of the Faculty Senate is to facilitate faculty meaningful participation of faculty and unclassified professionals in the establishment of university policies and in the formulation of procedures for their interpretation. Such policies shape the purposes and character of the institution, and define its

future direction. To remain useful, established policies benefit from continued review and scrutiny.

~~Policies once established need to be under constant scrutiny if they are to remain useful. To provide for this continuing effort, an organizational structure must be created by the faculty senate, responsible to that body, and through the senate to the faculty. The continuing policy review afforded by this senate structure enables participation in the evolution of these policies. To provide organizational structure for senate duties, permanent committees have been created and are accountable to the main senate.~~

## Section B. Jurisdiction and Duties of the Faculty Senate

### 1. Academic Affairs

- a. ~~The faculty senate shall e~~Establish policies governing such academic matters as requirements for admission, assignment and schedules, courses and curriculums, requirements for degrees, academic standards for students and for the institution, and evaluation of the educational program.
- b. ~~The faculty senate shall b~~Be the final authority for approving all curriculum and course changes, and all candidates for honorary and academic degrees. The ~~f~~Faculty ~~s~~Senate may delegate ~~the some~~ authority to colleges to approve minor course and curriculum changes.

### 2. Faculty Affairs

- a. ~~It shall be the duty of the faculty senate to stimulate improvement in~~Set professional standards by the formulation of policies concerning employment, qualifications, improvement in teaching methods, tenure, promotions, work loads, and retirement, and ~~to~~ concern itself with matters affecting the welfare of the faculty and unclassified professional sstaff.
- b. ~~It shall be the duty of the faculty senate to t~~Take such measures as seem desirable for the improvement of faculty-student relationships.

### 3. Professional Staff Affairs

- a. ~~It shall be the duty of faculty senate to p~~Participate in the formulation of policies concerning employment, qualifications, performance evaluation and improvement, promotion, and retirement, and ~~to~~ concern itself with matters affecting the welfare of unclassified professional sstaff.

#### ~~4.1. University Planning~~

- ~~a. It shall be the duty of faculty senate to participate, in an advisory capacity, in the process of determining mission-related academic priorities at the institutional level.~~
- ~~b.a. It shall be the duty of the faculty senate to participate, in an advisory capacity, in the process by which distribution of university appropriated resources in support of the academic, research, and service missions of the university is determined. (FSM 4-12-94)~~

#### 5.4. Technology

- a. ~~It shall be the duty of faculty senate to p~~Participate, ~~in an advisory capacity,~~ in the shared governance of determining the acquisition, application, and distribution of scientific, electronic, and information technology.
- b. ~~It shall be the duty of faculty senate to a~~Assure the shared governance of creating and reviewing formulation of policy related to the application of technology that does not infringe on academic freedom while protecting the collective interests of the university community.

#### 5. University Planning

- a. ~~It shall be the duty of faculty senate to p~~Participate, ~~in an advisory capacity,~~ in the shared governance of process of determining mission -related academic priorities at the institutional level.
- b. ~~It shall be the duty of the faculty senate to p~~Participate, ~~in an advisory capacity,~~ in the process shared governance by which distribution of university appropriated resources in support of the academic, research, and service missions of the university is determined. (FSM 4-12-94)

#### 6. Student Affairs

- a. Through its representatives on various presidential councils and committees, p~~It shall be the duty of the faculty senate to p~~articipate in the formulation of policy governing and shared governance of such student affairs items such as admissions and enrollment, orientation and guidance, and financial aid and scholarships.

#### 7. All-university Affairs

- a. ~~It shall be the duty of the faculty senate, t~~Through its representatives on various presidential councils and committees, ~~to~~ participate in the formulation of policy governing such all-university affairs as resource allocations, public relations, intercollegiate athletics, assemblies, commencements and public gatherings, publications, campus development and planning, standards for use of physical facilities, and traffic and parking.

### **Article II. ~~Membership of the~~ Faculty Senate Membership**

#### **Section A. Composition, Representation, Voting, and Membership**

##### 1. Composition ~~of the Faculty Senate~~

- a. There shall be four senators elected from ~~each of~~ the following ~~representative~~ units: (1) ~~cooperative~~ extension, (2) the library, and (3) each of the colleges. In addition to these ~~se~~ four senators ~~from each of the units described above~~, an additional senator shall be elected from each unit for each twenty-five full-time equivalent (FTE) unclassified members above seventy-five FTE or fraction thereof. Determination of the FTE for each unit is based on the total FTE of all unclassified personnel on regular (non-term) appointment (nonnot on term)

appointments who are funded through the budget of the unit, excluding Extension Agents and Farm Management Economists. In addition, there shall be a General University unit representing all other unclassified personnel ~~on not on term~~regular (non-term) appointments with the number of senators elected from that unit determined at a rate of 15% (rounded up to the nearest whole number) of the total number of senators in all other units (excluding the General University unit).

~~b. The student senate president, vice president, and one other student from the student senate are to be members of the faculty senate with voting powers. To qualify for these positions, the students must have a minimum of 45 semester hours in residence and be currently enrolled for 12 or more semester hours.~~Student Body President and the Speaker of the Student Senate will be voting members.

c. The University Support Staff Senate President (or their designee) will be a voting member.

~~b.d.~~ The Graduate Student Council President will be a voting member.

2. Representation ~~in the Faculty Senate.~~

All unclassified personnel at Kansas State University ~~who do not have a term on a regular~~ (non-term) appointment, except Extension Agents and Farm Management Economists, are represented in the Faculty Senate based on the location of their appointment in the University. When appointment tenths of time are distributed unequally among two or more units, the person is represented in the unit providing the greatest tenths of time. When appointment tenths of time are distributed equally among different units, the person is free to choose any one of those units for membership. Regardless of the tenths of time allocated towards administrative functions, deans, associate deans, and assistant deans are members of the general university unit (although they are counted in the determination of the number of senators in their home unit). Assistant directors in extension function as department heads and therefore are to be included in the extension unit, not ~~the general~~ administration university unit.

3. Eligibility for voting in Faculty Senate elections.

Those faculty and unclassified personnel identified in Article II, Section A.2 are eligible to vote in ~~faculty the~~ senate elections in the unit in which they are represented.

4. Eligibility for membership in the Faculty Senate.

Those faculty and unclassified personnel identified in Article II, Section A.2 with a total university appointment of ~~five tenths~~ 0.5 FTE or more are eligible to be elected to the Faculty Senate ~~with the following exception: No person who is working toward a degree from Kansas State University is eligible for election as a senator unless that person is working for a degree outside his/her own department, provided that degree is not a requirement for promotion or tenure in his/her own department. (Such persons are counted in the determination of FTE for unit representation and are eligible to vote in~~

~~the appropriate election of senators.;~~ A person who does not wish to be included on their unit's ballot that year must so notify the caucus chair in advance.

5. The proportional representation shall be reviewed and revised, if necessary, by the Faculty Senate executive committee ~~of the Faculty Senate~~ every three years beginning in October ~~2002~~2020. October 1 shall be the date for counting the number of faculty and unclassified ~~non faculty~~professionals with a total university appointment of 0.5 FTE or more in each unit for the purpose of reapportionment of the Faculty Senate.

## Section B. Parliamentarian

The ~~f~~sSenate shall include a parliamentarian without voting power.

## Section C. Term of Office of Senators

- ~~1.~~ The term of office shall be three years. Senators are eligible for re-election ~~except.~~ However, the maximum that a senator can ~~not~~ serve ~~more than six years~~ without a year intervening is two consecutive three-year terms. Election as an officer in the senate shall be the exception to this limit.
- ~~2.1.~~ The term of office with full voting privileges shall begin with the first meeting of the new senate.
- ~~3.2.~~ In the event senators are on leave, incapacitated, or otherwise unable to function for a time greater than one semester, the office shall be declared vacant and shall be filled by the procedure of Article II, Section D.5. The person appointed to fill the vacancy will serve for the remainder of the term, ~~except that the person appointed to the seat vacated by the president shall serve for that year only.~~ Senators unable to function for one semester or less may designate a proxy as outlined in the by-laws.

## Section D. Nomination and Election of Candidates

1. ~~The An~~ election committee along with ~~voting members of the executive committee~~caucus chairs shall conduct an election each year and certify the results with the aid of such offices as are necessary ~~and shall certify the election results~~. This election committee shall be composed of the chair or co-chairs of the faculty affairs committee, the president, and the secretary of the senate. Approximately 11 weeks before the first meeting of the new senate, ~~the representative caucus chair~~ from each unit ~~on the executive committee~~ shall confirm with the Office of Faculty Senate ~~approximately 11 weeks before the first meeting of the new senate~~ a list of those in his/her/the unit eligible to vote and eligible to serve in senate elections. The election committee shall adjudicate any questions of voter eligibility, the unit in which a person should vote, and the eligibility for election to the senate, according to Article II, Section A.1.
2. All eligible voters shall have the opportunity to vote by secret ballot for representatives from their respective unit.

3. Nominees for membership in the senate shall be chosen approximately nine weeks before the first meeting of the new senate by a preliminary ballot of those entitled to vote. The ~~executive committee member~~caucus chair in charge of unit elections or a member of the election committee shall ascertain the willingness to serve of those nominated from each unit, in order of number of votes each received, and shall certify twice the number to be elected as the official nominees of the unit. In the event of ties, those receiving the same number of votes shall be included on the ballot for election; ~~the voting faculty~~eligible voters shall be directed to vote for, at most, the necessary number of ~~s~~Senators.
4. Senators shall be chosen by secret ballot in a final election supervised by the caucus chair and election committee ~~and the executive committee~~. In the event of a tie in the final election, a coin will be tossed to determine the winner. Elections shall be conducted seven weeks before the first meeting of the new senate.
5. A complete summary of the election shall be kept ~~on record by the secretary of the senate in official files~~ for at least three years in the Office of Faculty Senate. Election results shall be forwarded to the president of the senate.

As a vacancy occurs in the senate, the ~~executive committee~~caucus where the vacancy occurred will appoint to the senate for the unexpired term the individual who received the next highest number of votes in the ~~regular~~most recent election within the unit. Notification of the replacement will be provided at the next regularly scheduled executive committee and Faculty Senate meetings.

Each caucus shall go back no further than the final ballot to find replacements for vacancies. When the names on the final ballot are exhausted, a special election will be called at the time of the vacancy to fill the vacancy.

6. In the event of reorganization of the colleges, ~~the~~ extension, the library, or the general administration, representation on the senate of these groups will remain unaltered until after the next regularly scheduled election.

### Article III. ~~Organization of the Faculty Senate~~ Organization

#### Section A. Officers

1. The officers ~~of the faculty senate~~ shall be president, ~~president~~president-elect, and secretary. At the ~~annual organizational~~first meeting of the new senate, the ~~president~~president-elect shall assume the presidency, and a new ~~president~~president-elect and a secretary shall be elected by the senate from its membership or the membership of the immediately preceding senate. If one person does not receive a majority of the votes, there will be a runoff election between the two nominees receiving the highest number of votes. With the assistance of the ~~executive committee~~Faculty Senate Leadership Council, the president and ~~immediate~~ past president are charged with identifying and encouraging individuals to become candidates for officer positions ~~of the faculty senate~~. During the their terms of office, the president-elect, president, and past president shall

serve as a senators-at-large with voting rights and not as a representatives of his/her unit.

2. The president, ~~or presiding officer,~~ shall be the presiding officer of the ~~fFaculty sSenate,~~ the executive committee, and the leadership council. ~~During the term of office, the president shall serve as a senator at large and not as a representative of his/her unit.~~ The presiding officer shall only vote in case of a tie.
3. The president-elect shall represent the senate on the President's Commission on Multicultural Affairs (PCMA) and perform the duties of the president in the president's absence and shall automatically succeed to the presidency at the annual organization meeting or earlier, should that office be vacated. ~~The president-elect shall serve as a voting senator at large and not as a representative of his/her unit.~~
4. The secretary of the senate shall:
  - a. Prepare the minutes of the meetings of the ~~fFaculty sSenate~~ and the executive committee.
  - b. Make the approved minutes of the meetings of the ~~fFaculty sSenate~~ and the executive committee available to ~~faculty~~ senators and the university community using available means.
  - ~~c. Distribute to the senators no later than five days in advance of any meeting of the faculty senate the agenda for that meeting and the minutes of the meetings of the executive committee.~~
  - ~~d. Make the agenda of each faculty senate meeting available to the university community using available means.~~
5. The immediate past president ~~of the faculty senate~~ is an ex officio at-large member of ~~FSCOU~~the Faculty Senate Committee on University Planning, the ~~E~~Executive ~~e~~Committee, and the ~~fFaculty sSenate~~ with voting rights.

## Section B. Executive Committee

1. The ~~e~~E~~e~~xecutive ~~C~~e~~c~~ommittee shall consist of the president ~~of the faculty senate,~~ president-elect, and past president, as senators-at-large, secretary, chairs of ~~fFaculty sSenate~~ standing permanent committees, ~~and~~ one senator from each representative unit ~~who has been elected by the senators of that unit, and the speaker of the Student Senate or their designee. In the case of co-chairs, each permanent committee will have only one vote.~~ The president ~~of the faculty senate~~ shall preside at meetings of the executive committee.
- ~~1-2.~~ The Executive Committee shall:
  - a. ~~It shall r~~Appoint~~e~~commend faculty and/or unclassified professionals ~~staff for appointment to fFaculty sSenate subcommittees and~~ recommend faculty and/or unclassified professionals for appointment to other all-university committees.
  - b. ~~It shall s~~erve as the advisory group of the ~~fFaculty sSenate~~ when called upon by ~~an officer~~university of the administration. It shall refer to the appropriate committee any question of policy on which advice is sought and shall report in its minutes any recommendation on policy.

- c. ~~It shall r~~Receive the reports ~~and minutes offrom~~ the ~~committees of the f~~Faculty ~~s~~Senate permanent committees, and ~~shall~~transmit them to the senate for action.
- d. ~~It shall e~~Cause matters approved by the senate to be brought to the attention of the appropriate administrative officer for action, and shall report to the ~~faculty~~ senate the action taken.
- e. ~~It shall t~~Take such emergency action as it finds necessary, such action to be presented at the next regular meeting of the senate.
- f. ~~It shall refer to the appropriate committee such matters as are approved by the faculty senate for study.~~
- g.f. ~~It shall p~~Prepare the agenda for meetings of the senate as stated in Article IV, Section B.
- h.g. ~~It shall e~~Ensure that nominations and elections are carried out as specified in ~~Article II, Section D~~the senate constitution.

### Section C. Caucuses, Committees, and Councils

#### 1. Caucuses

- a. A college or unit caucus is made up of their elected senators and appointed representatives on the Faculty Senate permanent committees. The caucus chair serves as their representative on the Faculty Senate Executive Committee. The role of the caucus is to represent their college or unit and serve as a conduit of information to and from their college or unit into the senate.

#### ~~1-2.~~ Permanent committees shall be the Committee on Academic Affairs, the Committee on Faculty Affairs, the Committee on Professional Staff Affairs, ~~the Committee on Technology, and the Faculty Senate~~ Committee on University Planning (FSCOUP), and the Faculty Senate Committee on Technology (FSCOT).

- a. The Committee on Academic Affairs shall be composed of one senator from each college, ~~the~~ extension, the library, ~~and~~ the general university, and the student ~~senate representative to the faculty senate~~body vice president or their designee. Each ~~faculty senate~~ member shall be elected by senators from each representative unit. The student representative shall serve ex officio with voting rights. Liaisons from the Provost's Office and Registrar will serve as ex officio without voting rights. The chair, ~~or co-chairs, of the committee~~ shall be elected by ~~the committee~~ membership members and serve one-year renewable terms.
- b. The Committee on Faculty Affairs shall be composed of one senator from each college, ~~the~~ extension, the library, ~~and~~ the general university, and the student ~~senate body~~ president or ~~his/her~~their designee designated representative. Each ~~faculty senate~~ member shall be elected by senators from each representative unit. The student representative shall serve ex officio with voting rights. Liaisons from the Provost's Office and Human Capital Services will serve as ex officio without voting rights. The chair, ~~or co-chairs,~~ of the committee shall be elected by ~~the committee~~ membership members and serve one-year renewable terms.

- c. The Committee on Professional Staff Affairs shall be composed of one representative from each college, extension, the library, ~~and~~ the general university, and a student representative designated by the ~~chair of the student senate~~ student body president. Liaisons from the Provost's Office, Human Capital Services, and University Support Staff Senate will serve as ex officio without voting rights. The senators in each ~~f~~Faculty ~~s~~Senate delegation, or caucus, shall elect one member of the committee for their representative unit. Those elected members of the committee need not be senators but must ~~hold appointments not designated as term~~ be faculty or unclassified professionals. Members serve for three years. Members may be re-elected for no more than two consecutive three-year terms unless there are exceptional circumstances as communicated to the Faculty Senate president. The chair, or co-chairs, of the committee shall be elected by ~~the committee~~ membership members and ~~will serve a one-year renewable terms~~. If not a current senator, tThe chair, or co-chairs, will be is an ex officio member of ~~F~~faculty ~~s~~Senate with voting rights.
- d. The ~~Faculty Senate~~ Committee on University Planning (FSCOUP) Technology shall be composed of one representative from each college, ~~the~~ extension, the library, ~~and~~ the general university, and a student representative designated by the ~~chair of the student senate~~ student body president. The student representative shall serve ex officio with voting rights. Liaisons from the Chief Information Officer and University Support Staff Senate will serve ex officio without voting rights. The senators in each ~~F~~faculty ~~s~~Senate delegation, or caucus, shall elect one member of the committee for their representative unit. Members should possess some interest in technology but technology proficiency is not required. A balance of IT professionals, technology proficient faculty or staff, and faculty or staff who are less technically skilled is desired. Those elected members of the committee need not be senators ~~but must hold appointments not designated as term with the exception of representatives from general university who may have term appointments~~ but must be a faculty or unclassified professionals. Members serve for three years. Members may be re-elected for no more than two consecutive three-year terms unless there are exceptional circumstances as communicated to the Faculty Senate president. The chair, or co-chairs, ~~terms~~. ~~The chair~~ of the committee shall be elected by the committee membership members and ~~will serve a one-year renewable terms~~. It is recommended that the chair or a co-chair be a faculty member. If not a current senator, tThe chair, or co-chairs, of FSCOUP will be is an ex officio member of ~~F~~Faculty ~~s~~Senate with voting rights. (GFM 4-22-91, amended per FSM 4-12-94)
- e. The ~~Faculty Senate~~ Committee on Technology (FSCOT) University Planning shall be composed of one representative from each college, extension, the library, ~~and~~ the general university, and ~~a the~~ student body president or their designee ~~representative designated by the chair of the student senate~~. The student representative shall serve as ex officio with voting rights. Liaisons from the Provost's Office and University Support Staff Senate will serve as ex officio without voting rights. The senators in each ~~F~~faculty ~~s~~Senate delegation, or

caucus, shall elect one member of the committee for their representative unit. Those elected members of the committee need not be senators but must ~~hold appointments not designated as term with the exception of representatives from general university who may have term appointments~~ be faculty or unclassified professionals. Members serve for three years. Members may be re-elected for no more than two consecutive three-year terms unless there are exceptional circumstances as communicated to the Faculty Senate president. The chair, or co-chairs, of the committee shall be elected by ~~the committee membership members~~ and will serve ~~a one-year~~ renewable terms. If not a current senator, ~~the chair, or co-chairs, of FSCOT is~~ will be an ex officio member of ~~F~~ faculty ~~s~~ Senate with voting rights.

- f. The president, president-elect, immediate past-president, and secretary of the ~~F~~ faculty ~~s~~ Senate as well as the chairs, or co-chairs, of the five permanent committees compose the ~~faculty senate~~ leadership council. The leadership council acts as a liaison between ~~the faculty~~ and unclassified professionals and the university's administration. The council may take such emergency action as it finds necessary, such action to be presented at the next regular meeting of the executive committee. It shall refer to the appropriate committee such matters as are approved by the senate for study. The faculty senate ~~executive committee~~ is to be informed about the subject of discussions between leadership council and the administration and those occurring within the leadership council.
- ~~2.3.~~ \_\_\_\_\_ These permanent committees ~~of Faculty Senate and leadership council~~ may create subcommittees as they deem appropriate to assist with specific assignments.
- ~~3.4.~~ \_\_\_\_\_ Each voting member of a permanent committee shall serve on that committee from the time of ~~his/her~~ their appointment until the appointment of a successor. A member of a committee who would otherwise become ineligible because of the expiration of ~~his/her~~ their term as senator will continue to serve on the committee with full voting rights until the new members are elected by senators from the representative unit.

## Article IV. ~~Meetings of the Faculty Senate~~ Meetings

### Section A. Time of Meetings

The first meeting of a new ~~F~~ faculty ~~s~~ Senate shall be called by the retiring executive committee. Regular meetings shall be called as specified in the by-laws. Additional meetings may be called by the executive committee as it sees fit.

### Section B. Agenda for Meetings

The agenda for each meeting shall be prepared by the executive committee and shall include:

1. All matters which the executive committee deems necessary.

2. Reports ~~which that~~ have been submitted to the executive committee by the permanent committees of the ~~f~~Faculty ~~s~~Senate.
3. Any matter suggested by ~~the members~~ a faculty member or unclassified professional of the ~~general faculty~~ university when the suggestion is presented in the manner outlined in Article V.
4. A period of discussion by the members of the ~~f~~Faculty ~~s~~Senate of any additional items presented by a senator from the floor.

#### **Article V. Placing Matters upon the ~~Agenda for Meetings of the Faculty Senate~~ Meeting Agenda**

The ~~Faculty Senate Executive~~ eCommittee ~~of the faculty senate~~ shall place on the agenda for meetings of the ~~faculty senate~~ any matter suggested by ~~members of the general faculty~~ a faculty member or unclassified professional of the university if the request is made in writing and bears the signatures of at least ~~five ten~~ faculty and/or unclassified ~~professionals personnel~~ as defined in Article II, Section A. A request must be received by the Faculty Senate office no later than three work days before a regularly scheduled executive committee meeting.

#### **Article VI. Amendments**

This constitution may be amended at any meeting of the ~~general faculty~~ and unclassified professionals on regular (non-term) appointment by a two-thirds vote of ~~the members present and voting~~ those participating in the vote, or via electronic means with a two-thirds vote, provided with the condition that they ~~members of the general faculty have had been provided in their hands~~ a copy of the proposed amendment at least two weeks in advance of the meeting at which the vote is taken or of the beginning of the electronic voting period. If a vote is conducted via electronic means, notification of approval or denial of the amendment will be included with the minutes of the next senate meeting.

The procedures for ~~getting placing~~ a proposed amendment before the regular (non-term) appointment faculty and unclassified staff ~~faculty~~ are: (1) The submission of a proposal to the executive committee of the senate, which may delegate one of the committees to study the proposal, followed by its appearance on the agenda of the senate, and if approved by the senate, then submission to the regular (non-term) appointment faculty and unclassified staff for action ~~general faculty~~, or (2) a petition to the presidents of the university and of faculty senate signed by 25 faculty members and/or unclassified professionals. Upon receipt of the petition, the faculty senate president shall call a meeting of the regular (non-term) appointment faculty and unclassified staff, to occur after the next scheduled faculty senate meeting, ~~which would make it mandatory for the proposal to appear on the agenda of the next general faculty meeting.~~

#### **Article VII. By-Laws**

~~By-laws of the~~ Kansas State ~~University~~ Faculty Senate By-laws may be adopted or amended by a two-thirds vote of the senators present and voting at an official senate meeting ~~of the faculty senate as described in Article IV, Section A~~, provided that the by-law or amendment to a by-law was proposed at a previous meeting of the ~~faculty~~ senate and was included on the agenda of the meeting at which a vote is proposed.

## By-Laws

1. The Faculty Senate office specialist shall:
  - a. Distribute to the senators no later than five days in advance of any meeting of the Faculty Senate the agenda for that meeting and the minutes of the executive committee meetings held since the last Faculty Senate meeting.
  - ~~a.~~b. Make the agenda of each Faculty Senate meeting available to the university community using available means.
2. The senate shall meet during the second week of each month, except in July, August, and January, but the senate executive committee is empowered to change any meeting date from the second week of the month in order to avoid conflicts with the university calendar or dispense with a regular meeting of the senate if this is deemed appropriate. However, in no case shall two consecutive meetings be cancelled.
  - a. The first meeting of the new senate shall convene immediately following the adjournment of the May meeting of the outgoing senate.
3. A quorum shall consist of one-half plus one (including proxies) of the members of the ~~F~~Faculty ~~s~~Senate, and no meeting shall be official unless a quorum is present.
4. A proxy is recognized only if a senator notifies the Office of the Faculty Senate of the name of the proxy at least one hour prior to the meeting time. The president ~~and president elect~~ may not serve as a proxy.
5.
  - a. A position on the ~~F~~Faculty ~~s~~Senate (a) held by a ~~faculty member~~senator who is appointed to a position in a different college or unit from the college or unit which elected that member to the ~~F~~Faculty ~~s~~Senate, or (b) held by a ~~faculty member~~senator who is appointed to any position which makes that ~~member~~senator ineligible for election to the ~~faculty~~ senate, shall be declared vacant, and shall be filled by the procedure of Article II, Section D.5. If the vacancy occurs in the last five months of a senator's term, it may be left vacant at the discretion of the caucus chair.
  - b. In the event the office of president-elect or secretary is vacated, a new election shall be held.
6. All ~~faculty~~ senate minutes are posted on the official ~~F~~faculty ~~s~~Senate website upon approval.
7. At any senate meeting a request by a senator for a secret ballot shall be granted.

~~Assistant directors in extension function as department heads and therefore are to be included in the extension unit, not general administration.~~