OREGON STATE UNIVERSITY  
BYLAWS  
OF THE FACULTY SENATE  

ARTICLE V: MEMBER NOMINATIONS AND ELECTIONS  

Sec. 1. Apportionment.  
Each College, the combined ROTC staff, off-campus Extension Faculty, Student Affairs, Associated Faculty, OSU-Cascades and Library are apportionment groups. The Executive Committee of the Faculty Senate shall determine each Fall the full-time-equivalent (FTE) of Faculty as defined in Article III, Section 1., above, in each College or unit and the total student credit hours (SCH) generated by each unit during the most recent academic year. The apportionment shall be allocated 75% according to FTE and 25% according to SCH, with the number of elected members of each apportionment group determined by the largest whole number below its calculated apportionment, and fractional apportionment allocated as described below. Each apportionment group shall have at least one elected member. Additional seats necessary to achieve a total elected membership of 132 shall be distributed by allocating one seat to the apportionment group with the greatest unassigned fractional apportionment and continuing until 132 seats have been allocated.  

Official current University personnel statistics will be the basis for determining the FTE for each Faculty member and for determining whether a Faculty member holds academic rank in more than one apportionment group. Official university student credit hour reports for the most recent academic year will be the basis for determining the total SCH of each apportionment group. To simplify the calculation of the apportionment, factors relating FTE to the number of Senators in each apportionment unit will be determined by examining the 2005-2008 academic years. These factors will be used for estimating the number of Senators per apportionment group in future years. These factors will be revised at the completion of any University reorganization process, or upon creation or abolishment of apportionment groups, and every five years thereafter.  

Apportionment Groups are defined as: Each College, the combined ROTC staff, off-campus Extension faculty, Student Affairs, Associated Faculty, OSU-Cascades and Library. Associated Faculty are defined as those faculty whose affiliation is not with one of the other apportionment groups. Creation of additional apportionment groups requires a two-thirds vote of the members present at any regular Faculty Senate meeting and would become effective at the next subsequent annual apportionment.  

Sec. 3. Nominations Procedure: There shall be at least two nominees for each membership position to be filled. Nominations shall be by secret ballot. Nominations shall
be conducted in a manner to be designated by the Executive Committee during the Fall term immediately following the meeting in which the Apportionment Table is approved by the Senate. Each of the following apportionment groups, together with the incumbent elected representatives of the group, shall coordinate the nominations with the Faculty Senate Office: The Dean or Director, or someone appointed by that officer, for the college units; the Associate Provost for Academic Affairs, or someone appointed by that officer, for Associated Faculty; the Vice Provost for Student Affairs, or someone appointed by that officer, for Student Affairs; the OSU Extension Association, or someone appointed by that Association, for the off-campus Extension Faculty; and the University Librarian, or someone appointed by that officer, for the Library. The Faculty Senate Office shall coordinate the nominations.

Sec. 4. Election Procedure. Election shall be by secret ballot and shall be conducted in a manner to be designated by the Executive Committee. Each of the following apportionment groups, together with the incumbent elected representatives of the group, shall coordinate the elections with the Faculty Senate Office: The Dean or Director, or someone appointed by that officer, for the college units; the Associate Provost for Academic Affairs, or someone appointed by that officer, for the Associated Faculty; the Vice Provost for Student Affairs, or someone appointed by that officer, for Student Affairs; the OSU Extension Association, or someone appointed by that association, for the off-campus Extension Faculty; and the University Librarian, or someone appointed by that officer, for the Library. The Faculty Senate Office shall coordinate the nominations.

Those conducting elections shall: (a) request that each eligible Faculty member cast one vote for the position to be filled; (b) count/verify the ballots/results, and (c) the Faculty Senate Office shall notify the persons who have been elected, and immediately forward the names and contact information of the individuals so elected to the Faculty Senate Office heads of the apportionment units who will be responsible for informing the faculty within their respective apportionment units of the election results. Tie votes shall be resolved in a manner to be designated by the Executive Committee.

Sec. 7. Vacancies. The position of a Senator shall become vacant by: (1) Resignation, on the effective date specified in a letter of resignation to the Senate President; (2) Leave of Absence, on the effective date of a leave from the campus in excess of one academic term, exclusive of Summer Term; (3) Termination or Retirement, on the effective date; (4) Recall or rescind, when a valid petition to recall must bear a number of signatures of the apportioned group greater than one-half the number of ballots cast in the last election held by the apportioned group; or (5) (moved from Article X, Sec. 2, paragraph 4) In the event of a Senator's absence, without providing a substitute, for three meetings during one year the session (October-June) the position will be declared vacant by the apportionment unit and the Faculty Senate President will contact the individual and indicate that if they miss a fourth meeting, the position will be vacated. Any vacated position will be filled by the nominee with the next highest number of votes at the most recent election.

ARTICLE VI: OFFICERS

Sec. 2b. Officers. Responsibilities for the Senate Officers and Staff in the Faculty Senate
Office shall be under the direction of the President of the Faculty Senate. They shall have responsibility for such activities as the following:

1. Annual preparation of a budget to submit to the Administration.
2. Recording and submitting for distribution the Minutes of the Senate's meetings.
3. Working with the committees and councils of the Senate.
4. Maintaining records related to the Senate's meetings, the Executive Committee's meetings, Faculty Forums, and retention of the official files of the activities of Senate committees and councils.

Sec. 3. Election Procedures for Senate President-Elect.
Election shall occur in a manner designated by the Executive Committee during the Fall term immediately following the meeting in which the Apportionment Table is approved by the Senate; election results shall be reported at the regular December meeting. The nominee receiving the highest number of votes shall be elected. Tie votes shall be resolved by a run-off election in a manner to be designated by the Executive Committee. All persons eligible to vote in Faculty Senate elections shall be eligible to vote for a Senate President-Elect. A method for absentee voting shall be designated by the Executive Committee.

ARTICLE VII: EXECUTIVE COMMITTEE

Sec. 3. Election Procedure for Elected Members of the Executive Committee.
The election shall take place at the regular December meeting of the Senate following approval of the apportionment table and shall be by written ballot, conducted electronically or in a manner designated by the Executive Committee. Each Senator shall be entitled to vote for as many candidates as there are elective positions open. Those candidates receiving the highest number of votes shall be elected. Tie votes shall be resolved by written ballot in a run-off election at the regular December meeting of the Senate.

Sec. 4. Term of Office and Vacancies.
The position of an Executive Committee member shall become vacant by: (1) Resignation, on the effective date specified in a letter of resignation to the Senate President; (2) Leave of Absence, on the effective date of a leave from the campus in excess of one academic term, exclusive of Summer Term; (3) Termination or Retirement, on the effective date; (4) Recall or Rescind, according to procedures identified in Article VI, Sec. 4; or (5) non-participation due to non-attendance of meetings. A member missing three meetings during the term, unless deemed an excused absence by vote of the Executive Committee.

ARTICLE VIII: INTERINSTITUTIONAL FACULTY SENATE

Sec. 3. Election Procedures for IFS Senators.
Election shall occur in a manner designated by the Executive Committee during the Fall term immediately following the meeting in which the Apportionment Table is approved by the Senate; election results shall be reported at the regular December meeting. The nominee receiving the highest number of votes shall be elected. Tie votes shall be resolved in a run-off election in a manner to be designated by the Executive Committee. All persons eligible to vote in Faculty Senate elections shall be eligible to
vote for the IFS Senator.

Sec. 5. Vacancies. The position of IFS Senator shall become vacant by: (1) Resignation, on the effective date specified in a letter of resignation to the Senate President; (2) Leave of Absence, on the effective date of a leave from the campus in excess of one academic term, exclusive of Summer term; (3) Termination or Retirement on the effective date; (4) Recall or Rescind, according to procedures identified in Article VI, Sec. 4; or (5) Non-participation due to non-attendance of meetings, at the discretion of the Executive Committee.

A vacancy shall be filled by appointment of the Executive Committee with approval from the Senate. Vacancies in elected positions shall be filled for the period to complete the term at the discretion of the Executive Committee by the candidate who, in descending order, received the next highest number of votes in the most recent election.

ARTICLE IX: COMMITTEES AND COUNCILS

Sec. 3. General Provisions. Unless otherwise provided for in the Standing Rules of the Faculty Senate, (a) the tenure of Faculty members of the standing committees and councils shall be for terms of three Calendar years, starting on July 1, with approximately one-third retiring each year; and (b) Faculty members ordinarily shall not be appointed to two successive terms on a committee or council, nor to more than one committee or council in a tenure period. The Executive Committee also shall require reports of these committees and councils in such form (including non-participation by individual appointees) and at such times as it deems necessary and proper for furthering the Objects of the Faculty Senate. The members of a particular committee or council shall have the right to participate in Senate debate whenever the Senate considers that Committee's or Council's report.

ARTICLE X: MEETINGS

Sec. 2. Notice and Agenda of all regular meetings of the Faculty Senate shall be submitted for publication published in the staff newsletter, OSU This Week, and shall be submitted to The Daily Barometer and the Department of Information for public dissemination prior to the time of such meetings. Written Notice of special meetings shall indicate the nature of business to be considered, shall constitute the Agenda, and shall be delivered circulated by whatever means available to the campus address of each Senator and submitted to the Department of Information staff newsletter and The Daily Barometer for publication at least twenty-four (24) hours prior to the meeting.

It shall be the responsibility of all members to attend all meetings of the Faculty Senate. When circumstances require the absence of a Senator from one or more meetings, it shall be the Senator's responsibility to provide a substitute to attend who is eligible for election to the Faculty Senate (from the Senator's constituency but is not a current Senator or ex-officio member). The substitute shall have the powers, privileges, duties, and responsibilities of the absent Senator and shall be eligible to vote upon all motions coming before the Faculty Senate. In the event of a Senator's absence, without providing...
a substitute, for three meetings during one year the position will be declared vacant by the apportionment unit and filled by the nominee with the next highest number of votes at the most recent election see Article V, Section 7.

ARTICLE XII: PLEBISCITE REFERRAL

Sec. 2. Balloting. All persons eligible to vote in the Faculty Senate elections shall be eligible to vote on Plebiscite Referrals. Ballots shall be secret. The Executive Committee shall be responsible for distribution, and collection and counting of ballots through the mail in a manner to be determined (electronic, paper, etc.). Completed ballots shall be returned to a ballot-counting committee appointed by the Executive Committee, unless the election is conducted electronically.

ARTICLE XV: COMMUNICATIONS

Sec. 2. Mailings. Copies of all reports to the Senate and other information authorized by the Executive Committee and related to agenda items shall be distributed electronically by the Faculty Senate President Office to the campus address of each Senator at least three (3) days in advance of a regular meeting and twenty-four (24) hours ahead of a special meeting.