

2010

## Bylaws, revised October, 2010

Faculty Senate

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***BYLAWS TO THE CONSTITUTION OF THE FACULTY  
OF THE UNIVERSITY OF SOUTH FLORIDA - TAMPA***

Throughout these Bylaws references to “Faculty Senate” or “Faculty Senator” or “Senate Executive Committee” refer to “University of South Florida Tampa Faculty Senate” or “University of South Florida Tampa Faculty Senator” or “University of South Florida Tampa Senate Executive Committee.”

ARTICLE I.            Membership and Duties

- A.        The Faculty Senate is the primary faculty advisory body to the University of South Florida Tampa President, Provost, and Vice President for Health on all matters that pertain to the academic climate of the university. The Senate has the responsibility to review and make recommendations to them considering decisions on all matters pertaining to the welfare of the University, focusing particularly on those pertaining to the academic mission.

The Senate may discuss and take a position on any subject of University concern, and may initiate policies on these matters to the President, either directly or through its councils. The Senate appoints faculty members to serve on the University-wide committees as well as Faculty Senate councils; these councils carry out much of the work of the Senate. The Senate will have a significant role in the appointment of academic administrators, as well as the periodic performance reviews of such administrators.

The Senate will also be responsible for appointing and electing members of the USF System Faculty Council.

- B.        General Faculty

The *Constitution of the Faculty of the University of South Florida Tampa* (*Constitution* hereafter) specifies those eligible for membership in the general faculty.

Members of the general faculty are expected to maintain awareness of the activities of the Tampa Faculty Senate and to voice concerns regarding issues within the jurisdiction of the Tampa Faculty Senate through their Faculty Senators. Members of the general faculty are also expected to serve on Tampa Faculty Councils and University Committees and Councils as needed.



C. Faculty Senate

The *Constitution* specifies the procedures for the election of Tampa Faculty Senators from among the membership of the general faculty. In addition, the Immediate Past President of the Tampa Faculty Senate and the Chairs of Tampa Faculty Councils shall serve as ex officio members of the Tampa Faculty Senate, with full voting rights.

The duties of Tampa Faculty Senators are to:

1. attend meetings of the Tampa Faculty Senate;
2. maintain understanding of the procedures of the Tampa Faculty Senate and issues brought before it;
3. maintain understanding of the concerns of their constituents and to represent these interests in the Tampa Faculty Senate;
4. vote on resolutions before the Tampa Faculty Senate;
5. report to their constituents regularly;
6. serve on at least one Tampa Faculty Senate Committee, Tampa Faculty Council, or University Committee or Council; and
7. perform other duties as may be directed by the Tampa Faculty Senate.

D. Officers of the Tampa Faculty Senate

The Tampa Faculty Senate shall have officers to set the tone and direction of the Tampa Faculty Senate and ensure its effective functioning. Only elected members of the Tampa Faculty Senate are eligible for election as officers of the Tampa Faculty Senate. Elections for officers of the Tampa Faculty Senate shall be held in the Spring semester of each year under the supervision of the Secretary of the Tampa Faculty Senate. The term of office shall begin August 1<sup>st</sup>, following the annual election. The term of office shall be one year, with the exception of the President, who shall serve a term of two years.

With the exception of the President, all Tampa Faculty Senate Officers may run for a second, consecutive, term (for a total of two years). They may choose to run again after one full year has elapsed. The President may not run for a second, consecutive term; however, s/he may choose to run again after two full years have elapsed. In order to run for office, all officer candidates, including the President, must be elected Senators for the term in which they will take office. Thus, Senators who have completed a three-year Senate term in the Spring election semester are not eligible to run



for office unless they have been re-elected for the coming Fall; a former President serving as ex-officio Past President is not eligible to run for office unless s/he has been re-elected for the coming Fall.

As is the custom of the Tampa Faculty Senate, newly elected senators are encouraged to attend and participate in the business of the Tampa Faculty Senate as soon as their elections have been certified, with the exception that they may not vote.

Should the President of the Tampa Faculty Senate resign that office, the Vice President will be his/her replacement unless the resignation occurs between the time of the bi-annual election at which the new President was elected and the date of accession to that office in which case the President-elect will immediately assume the office of President. Should the Vice President, Secretary, Sergeant-at-Arms, or Member-at-Large resign, those offices will be filled by an out-of-cycle election, according to the following procedures.

The Secretary of the Tampa Faculty Senate, when informed of a vacancy in one of the offices of the Tampa Faculty Senate, shall promptly inform the members of the Tampa Faculty Senate of the vacancy and of an election for replacement at the next scheduled meeting of the Tampa Faculty Senate. At this next scheduled meeting, those elected Tampa Faculty Senators who wish to run for election to fill the vacant office shall identify themselves and the Secretary shall conduct an election by written ballot. In the event that the vacancy is that of the Secretary, the Sergeant-at-Arms will execute these procedures.

Officers of the Tampa Faculty Senate may be removed according to the procedures described in the *Constitution*.

These officers are the following:

1. President. The duties and functions of the Tampa Faculty Senate President are to:
  - a. preside at Tampa Faculty Senate meetings;
  - b. serve as Chair of the Tampa Senate Executive Committee;
  - c. represent the Tampa Faculty Senate on any matter within the Tampa Faculty Senate's jurisdiction or as requested by the Board of Trustees or University President;



- d. serve as liaison between the Tampa Faculty Senate and the President of the USF System/President of USF Tampa, Provost, and Senior Vice President for Health;
  - e. serve as a voting member of the USF System Faculty Council;
  - f. supervise the staff of the Tampa Faculty Senate; and
  - g. perform such other duties as may be directed by the Tampa Faculty Senate.
2. Vice President. The duties and functions of the Tampa Faculty Senate Vice President are to:
- a. act as President when the President is absent or otherwise unable to act;
  - b. serve as Chair of the Resolution Implementation Committee;
  - c. serve as a voting member of the USF System Faculty Council; and
  - d. perform other duties as may be directed by the Tampa Faculty Senate.
3. Secretary. The duties and functions of the Tampa Faculty Senate Secretary are to:
- a. ensure the minutes of the meetings of the Tampa Faculty Senate are kept and all notices required under the *Constitution* and *Bylaws* are transmitted;
  - b. ensure all records of the Tampa Faculty Senate are maintained;
  - c. manage all Tampa Faculty Senate elections;
  - d. serve as a voting member of the USF System Faculty Council; and
  - e. perform such other duties as may be directed by the Tampa Faculty Senate.
4. Sergeant-at-Arms. The duties and functions of the Tampa Faculty Senate Sergeant-at-Arms are to:
- a. determine issues of quorum and the voting privileges of alternates at Tampa Faculty Senate meetings;
  - b. count votes whenever a roll call is held or written ballots are submitted;
  - c. maintain order during Tampa Faculty Senate meetings;
  - d. serve as a voting member of the USF System Faculty Council; and



- e. perform other duties as may be directed by the Tampa Faculty Senate.
5. Member-at-Large. The duties of the Tampa Faculty Senate Member-at-Large are to:
- a. represent the views of Tampa Faculty Senators to the Executive Committee;
  - b. serve as liaison between the Tampa Faculty Senate and the Executive Committee;
  - c. coordinate an orientation session for new Tampa Faculty Senators;
  - d. serve as a voting member of the USF System Faculty Council; and
  - e. perform other duties as may be directed by the Tampa Faculty Senate.
6. Parliamentarian. The duties of the Tampa Faculty Senate Parliamentarian are to:
- a. advise the Tampa Faculty Senate President on parliamentary procedures;
  - b. advise any Tampa Faculty Senator desiring help on motions or other parliamentary procedures;
  - c. serve on the Constitution and Bylaws Committee, when activated; and
  - d. perform other duties as may be directed by the Tampa Faculty Senate.

E. Appointments to USF System Faculty Council

Terms of appointment to the System Faculty Council (SFC) begin August 1, and will be two years, which may be extended by up to two years. No individual may serve more than four consecutive years on the SFC, but may be re-elected after one year has elapsed since the end of the last appointment.

The members of the SFC will include the Senate President, Vice-President, Secretary, Sergeant-at-Arms, and Senator-at-Large, unless those individuals are unwilling or unable to serve. The remaining SFC members will be elected by the Faculty Senate through a secret ballot conducted at the final Senate meeting of the academic year, with appointments starting August of that year. All SFC members must be serving members of the Senate, elected or ex-officio, at the time of beginning service on the SFC. Individuals appointed or elected to the SFC may complete their SFC appointments (including possible extension), even if they are no longer members of the Faculty Senate.



SFC members will be appointed by the Senate President, following the recommendation of the Senate Executive Committee.

ARTICLE II. Meetings of the Tampa Faculty Senate

A. Regular Meeting

As specified in the *Constitution*. An agenda shall be published at least three working days prior to the meeting. Meetings shall consist of:

1. action items containing matters to be decided at current meetings and proposals for action at subsequent meetings, as deemed appropriate by the Tampa Faculty Senate Executive Committee and as time permits;
2. information items, such as reports of general decisions or summaries from committees or other agencies, as deemed appropriate by the Executive Committee and as time permits;
3. reports from the President of the University, Provost, Senior Vice President for Health, President of the Faculty Union, President of the Tampa Faculty Senate, and others, as determined appropriate by the Executive Committee and as time permits; and
4. issues from the floor, as time permits.

B. Special Meetings

As specified in the *Constitution*. Special meetings shall be called only with written notice of the meeting and its agenda published at least one working day prior.

C. Quorum

Fifty percent of the membership of the Tampa Faculty Senate (including both the elected members and the ex-officio members), shall constitute a quorum. For purposes of calculating a quorum the size of the body shall exclude unfilled vacancies. During the summer term, the number required for a quorum shall be based upon the number of Tampa Faculty Senators who have a university appointment during the summer. The Sergeant-at-Arms shall be responsible for keeping records necessary for such determination.

ARTICLE III. Committees and Councils

A. Tampa Faculty Senate Committees



Tampa Faculty Senate Committees are standing bodies of the Tampa Faculty Senate

1. Tampa Senate Executive Committee. The Executive Committee is composed of the Officers of the Tampa Faculty Senate, the Immediate Past President of the Tampa Faculty Senate, the Chair of the Tampa Committee on Committees, and the Chairs of the Tampa Faculty Councils. The Executive Committee shall meet monthly and as deemed necessary by the President of the Tampa Faculty Senate. A quorum for meetings of the Executive Committee shall consist of fifty percent of the members, including at least four elected Tampa Senators. Minutes of the meetings of the Executive Committee shall be made available to the general faculty in a timely manner.

The Tampa Senate Executive Committee shall:

- a. serve as an advisory body to the President of the Tampa Faculty Senate on any matter the President of the Tampa Faculty Senate brings before it;
  - b. determine agenda items for meetings of the Tampa Faculty Senate;
  - c. serve as a faculty advisory body to the President of the USF System/USF Tampa, Provost, and Senior Vice President for Health, and in that capacity shall meet with these University officers on a regular basis; and
  - d. act on behalf of the Tampa Faculty Senate on matters declared by the President of the Tampa Faculty Senate to be of an emergency nature. Any action taken in this respect by the Tampa Senate Executive Committee shall be reported in writing by the President of the Tampa Faculty Senate to the members of the Tampa Faculty Senate at or before the next regular meeting. The Tampa Faculty Senate shall then review such action. The President of the Tampa Faculty Senate will give the members of the Tampa Faculty Senate advance notice of any emergency meeting of the Tampa Senate Executive Committee, if feasible.
2. Tampa Committee on Committees. The Tampa Committee on Committees is composed of one Tampa Faculty Senator from each unit. Members are elected by their units in the spring semester, to serve one year terms to begin the following fall semester, or as vacancies occur outside of this cycle. The Chair shall be selected by the President of the Tampa Faculty Senate with the approval of the Tampa Senate Executive Committee. A quorum for meetings of



the Tampa Committee on Committees shall consist of fifty percent of the members.

The Tampa Committee on Committees shall:

- a. seek nominations for membership on Tampa Faculty Councils and University Committees and Councils from among the membership of the Tampa Faculty Senate and the general faculty;
  - b. meet regularly to review the fit of nominees with the particular needs of the Tampa Faculty Councils and University Committees and Councils for which they apply and recommend those nominees who best fit;
  - c. through its Chair, forward nominations to the Tampa Senate Executive Committee and the Tampa Faculty Senate in a timely manner and attend meetings of these bodies to report on the nominations;
  - d. regularly review the procedures for nomination and selection of faculty members of Tampa Faculty Councils and University Committees and Councils and implement changes as needed, subject to the approval of the Tampa Senate Executive Committee;
  - e. promulgate to assure the timely submission of reports of the Tampa Faculty Councils and that they be filed with the Tampa Faculty Senate in a timely manner and timeline in accordance with the charge of each Council; and
  - f. regularly review the charge and activity of all Tampa Faculty Councils and make recommendations to the Tampa Faculty Senate Executive Committee and the Tampa Faculty Senate to change, disband, combine or add Tampa Faculty Councils or to remove faculty members.
3. Constitution and Bylaws Committee. At least once every five years, and as needed subject to the consent of the Tampa Senate Executive Committee, the President of the Tampa Faculty Senate shall activate a Constitution and Bylaws Committee which may propose to the Tampa Faculty Senate changes in the *Constitution* or the *Bylaws*. A minimum of three Senators will serve on the Constitution and Bylaws Committee. The President of the Tampa Faculty Senate shall select the Chair of the Constitution and Bylaws Committee and the Parliamentarian shall serve as a member. Terms of office shall be one year and may be extended through the term of the appointing Tampa Faculty Senate President.



4. Resolution Implementation Committee. The Resolution Implementation Committee tracks the progress of Tampa Faculty Senate resolutions once passed and until fulfilled or closed and regularly reports on resolution status to the Tampa Faculty Senate. The Resolution Implementation Committee is composed of a minimum of three Tampa Faculty Senators, appointed by the President of the Tampa Faculty Senate, and shall be chaired by the Vice President of the Tampa Faculty Senate. Terms of office will be one year and may be extended up to three years.
5. Ad Hoc Committees of the Tampa Faculty Senate. Other committees may be named by the President of the Tampa Faculty Senate as necessary and shall be temporary.

B. Tampa Faculty Councils.

Tampa Faculty Councils shall make policy recommendations and facilitate faculty participation in shared governance within the scope of their charges.

Tampa Faculty Councils shall meet no less than twice per semester during the Fall and Spring semesters and may meet more often, as appropriate given the workload inherent in the scope of their charge. Council Chairs shall file written reports annually with the Secretary of the Tampa Faculty Senate. Council Chairs or their designated representative shall report to the Tampa Faculty Senate at the discretion of the President of the Tampa Faculty Senate or the Chair of the Tampa Committee on Committees, or by majority vote of the Tampa Senate Executive Committee or the Tampa Faculty Senate.

Appointment of Tampa Council members occurs on a continuous basis. The Tampa Committee on Committees shall solicit members for selection to Tampa Faculty Councils. Membership is open to any member of the general faculty. Based upon the recommendation of the Tampa Committee on Committees which shall consult with the Provost, the Tampa Faculty Senate, by majority vote, will appoint members from among those recommended by the Tampa Committee on Committees.

Tampa Council members shall attend and fully participate in all meetings of their Councils. Chairs of Tampa Councils shall ensure written minutes of each Council meeting are kept and promptly posted in a manner that provides reasonable access by all members of the general faculty. In addition, they shall promptly respond to



calls to answer additional inquiries by any member of the general faculty. Any Tampa Council member, to include Chairs, shall, by majority vote of the Tampa Faculty Senate, be dismissed for failure to perform appropriate duties.

1. Council on Educational Policy and Issues (CEPI). CEPI advises the Provost and the Vice President for Health or their designees on matters that influence the quality of education at USF-Tampa.
2. Council on Faculty Issues (CFI). CFI advises the Provost and the Vice President for Health or their designees on matters that influence the personal and professional welfare of the faculty, to include evaluation of the performance of faculty and administrators.
3. Council on Student Admissions (CSA). CSA advises the Provost and the Vice President for Health or their designees on matters pertaining to the establishment and maintenance of policies, principles, and regulations affecting the selection and admission of students to USF-Tampa.
4. Council on Technology for Instruction and Research (CTIR). CTIR advises the Provost and the Vice President for Health or their designees on matters pertaining to the function, policies, and requirements regarding the use of technology in instruction and research.
5. General Education Council (GEC). GEC advises the Provost and the Vice President for Health or their designees on matters pertaining to the ongoing development, implementation, and assessment of an effective general education program. Responsibilities include the evaluation and approval of courses for the liberal arts curriculum, as well as the periodic evaluation of the general education policy and development of future general education programs.
6. Graduate Council (GC). GC advises the Provost and the Vice President for Health or their designees on principles, policies, and procedures affecting graduate education at USF-Tampa.
7. Honors and Awards Council (HAC). HAC advises the Provost and the Vice President for Health or their designees



on matters regarding the provision of various academic honors and awards granted by the USF-Tampa.

8. Library Council (LC). LC advises the Provost and the Vice President for Health or their designees on matters pertaining to the composition, function, and structure of the University libraries.
9. Publications Council (PC). PC advises the Provost and the Vice President for Health or their designees on matters pertaining to recruiting suitable scholarly and creative works for publication and to decide which works to support with subvention. Also, serves as advisory board to the United Press of Florida when subvented manuscripts are published by United Press of Florida.
10. Research Council (RC). RC advises the Provost and the Vice President for Health or their designees on matters pertaining to policies and procedures intended to promote growth, excellence, and integrity in research and creative activity throughout USF-Tampa.
11. Undergraduate Council (UC). UC advises the Provost and the Vice President for Health or their designees on matters pertaining to undergraduate courses, curricula, institutional programs, and degrees of the University. In addition, UC addresses the development of future undergraduate programs and the development, review, and updating of USF-Tampa's statement of academic goals and objectives.

Other Tampa Faculty Councils may be named by the President of the Tampa Faculty Senate as necessary and shall be temporary.

C. University Committees and Councils

University Committees and Councils act on matters that are not within the basic jurisdiction of the Tampa Faculty Senate, as defined in the *Constitution*.

If a University Committee or Council requires Tampa faculty membership, the Tampa faculty members shall be selected by the same process as used for Tampa Faculty Councils. Any faculty member of a University Committee or Council may be removed by the same process as applies to Tampa Faculty Councils.



University Committees and Councils may be established without approval of the Tampa Faculty Senate but no University Committee or Council may address issues within the basic jurisdiction of the Tampa Faculty Senate.

ARTICLE IV. Attendance and Vacancies

A. Absences

A Tampa Faculty Senator who must be absent from a meeting of the Tampa Faculty Senate must, except under extraordinary circumstances, send an alternate as a replacement. The alternate must be a member of the general faculty and not a current member of the Tampa Faculty Senate. The alternate must present a statement signed by the Faculty Senator to the Sergeant-at-Arms indicating the transfer of voting rights for the duration of the meeting. When the alternate presents the signed statement, the Sergeant-at-Arms shall record the Faculty Senator as present and confer voting rights to the alternate for the duration of the meeting. If the Faculty Senator is an officer of the Tampa Faculty Senate, the alternate may not assume any of the duties of the office but can assume the full voting rights of a Faculty Senator. The signed statement and resulting transfer of voting rights shall be valid for one meeting of the Tampa Faculty Senate. No Faculty Senator may send an alternate more than twice per semester or more than three times per academic year.

B. Resignation and Removal

A Tampa Faculty Senator is deemed to have resigned his/her seat if the Tampa Faculty Senator:

1. submits a written declaration of resignation to the Secretary of the Tampa Faculty Senate; or
2. is recorded absent at three meetings of the Tampa Faculty Senate during a single semester or four meetings of the Tampa Faculty Senate during a single academic year.

Absence on leave or sabbatical constitutes absence and so any Tampa Faculty Senator intending to take leave or sabbatical of more than two months' duration is expected to resign his/her seat in advance of the leave or sabbatical.

A Tampa Faculty Senator may be removed from his/her seat for failure to fulfill the duties of the position or through certification by the President of the Tampa Faculty Senate that the Tampa



Faculty Senator may be on leave or sabbatical and unable to attend meetings for a period of more than two months' duration during his/her term of office and has failed to submit a written letter of resignation to the Secretary of the Tampa Faculty Senate.

To remove a Tampa Faculty Senator from his/her seat for failure to fulfill the duties of the position, any three or more Tampa Faculty Senators shall sign a written statement declaring that another Tampa Faculty Senator has failed to fulfill one or more of the duties of a Tampa Faculty Senator, as listed in these *Bylaws*, and providing supporting evidence. This signed statement must be presented to the President of the Tampa Faculty Senate. Upon receipt of such a signed statement, the President of the Tampa Faculty Senate shall schedule a vote on removal at the next meeting of the Tampa Faculty Senate or the one immediately thereafter. The Tampa Faculty Senator shall be removed by a vote of no less than 2/3rds of Tampa Faculty Senators present at a scheduled meeting of the Tampa Faculty Senate, provided a quorum is established. Any Tampa Faculty Senator removed from his/her seat is ineligible to serve on the Tampa Faculty Senate for a minimum of three calendar years from the date of removal.

Any Tampa Faculty Senator removed for failure to fulfill the duties of the position may appeal to the Tampa Senate Executive Committee. To do so, the removed Tampa Faculty Senator must file a signed written statement specifying the grounds for appeal with the Secretary of the Tampa Faculty Senate within 7 calendar days of the Tampa Faculty Senate vote for removal. The Tampa Senate Executive Committee shall consider the appeal and render a decision to either let the removal stand or overturn it prior to the next regular meeting of the Tampa Faculty Senate. The Tampa Senate Executive Committee may overturn the removal by majority vote at any meeting at which a quorum is established. The President of the Tampa Faculty Senate shall report the Executive Committee's decision to the Tampa Faculty Senate at its next meeting.

If a Tampa Faculty Senator resigns or is removed from his/her seat, this seat shall be declared vacant until a replacement is appointed or a new Tampa Faculty Senator is elected through the annual election. By majority vote, the Tampa Senate Executive Committee may appoint a member of the general faculty from the same unit to fill the seat. Appointed Tampa Faculty Senators serve on a temporary basis until July 31<sup>st</sup> of the academic year during which they were appointed, after which time a Tampa Faculty Senator elected during the annual election shall fill the seat.



Resignation and removal procedures differ if the Tampa Faculty Senator is an officer of the Tampa Faculty Senate. These procedures are as specified elsewhere in the *Bylaws* and *Constitution*.

ARTICLE V: Resolutions

The Tampa Faculty Senate may declare its position on a matter within its jurisdiction through a Tampa Faculty Senate Resolution (FSR). To enable thoughtful input from the general faculty and careful deliberation by the Tampa Faculty Senate, an FSR proceeds through several steps. To encourage timely and continued progress toward achievement of its goals, the Resolution Implementation Committee (RIC) tracks an FSR's progress once passed and until fulfilled or closed.

A. Resolution Sponsorship

Any two Tampa Faculty Senators or any one member of the Tampa Senate Executive Committee may sponsor a resolution. Sponsors must craft the resolution to include a preamble that logically justifies the resolution, followed by a succinct statement of the resolution. In addition, sponsors must craft a separate document that specifies the precise actions by specific parties the resolution requires if it is to be fulfilled. Finally, sponsors may submit supporting documents. Sponsors must submit these documents electronically to the Tampa Faculty Senate Office (FSO). The FSO will post sponsored resolutions to the Senate website for review by the general faculty.

B. Resolution Introduction

The Tampa Senate Executive Committee decides when eligible sponsored resolutions will be introduced in Tampa Faculty Senate meetings. A sponsored resolution is deemed eligible to be introduced after it has been posted to the Tampa Faculty Senate website for a minimum of seven calendar days prior to a meeting of the Executive Committee. The Tampa Senate Executive Committee must place all eligible sponsored resolutions on the agenda by no later than the third meeting of the Tampa Faculty Senate following its eligibility, unless a sponsor withdraws the resolution.

During the Tampa Faculty Senate meeting at which the sponsored resolution is an agenda item, the resolution's sponsor (or designated representative) must respond to Senators' clarifying questions. Senators may question the sponsor for up to 10 minutes. The President of the Tampa Faculty Senate may extend the questioning



period by up to an additional 5 minutes. All questions must be of a clarifying nature only.

C. Resolution Debate

The Tampa Senate Executive Committee must place all resolutions on the Tampa Faculty Senate meeting agenda by no later than the third meeting of the Tampa Faculty Senate following its introduction, unless the sponsor withdraws the resolution. During the Tampa Faculty Senate meeting at which the resolution is an agenda item, the President of the Tampa Faculty Senate opens the floor to debate on the resolution. At the conclusion of debate, the resolution's sponsor must choose to withdraw the resolution, amend it, or bring it to a vote.

Any resolution withdrawn is ineligible to be reintroduced for one calendar year from date withdrawn. Any resolution amended must be submitted, electronically and as amended, to the FSO within seven calendar days of the decision to amend. Any amended resolution that misses this deadline is deemed withdrawn. An amended resolution is brought to vote at the next meeting of the Tampa Faculty Senate. No resolution may be amended more than twice. The sponsor of any resolution twice amended has only the option to withdraw the resolution or bring it to a vote.

D. Resolution Voting

Immediately after a resolution is brought to a vote, all Tampa Faculty Senators eligible to vote must record their vote for the resolution, against the resolution, or to abstain. A resolution that passes is deemed a Tampa Faculty Senate Resolution (FSR). Any resolution that fails to pass is ineligible to be reintroduced for one calendar year from the date of its vote.

E. Active Faculty Senate Resolutions

Within three working days of the certification of an FSR's passage, the FSO will distribute an electronic copy of the FSR to the President of the University and to all other parties whose involvement is necessary to achieve the goals of the resolution. The FSO also will update the Tampa Faculty Senate website to inform the general faculty of the FSR's active status. Once an FSR has been distributed, the RIC assumes responsibility for monitoring its implementation and updating the Tampa Faculty Senate on its progress.



#### F. Ad Hoc Resolutions

Under emergency conditions, the Tampa Faculty Senate may consider passing an ad hoc resolution. Any Tampa Faculty Senator may call for an ad hoc resolution under “New Business” at a meeting of the Tampa Faculty Senate. Any Tampa Faculty Senator calling for such will be granted three minutes to justify the emergency conditions that necessitate circumventing the normal resolution process. Immediately thereafter, the President of the Tampa Faculty Senate shall call for a vote. If the Tampa Faculty Senate declares, by no less than two-thirds vote, that emergency conditions exist, then the ad hoc resolution shall be debated immediately. If the votes are inadequate to declare an emergency, then the resolution must follow normal procedures. If debate is held, at its conclusion, Tampa Faculty Senators shall vote for the resolution, against it, or to abstain. An ad hoc resolution requires the approval of at least three-fourths of voting Senators to pass. Any ad hoc resolution that fails to pass is ineligible be reintroduced as an ad hoc resolution for a period of no less than one full calendar year from the date of the vote. However, it may be sponsored as a normal resolution without prejudice. Any ad hoc resolution that passes is deemed an active FSR and treated according to the established guidelines for active FSRs.

#### G. Declarations

The Tampa Faculty Senate formally declares its position on a matter outside of its jurisdiction or for which no action by an outside party is needed through a Tampa Faculty Senate Declaration (FSD). An FSD follows the same steps as an FSR but is deemed to be fulfilled once passed.

### ARTICLE VI. Standing Rules and Policies

Standing rules and policies of the Tampa Faculty Senate and of its committees may be recommended to the Senate by any Senator or committee at any meeting of the Senate. Such standing rules and policies shall be adopted by majority vote of those present and voting. Tampa Faculty Senate committees may adopt temporary standing rules and policies consistent with the *Constitution* and the *Bylaws*, necessary to the operations of such committees, subject to subsequent approval by the Senate. Changes in standing rules and policies or amendments to them shall be proposed and adopted in the same manner.



ARTICLE VII. Rules of Order

*Robert's Rules of Order* (latest edition) shall govern in all parliamentary practice not otherwise covered by the *Constitution*, *Bylaws*, or standing rules and policies of the Tampa Faculty Senate.

ARTICLE VIII. Amendments

The Tampa Faculty Senate may amend these *Bylaws* by the affirmative vote of no less than two-thirds of Tampa Faculty Senators present and voting at a meeting with a quorum, provided the amendment has been reviewed by the Constitution and Bylaws Committee and introduced at the previous meeting of the Tampa Faculty Senate.

Date of last amendment: 01/17/01; 09/26/02; 02/18/04; 06/05/08; 10/13/10