

**UNIVERSITY SENATE CODE****ARTICLE I. UNIVERSITY SENATE: STRUCTURE AND FUNCTIONS**

Section 2. Officers

Section 3. Faculty Members On University Senate: Nomination, Election, Term of Office and Vacancies.

Section 4. Student Members On University Senate: Nomination, Election, Term Office and Vacancies

Section 5. Unclassified Staff Members On University Senate: Nomination, Election, Term of Office and Vacancies.

Section 6. University Support Staff Members On University Senate: Nomination, Election, Term of Office and Vacancies.

Section 7. Meetings and Quorum

Section 8. Election of Officers

Section 9. Functions and Powers

Section 10. Privilege

**ARTICLE II. FACULTY SENATE: STRUCTURE AND FUNCTIONS**

Section 1. Membership

Section 2. Faculty Senate Members: Nomination, Election, Term of Office and Vacancies

Section 3. Meetings and Quorum

Section 4. Election of Officers

Section 5. Functions and Powers

**ARTICLE III: STUDENT SENATE: STRUCTURE AND FUNCTIONS**

Section 1. Membership

Section 2. Student Senate Members: Nomination, Election, Term of Office and Vacancies

Section 3. Meetings and Quorum

Section 4. Election of Officers

Section 5. Functions and Powers

Section 6. Privilege

**ARTICLE IV. UNCLASSIFIED SENATE: STRUCTURE AND FUNCTIONS**

Section 1. Membership

Section 2. Unclassified Senate Members: Nomination, Election, Term of Office and Vacancies

Section 3. Meetings and Quorum

Section 4. Election of Officers

Section 5. Functions and Powers

**ARTICLE V. UNIVERSITY SUPPORT STAFF SENATE: STRUCTURE AND FUNCTIONS**

Section 1. Membership

Section 2. University Support Staff Senate Members: Nomination, Election, Term of Office and Vacancies

Section 3. Meetings and Quorum

Section 4. Election of Officers

Section 5. Functions and Powers

**ARTICLE VI. UNIVERSITY COMMITTEES AND BOARDS**

Section 1. Types of Committees and Boards

Section 2. Membership of Committees and Boards

**ARTICLE VII. UNIVERSITY SENATE EXECUTIVE COMMITTEE: STRUCTURE AND FUNCTIONS**

Section 1. Membership, Term of Office and Nomination

Section 2. Officers

Section 3. Functions and Quorum

**ARTICLE VIII. FACULTY EXECUTIVE COMMITTEE: STRUCTURE AND FUNCTIONS**

[Section 1.](#) Membership, Term of Office and Nomination

[Section 2.](#) Officers

[Section 3.](#) Functions and Quorum

**[ARTICLE IX.](#) STUDENT EXECUTIVE COMMITTEE: STRUCTURE AND FUNCTION**

[Section 1.](#) Membership, Term of Office and Nomination

[Section 2.](#) Officers

[Section 3.](#) Functions and Quorum

**[ARTICLE X.](#) UNCLASSIFIED SENATE EXECUTIVE COUNCIL: STRUCTURE AND FUNCTION**

[Section 1.](#) Membership, Term of Office and Nomination

[Section 2.](#) Officers

[Section 3.](#) Functions and Quorum

**[ARTICLE XI.](#) UNIVERSITY SUPPORT STAFF SENATE EXECUTIVE COMMITTEE**

[Section 1.](#) Membership, Term of Office and Nomination

[Section 2.](#) Officers

[Section 3.](#) Functions and Quorum

**[ARTICLE XII.](#) STANDING COMMITTEES OF THE UNIVERSITY SENATE**

[Section 1.](#) Committees Identified

[Section 2.](#) Membership

[Section 3.](#) Functions

**[ARTICLE XIII.](#) UNIVERSITY COMMITTEES, BOARDS AND OTHER COMMITTEES**

[Section 1.](#) Boards Identified

[Section 2.](#) Parking Commission

[Section 3.](#) Court of Parking Appeals

[Section 4.](#) Judicial Board

[Section 5.](#) Library Appeals Board

**[ARTICLE XIV.](#) JUDICIAL FUNCTIONS**

[Section 1.](#) Establishment

[Section 2.](#) Procedural Guarantees

**[ARTICLE XV.](#) STANDING COMMITTEES OF THE FACULTY SENATE**

[Section 1.](#) Committees Identified

[Section 2.](#) Membership

[Section 3.](#) Functions

**[ARTICLE XVI.](#) STANDING COMMITTEES OF THE STUDENT SENATE**

[Section 1.](#) Committees Identified

[Section 2.](#) Membership

[Section 3.](#) Functions

**[ARTICLE XVII.](#) STANDING COMMITTEES OF THE UNCLASSIFIED SENATE**

[Section 1.](#) Standing Committees

[Section 2.](#) Standing Committee Chairpersons

**[ARTICLE XVIII.](#) STANDING COMMITTEES OF UNIVERSITY SUPPORT STAFF**

[Section 1.](#) Standing Committees

[Section 2.](#) Standing Committee Chairpersons

**[ARTICLE XIX.](#) STUDENT REPRESENTATION ON COMMITTEES**

**[ARTICLE XX.](#) PROCEDURES**

[Section 1.](#) Amendment

[Section 2.](#) Editorial Changes

[Section 3.](#) Parliamentary Practice

[Section 4.](#) Adherence to State Laws

**[APPENDIX:](#) KANSAS STATE LAWS GOVERNING OPEN AND CLOSED MEETINGS**

## UNIVERSITY SENATE CODE

The designations "University," "Faculty," "Unclassified Staff," "University Support Staff," and "Student" used in this and subsequent articles and sections of the CODE and Rules and Regulations shall apply only to the Lawrence and Edwards Center campuses. The designation "University Community" shall include, but not be limited to, all associations, corporations, and individuals who are subject to the authority of the Chancellor and the Board of Regents.

### ARTICLE I. UNIVERSITY SENATE: STRUCTURE AND FUNCTIONS

#### Section 1. Membership

The University Senate shall consist of twelve student members elected from the Student Senate, three members of the University Support Staff elected from the University Support Staff Senate, three members of the Unclassified Staff elected from the Unclassified Senate, and thirty-nine faculty members elected to the Faculty Senate. The Chancellor and the Provost shall be ex-officio, non-voting members. The presidents of the student, faculty, unclassified senate, and university support staff senates shall also be ex-officio, non-voting members of the University Senate if they are not among the elected members of the University Senate.

#### Section 2. Officers

The president of the University Senate (a faculty member) shall also serve as chair of the University Senate Executive Committee ("SenEx"). The vice president of the University Senate (a student) shall also serve as vice-chair of SenEx. In the absence of the president, the vice-president shall preside, as described in section 8.

#### Section 3. Faculty Members On University Senate: Nomination, Election, Term of Office and Vacancies.

The 39 faculty elected to the Faculty Senate shall serve simultaneous terms on the University Senate (see Art. II).

#### Section 4. Student Members on University Senate: Nomination, Election, Term of Office and Vacancies.

At its regular joint meeting of the newly elected and outgoing Student Senates, outgoing Student Senate shall nominate and elect from among its members the three Special Representatives (Holdover Senators) to the University Senate. The method of election shall be in the descending order of most votes received.

At the Joint Student Senate meeting, the incoming undergraduate student members of the Student Senate shall nominate and elect seven undergraduate student members of the University Senate, and the graduate student members shall nominate and elect two graduate student members of the University Senate. The graduate student membership bloc of the Student Senate is composed of all those Student Senators pursuing post-baccalaureate degrees at the time they declare their candidacy for the Student Senate. The method of both elections shall be in descending order of most votes received.

Members of the Student Senate elected as Special Representatives in accordance with the first paragraph of this section shall take office immediately upon election and shall serve until their successors have been elected. Other members of the Student Senate elected to the University Senate shall take office on the day after the University Commencement exercises of the year of their election and shall serve a one-year term. A member of the Student Senate who has served three successive terms on the University Senate shall be ineligible for re-election to the University Senate at the end of the third term but shall become eligible to serve again after one year has elapsed from the end of the last term.

Student members of the University Senate, of the University Senate Executive Committee, and of other bodies whose members are chosen by the Student Senate shall be subject to removal by the Student Senate according to Rules and Regulations duly promulgated by the Student Senate.

Vacancies in the undergraduate student membership on the University Senate shall be filled by election by and from the undergraduate student membership of the Student Senate. Vacancies in graduate student membership on the University Senate shall be filled by election by and from the graduate student membership of the Student Senate.

Section 5. Unclassified Members on University Senate: Nomination, Election, Term of Office and Vacancies

At its regular joint meeting of the newly elected and outgoing Unclassified Senators, outgoing Unclassified Senate shall nominate and elect from among its members the three Special Representatives (Holdover Senators) to the University Senate. The method of election shall be in the descending order of most votes received.

Members of the Unclassified Senate elected as Special Representatives in accordance with the first paragraph of this section shall take office immediately upon election and shall serve until their successors have been elected. Other members of the Senate elected to the University Senate shall take office on the day after the University Commencement exercises of the year of their election and shall serve a three-year term.

Vacancies in the Unclassified Senate membership on the University Senate shall be filled through election by and from the Unclassified Senate.

Section 6. University Support Staff Members on University Senate: Nomination, Election, Term of Office and Vacancies

At the first full Senate meeting in May, members of the USSS shall elect three representatives to the University Senate to serve 1 year terms. These representatives must also be members of the USSS Executive Committee. They take office on the day after the University Commencement exercises. Vacant terms shall be filled by appointment by the Senate President with the consent of a majority of the Executive Committee.

Section 7: Meetings and Quorum

The University Senate shall normally meet once each month during the academic year. A monthly meeting may be canceled if the University Senate Executive Committee declares that no pertinent business is at hand. Other meetings may be called by the Chancellor or the Provost, by the University Senate Executive Committee, or by petition from at least ten members of the University Senate to the University Senate Executive Committee. If the petition so requests, the University Senate shall meet within seven academic calendar days following delivery of the petition; otherwise, the Senate shall consider the issue described in the petition at its next monthly meeting or within sixty days. Within these limits the time and place of the meeting shall be specified by the University Senate Executive Committee.

The Senate President, in consultation with the Chancellor and the Provost, shall prepare the agenda for the meetings of the University Senate. The agenda shall be made available to all members before each regular or special meeting. The majority of those elected to Senate shall constitute a quorum to do business. Minutes of all meetings shall be made available to members not later than thirty days after their approval.

Meetings may be closed to non-members by an affirmative vote of two-thirds of the members present and voting. Such closure must be done in conformity with State law. (See Appendix.) In the absence of such closure, any member of Senate may move to permit a non-member of Senate to speak for a specified time on the issue under consideration, with a two-thirds majority of those present and voting required for approval.

Section 8: Election of officers

Election of officers shall be held at the annual organizational meeting, to be held at the last meeting of the year, before the last day of spring semester classes. This meeting shall be presided over by the regularly elected president of the University Senate or, if he or she were unavailable, by the vice president, or if that person should also be unavailable, then by another member of the University Senate as designated by the University Senate Executive Committee. Only those persons expected to serve as members of the University Senate during the next ensuing academic year shall be eligible to participate and to vote at this organizational meeting. A majority of those so eligible shall constitute a quorum to transact the business of the meeting. The meeting shall be closed to non-members of the University Senate except by consent of two-thirds of those eligible to attend who are present and voting.

This organizational meeting shall be limited in its agenda to the following items: (a) election of a president-elect (a faculty member), and vice president (a student), (b) if there is no president-elect able to serve as president, a president shall also be elected, (c) if a third-year faculty member is elected president-elect, that person shall serve as an ex-officio non-voting member of University Senate during

the year that he/she serves as president.

The president-elect and the vice president of the University Senate shall be elected by ballot by and from among the members of the Senate and they shall hold office from the day after the University Commencement exercises next following their election until their duly elected successors shall assume office.

The president shall preside at all meetings of the University Senate. In the president's absence, the vice-president shall carry out the duties of the president. If the vice president should also be absent or unavailable, then the University Senate Executive Committee shall designate another member of the University Senate to act as presiding officer.

The Office of the Provost, Lawrence Campus, shall provide support to the Office of University Governance.

#### Section 9. Functions and powers

1.9.1 The University Senate shall act in behalf of the University's faculty, staff, and students in the performance of its powers. Toward the effective execution of these responsibilities, the Senate shall elect from its membership the University Senate Executive Committee ("SenEx").

1.9.2 Subject to and in accordance with the control of the Chancellor and the Board of Regents as provided by law, the University Senate is empowered to formulate such Rules and Regulations as it shall deem wise and proper for the control and government of such affairs of the University as directly affect the entire Lawrence campus, including the Edwards campus, and shall take such steps as it shall deem necessary for their implementation and administration. Affairs of the University which directly affect the entire Lawrence campus include, but are not limited to, academic procedures and policies (such as the requirements for graduation and degrees, the methods of evaluating academic work, and the standards of academic conduct of faculty and students) common to the College and all Schools, class and examination schedules, the calendar, the libraries, campus-wide activities and events, the role of the University in public affairs, participation in organization and administration, the framing and execution of long-range plans, decisions regarding existing or prospective resources, and fiscal affairs. The University Senate Rules and Regulations so formulated may be enacted, amended or repealed by majority of the University Senate members present at a regular or special meeting pursuant to the following procedure:

- (a) The university community shall be notified of a proposed enactment, amendment or repeal, which shall be posted on line or otherwise made available to the university community at least twenty-one calendar days (excluding spring break, summer session and break, fall and thanksgiving break, and winter break) before its initial consideration at a regular or special meeting of the University Senate. The posting shall provide an explanation of the reasons for the proposed enactment, amendment, or repeal. It shall also indicate the time and place of the University Senate meeting at which the proposed changes will be considered.
- (b) interested persons shall be afforded a period of at least fourteen calendar days (excluding spring break, summer session and break, fall and thanksgiving break, and winter break) to submit written comments on the proposed enactment, amendment or repeal. Comments shall be submitted to the Office of University Governance and shall be made available for viewing by interested persons
- (c) subject to the power of the presiding officer to provide for the orderly conduct of the meeting, spokespersons of constituencies from the university community with opposing views shall be permitted to make brief presentations to the University Senate before a vote is taken on a proposed enactment, amendment or repeal.
- (d) No enactment, amendment, or repeal shall be adopted upon initial consideration unless the University Senate, by a two-thirds majority of members present, shall vote to suspend this provision.
- (e) It shall be the duty of the office of university governance to collect, compile and codify the rules and regulations, to make them available and, when necessary, to make appropriate changes to official statements of rules and policies.

1.9.3 No action of the university senate to adopt or amend the rules and regulations of the University

Senate shall become effective until the following procedures for review have been exhausted:

- (a) The university community shall be notified of a proposed enactment, amendment or repeal, which shall be posted on line or otherwise made available to the university community at least **seven** calendar days (excluding spring break, summer session and break, fall and thanksgiving break, and winter break) before its initial consideration at a regular or special meeting of the University Senate. The posting shall provide an explanation of the reasons for the proposed enactment, amendment, or repeal. It shall also indicate the time and place of the University Senate meeting at which the proposed changes will be considered.
- (b) **Faculty, staff, and students may** submit written comments on the proposed enactment, amendment or repeal **until noon on the date of the meeting at which the University Senate will vote on the matter**. Comments shall be submitted to the Office of University Governance and shall be made available for viewing by interested persons.
- (c) Subject to the power of the presiding officer to provide for the orderly conduct of the meeting, spokespersons of constituencies from the university community with opposing views shall be permitted to make brief presentations to the University Senate before a vote is taken on a proposed enactment, amendment or repeal.
- (d) No enactment, amendment, or repeal shall be adopted upon initial consideration unless the University Senate, by a two-thirds majority of members present, shall vote to suspend this provision.
- (e) **The requirements of subsections (a) through (d) shall not apply to technical amendments determined by the University Senate Executive Committee to be necessary to correct errors or clarify the original intent of provisions, which may be approved by simple majority vote of the University Senate.**
- (f) It shall be the duty of the office of university governance to collect, compile and codify the rules and regulations, to make them available and, when necessary, to make appropriate changes to official statements of rules and policies.

1.9.3 No action of the university senate to adopt or amend the rules and regulations of the University Senate, **except for technical amendments under section 1.9.2(e)**, shall become effective until the following procedures for review have been exhausted:

1.9.5 In those cases where recommendations approved by Senate and forwarded to the Chancellor for approval are rejected by the Chancellor, the University Senate President will invite the Chancellor, or a representative, to discuss with Senate the reasons for the rejection, in an effort to find some common ground of agreement on the recommendations involved.

#### SECTION 10. Privilege

It shall be the privilege of the University Senate to address itself to the faculties, students and staff, to the Chancellor, and to the Board of Regents on any matter relating to the University and its operation.

### **ARTICLE II. FACULTY SENATE: STRUCTURE AND FUNCTIONS**

#### Section 1. Membership

The Faculty Senate shall consist of thirty-nine elected members of the faculty, and the Chancellor and the Provost, who serve ex officio. Members of the Faculty Senate shall serve simultaneous terms on the University Senate. The Faculty Senate shall include at all times at least one member of the faculty from the College, from each school of the university, and from the libraries.

The following persons are eligible for election to the Faculty Senate:

- 1) those members of the faculty and of the library staff who possess tenure;
- 2) those non-tenured members of the faculty of the rank of assistant professor, associate professor, or professor; non-tenured members of the faculty with full-time appointment to the rank of instructor or lecturer; members of the library staff of equivalent rank; unclassified academic staff who possess the terminal degree appropriate to their academic discipline;

The Faculty Executive Committee ("FacEx") is empowered to decide questions of eligibility for Faculty

Senate membership, and also to grant the privilege of voting or non-voting membership to such university personnel as may from time to time hold a position not specifically enumerated in this Section but comparable to a position so enumerated.

Section 2. Faculty Senate Members: Nomination, Election, Term of Office and Vacancies

Nomination forms for Faculty Senate membership shall be issued to faculty members by the Office of University Governance each year on or before February 1. The call for nominations shall be accompanied by a list of the present Faculty Senate members whose terms of service are to continue and a list of those ineligible for nomination. The nomination forms must be returned to the Office of University Governance by February 15. At each election there shall be at least twice as many nominees as there are Faculty Senate positions to be filled and there shall be at least two nominations from the College, from each school, and from the Libraries when a member from them must be elected to the Senate. If the nominations are insufficient in number or inadequate to meet the representation requirements of Section 1 of this Article, the Faculty Executive Committee shall make the additional nominations that are necessary for an adequate ballot. The Office of University Governance shall, by February 20, notify each nominee of his/her nomination and ascertain willingness to serve.

By ballot in March of each year, the members of the faculty shall elect a sufficient number of nominees to fill the Faculty Senate positions that will become vacant at the end of that academic year. The ballot shall list nominees in alphabetical order and identify each by the appointments (instructional and/or administrative) held by the nominee at the time the ballot is distributed. The ballot shall be accompanied by a list of the present Faculty Senate members, each similarly identified by his or her appointment(s), and showing the expiration of their terms on the Faculty Senate.

One-third of the members of the Faculty Senate shall be renewed each year. The normal method of election shall be in the descending order of most votes received. The thirteen highest nominees, based on votes cast, will receive three-year terms. To the extent that the representation requirements of Section 1 of this Article are not met by the use of such normal method, the nominee highest in order from the College, from a School, or from the Library which would not be represented on the Faculty Senate by the use of such normal method shall be declared elected in place of the nominee lowest in order who would have been elected by the use of such normal method and whose displacement does not, in turn, result in a failure to meet the representation requirements of Section 1 of this Article. If additional seats need to be filled, then, in descending order of votes cast, persons will be assigned to either two year or one-year terms so as to even out the Faculty Senate membership by three-year classes.

Newly elected faculty members to the Faculty Senate shall take office on the day after the University Commencement exercises of the year of their election. Members of the Faculty Senate who have served at least two years shall be ineligible for re-election at the end of the term but shall become eligible to serve again after two years have elapsed from the end of the last year of service. If a third year faculty member is elected president-elect of Faculty Senate, that person shall serve as an ex-officio member of Faculty Senate during the following year that he/she serves as president.

When a vacancy occurs in the Faculty Senate, the Faculty Executive Committee shall nominate a replacement to serve until the end of the semester in which the Faculty Senate election is held. Replacements shall be made on the basis of the votes cast in the most recent election.

Section 3. Meetings and Quorum

The Faculty Senate shall normally meet once a month during the academic year. Other meetings may be called by the Chancellor, the Provost, the Faculty Executive Committee, or by petition from at least ten members of the faculty to the Faculty Executive Committee. If the petition so requests, the Faculty Senate shall meet within ten academic calendar days following delivery of the petition. Within these limits, the time and place of the meeting shall be specified by the Faculty Executive Committee.

The agenda shall be made available to all members before each regular or special meeting. The majority of those elected to Faculty Senate shall constitute a quorum to do business. Meetings may be closed to nonmembers by an affirmative vote of two-thirds of the members present and voting. Such closure must be done in conformity with State law. (See Appendix.) Minutes of all meetings shall be made available to members not later than thirty days after their approval.

#### Section 4. Election of Officers

Election of officers shall be held at the annual organizational meeting, to be held at the last meeting of the year, before the last day of spring semester classes. This meeting shall be presided over by the regularly elected president of the Faculty Senate, or if that person should also be unavailable, then by another member of the Faculty Senate as designated by the Faculty Senate Executive Committee. Only those persons expected to serve as members of the Faculty Senate during the next ensuing academic year shall be eligible to participate and to vote at this organizational meeting. A majority of those so eligible shall constitute a quorum to transact the business of the meeting. The meeting shall be closed to non-members of the Faculty Senate except by consent of two-thirds of those eligible to attend who are present and voting.

This organizational meeting shall be limited in its agenda to the following items: (a) election of president-elect (who is also chair-elect of the Faculty Executive Committee); (b) if there is no president-elect able to serve as president, a president shall also be elected, (c) if a third-year faculty member is elected president-elect, that person shall serve as an ex-officio, non-voting member of Faculty Senate during the year that he/she serves as president. (d) election of six faculty to the Faculty Executive Committee. The president-elect of the Faculty Senate shall be elected by ballot by and from among the members of the Faculty Senate and shall hold office from the day after the university commencement exercises next following his/her election until duly elected successors shall assume office.

The president shall preside at all meetings of the Faculty Senate. In the president's absence, the Faculty Senate Executive Committee shall designate another member of the Faculty Senate to act as presiding officer.

The president and the president-elect of the Faculty Senate shall also serve as chair and chair-elect of the Faculty Executive Committee. The secretary of the Faculty Senate shall be elected by and among the members of the Faculty Executive Committee and shall serve a one-year term. When it shall be necessary to identify a "president of the faculty," the duly elected president of the Faculty Senate shall be considered to fill that position. The president of the faculty shall serve as the representative of the KU-Lawrence and Edwards campuses to the Board of Regents' Council of Faculty Senate Presidents.

Election of six faculty members to serve on FacEx shall take place in accordance with Article VIII.

#### Section 5 Functions and Powers

2.5.1 The Faculty Senate shall act in behalf of the Faculty in the performance of its powers. The Faculty Senate President shall report to each meeting of the University Senate.

2.5.2 Subject to and in accordance with the control of the Chancellor and the Board of Regents as provided by law, the Faculty Senate is empowered to formulate such Rules and Regulations as it shall deem wise and proper for the control and government of such affairs of the University as directly and primarily affect the faculty of the University and to take such steps as it shall deem necessary for their implementation and administration.

Affairs of the University which directly and primarily affect the faculty of the University include, but are not limited to, faculty rights, privilege, and responsibilities, research, scholarly publications, admission and transfer requirements, and credit for resident and non-resident study. The Faculty Senate Rules and Regulations so formulated may be enacted, amended or repealed by a majority vote of the members present at a regular or special meeting pursuant to the following procedure:

- (a) The faculty shall be notified of a proposed enactment, amendment or repeal, which shall be posted on line or otherwise made available to the university community at least seven calendar days (excluding spring break, summer session and break, fall and thanksgiving break, and winter break) before its initial consideration at a regular or special meeting of the Faculty Senate. The posting shall provide an explanation of the reasons for the proposed enactment, amendment, or repeal. It shall also indicate the time and place of the Faculty Senate meeting at which the proposed changes will be considered.
- (b) **Faculty, staff, and students may** submit written comments on the proposed enactment, amendment or repeal **until noon on the date of the meeting at which the Faculty Senate will vote on the matter.** Comments shall be submitted to the Office of University Governance

- and shall be made available for viewing by interested persons.
- (c) Subject to the power of the presiding officer to provide for the orderly conduct of the meeting, members of the faculty with opposing views shall be permitted to make brief presentations to the faculty senate before a vote is taken on a proposed enactment, amendment or repeal.
  - (d) No enactment, amendment, or repeal shall be adopted upon initial consideration unless the Faculty Senate, by a two-thirds majority of members present shall vote to suspend this provision.
  - (e) **The requirements of subsections (a) through (d) shall not apply to technical amendments determined by the Faculty Senate Executive Committee to be necessary to correct errors or clarify the original intent of provisions, which may be approved by simple majority vote of the Faculty Senate.**
  - (f) It shall be the duty of the Office of University Governance to collect, compile and codify the rules and regulations, to make them available and, when necessary, to make appropriate changes to official statements of rules and policies.

2.5.3 No action to adopt or amend the rules and regulations of the Faculty Senate ("FSRR"), **except for technical amendments under section 2.5.2(e)**, shall become effective until the following procedures for review have been exhausted:

- (a) Faculty Senate's action to adopt or amend the Rules and Regulations shall be distributed by special notice to the faculty for review.
- (b) A review by the Faculty Senate of its action to adopt or amend the FSRR may be requested by petition of 100 members of the faculty. Such request for review shall be forwarded to the Faculty Senate president within thirty calendar days of the date of the special notice (excluding spring break, summer session and break, fall and thanksgiving break, and winter break).
- (c) If a request for review is received by the Faculty Senate President, the review of the action of the Senate shall be placed on the agenda of the next scheduled meeting of the Senate. In this case, the action shall not be transmitted to the Provost and Chancellor unless, following the review, the action is approved by a majority of members present at the meeting.
- (d) The results of the review, together with a copy of the petition, shall be submitted to the Provost.
- (e) If no request for review is received by the Senate President, the action of the Faculty Senate to create or amend rules and regulations of the Faculty Senate shall be transmitted to the Provost and Chancellor for final approval.

2.5.4 The Faculty Senate may also approve, on behalf of the Faculty, statements of University policy or procedure that are generally applicable to University employees, except that, by vote of one-third of its members who are present and voting, the Faculty Senate may cause notification of the opportunity to request a review to be sent to the members of the faculty.

2.5.5 In those cases where recommendations approved by Faculty Senate and forwarded to the Chancellor for approval are rejected by the Chancellor, the Faculty Senate, in an effort to find some common ground of agreement on the recommendations involved, will invite the Chancellor, or a representative, to discuss the reasons for the rejection.

***[This section was last updated on 02/25/08; most recent changes are shown in bold font]***

### **ARTICLE III: STUDENT SENATE: STRUCTURE AND FUNCTIONS**

#### Section 1. Membership

The Student Senate shall consist of:

- (1) the President of the Student Body;
- (2) the Vice President of the Student Body;
- (3) 3 holdover senators;
- (4) 57 representatives of the student body of the College and each school of the university; and
- (5) representatives from each of the following:
  - a) one representative from the All Scholarship Hall Council,

- b) one representative from the Association of University Residence Halls,
- c) one representative from Jayhawker Tower Tenants Association,
- d) one representative from Stouffer Neighborhood Association,
- e) one representative elected at large from students living in any building operated by the Department of Student Housing,
- f) one representative from the Interfraternity Council,
- g) one representative from the Panhellenic Association,
- h) one representative from the National Panhellenic Council,
- i) two non-traditional students to be elected by non-traditional students,
- j) one representative from International Students Association,
- k) five representatives from off campus community elected by the students who live off campus,
- l) one representative from the Asian American Student Union,
- m) one representative from the Black Student Union,
- n) one representative from the First Nations Student Association,
- o) one representative from the Hispanic American Leadership Organization, and
- p) one representative from KU Queers and Allies,
- q) five associate senators representing each of the standing committees of the Student Senate,
- r) five first year students, who are newly enrolled in the fall, that are elected in a special fall election,
- s) one representative from the Student Athlete Advisory Committee.

The Vice Provost for Student Success may attend as an ex-officio, non-voting member of the Student Senate. Apportionment of Senate seats to the College and to the various schools shall be made on the basis of official 20th day headcount enrollment figures following procedures outlined in the Student Senate Elections Code.

#### Section 2. Student Senate Members: Nomination, Election, Term of Office and Vacancies

In order to ensure a fair election process, control of all Student Senate Elections and related activities shall rest with the Elections Commission as defined and empowered in the Student Senate Rules and Regulations. The Elections Commission will establish and enforce all rules relating to Student Senate elections and election campaigns; it is empowered to decide disputes arising from the Student Senate elections. Qualifications and procedures for becoming a candidate, including filing requirements and deadlines, for President, Vice President and Student Senator are published annually by the Elections Commission.

Members of the Student Senate shall take office within two weeks following the election and shall serve until the election of their successors, except that their term of service shall extend until and include the joint meeting of outgoing and incoming members of Student Senate following the election of new members. No legislation shall be considered by either the outgoing or incoming members at this joint session. At this meeting, the outgoing senators shall elect the three (3) Special Representatives (Holdover Senators) to University Senate. The incoming senators shall elect the Senate Executive Committee representatives and the other University Senate representatives (see Section 7.3). In the event of a vacancy in the office of the President of the student body, the Vice-President shall assume the presidency. The resulting vacancy, or any other vacancy, in the Office of Vice President shall immediately be filled by the Student Senate by election from among its members.

Procedures for filling a vacant student senate seat are outlined in the Student Senate Rules and Regulations.

Student Senate elections shall be held on the Wednesday and Thursday following the second Tuesday in April. **Should the dates of the election fall on a day in which University Senate Rules and Regulations 2.1.4 deems as “excused for mandated religious observances” the Elections Commission has the authority to change the date to within one week codified above. This decision of the date must be made when the Elections Commission approves the elections code for the Spring election.** The Student Senate shall meet within two weeks following the election of its new members.

***[This section was last updated on 10/15/07; most recent changes are shown in bold font]***

### Section 3. Meetings and Quorum

The Student Senate shall meet prior to the end of the spring semester following the election of its new members, and at least three more times in each academic year at such times and places as shall be specified by the Student Executive Committee. The meeting following the election of new members shall be a joint meeting of the outgoing and in-coming members of the Student Senate. It shall also assemble upon the call of the President of the student body, upon the call of the Student Executive Committee, or upon the call of at least twenty-five members of the Student Senate by petition to the President of the Student Body or to the Student Executive Committee. In response to a petition for a special meeting, the Student Senate shall meet within ten days of the delivery of the petition. The time and place of the meeting shall be specified by the Student Executive Committee. The agenda shall be sent to all members before each regular meeting or be made available to all members before each special meeting. One-half of the members shall constitute a quorum to do business. Meetings may be closed to non-members by an affirmative vote of two-thirds of the members present and voting. Such closure must be done in conformity with State law. (See Appendix) Minutes of all meetings shall be sent to members not later than thirty days after each meeting.

One half of the current voting members of a standing committee who have been registered as attending the meeting shall constitute a quorum to conduct committee business.

### Section 4. Election of Officers

- (a) A General Election shall be held on Wednesday and Thursday following the second Tuesday in April for the purpose of electing officers of the Student Senate.
- (b) President and Vice-President. In the General Election, one presidential ticket, consisting of one (1) President and one (1) Vice-President shall be elected jointly by the student body.
- (c) Student Senators. In the General Election, sixty-six (66) Student Senators shall be elected in the following manner:
  1. Fifty-seven (57) Academic Senators shall be elected by students enrolled in the following divisions:
    - a. Architecture and Urban Design
    - b. Business
    - c. Education
    - d. Engineering
    - e. Fine Arts
    - f. Graduate
    - g. Journalism and Mass Communications
    - h. Law
    - i. Liberal Arts and Sciences (+60)
    - j. Liberal Arts and Science (-60)
    - k. Pharmacy
    - l. Social Welfare
  2. One (1) Residential Senator shall be elected by students from the Residential Division.
  3. Five (5) Off-Campus Senators shall be elected by students from the Off-Campus Division.
  4. Two (2) Non-Traditional Senators shall be elected by students from the Non-Traditional Division.
- (d) Senators Not Elected in General Elections. Additional Student Senators may be appointed according to the provisions of the Student Senate Rules and Regulations. These Senators are not elected in the General Elections.
- (e) Apportionment of Academic Senator Seats. The Elections Commission shall apportion the fifty-seven (57) Academic Senator Seats to the various divisions on the basis of official twentieth-day headcount enrollment figures for the fall semester with the approval of the Student Executive Committee. Each division shall be apportioned at least two (2) seats.

- (f) Eligibility to Vote. To cast votes in a General Election, a student must be enrolled in one hour of course work at the Lawrence Campus of the University of Kansas. A student may cast votes for President and Vice-President, and for any Senate seat designated for each division of which the student is a member. Membership in a particular division shall be determined by the Elections Commissioner on the basis of official enrollment records, current as of one week prior to the opening of the polls.

The Vice President of the Student Body shall be the president of the Student Senate. In his or her absence, the chair shall be relinquished in the following order: a) Student Executive Committee Chair, b) Senior Holdover Senator, c) either remaining Holdover Senator, d) Student Body President. The Secretary of the Student Executive Committee shall be the Secretary of the Student Senate.

#### Section 5. Functions and Powers

Subject to and in accordance with the control of the Chancellor and the Board of Regents as provided by law, the Student Senate is empowered to formulate such Rules and Regulations as it shall deem wise and proper for the control and government of such affairs of the University as directly and primarily affect the students of the University and to take such steps as it shall deem necessary for their implementation and administration. Affairs of the University include, but are not limited to, student rights, privileges, and responsibilities, non-academic conduct of students, student organizations and activities, student publications, and student housing and health. Rules and Regulations so formulated may be enacted, amended or repealed by a 2/3 vote of the members present and voting at a regular or special meeting when the notice of the meeting states the substance of the enactment, amendment, or repeal to be considered.

Bills, Petitions, and Resolutions adopted by the Student Senate shall be transmitted by the Secretary to the President of the Student Body within one (1) week of their passage by the Student Senate. The President of the Student Body shall either (1) indicate his or her approval by signature or (2) within ten (10) calendar days of receipt of the Bill, Petition, or Resolution in question indicate his or her disapproval by written statement to the Chairperson of the Student Executive Committee, including in this statement the reasons for said disapproval.

Upon receipt by its Chairperson of such statement of disapproval by the President of the Student Body, the Student Executive Committee shall place the disapproved measure on the agenda of the next regularly scheduled or special meeting of the Student Senate, with precedence over any and all items of new business. Unless the time limit is waived by unanimous consent, debate on the measure shall not exceed one hour, at the end of which time the presiding officer shall call for the yeas and nays on the questions: "Shall this measure pass, the disapproval of the President of the Student Body notwithstanding?" If two-thirds of the members of the Student Senate present and voting respond in the affirmative, the measure shall be considered duly enacted.

If the President of the Student Body should fail for a period of ten (10) calendar days to take any action on a Bill, Petition, or Resolution adopted by the Student Senate and duly transmitted to him/her by the secretary of the Student Senate, such measure shall be considered duly enacted.

It shall be the duty of the Executive committee Chair to collect, compile and codify the Rules and Regulations, and to keep the members currently supplied with copies of them.

#### Section 6. Privilege

It shall be the privilege of the Student Senate to address itself to the faculties, students and staff, to the Chancellor, and to the Board of Regents on any matter relating to the University and its operation.

### **ARTICLE IV. UNCLASSIFIED SENATE: STRUCTURE AND FUNCTIONS**

#### Section 1. Membership

All unclassified professional staff of the University, except temporary and emergency employees, shall constitute the electorate of the Senate. Any member of the electorate shall have the right to nominate and to vote for the candidate(s) for Senator to represent any category, and to vote in any special elections held in connection with Senate activities as provided by this Constitution.

The Senate shall be composed of no fewer than thirty Senators chosen by the Electorate as provided by Unclassified Bylaws, as well as the officers of the President, President-Elect, and Past President. Representatives of Human Resources/Equal Opportunity and the Faculty, University Support Staff and Student Senate Executive Committees will be ex-officio, non-voting members.

#### Section 2. Unclassified Senate Members: Nomination, Election, Term of Office and Vacancies

The senators, each having one vote in the Senate, shall be elected by the members of the **Electorate**. Each category will **be represented by** one senator for every fifty unclassified professional staff members in the category. Although Senators are elected to represent categories, each senator should be readily available and open to the needs of all unclassified professional staff employees at the University if called upon to do so.

In the event that the number of nominees from a category does not provide the desired representation for the category, the Executive Council will make every effort to increase the number of Senate nominees for that category. If that effort fails and the membership of the Senate would fall below thirty, the Executive Council will inform unclassified staff that at-large senators will be elected to ensure the required minimum of thirty members of the Senate.

**The population count for each category shall be reevaluated in January of even years by the Elections Committee. In the event of a population change of more or less than fifty members, the representation for that category will change accordingly.**

During the month of April, the Electorate shall elect as many Senators for the next term as there are positions expiring at the first full Senate meeting of May, taking into account any reductions or additions required as a result of changes in the number of staff in each category. This process will be under the direction of the Senate Executive Council as provided in Article **VII of the Unclassified Code**. Those persons receiving the most votes in the elective process are considered duly elected to represent that constituency. If for any reason the individual receiving the most vote's declines his/her elective office, the next individual receiving the most votes will be contacted to serve. Ties will be settled by the flip of a coin.

Following any general election, seats remaining vacant will become at-large seats to be filled at the discretion of the Executive Council in a manner consistent with Article 5.3 of the Unclassified Code and existing only until the next general election.

Executive Council members, with the exception of the President-Elect and University Council representatives, shall serve a term of one year, beginning the first full Senate meeting in May. The person elected to the President-Elect position shall serve one year in that position, one year as President, and one year as Past President.

The University Senate representatives shall serve three-year terms corresponding with their University Senate terms.

***[This section was last updated on 10/15/07; most recent changes are shown in bold font]***

#### Section 3. Meetings and Quorum

The Senate shall meet four times each semester and once during the summer at a time and place specified by the Senate Executive Council. The quorum for Senate meetings shall be a majority of those positions filled.

#### Section 4. Election of Officers

Candidates for President-Elect, Secretary, Treasurer, and Standing Committee Chairpersons will be nominated by the full Senate at its meeting in March. Candidates for officers also may be drawn from the general membership with the written petition to the Senate by the last day of March of ten percent of electorate signatures. During the month of April, the full Electorate shall elect the President-Elect, Secretary, and Treasurer.

#### Section 5. Functions and Powers

The Unclassified Senate exists to:

1. Represent the interests of all unclassified professional staff employees of the University of

2. Kansas (Lawrence and Edwards campuses);
3. Foster closer cooperation and exchange among members;
4. Serve as a forum for member presentation and discussion of common concerns of employment (e.g., opportunities for professional development, salaries/benefits, evaluation standards and procedures);
5. Provide a formal mechanism for communicating common concerns to appropriate University or State officials;
6. Facilitate the interaction and professional development of all unclassified professional staff by sponsoring educational workshops and programs involving managerial skill building, networking, training, and such other areas as may prove of interest to the membership, so that they may better serve the University;
7. Serve as a liaison between the membership and that of the Faculty Senate, Student Senate and University Support Staff Senate; and
8. Facilitate the interaction of unclassified professional staff by conducting various social activities annually.

The Senate will not act in an advocacy role in any specific employee/employer dispute within the University, nor will it assume the role of arbitrator in any such matter.

## **ARTICLE V. UNIVERSITY SUPPORT STAFF SENATE: STRUCTURE AND FUNCTIONS**

### Section 1. Membership

The University Support Staff Senate shall be composed of thirty Senators chosen by the Electorate as provided by this code, as well as the offices of the President and Vice President.

All University Support Staff employees, permanent and probationary, of the University, except temporary and emergency employees, shall constitute the electorate of the Senate. Any member of the electorate shall have the right to nominate and to vote for the candidate(s) for Senator to represent his/her Equal Employment Opportunity (EEO) category, and to vote in any special elections held in connection with USS Senate activities as provided by the USS Code.

### Section 2. University Support Staff Senate Members: Nomination, Election, Term of Office and Vacancies

During the month of March, the Electorate of each EEO category shall elect as many Senators for the next term as there are positions expiring at the first full Senate meeting of May, taking into account any reductions or additions required during the reapportionment years. This process will be under the direction of the USS Senate Executive Committee. Those persons receiving the most votes in the elective process are considered duly elected to represent that EEO category. If for any reason the individual receiving the most votes declines his/her elective office, the next individual receiving the most votes will be contacted to serve. Ties will be settled by the flip of a coin.

The thirty Senators, each having one vote in the Senate, shall be elected in general proportion to the number of university support staff employees, permanent and probationary, in their EEO categories. Although Senators are elected by USS staff employees to represent EEO categories, each Senator should be readily available and open to the needs of all university support staff employees at the University if called upon to do so. Because of the varied locations of employees on campus, this will give each employee a chance to maintain contact with a Senator.

The term of office for USS Senators shall be two years, beginning at the first full Senate meeting in May, with half of the Senate elected each year in order to ensure overlapping terms.

Executive Committee members, with the exception of the President and Vice President, shall serve a term of one year, from the first full Senate meeting in May to the first full Senate meeting of April the following year.

The President and Vice President terms shall be two years on the same cycle.

The President and Vice President, each having one vote in the Senate, shall be elected in accordance with Article VIII, Section 2 of the USSS Code.

The Past President of the Senate will serve for a term of two years, beginning the year immediately following his or her term as President. He/She will be an Ex-Officio member of the USS Senate and the Executive Committee. This position does not have voting authority unless the holder is currently a senator.

Prior to elections in odd numbered years, the Elections Committee will apportion the thirty Senator positions among the EEO categories and shall endeavor to ensure that representation is as equal as possible.

Following any general election, seats remaining vacant will become at-large seats to be filled at the discretion of the Executive Committee in a manner consistent with Article VI, Section 3, and existing only until the next general election.

### Section 3. Meetings and Quorum

The Senate shall meet a minimum of four times each year at a time and place specified by the Senate Executive Committee. One meeting must be held in May immediately following each election. Special meetings may be called by the President with the consent of a majority of the Executive Committee or by petition of a majority of Senators. The quorum for Senate meetings shall be a majority of those positions filled.

### Section 4. Election of Officers

The President and Vice President shall be chosen by majority vote at the first full Senate meeting in April of each year, to begin serving at the first meeting in May, for a two year term

The Secretary and Treasurer shall be chosen by majority vote at the first full Senate meeting in April of each year, to begin serving at the first meeting in May, for a one year term

### Section 5. Functions and Powers

The University Support Staff Senate shall ensure that all functions of the University Support Senate are carried out expeditiously and in accordance with the provisions of this USSS Code. It shall arrange for and call meetings of the Senate. It shall verify the results of each Senate election.

The Senate Executive Committee shall act on behalf of the Senate in those situations and on those matters requiring immediate attention and any action taken by the Committee shall be considered as if passed by the Senate itself. The Executive Committee shall report any such action at the next Senate meeting, and its action shall be over-ridden only by a majority vote of the Senate.

Amendments to the University Support Staff Code may be proposed by any USS Senator. If a majority of filled Senate positions is in favor, the proposed amendment shall be submitted to the electorate. The amendment shall be considered adopted if it is approved by a majority of the members of the electorate who vote on that issue.

## **ARTICLE VI. UNIVERSITY COMMITTEES AND BOARDS**

### Section 1. Types of Committees and Boards

The development, within the areas of their responsibilities, of procedures and policies appropriate for the government of the activities of the University shall be the concern of the following University Committees and Boards:

- (a) the University Senate Executive Committee, the Faculty Executive Committee, the Student Executive Committee, the Unclassified Senate Executive Committee, the University Support Staff Senate Executive Committee;
- (b) The Standing Committees of the University Senate;
- (c) the Standing Committees of the Faculty, Student, Unclassified, and University Support Staff Senates;
- (d) University Boards;
- (e) Chancellor's Committees;
- (f) Provost's Committees;

Except in such self-evident cases as committees to search for and screen candidates for administrative positions, it shall be preferable to assign tasks to existing committees rather than to create new ones.

## Section 2. Membership of Committees and Boards

The University Senate Executive Committee shall cause to be maintained an up-to-date list of University-wide and campus-wide committees and boards and their memberships.

# **ARTICLE VII. UNIVERSITY SENATE EXECUTIVE COMMITTEE: STRUCTURE AND FUNCTIONS**

## Section 1. Membership, Term of Office and Nomination

Eleven members of the University Senate shall be elected to serve as the University Senate Executive Committee. The term will begin the day after Commencement of the election year and will continue until Commencement the following year.

The six members of the Faculty Executive Committee shall serve on SenEx. Election of the FacEx members shall take place in accordance with the provisions of Article VIII, Section 1. One member representing the University Support Staff Senate and one member representing the Unclassified Senate shall be elected by their respective groups. At its regular joint meeting the undergraduate student members of the incoming Student Senate shall nominate and elect two undergraduate student members to SenEx from the undergraduate student membership of the University Senate, and the graduate student members of the incoming Student Senate shall nominate and elect one graduate student member to SenEx from the graduate student membership of University Senate. The graduate student membership bloc of the Student Senate is composed of all those Student Senators pursuing post-baccalaureate degrees at the time they declare their candidacy for the Student Senate.

The President and the President-elect of the University Senate shall be ex-officio, non-voting members of SenEx if not elected to one of the six faculty positions on SenEx. Such ex officio membership shall not be counted toward the maximum of two consecutive years of membership on SenEx. The presidents of the Faculty, Student, University Support Staff, and Unclassified Senates shall serve as ex-officio, non-voting members of SenEx if they are not among the elected SenEx members.

## Section 2. Officers.

The president (a faculty member) and vice president (a student member) of the University Senate shall serve as chair and vice chair of the Senate Executive Committee. In the chairperson's absence, the vice-chair shall carry out the duties of the chair.

## Section 3. Functions and Quorum

The University Senate Executive Committee shall ensure that all functions of the University Senate are carried out expeditiously and in conformity with the provisions of this CODE. When necessary, it shall arrange for and call the meetings of the University Senate; it shall create such temporary committees as it deems necessary to the work of the University Senate and its standing committees; it shall ensure that all committees are active and make the proper reports to the University Senate. In addition, it shall bring before the University Senate all matters that should be of concern to them, shall consult with the Chancellor or the Provost on all matters involving University Senate business, and shall transmit the recommendations or the advice of the University Senate to the Chancellor or the Provost or other administrative officials. It may advise administrative officials on statements of University policy or procedure that are generally applicable to the University community, but such statements shall be considered approved by the University Senate only if submitted and approved in accordance with Article 1.9. Finally it shall act on behalf of the University Senate in all matters requiring expeditious action, and shall make appropriate reports of any such action.

To carry out its assigned duties the University Senate Executive Committee shall meet once a month or more often when summoned by its chairperson, six voting members constituting a quorum for the transaction of business.

## **ARTICLE VIII. FACULTY EXECUTIVE COMMITTEE: STRUCTURE AND FUNCTIONS**

### Section 1. Membership, Term of Office and Nomination

The Faculty Executive Committee ("FacEx") shall consist of six members of the Faculty Senate elected at the annual organizational meeting of the Faculty Senate. FacEx members shall also serve on the Senate Executive Committee and shall hold office from the day after the university commencement exercises next following their election until their duly elected successors shall assume office. If the president and the president-elect of the Faculty Senate are not elected to membership on the Faculty Senate Executive Committee, they shall be ex officio, nonvoting members.

Faculty Senate representatives from at least three schools, or two schools and the libraries, shall be elected to the Faculty Executive Committee. In this paragraph and the one following, the term "School" designates the Schools and the College.

The normal method of election of the Faculty Senate members to FacEx shall be in the descending order of most votes received, but to the extent that the representation requirements of Section 1, Paragraph 2 of this Article are not met by the use of such normal method, the nominees highest in order from a School or from the Libraries which would not be represented on the Faculty Executive Committee by such normal method shall be declared elected in place of the nominee lowest in order who would have been elected by the use of such normal method and whose displacement does not, in turn, result in failure to meet the representation requirements of Paragraph 2 of this article.

No Dean, Director, or other member of the faculty with full-time administrative responsibilities shall be a member of the Faculty Senate Executive Committee. An endeavor shall be made to provide a carry-over of one or two faculty members from the previous year, but no faculty member shall serve for more than two consecutive years.

### Section 2. Officers

The President of the Faculty Senate shall serve as the chair of the Faculty Executive Committee. When it shall be necessary to identify a "President of the Faculty," the duly elected president of the Faculty Senate shall be considered to fill that position.

### Section 3. Functions and Quorum

The Faculty Senate Executive Committee shall ensure that all functions of the Faculty Senate are carried out expeditiously and in conformity with the provisions of this CODE. When necessary, it shall arrange for and call the meetings of the Faculty Senate; it shall create such temporary committees as it deems necessary to the work of the Faculty Senate and its standing committees; it shall ensure that all committees are active and make the proper reports to the Faculty Senate. In addition, it shall bring before the Faculty Senate all matters that should be of concern to them, shall consult with the Chancellor or the Provost on all matters involving Faculty Senate business, and shall transmit the recommendations or the advice of the Faculty Senate to the Chancellor or the Provost or other administrative officials. It may advise administrative officials on statements of University policy or procedure that are generally applicable to the University community, but such statements shall be considered approved by the Faculty Senate only if submitted and approved in accordance with Article 2.5. Finally it shall act on behalf of the Faculty Senate in all matters requiring expeditious action, and shall make appropriate reports of any such action.

To carry out its assigned duties, the Faculty Executive Committee shall meet once a month or more often when summoned by its chairperson, four voting members constituting a quorum for the transaction of business. The Faculty Executive Committee shall nominate faculty to serve on University and Faculty Senate committees, and may recommend names of faculty members to serve on organizations outside of University Senate when such recommendations are requested.

## **ARTICLE IX. STUDENT EXECUTIVE COMMITTEE: STRUCTURE AND FUNCTION**

### Section 1. Membership, Term of Office and Nomination

The Student Executive Committee shall consist of eleven members of the Student Senate including the President and Vice President of the student body, the three members of the Student Senate on the

University Senate Executive Committee, the chairpersons of the five Student Senate standing committees, and a chair who shall be currently, or shall have been, a voting member of Student Senate to be appointed by the President of the student body with the consent of the Senate. The Student Senate Treasurer, the Student Senate Executive Secretary, the Student Senate Communications Director, **the Student Senate Deputy Communications Director**, and the Student Legislative Awareness Board Legislative Director shall serve as a non-voting ex officio member of the Student Executive Committee.

***[This section was last updated on 10/15/07; most recent changes are shown in bold font]***

### Section 2. Officers

The Student Senate Executive Secretary shall be the secretary of the Student Senate Executive Committee. He/she shall have no vote unless he/she becomes a member of the committee.

### Section 3. Functions and Quorum

The Student Executive Committee shall perform the same functions with regard to the Student Senate and its committees and shall bear the same relationship to the President of the student body, as the University Senate Executive Committee performs with regard to the University Senate and its committees and shall bear to the Chancellor and the Provost the same relations as provided in Article VII, Section 3, paragraph one. The Student Executive Committee shall meet when summoned by its chairperson, six members constituting a quorum for the transaction of business.

## **ARTICLE X. UNCLASSIFIED SENATE EXECUTIVE COUNCIL: STRUCTURE AND FUNCTION**

### Section 1. Membership Term of Office and Nomination

The Unclassified Senate Executive Council shall consist of the Senate President, President-Elect, Past President, Senate Secretary, Senate Treasurer, the senators who, in addition to the President, serve on University Senate and Chairs of the Standing Committees. If the membership of the Council does not include representation from all employment categories, the Senate will elect additional Council members to ensure that all categories are represented on the Council. Representatives of Human Resources/Equal Opportunity and the Faculty, University Support Staff, and Student Senate Executive Committees will be ex-officio, non-voting members.

Executive Council members, with the exception of the President-Elect and University Senate representatives, shall serve a term of one year, beginning the first full Senate meeting in May. The person elected to the President-Elect position shall serve one year in that position, one year as President, and one year as Past President.

The University Senate representatives shall serve three-year terms corresponding with their University Senate terms.

### Section 2. Officers

The President of the Senate shall preside over all Senate and Executive Council meetings and shall act as the official representative of the Senate. The President shall represent the electorate as ex-officio member of the University Senate Executive Committee (SenEx), as one of the voting representatives to University Senate, and in regular meetings with the Provost and Chancellor.

### Section 3. Functions and Quorum

The Unclassified Senate Executive Council shall meet monthly during the academic year and twice during the summer. Special Executive Council meetings may be called by the President. A quorum shall consist of a majority of the members of the Executive Council.

The Unclassified Senate Executive Council shall ensure that all functions of the Senate are carried out expeditiously and in accordance with the provisions of this Code. It shall arrange for and call meetings of the Senate. It shall act as the elections committee and verify the results of each Senate election. The Executive Council shall nominate unclassified professional staff to university and governance committees.

The Unclassified Senate Executive Council shall act for the Senate on personnel-related issues, such as

clarification of grievance procedures and salary equity studies. The Unclassified Senate Executive Council shall act on the behalf of the Senate in those situations and on those matters requiring immediate attention and any action taken by the Council shall be considered as if passed by the Senate itself. The Executive Council shall report any such action at the next Unclassified Senate meeting, and its action shall be over-riden only by a two-thirds vote of the Senate.

## **ARTICLE XI. UNIVERSITY SUPPORT STAFF SENATE EXECUTIVE COMMITTEE:**

### Section 1. Membership Term of Office and Nomination

The USS Senate Executive Committee shall consist of one Senator from each EEO category, plus the Senate President, Vice President, Secretary, Treasurer, the immediate past president, chairpersons of University Support Staff standing committees, University Senate representatives which include the SenEx Representative, and the Unclassified Senate liaison. All members shall possess voting privileges, with the exception of the immediate past president who must also be a senator to vote. Executive Committee members representing EEO categories shall be elected by the Senators from each EEO category present at the first full Senate meeting in April of each year.

Executive Committee members, with the exception of the President and Vice President, shall serve a term of one year, from the first full Senate meeting in May to the first full Senate meeting of April the following year.

The President and Vice President terms shall be two years on the same cycle.

### Section 2. Officers

The President of the USS Senate shall preside over all USS Senate and Executive Committee meetings and shall act as the official representative of the Senate. The President shall represent the electorate as ex-officio member of the University Senate Executive Committee (SenEx) and the University Senate. The President will also represent the electorate in regular meetings with the Provost and Chancellor.

### Section 3. Functions and Quorum

The USS Senate Executive Committee shall meet at intervals as directed by the Senate. The President may call special Executive Committee meetings. A quorum shall consist of a majority of the members of the Executive Committee.

The Senate Executive Committee shall ensure that all functions of the Senate are carried out expeditiously and in accordance with the provisions of this Code. It shall arrange for and call meetings of the Senate. It shall verify the results of each Senate election.

The Senate Executive Committee shall act on behalf of the USS Senate in those situations and on those matters requiring immediate attention and any action taken by the Committee shall be considered as if passed by the Senate itself. The Executive Committee shall report any such action at the next Senate meeting, and its action shall be over-riden only by a majority vote of the Senate.

## **ARTICLE XII. STANDING COMMITTEES OF THE UNIVERSITY SENATE**

### Section 1. Committees Identified

- (1) Academic Computing and Telecommunications (ACTC)
- (2) Academic Policies and Procedures (AP&P)
- (3) Athletic Committee
- (4) Calendar
- (5) International Affairs (IA)
- (6) Libraries
- (7) Organization and Administration (O&A)
- (8) Planning and Resources (P&R)
- (9) Retirees Rights and Benefits (RRB)

The responsibilities of each standing committee shall be fixed by the Senate Executive Committee, with

final approval by the University Senate.

### Section 2. Membership

The Committee on Academic Computing and Telecommunications shall be composed of nine faculty members serving staggered three-year terms, one faculty member of the Faculty Senate appointed for a one-year term, four student members serving one-year terms, and one representative each from the unclassified staff and the university support staff serving three-year terms, with the Vice Provost for Information Services or designee serving in an ex officio, nonvoting capacity. The members of the committee should be selected so that they will be broadly representative of the University faculty and students by user groups and disciplines.

The Committee on Academic Policies and Procedures shall be composed of seven faculty, and one representative each from the unclassified and university support staff serving three-year terms, and three students serving one-year terms.

The Athletic Committee shall be composed of six faculty members serving staggered three-year terms beginning July 1, three student members, and **one representative from University Support Staff Senate and one representative from Unclassified Senate appointed in accordance with the rules and regulations of their respective governance bodies. The NCAA Faculty Representative will serve in an ex-officio capacity as a non-voting member.** The six faculty and three student members shall also simultaneously fill the terms of the specified faculty and student members of the Chancellor's Advisory Committee on Intercollegiate Athletics. **The six faculty members shall be appointed by FacEx in accordance with Article VIII, section 3 of the University Senate Code.** Two student members shall be nominated by the Student Body President and confirmed by the Student Senate for two-year overlapping terms. The third student member shall be elected by the Student Senate University Affairs Committee for a one-year term.

***[This section was last updated on 10/15/07; most recent changes are shown in bold font]***

The Calendar Committee shall be composed of the University Registrar, four faculty members serving staggered three-year terms, one representative each from the unclassified and university support staff serving three-year terms, and four student members serving one-year terms,

The Committee on International Affairs shall be composed of five faculty members serving staggered three-year terms, one representative each from the unclassified and university support staff serving three-year terms, five student members serving one-year terms, and the following ex-officio, non-voting members: **the Associate Vice Provost for International Programs** or designee, the Director of International Student Services, the Director of the Applied English Center, the Director of Study Abroad, the president of International Students' Association, the chair of the Student Senate Multicultural Affairs Committee, and a representative of the Multicultural Resource Center appointed by the Office of Multicultural Affairs.

The University Committee on Libraries shall be composed of eleven faculty members serving staggered three-year terms, including one representative each from the schools of Architecture and Urban Design, Business, Education, Engineering, Fine Arts, Journalism and Mass Communications, Pharmacy, and Social Welfare, and three representatives from the College (representing Science, Social Science, and Humanities). In addition, there shall be four student members serving one-year terms, two staff members appointed by the Provost and serving staggered three-year terms and one representative from the Graduate School appointed by the Dean of Graduate **Studies**. At least one student member shall be a graduate student; one staff member shall be University Support Staff and the other shall be unclassified. The Committee shall also include the following non-voting, ex officio members: The Dean of the Libraries, the Law Librarian, one university support staff library staff member elected by the Classified Conference, and one unclassified library staff member elected by the Library Faculty Assembly.

The Committee on Organization and Administration shall be composed of seven faculty and one representative each from the unclassified and university support staff serving staggered three-year terms, and three students serving one year terms.

The Planning and Resources Committee shall be composed of three faculty members serving staggered three-year terms, one member of the Faculty Executive Committee appointed for a one-year term, one

representative each from the unclassified and university support staff serving three year-terms, and two students, an undergraduate and a graduate, appointed by the Student Body President. The Director of the Office of Institutional Research and Planning shall serve as an ex-officio, non-voting member. The faculty member in his or her third year of membership shall be chairperson of the committee.

The Committee on Retirees Rights and Benefits shall be composed of two active faculty members, one of whom shall serve as chair; one retired faculty member; one active and one retired unclassified professional staff member; one active and one retired university support staff member, all serving three-year overlapping terms.

Faculty members of standing committees, other than those whose membership is specified by virtue of the office they occupy (ex officio members), shall be appointed by the Faculty Senate Executive Committee. The chairperson of each standing committee other than Planning and Resources shall be designated in like manner. The Vice Chairperson of each University Senate committee with student membership shall be a student selected by the Student Body President and approved by the Student Senate. Unless otherwise specified in this CODE, student members and Unclassified and university support staff members shall be appointed in accordance with the rules of their respective senates.

The Senate Executive Committee may vary the terms of appointment of members of these committees as necessary. In the appointment of standing committees due regard shall be paid to insure that the committee membership reflects the diversity of the university community. Insofar as possible, provision shall be made for reasonable continuity of membership. The several standing committees shall be organized before the beginning of the fall semester.

### Section 3. Functions

The standing committees of the University Senate shall develop and recommend changes in procedures and policies within the areas of their responsibilities. Each standing committee shall - when requested by the University Senate, or the University Senate Executive Committee - report to the requesting authority on matters within its charge. When deemed appropriate by the University Senate Executive Committee or by the University Senate, a report of a standing committee shall be distributed to all members of the University Senate.

## **ARTICLE XIII. UNIVERSITY COMMISSIONS, BOARDS, AND OTHER COMMITTEES**

### Section 1. Boards Identified

Among the several University Commissions and Boards, there shall be the following:

- (1) The Parking Commission
- (2) The Court of Parking Appeals
- (3) The Judicial Board.
- (4) The Library Appeals Board

### Section 2. Parking Commission

#### (a) Members

The University of Kansas Parking Commission shall be composed of ten voting members and seven ex officio non-voting members.

- 1) Voting members. The Provost shall appoint the voting members from lists of persons recommended by the groups named: Three members of the student body, one of whom shall be the Student Senate Transportation Coordinator or a member of the Transportation Board, recommended by the Student Senate Executive Committee; three members of the faculty, one of whom may be an emeritus faculty member, recommended by the Faculty Executive Committee; two university support staff, recommended by the University Support Staff Senate; and two unclassified staff recommended by the Unclassified Senate. The recommendation list provided by each group shall include at least twice as many names as positions available.
- 2) Ex officio, non-voting members. The ex officio non-voting members shall be the Chief Financial Officer of the Lawrence campus, the **Vice Provost responsible for Parking and Transit or his/her designee**; the Vice Provost for Administration and Finance; the Director of Design and Construction Management or his/her designee; the Chief Justice of the Court of

Parking Appeals or a Court officer; the Director of the Office of Public Safety, or his/her designee; and the Director of Parking & **Transit** Services.

- 3) Term of Office. Ex officio members of the Commission shall serve as long as they occupy their respective positions. Faculty members and university support staff /unclassified staff shall serve staggered three-year terms and may serve successive terms if appointed. Student members, except for the Transportation Coordinator, shall serve staggered two-year terms, and may serve successive terms if appointed. The retiree member shall also be appointed to a two-year term, and may serve successive terms if appointed. After two unexcused absences in a year, a voting member will be removed. Vacancies in membership, except those places filled by ex officio members named above, shall be filled by the Provost upon recommendation from the group for which replacement representation is needed.
- 4) Officers. The officers of this Commission shall be a chair and a vice chair. The chair shall be chosen by and from among the members of the Parking Commission at its first meeting each academic year, and shall serve a term of one year or until a successor is elected.
- 5) Duties of Chair and Vice Chair. The duties of the Chair shall be to preside at all meetings of the Parking Commission, to sign off on the Parking & **Transit** Department's rules and budget following Commission action on them, and to present all recommendations to the Provost. The chair shall also make an informational presentation to the University Senate in April of each year. The duties of the vice chair shall be the same as the chair in the absence of the latter.

(b) Responsibilities

- 1) General Policies. In accordance with Board of Regents policy and Kansas law, the Chancellor and his designee, the Provost, are authorized to supervise and control parking and are responsible for the regulation of parking on campus. The Commission shall develop and recommend to the Provost general policies for the control and management of the parking of vehicles on property under the control of the University, and the traffic control booths. It shall consider charges to the Commission submitted by SenEx and by the Provost. The Commission shall annually forward all of its recommendations directly to the Provost, who, with the Chancellor, will make final decisions.
- 2) Public Hearing. The Commission shall sponsor a public hearing at least once each academic year, prior to November 15th, to receive comments on the Parking & **Transit** Department's current and proposed policies, fees, budget, and rules. Announcement of the hearing(s) shall be sent to the University community and the media and shall include any proposed additions, deletions, or alterations to existing policies. Hearings shall be open to all members of the public. Individuals may speak at the meeting or send comments in written form to be read by the Commission at the hearing. Each speaker shall be given a specific amount of time, designated by the Commission, to address the Commission.
- 3) Standing Committees. At its August meeting, the Commission shall appoint members to Standing Committees for Budget, Long-Range Planning, Parking Assignment, and Rules. It shall consider recommendations from the four standing committees. Each committee shall include faculty, staff, and student members.

(c) Meetings/Agenda/Quorum.

The Parking Commission will meet at least three times each semester, starting in September of each year. Agendas will be distributed one week in advance of each meeting, and reports from the four standing committee chairs shall be presented at each meeting. Special meetings may be called by the chair or at the request of four members of the Commission. At all meetings of the Parking Commission, six voting members shall constitute a quorum. Minutes shall be taken by the secretary of the Director of Parking & **Transit**.

(d) Committees

The Parking Commission shall create such committees as it may deem necessary to carry out business for which this Commission was formed, and shall prescribe the duties of such committees. The committees shall submit their recommendations to the Commission for review and eventual action.

The members and duties of the four standing committees shall be as follows:

- 1) Budget Committee  
In addition to faculty/staff/student members, the Chief Financial Officer, the Vice Provost for Administration and Finance and the Director of Parking & Transit shall be non-voting members. The Budget Committee shall be involved in the development of the Parking Department's annual budget (including fees and fines), as well as in long range financial planning. It shall make budget recommendations and submit an annual report to the Commission by October 15.
- 2) Long-Range Planning Committee  
In addition to faculty/staff/student members, the Director of Design and Construction Management (or designee), the Director of Public Safety (or designee), and the Director of Parking & Transit shall be non-voting members. The Long-Range Planning Committee shall develop for consideration by the Commission plans for capital improvements and maintenance, and shall consult with appropriate University and community groups.
- 3) Parking Assignment Committee.  
This committee shall have faculty, staff, and student members. The committee will develop policy proposals for parking assignments and forward them to the commission for consideration. The Parking Assignment Committee shall hear appeals for special parking privileges or assignments. Decisions of the committee are not subject to appeal to the Parking Court of Appeals. The Chancellor and the Provost retain responsibility for regulation of parking for institutional needs and special events.
- 4) Rules Committee.  
In addition to faculty/staff/student members, the Vice Provost responsible for Parking and Transit or his/her designee Planning and Management and the Chief Justice of the Court of Parking Appeals (or a Court officer) shall be non-voting members. The Rules Committee shall make recommendations to the Parking Commission on proposed changes to Parking & Transit Department rules, regulations, and policies. It shall insure that all rule changes go through established procedures before being implemented. It shall report to the Commission annually by October 15th.

### Section 3. The Court of Parking Appeals

#### (a) Membership and Terms of Office

- i. The Court of Parking Appeals shall be composed of :
  - a. Officers of the Court. At least five (5) full-time students in the School of Law who shall be appointed by the Dean of the Law School or the Dean's designee during the spring semester for the following academic year. These members shall be known as the officers of the Court. Prior experience and performance as a member of the Court and/or counsel to the Court shall be considered in making the appointments. Only the five officers of the Court shall hold paid positions in the Court of Parking Appeals.
  - b. Members of the Court. The five officers of the Court shall select an additional twenty to twenty-five second and/or third year law students as members of the Court to serve as judges on a volunteer basis based on prior performance. At any time during the year additional volunteer members may be appointed in conformity with this subsection. These volunteer members shall be known as the Court.
- ii. The Court En Banc.  
The Court En Banc shall be composed of members of the Court and officers of the Court. For Court En Banc proceedings, the officers of the Court shall appoint nine to eleven judges to serve on a volunteer basis. The Court En Banc is the highest court for the Court of Parking Appeals.
- iii. Members of the Court shall serve for one year and shall be eligible for reappointment. Officers of the Court and volunteer members shall serve from May 15th to the following May 15th.
- iv. No member of the University of Kansas Parking Commission shall be eligible to serve on the Court of Parking Appeals.

## (b) Responsibilities

The Court of Parking Appeals shall hear all contests of citations and parking permit revocations issued by the Parking & Transit Department for alleged violations of the University Parking regulations. The Court of Parking Appeals shall have the authority to make final rulings on questions involving the meaning or application of the Court's procedural regulations.

Section 4. The Judicial Board

## (a) Membership and Terms of Office

The Judicial Board shall be composed of:

- i. three law members who shall be tenured members of the faculty who are graduates of accredited law schools and have been admitted to the practice of law. They shall be appointed by the Faculty Executive Committee, after consultation with the appropriate dean or deans, for three-year overlapping terms.
- ii. twenty-two members of the **faculty** appointed by the Faculty Executive Committee for three-year overlapping terms. At least two members at any time shall be non-tenured members of the faculty or library staff, and at least two members at any time shall be members of the unclassified academic staff (as defined in C.3 of the Handbook for Faculty and Other Unclassified Staff).
- iii. two members of the unclassified professional staff (as defined in C.4 of the Handbook for Faculty and Other Unclassified Staff), appointed by the Provost, for three-year overlapping terms.
- iv. three members of the university support staff, appointed by the Provost, for three-year overlapping terms.
- v. three administrators, at least one of whom shall have faculty status, appointed by the Provost for three-year overlapping terms. For purposes of this provision, administrators are those persons assigned half time or less to teaching duties. The General Counsel, any assistant or associate to the General Counsel, and the University Ombudsman shall not be eligible for appointment under this subsection.
- vi. sixteen student members, appointed by the Student Senate for two-year overlapping terms; at least five but no more than seven shall be graduate students.
- vii. Members shall be eligible for reappointment.
- viii. In appointing members of the Judicial Board, appointing authorities shall take care to assure that women, members of racial and ethnic minorities, and persons with disabilities are duly represented.
- ix. Vacancies shall be filled by the appropriate appointing authority in the same manner as the original appointment. Such replacement appointments shall be for the unexpired term of the original appointee only.

## (b) Responsibilities

The Judicial Board shall act to resolve, to whatever extent possible, conflicts, complaints and grievances subject to its jurisdiction and arising within the University community, to hear appeals from other bodies where appropriate Rules and Regulations so provide, and, subject to and in accordance with the control of the Chancellor and the Board of Regents as provided by law, to recommend solutions.

Section 5. The Library Appeals Board

## (a) Membership

The three-member board shall consist of a faculty member nominated by SenEx and a staff member nominated by the Provost for alternating two-year terms, and a student nominated annually by the Student Body President. No member of this Board will serve simultaneously as a member of the Senate Library Committee. The Provost will issue the official letter of appointment.

## (b) Responsibilities

The Library Appeals Board shall review all appeals of library fines submitted to it. This review will be done within the framework of the policy guidelines set by the Senate Library Committee. This Board shall submit an annual report to the Senate Library Committee, the Senate Executive Committee, the Student Executive Committee, and the Provost.

#### **ARTICLE XIV. JUDICIAL FUNCTIONS.**

##### Section 1. Establishment

Subject to and in accordance with the laws of the United States and of the State of Kansas and the duly promulgated rules and regulations of the Board of Regents, the University Senate (Kansas City campus) and the University Senate (Lawrence campus) may each provide for appropriate bodies to hear and, if possible, resolve complaints and grievances arising within the University community. Such bodies shall conform to general accepted practices of due process. Their findings shall not be self-executing but shall be in the nature of recommendations to the appropriate administrative or governance unit or official.

##### Section 2. Procedural Guarantees

The "due process" to be accorded shall include, but not be limited to, the following elements:

- a) Subject to Section 6.5.1 of the University Senate Rules and Regulations, every member of the University community with a grievance or complaint that comes within the jurisdiction of an established University body shall be entitled to a hearing before a disinterested panel. Specific procedures for each type of grievance or complaint that is within the jurisdiction of an established University body are set forth in this Code.
- b) Each party to a proceeding may represent itself or be represented by an advisor or counsel of his, her, or its choice.
- c) A party against whom a complaint or grievance is brought shall have the right to a written statement of the complaint or grievance against him or her, which statement shall set forth with particularity the facts upon which the complaint or grievance is based and shall indicate the provision or provisions of the University Rules and Regulations alleged to have been violated, or the acts of established University bodies or officials alleged to have been unlawful, arbitrary, or capricious. In cases involving alleged violations of University parking and traffic regulations the usual printed and completed summons or citation shall be deemed a sufficient written statement of the charge.
- d) A party against whom a complaint or grievance is brought shall have the privilege of remaining silent and refusing to give evidence, and he or she shall be informed of this privilege during the initial state of the proceedings.
- e) Each party to a proceeding shall have the right to introduce into evidence all relevant testimony and documents. Each party to a proceeding shall be entitled to a full examination of the evidence presented by the other parties, including the opportunity to cross-examine witnesses. The hearing body shall base its recommendations solely on the evidence received at the hearing.
- f) In any hearing or appeal, the parties are entitled to a decision based upon the record of the hearing or appeal. Decision making bodies shall avoid communication with a party or witness pertaining to the substance of a matter before that body unless all the parties have been duly notified of the nature and content of the contact. Copies of any written communications shall be provided to all parties. This provision shall not prevent the Judicial Board Chair from providing general information and assistance to the parties in accordance with the provisions of the University Senate Rules and Regulations.
- g) When an audio tape or written record is made of a proceeding, each party to that proceeding is entitled to a copy. The cost of making the copy shall be borne by the requesting party or parties.
- h) Each party to a proceeding shall be entitled to prompt, written notice of the decision of the hearing body hearing his or her complaint or grievance.
- i) Where the procedures provide for an appeal beyond the hearing, a party aggrieved by a decision of the hearing body shall be entitled to appeal in

- accordance with such procedures.
- j) In all proceedings, the party supporting the application of sanctions to individual members of the University community shall have the burden of persuading the hearing body of the facts upon which the application of such sanctions must be based.
  - k) **Special procedures for hearings held by the Faculty Rights Board shall be developed, approved, and made publicly available according to applicable provisions of the Faculty Senate Rules and Regulations.**

## **ARTICLE XV. STANDING COMMITTEES OF THE FACULTY SENATE**

### Section 1. Committees Identified

The Faculty Senate shall have the following five standing committees:

- (1) Faculty Rights, Privileges and Responsibilities
- (2) Research
- (3) **Faculty Rights Board**
- (4) Faculty Compensation
- (5) Restricted Research
- (6) **Standards and Procedures for Promotion and Tenure**

The responsibilities of each standing committee shall be fixed by the Faculty Senate.

### Section 2. Membership

The Committee on Faculty Rights, Privileges and Responsibilities shall be composed of seven members of the Faculty serving staggered three year terms, and one member of the Faculty Executive Committee serving a one-year term.

The Committee on Research shall be composed of the Vice Provost for Research; twelve members of the Faculty serving staggered three-year terms, with not more than one member of any department; one representative from the University of Kansas Medical Center (Kansas City campus) appointed by the appropriate body; one graduate student member elected by the Executive Committee of the Graduate Student Council, who shall participate only in the policy-making functions of the committee; and the Associate Vice Provost for Research who shall be a non-voting member and who shall serve as secretary of the committee.

The **Faculty Rights Board** shall be composed of five members of the Faculty. One member from the School of Law and two members from the Faculty at large shall serve staggered three-year terms. Nominations for one three-year seat on the committee will be sought from both the Executive Committee and at-large membership of the University of Kansas Chapter of the American Association of University Professors (AAUP). The **Faculty Rights Board** shall also include one member of the Faculty Executive Committee serving a one-year term. Members of the **Faculty Rights Board** are not eligible to hold consecutive three-year terms. All positions shall be filled through faculty governance appointment, by nominations of at least three qualified individuals per position. In the event that an AAUP representative is not selected to fill a three-year term, the Faculty Executive Committee shall appoint an additional member from the Faculty to a one-year term on the **Faculty Rights Board**, and nominations will be sought from the AAUP Executive Committee and at-large membership to fill that seat in the succeeding year.

The Committee on Faculty Compensation shall be composed of six members of the Faculty appointed for staggered three-year terms and an ex-officio representative from the Office of the Provost.

The Committee on Restricted Research shall be composed of six faculty members holding regular appointments to the graduate faculty, appointed to staggered three-year terms, with two members rotating each year. The Vice Provost for Research or designee and the Chair of the Faculty Senate Research Committee, or designee, will be ex-officio, non-voting members of the committee.

The other standing committees shall be composed of at least three and no more than twelve members of the Faculty and of such other University personnel as the Faculty Executive Committee shall deem advisable, except that a majority of each standing committee shall be members of the Faculty and at

least one member shall be from the Faculty.

The Faculty members and the chairperson of each standing committee shall be appointed by the Faculty Executive Committee with the consent of the Faculty Senate. No member of the Faculty shall serve on more than two standing committees. In the appointment of standing committees, due regard shall be paid to representation by women and minority persons. The several standing committees shall be organized after the April meeting of the University Senate.

Temporary or permanent changes in the membership of standing committees of the Faculty Senate may be made by the Faculty Executive Committee according to the procedures contained in Article XII, Section 2.

***[This section was last updated on 10/15/07; most recent changes are shown in bold font]***

### Section 3. Functions

The standing committees of the Faculty Senate shall develop and recommend changes in procedures and policies within the areas of their responsibilities. Each standing committee shall, when requested by the Faculty Senate or Executive Committee, or by the University Senate Executive Committee, report to the requesting authority on matters within its charge. When deemed appropriate by the Faculty Senate, a report of a standing committee shall be distributed to all members of the University Senate.

The **Faculty Rights Board** shall have original jurisdiction over any claim or charge by a member of the faculty that an administrative action constitutes (i) a violation of the tenure rights of a tenured member of the faculty; (ii) a termination without proper cause of the services of a non-tenured member of the faculty prior to the end of the term of his or her appointment; (iii) a violation of established University procedures for the appointment, promotion, reappointment, **or non-reappointment** of a faculty member **that prevented a fair consideration of the case**; (iv) a violation of the academic freedom of a tenured or non-tenured member of the faculty; (v) **appeal under Article VI of the Faculty Senate Rules and Regulations from a negative promotion and/or tenure recommendation based on demonstrable application of improper standards or criteria** (vi) a censure, suspension or dismissal pursuant to Article VI of the Faculty Code of Conduct without proper cause; or (vii) the placing of a faculty member on administratively determined Leave Without Pay pursuant to Article IV of the Faculty Code of Conduct without proper cause. In its role as a hearing panel, all Committee members are expected to behave as objective arbiters of the evidence presented, neither advocating for nor against the individual bringing the case nor personally participating in the preparation and presentation of a particular case. Additionally, Committee members' comments and questions are expected to focus on the substance of the case.

Special procedures for hearings held by the **Faculty Rights Board shall be developed, approved, and made publicly available according to applicable provisions of the Faculty Senate Rules and Regulations.**

The Committee on Faculty Compensation shall monitor and report annually on the salary structure at the University of Kansas. It shall also gather and consider other relevant information on faculty salary structures.

The Restricted Research Committee shall review every proposal for a research grant or contract that carries a provision expressed or implied that seeks to limit access to facilities or the freedom of the investigators to publish or otherwise disseminate the product of their research (except for those cases involving relatively short delays of publications described in Section III.2.a. of the Restricted Research Policy). Each recommendation by the Restricted Research Committee shall be promptly published in a notice to the Faculty Senate Research Committee. In accordance with Part III of the Restricted Research Policy, the committee shall maintain a current record, open for review, of the review actions taken by the committee and the Office of the Vice Provost for Research, and shall make an annual report to the Faculty Executive Committee listing each restrictive grant or contract considered during the year.

**The Standards and Procedures for Promotion and Tenure Committee shall review promotion and tenure criteria, procedures, and guidelines as provided in Article VI of the Faculty Senate Rules and Regulations and consider such other matters relating to promotion and tenure standards and procedures as charged by the Faculty Senate.**

*[This section was last updated on 10/15/07; most recent changes are shown in bold font]*

## **ARTICLE XVI. STANDING COMMITTEES OF THE STUDENT SENATE**

### Section 1. Committees Identified

The Student Senate shall have the following five standing committees:

- (1) Finance
- (2) Multicultural Affairs
- (3) Student Rights
- (4) University Affairs
- (5) Graduate and Professional Affairs

The responsibilities of each standing committee shall be fixed by the Student Senate.

### Section 2. Membership

Any student at the University of Kansas is eligible to be a voting member of a standing committee. Any student wishing to become a member of a committee after the first committee meeting of each semester shall have only speaking privileges at the first meeting s/he attends. Voting privileges shall not be extended until the second meeting s/he attends. All senators are required to be a member of a standing committee with the exception of the Non-Traditional senators, and the University Council members.

**Graduate and Law senators are required to attend at least two (2) committee meetings to fulfill their committee meeting requirements.**

One half (1/2) of the current voting members of the standing committee who have been registered as attending the meeting shall constitute a quorum needed to conduct business.

*[This section was last updated on 10/15/07; most recent changes are shown in bold font]*

### Section 3. Functions

The standing committees of the Student Senate shall develop and recommend changes in procedures and policies within the areas of their responsibilities. Each standing committee shall, when requested by the Student Senate or Student Executive Committee, or by the University Senate Executive Committee, report to the requesting authority on matters within its charge. When deemed appropriate by the Student Senate, a report of a standing committee shall be distributed to all members of the University Senate.

## **ARTICLE XVII . STANDING COMMITTEES OF THE UNCLASSIFIED SENATE**

### Section 1 Standing Committees

The Unclassified Senate shall have the following standing committees, each composed of at least three persons:

- 1) Professional Development,
- 2) Public Relations,
- 3) Governance & Representation, and
- 4) Elections (ad hoc).

Members of these committees shall be appointed by the President.

### Section 2. Standing Committee Chairpersons

The Chair of each committee will be elected in April by the electorate to serve a one-year term. Standing Committee Chairpersons shall serve as voting members of the Executive Council.

The Unclassified Senate or Executive Council may create additional special committees to address any matter of concern to the Senate. Chairpersons and members of special committees shall be appointed by the President.

## **ARTICLE XVIII STANDING COMMITTEES OF THE UNIVERSITY SUPPORT STAFF**

### Section 1. Standing Committees

The Senate shall have the following standing committees, each composed of at least three persons:

1. Communications Committee
2. Elections Committee
3. Information Access and Public Relations Committee
4. Legislative Affairs Committee

## 5. Personnel Affairs

The Senate or Executive Committee may create additional special committees to address any matter of concern to the Senate. Membership to special committees shall be appointed by the President.

### Section 2. Standing Committee Chairpersons

At the first full Senate meeting in April of the Senate, a chair for each committee is to be elected from among the members of that committee, by the newly appointed members of the committee.

## **ARTICLE XIX. STUDENT REPRESENTATION ON COMMITTEES**

19.1 In this Article, the terms "faculty" or "faculties," shall be interpreted to mean both faculty members and those students who have been recognized as legitimate members of academic decision-making bodies of the College and the various schools, departments and programs.

19.2 The College and each school, department and program shall make provisions for the inclusion of a number of students as voting members on all policy-making committees and at all full College, school, program or departmental meetings. The number of students on each such committee shall be no less than 20 percent of the number of faculty members who hold the rank of instructor or above and who serve on the committee. The number of students included in full College, school, program or departmental meetings shall be no less than 20 percent of the number of faculty members who hold the rank of instructor or above and who constitute the body.

19.2.1 To be eligible for membership in such bodies, a student shall be regularly enrolled in the University. If an undergraduate he or she shall be in good academic standing as defined in Bulletin of the University of Kansas: Catalogs of the Schools, "Scholastic Requirements," pp. B 15-16 and shall be enrolled for a least nine hours credit. If a graduate student, he or she shall be enrolled for a least six hours credit and maintain academic standing as defined in Bulletin of the University of Kansas: Catalogs of the Schools, "Grading," p. M 12.

19.2.2 The appropriate student constituency shall in each instance have an opportunity, at least annually, to elect qualified students to said positions, and should the appropriate student constituency fail to elect representatives to said positions, the College, school or department shall make reasonable and periodic efforts to secure qualified and interested students to serve until such time as an election can be held to fill said positions.

19.2.3 In this regulation, the term "policy-making" includes but is not limited to the discussion, initiation, adoption, revision, alteration, or elimination of policies, procedures, priorities, courses, curricula, prerequisites, programs, admissions criteria, degree requirements, and honors programs. In those committees which are concerned with the application of policies to specific individuals or situations, students are not necessarily included by Section 19.2.

19.2.4 The determination of what committees are "policy-making committees" under this regulation shall be made by the full College, school, department or program at a time when properly selected student representatives have been invited to be present and to vote.

## **ARTICLE XX. PROCEDURES**

### Section 1. Amendment of this Code

The Student Senate may amend Articles III, IX, and XVI; the Unclassified Senate may amend Articles IV, X, and XVII; and the University Support Staff Senate may amend Articles V, XI, and XVIII, by a two-thirds vote of the members of the respective Senate present and voting at a regular or special meeting, provided that the call of the meeting shall have included a copy of the proposed amendment, together with such explanatory materials as may be proper, and shall have been mailed to each member at least ten academic calendar days before the day of the meeting.

The Faculty Senate may amend Articles II, VIII, and XV of this Code following the procedures for amendment to the Rules and Regulations of the Faculty Senate set forth in Article II, section 5 of this

Code. However, a two-thirds majority of those present shall be required for amendments to this Code.

The remainder of this CODE may be amended at a regular or special meeting of the University Senate following the procedures for amendment to the Rules and Regulations of the University Senate set forth in Article I, section 9 of this Code. However, a two-thirds majority of those present shall be required for amendments to this Code.

A proposed amendment may be presented to the University Senate by any one of the four following procedures:

- (a) The University Senate Executive Committee may propose an amendment by a two-thirds vote of the SenEx members present and voting.
- (b) Any of the four constituent senates may propose an amendment by at least a majority vote.
- (c) A petition containing the proposed amendment and signed by one hundred members of the University Community (including faculty, staff, and students, as defined in their respective Codes) may be delivered to the University Senate.
- (d) A proposed amendment may be presented from the floor during any regular or special meeting of the University Senate. A majority vote of the Senate members present and voting shall be necessary for the adoption of an amendment.

#### Section 2. Editorial Changes to the Code, USRR, FSRR

When, as a result of administrative action, the title of an administrative position referred to in this CODE or in the Rules and Regulations of the University Senate ("USRR"), or of the Faculty Senate ("FSRR") has been changed, it shall be the duty of the University Senate Executive Committee to cause the appropriate editorial changes to be made in the CODE and/or respective Rules and Regulations. It shall also be the duty of the University Senate Executive Committee to cause appropriate editorial changes to be made in the CODE and/or respective Rules and Regulations to reflect changes in Article and Section University Senate Code numbers of provisions attributable to amendments adding, deleting or renumbering provisions of the CODE or of the Rules and Regulations. Such technical changes may be approved by majority vote of the members present at a meeting of the respective senates are not subject to the requirements of Article II, Section 9, subsection 2 or of Article II, Section 5, subsection 2.

#### Section 3. Parliamentary Practice

The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern the Senates and their committees in all cases to which they are applicable, and in which they are not inconsistent with this CODE or the special rules of these bodies. The vice president of the University Senate shall serve as parliamentarian of all meetings of the University Senate.

#### Section 4. Adherence to State Laws

All committees mandated by this CODE and all other committees or subcommittees established under this CODE shall adhere to the laws of the State of Kansas governing open and closed meetings. A copy of the current laws is appended to this CODE.

### **APPENDIX KANSAS OPEN MEETING ACT**

These statutes are current through the 2006 Legislative Session.  
Updates passed during the current year's session will not be available  
until January of the following year.

#### **Kansas statutes Annotated**

#### **Chapter 75.--STATE DEPARTMENTS; PUBLIC OFFICERS AND EMPLOYEES Article 43.--PUBLIC OFFICERS AND EMPLOYEES**

**75-4317. Open meetings declared policy of state; citation of act.**

(a) In recognition of the fact that a representative government is dependent upon an informed electorate, it is declared to be the policy of this state that meetings for the conduct of governmental affairs and the transaction of governmental business be open to the public.

(b) It is declared hereby to be against the public policy of this state for any such meeting to be adjourned to another time or place in order to subvert the policy of open public meetings as pronounced in subsection (a).

(c) K.S.A. 75-4317 through 75-4320a shall be known and may be cited as the open meetings act.

**75-4317a. Meeting defined.**

(c) As used in this act, "meeting" means any gathering, assembly, telephone call or any other means of interactive communication by a majority of a quorum of the membership of a body or agency subject to this act for the purpose of discussing the business or affairs of the body or agency.

**75-4318. Meetings of state and subdivisions open to public; exceptions; secret ballots; notice; agenda, cameras, photographic lights, recording devices.**

(a) Subject to the provisions of subsection (f), all meetings for the conduct of the affairs of, and the transaction of business by, all legislative and administrative bodies and agencies of the state and political and taxing subdivisions thereof, including boards, commissions, authorities, councils, committees, subcommittees and other subordinate groups thereof, receiving or expending and supported in whole or in part by public funds shall be open to the public and no binding action by such bodies shall be by secret ballot. Meetings of task forces, advisory committees or subcommittees of advisory committees created pursuant to a governor's executive order shall be open to the public in accordance with this act.

(b) Notice of the date, time and place of any regular or special meeting of a public body designated hereinabove shall be furnished to any person requesting such notice, except that:

(1) If notice is requested by petition, the petition shall designate one person to receive notice on behalf of all persons named in the petition, and notice to such person shall constitute notice to all persons named in the petition;

(2) if notice is furnished to an executive officer of an employees' organization or trade association, such notice shall be deemed to have been furnished to the entire membership of such organization or association; and

(3) the public body may require that a request to receive notice must be submitted again to the body prior to the commencement of any subsequent fiscal year of the body during which the person wishes to continue receiving notice, but, prior to discontinuing notice to any person, the public body must notify the person that notice will be discontinued unless the person resubmits a request to receive notice.

(c) It shall be the duty of the presiding officer or other person calling the meeting, if the meeting is not called by the presiding officer, to furnish the notice required by subsection (b).

(d) Prior to any meeting hereinabove mentioned, any agenda relating to the business to be transacted at such meeting shall be made available to any person requesting said agenda.

(e) The use of cameras, photographic lights and recording devices shall not be prohibited at any meeting mentioned by subsection (a), but such use shall be subject to reasonable rules designed to insure the orderly conduct of the proceedings at such meeting.

(f) The provisions of the open meetings law shall not apply:

- (1) To any administrative body that is authorized by law to exercise quasi-judicial functions when such body is deliberating matters relating to a decision involving such quasi-judicial functions;
- (2) to the parole board when conducting parole hearings or parole violation hearings held at a correctional institution;
- (3) to any impeachment inquiry or other impeachment matter referred to any committee of the house of representatives prior to the report of such committee to the full house of representatives; and
- (4) if otherwise provided by state or federal law or by rules of the Kansas senate or house of representatives.

**75-4319 Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure.**

(a) Upon formal motion made, seconded and carried, all bodies and agencies subject to the open meetings act may recess, but not adjourn, open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include a statement of (1) the justification for closing the meeting, (2) the subjects to be discussed during the closed or executive meeting and (3) the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion.

(b) No subjects shall be discussed at any closed or executive meeting, except the following:

1. Personnel matters of nonelected personnel;
2. consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
3. matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency;
4. confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
5. matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
6. preliminary discussions relating to the acquisition of real property;
7. matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. -8804 and amendments thereto;
8. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (d)(1) of K.S.A. 38-1507 and amendments thereto or subsection (e) of K.S.A. 38-1508 and amendments thereto;
9. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (j) f K.S.A. 22a-243 and amendments thereto;
10. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (e) of K.S.A. 44-596 and amendments thereto;
11. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (g) of K.S.A. 39-7,119 and amendments thereto;
12. matters required to be discussed in a closed or executive meeting pursuant to a tribal-state gaming compact;
13. matters relating to security measures, if the discussion of such matters at an open meeting would jeopardize such security measures, that protect: (A) Systems, facilities or equipment used in the production, transmission or distribution of energy, water or communications services; (B) transportation and sewer or wastewater treatment systems, facilities or equipment; (C) a public body or agency, public building or facility



Revised February 25, 2008

Article XIV. Judicial Functions. Section 2. Item k, revised December 17, 2007

Article III, Section 1 & 2,-Student Senate Changes-October 2007

Article IX, Section 2 -Student Senate Changes-October 2007

Article XVI, Section 2 – Student Senate Changes-October 2007

Article IV- Unclassified Senate Changes-October 2007

Article XII. Standing Committees of University Senate - Athletic Committee-  
October 2007

Article XV. Sections 1, 2, 3- Standing Committees of Faculty Senate, add  
SPPT Committee, Change Tenure and Related Issues to Faculty Rights  
Board. Add functions of New SPPT committee. *October 2007*