

INTERINSTITUTIONAL FACULTY SENATE

OREGON UNIVERSITY SYSTEM

BY-LAWS

BL-1 Definitions and Amendment Procedures

a. Definitions

- (1) By-Laws are those rules and regulations pertaining to organization including officers, major committees, and other agencies authorized to conduct business in and for the Senate), duties of said officers or agencies, and such other matters as may be specifically required by the Constitution and its amendments.
- (2) Rules of Order are such rules and regulations concerning parliamentary procedures not covered in Robert's Rules of Order or direct amendments thereof.
- (3) Standing Rules are those rules and regulations which cover all other matters pertaining to the conduct of the business of the Senate. (Robert's Rules of Order provide for such temporary changes of procedure).

b. Amendment Procedures

- (1) By-Laws shall be amended by presentation of the text of the proposed amendment at one meeting and approved by an affirmative vote of a two-thirds majority of those present and voting at the next regularly called meeting.
- (2) Rules of Order shall be amended by presentation of the text of the proposed amendment at one meeting and approval by an affirmative vote of a majority of those present and voting at the next regularly called meeting.
- (3) By-Laws and Rules of Orders may also be amended by prior written notice to all Senators and by a two-thirds affirmative vote of those present and voting at a regularly called meeting.
- (4) Standing Rules shall be amended by affirmative vote of a majority of those present and voting at a regularly called meeting.

BL-2 Officers, Duties and Procedures for Nomination and Election

a. Officers

At its last meeting of the calendar year, the Senate shall elect a president-elect, a secretary and a liaison to the Academic Council. The term of these officers shall commence on January 1.

b. Duties of the Officers

- (1) The President shall preside at meetings of the Senate and the Executive Committee. He/she shall be responsible to the Senate for the supervision and execution of its business. He/she shall be responsible for communications with the faculties of the institutions. He/she shall have the authority to convene regular and special meetings of the Senate. Requests for expenditure of State funds in connection with the Senate activities shall be subject to the approval of the President or his/her designee. The President shall also act as official liaison to the Association of Oregon Faculties, but he/she shall have the power to delegate this duty to the Vice-President or to any senator active in the AOF.
- (2) The President-elect shall assume the duties of the President, when the President is unable to serve. The President-elect shall be responsible for carrying out such other duties as may be delegated to him/her by the Senate, the Executive Committee, or the President. The President-

elect shall become as familiar as possible with all aspects and workings of OUS, the OSBHE, and the Chancellor's office that may affect his/her future effectiveness as President.

(3) The Secretary shall keep the minutes and records of the Senate and shall carry out such other duties as may be delegated to him/her by the Senate, the Executive Committee, or the President.

(4) The senator elected as liaison to the Academic Council shall undertake to attend all meetings of the Council and shall report on these meetings to the IFS. In the event that this senator is unable to attend a Council meeting, he/she shall, in consultation with the President, attempt to find another senator willing to act as alternate liaison for that meeting.

c. Time of Election

(1) The election of officers shall be held annually at the last meeting of the Calendar year. The officers shall take office upon election and continue in office until the next election.

(2) If the official term of election as an IFS senator from an institution expires while the senator is serving a term as an officer or executive committee member, the senator will continue until the IFS office term expires. In such an instance, the institution representatives will be limited to the usual number of votes (three for OSU, PSU, U of O, and OHSU, and two for the EOU, SOU, WOU and OIT) to be decided amongst the representatives from the institution.

(3) If the official term of election as an IFS senator from an institution expires while the senator is serving a term as liaison to the Academic Council, the IFS shall elect a replacement upon the occasion of the last meeting which occurs during that senator's active term, or as soon as possible thereafter