

BYLAWS of the University of Oregon Senate

UPDATED Through April 9, 2025

ARTICLE 1: AUTHORITY and SCOPE

1.1 The University Senate is the primary legislative body at the University of Oregon. Its authority comes most recently from the University of Oregon Constitution adopted 7 December 2011 by the Faculty Assembly and approved by University President Richard Lariviere on 15 December 2011.

1.2 The responsibilities and limitations of the authority bestowed on the Senate by the Faculty Assembly are described in Sections 1.1 – 1.5 of the University of Oregon Constitution, including the statement that the Faculty Assembly delegates its daily governance authority to the University Senate.

1.3 Effective execution of the University Senate's authority requires that the Senate expresses its views on University policies and priorities through appropriate legislation and resolutions. Legislation shall be limited to issues that relate to the academic mission of the University or student conduct. Resolutions shall be unrestricted in scope.

1.4 These bylaws go into effect immediately upon their approval by the Senate, and replace all previous University Senate bylaws.

ARTICLE 2: MEMBERSHIP, ELECTION PROCESS and VOTING PROCEDURES

2.1 Distribution of Senate seats. Apportionment and reapportionment of Senate seats is as stated in the University of Oregon Constitution Section 4.

2.2 Terms of Office and Re-election. The term of office for each elected Senator shall be two (2) years as stated in the University of Oregon Constitution. The only exception to this rule is the one year term of office for the Senate President, Vice President and Academic Council Chair, the latter of whom can be reappointed if so desired by the Academic Council (see **Article 6.4**). Senators may be re-elected without term limits.

2.3 Election Process. Election procedures for non-student University Senators and for student Senators are described in the University of Oregon Constitution Sections 5 and 6, and 4.1.5, respectively.

2.3.1 Resignations and Vacancies. If a non-student Senator resigns or there is otherwise a vacancy in the seat of any non-Student mid-term, such vacancy shall be filled in a manner consistent with the procedure outlined in the University of Oregon Constitution Section 6.4.

2.4 Voting Rights and Procedures. Only Senators and their substitutes as specified in this section have the right to vote in the University Senate. Senators or their substitutes must be present (whether in person or online) to cast a vote. Voting in the Senate must be conducted by a voice, hand or roll call vote (including electronic roll call vote conducted through a synchronous online platform) or by secret ballot. A secret ballot may be only used for votes pertaining to the awarding of honorary degrees or other honors or awards. Voting by proxy (other than as specified in this section), absentee, or mail is prohibited.

2.4.1 Senators unable to attend a meeting of the Senate due to illness or absence on university business may arrange for attendance by a substitute. Such absence shall not be counted as one of the two absences allowed by Section 8.1 of the University Constitution.

2.4.2 If a Senator chooses to use a substitute, the substitute must be a member of that Senator's Constituent Group and, as appropriate, Voting Unit as indicated in Section 4.1 of the University Constitution.

2.4.3 The substitute shall have full senatorial privileges and obligations while in attendance, including the right to vote and to discuss motions, and their attendance shall be counted when determining a quorum. No person can serve as a substitute for more than one Senator at the same meeting.

2.4.4 Senators shall notify the Executive Coordinator of the University Senate (acting in this capacity as Statutory Faculty Executive Coordinator's designee) of each absence and substitution as far in advance of the meeting as is practical.

2.4.5 Senators are encouraged to acquaint their substitutes with their opinions regarding motions that are due to be considered at the meeting that the substitute will be attending so that effective representation is maintained.

ARTICLE 3: RULES AND PROCEDURES

3.1 The Senate shall adopt its own rules and procedures. The Senate is free to adopt its own internal rules and procedures (*i.e.*, Senate bylaws) except as explicitly stipulated in the University of Oregon Constitution Section 8. These exceptions are noted throughout this document.

3.2 The Senate shall follow Robert's Rules of Order Newly Revised. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University Senate in all cases to which they are applicable and in which they are consistent with these bylaws, the University of Oregon Constitution, and any special rules of order the University Senate may adopt. Senate rules must also adhere to all local, state and national laws.

3.2.1 Deviations from Robert's Rules of Order Newly Revised. The Senate may choose to adopt rules that do not conform to Robert's Rules of Order Newly Revised. Any deviations from Robert's Rules of Order Newly Revised shall be presented to the Senate in the form of a motion and shall require a two-thirds affirmative vote to be adopted.

3.3 Senate Agenda. The Senate President shall set the agenda for each University Senate meeting in consultation with the Senate Executive Committee. The Senate agenda must be made public and available to the Senate at least 6 days prior to the Senate meeting. The Order of Business follows the sequence listed below, however the sequence may be modified by the Senate President in consultation with the Senate Executive Committee. Section 3.3 shall be a Special Rule of Order as defined by Robert's Rules of Order Newly Revised.

3.3.1 Call to Order.

3.3.2 Approval of the Minutes. The minutes from the previous meeting shall be brought before the Senate for discussion, revision if necessary, and formal approval by vote.

3.3.3 UO President's Remarks. The President of the University or their designee shall be granted this period at each Senate meeting to make a presentation.

3.3.4 New Business. New Business is the section of the Senate meeting where motions shall be brought to the Senate floor for discussion, consideration and action. Other action items, such as formal acceptance of the Curriculum Report from the Committee on Courses and motions from prior meetings that were tabled or sent back for revision shall also be presented in this part of the meeting.

3.3.5 Open Discussion. The Senate shall have the opportunity to discuss a topical issue of campus-wide concern during this part of the meeting. No formal action shall occur during the Open Discussion period and motions shall not be brought to the floor for consideration.

3.3.6 Reports. This shall be the section of the meeting when reports from University Standing or *ad hoc* Committees, Administrative Advisory Groups, Externally- Mandated Boards and other campus constituencies are presented.

3.3.7 Notice(s) of Motion. Notice shall be given for all motions to be discussed and acted upon by the Senate at a future meeting (See **Article 3.7** for more information concerning Legislation and Resolutions).

3.3.8 Other Business.

3.3.9 Adjournment.

3.4 Senate Meetings. The schedule, location and agenda of Senate meetings shall be posted on the Senate website. Senate meetings shall be open to the public. The only valid exceptions shall be those sections of Senate meetings dealing with Distinguished Service Awards and Honorary Doctorates (see **Article 3.10**) and those specified by the Oregon Public Meetings law (ORS 192.640, 650 and 660). Upon including in the public record one or more of the above-specified reason(s) for going into executive session, the Senate President shall be allowed to close the meeting to all non-Senators (University of Oregon Constitution Section 8.2).

3.4.1 Access to the Senate Floor. All Senators, Statutory Faculty as defined in the University of Oregon Constitution Section 2.3, and Emerit Faculty shall have the right to the Senate floor to speak on any matter under discussion in the University Senate. The President of the Senate may confer priority to the floor to Senate members when necessary to facilitate the business of the Senate (University of Oregon Constitution Section 8.3).

3.4.1.1 Visitors. Visitors are always warmly welcome at meetings of the University Senate. Visitors shall have access to the Senate floor at the pleasure of the Senate, which must formally suspend the Senate rules to allow visitors to speak at Senate meetings. A two-thirds affirmative vote shall be required for suspension of the rules. The Senate President shall have the right, without requesting a suspension of the rules, to invite visitors to make reports to the Senate.

3.4.2 Minutes of Senate meetings. All Senate meetings shall have formal minutes prepared by the Senate Executive Coordinator who shall also post them on the Senate website in a timely manner. All meeting minutes shall be approved by the Senate.

3.5 Senate Attendance. The Senate Executive Coordinator shall keep an up-to-date list of all Senate members. When attending in person, each Senator or their substitute shall officially sign in at each meeting. When attending online, each Senator or their substitute shall provide their actual name so that the attendance may be recorded. Senate minutes shall record all present, excused, and absent members.

3.5.1 Senate Absences. The seat of any Senator shall be considered vacant if the Senator is absent two times in one academic term from regularly scheduled meetings of the Senate, unless the Executive Coordinator of the University Senate (acting in this capacity as Statutory Faculty Executive Coordinator's designee) has been notified in advance of the Senator's illness or anticipated absence on university business (University of Oregon Constitution Section 8.1).

3.6 Quorum. No motions shall be debated or voted on in the absence of a majority of the Senate membership. The quorum requirement remains half plus one of the prescribed membership (51-54 Senators, see University of Oregon Constitution Section 4.1) even if

some Senate positions are unfilled (University of Oregon Constitution Section 8.4). For purposes of determining quorum, substitute Senators shall be counted.

3.7 Senate Motions

3.7.1 Introduction of Motions. All members of the University Senate, members of the Statutory Faculty as defined in the University of Oregon Constitution Section 2.2 and Emerit Statutory Faculty shall have the right to introduce motions. Motions shall be legislation, policy adoptions, or resolutions as defined in the University of Oregon Constitution Section 7.2. Legislation shall be limited to issues that relate to the academic mission of the University or student conduct. Policy adoptions shall be restricted to new or revised University policies that are or will be posted on the University of Oregon Policy Library website. Resolutions shall be unrestricted in their scope. Final motion text must be made public and available to the Senate at least 5 days prior to the Senate meeting.

3.7.2 Format of Motions. Each motion must contain the following information prior to its consideration by the Senate. This information shall be approved by the Senate Rules Committee (See **Article 5.2**) and the Senate President before the motion shall come before the Senate.

3.7.2.1 Title of Motion. The title of the motion shall be brief and shall allow the reader to understand the gist of the motion.

3.7.2.2 Type of Motion. The type of motion, *i.e.*, Legislation, Policy Adoption or Resolution, shall be specified in this section.

3.7.2.3 Number of Motion. Each motion shall have a unique identifying number using the format USXX/YY- ZZ where US refers to the University Senate, XX/YY is the academic year that notice of motion was first given, and ZZ is the number of the motion, which shall be obtained from the Senate President. The Senate President shall number motions in a single sequence with each being assigned a number in the order that notice was formally given.

3.7.2.4 Sponsor(s) of a Motion. Every motion submitted to the Senate President shall be accompanied by the name, campus affiliation, and email address of each sponsor of the motion.

3.7.2.5 Notice of Motion. The date of the notice of motion to the Senate shall be included in the information about the motion sent to the Senate President and Senate Executive Secretary. Official notice of motion must be submitted in writing or email to the Senate Executive Coordinator and the Senate President for each motion prior to its consideration by the Senate. Notice of motion shall be generally given in a Senate meeting at least one month prior to its formal discussion on the Senate floor in order

to provide sufficient time for Senators to comprehend and examine the motion. When that conventional requirement cannot be met, the sponsors shall give notice of motion at least 21 calendar days (3 weeks) prior the next Senate meeting. The only exceptions to the 21 day rule shall be for motions sponsored by internal Senate Committees (*e.g.*, Senate Executive Committee, Senate Rules Committee, Senate Budget Committee, Senate Nomination Committee, and the Committee on Committees; see **Article 5**) which shall have 15 calendar days to give notice to the Senate Executive Coordinator and Senate President.

3.7.2.6 Motion. The exact wording of the motion to be presented to the Senate shall be placed in this section.

3.7.2.7 Background. This section shall contain all background information concerning the motion.

3.7.2.8 Fiscal Impact Statement. For each Resolution, Legislation or Policy Adoption to be introduced to the Senate, the Senate Executive Committee shall notify the Sponsor(s) whether a Fiscal Impact Statement is necessary. When so found, the Committee shall provide assistance, as requested by the Sponsor(s), in the preparation of the statement.

3.7.2.9 Other Information. This section shall include materials not included elsewhere in the motion.

3.8 Timetable for the University President to respond to Motions passed by the University Senate. Except for the contingencies described in Section 7.4 of the University of Oregon Constitution, legislation passed by the Senate shall become effective within 60 academic calendar days, unless otherwise specified (University of Oregon Constitution Section 7.2). Policies adopted by the Senate shall be immediately forwarded to the University President for their action on behalf of the University within 60 days. If the University President concludes that it is not in the best interest of the University to act as requested by a resolution of the Senate, then they shall explain to the Senate within 60 days the reasons for inaction or amended action (University of Oregon Constitution Section 7.2).

3.9 Limits to the Authority of the University Senate. Both the University President and the Statutory Faculty Assembly (defined in the University of Oregon Constitution Section 2.3) may override legislation and resolutions approved by the University Senate according to procedures outlined in Sections 7.2 and 9 of the University of Oregon Constitution.

3.10 Distinguished Service Awards and Honorary Degrees. University Policy establishes criteria for the granting of Distinguished Service Awards and Honorary Degrees. The Senate President shall declare the Senate in Executive Session when considering nominees for either of these awards. All present during these deliberations shall refrain from making public any information about these deliberations, including the names of the nominees and awardees. The Senate President may invite an

appropriate individual or individuals to attend such an executive session to present information to the Senate regarding nominees for consideration.

3.11 Modification of the Senate Bylaws. These bylaws may be amended by a two-thirds vote Senators present at the a meeting at which a quorum is present. Temporary alterations, such as allowing a visitor the right to the Senate floor, may be presented directly within a Senate meeting. Permanent modifications to these bylaws shall be proposed in the form of a formal motion and shall follow the procedures for motions as set forth in **Article 3.7**.

ARTICLE 4: SENATE OFFICERS

4.1 Senate President. The Senate President shall be the presiding officer of the Senate. The term of office for the Senate President shall be approximately one year, commencing at the end of the final Senate meeting in Spring Term and continuing through the end of the final Senate meeting in the subsequent Spring Term. The Senate President shall routinely consult with the Senate Vice President and Immediate Past Senate President on all issues facing the Senate.

4.1.1 Procedure when the Senate Presidency becomes vacant midterm. If the office of the Senate President becomes vacant, the Vice President shall automatically assume the office of the President for the remainder of the term of office of the former President. A Vice President who assumes the Presidency in this manner retains the position of the President-Elect and thus shall be Senate President for an additional full year term as described in **Article 4.2.2**.

4.2 Senate Vice President and President-Elect. The Senate Vice President and Senate President-Elect are two separate positions that are normally held by one person. The person elected Senate Vice President is automatically elected to the separate office of Senate President-Elect.

4.2.1 Senate Vice President. The Senate Vice President shall be elected each year by the Senate at its final Spring term meeting. The term of office for the Senate Vice President shall be approximately one year beginning at the end of the final Senate meeting in the spring term they were elected. The responsibilities of the Senate Vice President shall include but are not limited to chairing Senate meetings when the Senate President temporarily steps down or is absent, chairing the Committee on Committees, being a voting member of the Senate Executive Committee and Faculty Advisory Council, and assisting the Senate President in governing the Senate as requested. The Senate Vice President shall assume the Senate Presidency when the Senate President vacates or resigns from the office unexpectedly as described in **Article 4.1.1**.

4.2.1.1 Procedure when the Senate Vice-Presidency becomes vacant midterm.

If the position of Senate Vice-President unexpectedly becomes vacant, the Senate may choose to elect an interim Senate Vice President who shall not also serve as President-elect. In the event that the Vice President resigns or leaves office for any reason, they shall not continue to serve as President-Elect.

4.2.2. Senate President-Elect. The Senate President-Elect, who normally is also the Senate Vice President (see **Article 4.2**), shall automatically assume the office of the Senate Presidency at the end of the final Senate meeting in Spring term one year after their election to this position.

4.3 Senate Immediate-Past President. Upon completion of their term, the Senate President shall assume the office of Immediate-Past President. The term of the Immediate-Past President shall be approximately one year, commencing at the end of the final Senate meeting in Spring Term and continuing through the end of the final Senate meeting in the subsequent Spring Term. The responsibilities of the Immediate-Past President shall include but are not limited to co-chairing the Committee on Oversight and Shared Governance and assisting the Senate President in governing the Senate as requested.

4.4 Senate Executive Coordinator. The Senate shall employ an Executive Coordinator who shall support the Senate President and Vice President and whose duties are specified in the University of Oregon Constitution. The Senate Executive Coordinator shall report to the Senate President and Vice President. The Senate Executive Coordinator's position is ex-officio and non-voting.

4.5 Parliamentarian. The Senate President annually shall appoint a Parliamentarian to the University Senate to advise on parliamentary procedures and to resolve Senate parliamentary issues. The Parliamentarian shall be well versed in parliamentary procedures and Robert's Rules of Order. The Parliamentarian's position is ex officio and non-voting.

ARTICLE 5: INTERNAL STANDING COMMITTEES OF THE UNIVERSITY SENATE

5.1 Senate Executive Committee. The Executive Committee of the University Senate shall advise the Senate President, assist in setting the agenda for each Senate meeting and facilitate the work of the Senate. Monthly meetings shall be called by the Senate President and shall be generally scheduled two weeks prior to each Senate meeting. The Senate Executive Committee shall minimally consist of the Senate President (the chair), Senate Vice President, the immediate-Past President, the chair of the Academic Council, three tenure-related faculty Senators, one Officer of Administration Senator, one Career faculty Senator, one Classified Staff Senator, the Officer of Research Senator, one Student Senator and the ASUO President or designee. The Senate President may appoint additional members including outside faculty to serve on this committee. The incoming

Senate President shall appoint all members to this committee and their terms of office shall be one year commencing when the Senate President takes office. The Senate Executive Coordinator and the Senate Parliamentarian shall serve as ex- officio non-voting members of the Senate Executive Committee. To maintain close communication with the Senate, the University President shall be invited whenever appropriate to Senate Executive Committee meetings.

5.2 Senate Rules Committee. The Senate Rules Committee shall work with the sponsors of motions and negotiate to clarify proposed Senate motions in advance of the Senate meeting at which the motion is to be presented. The University Senate Rules Committee shall consist of three Senators appointed by the incoming Senate President for a one year term commencing when the Senate President takes office. The Rules Committee shall choose its own chair.

The Senate Rules Committee is not required to report on every proposed motion, but rather shall act at the request of the Senate President or at the request of the motion sponsor(s). If a motion is forwarded to the Rules Committee, the Committee chair shall liaise with the sponsor(s) of the motion to discuss possible changes to the motion. The intent of the motion shall not be altered or changed by the Rules Committee. Any conflicts between the sponsor(s) and the Rules Committee in word usage, meaning, purpose or structure of the motion shall be remedied prior to its discussion in the Senate. If, however, the Rules Committee and the sponsor(s) cannot agree upon proposed changes to the motion, then the Rules Committee shall report on unresolved issues to the Senate when the motion is introduced on the Senate floor. The Rules Committee chair shall ensure that the motion has an appropriate Fiscal Impact Statement (See **Article 3.7.2.8**).

5.3 Committee on Oversight and Shared Governance. The Committee on Oversight and Shared Governance is charged with the oversight of the committee structure. Its work is focused primarily on three areas:

- Appointing committee membership. Working with Senate leadership, the Committee on Oversight and Shared Governance (OG) shall support the designation of faculty and officer of administration membership of all appointed University Standing Committees established by Senate legislation. It shall also nominate individuals to various Senate and University Committees upon request by the Senate President. It may also, when appropriate, nominate faculty to Administrative Advisory Groups.

- Ensuring smooth committee functioning. The Committee on Oversight and Shared Governance shall work with the Senate Leadership and committee chairs as relevant to identify a work-plan for the year that will identify key goals, actions, and motions. This may include, but it is not inclusive of:

1. Providing oversight or guidance to committees, working groups or task forces through participation and advice.
2. Assisting committees with developing motions consistent with their charge and responsibilities.
3. Reviewing and revising a committee's charge, membership, or processes.

4. Developing motions to create new committees or dissolve latent committees.
- Ensuring collaboration. The committee on Oversight and Shared Governance will collaborate with Senate and committee leadership on the above activities.

The Senate Vice President is responsible for ensuring that the Committee on Committees is fulfilling its charge and that the committee system is functioning well.

Membership Requirements: The Committee on Committees shall generally have 10-12 members from Senate constituencies, with a majority coming from the Statutory Faculty as defined in the University of Oregon Constitution Section 2.3. To facilitate its work, the Committee membership should represent the broadest possible cross-section of campus academic units including CAS and the professional schools. The Senate Vice President is the chair of the Committee on Committees.

ARTICLE 6: ACADEMIC COUNCIL

6.1 Academic Council. As required by the University of Oregon Constitution Section 8.5, the Senate shall establish, and be advised by, the Academic Council which is charged with bringing issues relating to academic mission to the Senate with recommendation(s) for action, as needed.

6.2 Academic Council Membership. Membership of the Academic Council shall include a Chair or designee from each committee that has responsibilities covering academic issues, such as Academic Requirements, Committee on Courses, Graduate Council, Scholastic Review Committee, Undergraduate Council, and University Library Committee, Senate Budget Committee and Faculty Personnel Committee, and Core Education Council. The committees represented on the Academic Council shall be determined by the Senate and be subject to change by that body. The Provost or designees, Executive Vice-Provost or designee, and Senate President or designee shall be *ex-officio* non-voting members. Consultation with relevant members of the central administration and related committees (*e.g.*, Academic Infrastructure Committee, Enrollment Management Council) shall be sought as appropriate.

6.3 Academic Council Scope. The Academic Council shall act on request by any of the committees it represents, or on request by the Senate or on its own initiative. In addition, the Academic Council shall be responsible for vetting Senate motions that may affect academic excellence.

6.4 Academic Council Representation and Rules. The Academic Council shall designate its chair, who shall sit on the Senate Executive Committee, shall have a seat in the University Senate, and have the same voting rights as any Senator. The Academic Council shall adopt its own internal rules and procedures.

ARTICLE 7: UNIVERSITY STANDING COMMITTEES

7.1 Scope of University Standing Committees. All University Standing Committees, whether elected and appointed, are established by University Senate legislation. Their charges have broad relevance to and impact upon the general University Community. University-wide issues include, but are not limited to, general academic issues, University fiscal matters, the curriculum, campus governance, student and faculty affairs, International Programs, University awards, Intercollegiate Athletics, campus planning, and issues affecting campus atmosphere.

7.2 Classification of University Standing Committees. There are two types of University Standing Committees: appointed and elected.

7.2.1 Appointed University Standing Committees. Members of these committees are appointed by the Committee on Committees (see **Article 5.5**). A vacancy in an appointed committee shall be filled by the Committee on Committees.

7.2.2 Elected University Standing Committees. The Senate Executive Coordinator shall organize and oversee the elections of candidates to elected committees. If a midterm vacancy occurs in an elected committee, the Senate President and Executive Coordinator shall work together to fill the vacancy with the next eligible candidate, determined in descending order of the number of votes received in the most recent election for the relevant committee or council. If no eligible candidate is available, the Senate Executive Committee, with advice and recommendations from the Committee on Committees, shall appoint an eligible person to fill the vacancy until the next regular election cycle. Filling a vacancy shall not preclude the appointee from standing for election to the same committee or council during the next election cycle if eligible.

7.3 Participation on University Standing Committees by other University Stakeholder Groups. Many University Standing Committees have members from the student body, Officers of Administration, Officers of Research, Career faculty and/or Classified Staff. Unless specifically stated otherwise by Senate Legislation, every member of a University Standing Committee shall have full membership rights, including the right to vote.

ARTICLE 8: INTERINSTITUTIONAL FACULTY SENATE (IFS)

8.1 Inter-institutional Faculty Senate. The Inter-institutional Faculty Senate (IFS) brings together faculty voices from the public universities in Oregon, as defined by ORS Chapter 352.

8.2 The University of Oregon has three voting IFS members, as follows: 1) the President of the University of Oregon Senate; 2) two statutory faculty members of the University of

Oregon Senate who will serve for a term of two years. Elections for the Statutory Faculty members of the Senate will be held during the Fall term each academic year.

8.3 In the Fall 2025, one Statutory Faculty member of the Senate will be elected for a one-year term, and one Statutory Faculty member will be elected for a two-year term. Section 8.3 will expire after the election of the new IFS members during the Fall 2025 term.