

BYLAWS OF THE FACULTY SENATE OF MIDWESTERN STATE UNIVERSITY

Section 1. Officers

Not later than its May meeting each year the President of the University shall appoint a Presiding Officer, Associate Presiding Officer, and Secretary from the membership of the Faculty Senate to serve for a term of one year beginning on the first day of the fall semester. Nominees must have at least one full year remaining of their Senate terms at the time of their nomination. The new officers shall then attend the immediately-succeeding May meeting of the Executive Committee in a non-voting capacity.

Section 2. Presiding Officer

The Presiding Officer shall preside at meetings of the Senate and serve as Presiding Officer of the Executive Committee. The Presiding Officer shall act as a representative of the Senate on the Administrative Council, Allocation Advisory Committee, Legacy Walk Recognition Committee, Regents' Professor Selection Committee, and any additional standing University councils and committees or ad hoc committees as determined by the President. The Presiding Officer shall communicate the Senate's advice and recommendations to administrative officers when indicated.

No later than March 1st of each year, the Presiding Officer shall advise each college dean of the need to conduct an election of senators to succeed those whose terms are about to expire. When indicated, the Presiding Officer shall promptly advise a college dean of any senatorial vacancy and shall request that the dean conduct a special election to fill such vacancy.

Section 3. Associate Presiding Officer

The Associate Presiding Officer shall serve on the Executive Committee of the Faculty Senate and preside at meetings of the Senate in the absence of the Presiding Officer. The Associate Presiding Officer shall serve as Presiding Officer in the event of the Presiding Officer's death, resignation, or removal from office. In that event, the Senate shall elect a new Associate Presiding Officer to fill the unexpired term of office. The Associate Presiding Officer shall serve on the Executive Committee of the Senate. The Associate Presiding Officer shall serve on the Academic Council of the University, as determined by the President, and act as a representative of the Senate in matters under the purview of the Academic Council.

Section 4. Secretary

The Secretary shall serve on the Executive Committee of the Faculty Senate. The Secretary shall keep minutes and records of all the proceedings of the Senate. The Secretary shall perform a roll call at each meeting and advise the Presiding Officer if a quorum is met. The Senate meeting minutes shall include a roll of those senators who were present and those who were absent.

The Secretary shall promptly distribute the minutes of each meeting of the Senate to the University faculty after approval of such minutes by the Senate. The Secretary will post approved agendas and meeting minutes on the Faculty Senate webpage of the University.

The Secretary shall ensure that the following shall be made available to the public on the University's Internet website not later than the seventh day before a meeting of the Faculty Senate:

- (1) an agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote; and
- (2) any curriculum proposals reviewed by the Senate that will be discussed or voted on at the meeting.

The Secretary shall ensure that the names of the members in attendance are recorded at a meeting in which the Faculty Senate conducts business related to:

- (1) a vote of no confidence regarding a University or System administrator; or
- (2) policies related to curriculum and academic standards.

Section 5. Rules of Procedure

The general principles of parliamentary law set forth in the latest revision of *Robert's Rules of Order* shall govern, except insofar as they may be modified by the *Texas Education Code*, TTU System *Regents' Rule* and Regulations, MSU OP 06.03: Faculty Senate Constitution, and these bylaws.

Section 6. Removal from Office

Any Senator may be removed upon a two-thirds majority vote of the Senate. A vote shall not be taken unless a petition signed by fifteen percent of the senators has been filed with the Executive Committee of the Senate. The petition will be attached to the agenda for the meeting at which the vote shall be taken. A faculty member serving on the Faculty Senate may be immediately removed from the Faculty Senate for failing to conduct the member's responsibilities within the Senate's parameters, failing to attend Senate meetings, or engaging in other similar misconduct. A member of the Faculty Senate may be removed on recommendation of the University's Provost and approval by the University's President.

Section 7. Committees

The Officers of the Senate shall constitute the Executive Committee of the Senate, which shall be responsible for preparing an agenda for each meeting and for distributing it to each senator and

the public, in accordance with Article V (Responsibilities), Section 3 of MSU Operating Policy/Procedure (“OP”) 06.03: Faculty Senate Constitution.

The Senate may establish and disestablish ad hoc committees of the Senate as it deems appropriate. The Senate shall appoint members of an ad hoc committee from within the membership of the Senate and provide a charge to the committee. At the first meeting of the ad hoc committee, the members of such committee shall elect a chairperson and such other officers as may be appropriate for the effective functioning of the committee. Senators whose Senate terms have not expired should continue their duties on an ad hoc committee until the ad hoc committee has been disestablished.

Section 8. Meetings

The Senate shall meet at least monthly during the long semesters of the academic year. Monthly meetings shall be held at a time and place as determined by the Executive Committee. The Presiding Officer of the Faculty Senate can call a special meeting of the Faculty Senate when this officer deems it necessary. A special meeting of the Faculty Senate must be called upon the receipt of a petition to the Presiding Officer of the Faculty Senate signed by at least ten members of the Faculty Senate. All such meetings shall be open to the public and are subject to the notice, quorum, broadcast, and recording requirements set forth in Section 4 (Secretary) of these Bylaws and Article IV (Jurisdiction) and Article V (Responsibilities) of MSU OP 06.03: Faculty Senate Constitution.

No business shall be transacted unless a quorum is present and continues to be present at the meeting. A majority of the duly appointed and elected senators constitutes a quorum. In the absence of a quorum the Presiding Officer may only make announcements of an informative nature, rule on the existence of a quorum, and recess once for a short period to attempt to secure a quorum.

Section 9. Vacancy of Senatorial Position

A Senate seat shall be declared vacant following three absences from regularly scheduled meetings without reasonable cause during a Senator's term of office. The responsibility of reporting cause lies with the Senator.

Reasonable cause may be defined as absence due to other University duties or business, illness, or pressing personal matters. The Presiding Officer of the Senate shall have the authority to rule on the validity of the cause of absence. The senator affected may appeal the ruling to the Senate, which may overrule the Presiding Officer by a simple majority.

If a senator is absent for more than five consecutive months with reasonable cause, the seat shall nevertheless be declared vacant. An anticipated absence of more than five consecutive regular

meetings shall be cause to declare a seat vacant when such an anticipation is supported by knowledge of the conditions which may be reasonably expected to cause the absence.

Section 10. Nominations and Elections

The Executive Committee of the Senate shall develop a list of available faculty and faculty senate representative positions on University councils and committees for which the Senate is responsible. The Executive Committee will send the list to senators before the first meeting of the Faculty Senate in the fall. At the first meeting, nominations from the floor of eligible and willing candidates will be placed on a ballot. The Executive Committee is responsible for determining that all candidates nominated from the floor are eligible to serve. The Executive Committee shall be responsible for conducting the elections, identifying the winners, and notifying the appropriate administrative officer.

Elections for the new Faculty Senate officers shall take place at the April meeting of the Senate. The Executive Committee shall prepare a ballot of nominees for each officer position and have paper ballots ready for distribution at the meeting. In such case as the meeting is held virtually, the ballot will be created using a secure virtual platform. Nominations for each position may be taken from the floor and in such case, shall be considered a write-in candidate. The Presiding Officer shall ensure that write-in candidates are eligible to serve. At the time of the election, the Presiding Officer is responsible for explaining the rules concerning the election to the Faculty Senate prior to balloting.

A person can be nominated for only one elected office at a time. A senator nominated for more than one position must determine which position he or she chooses to run for prior to any vote being taken.

The Executive Committee shall prepare an absentee ballot to be delivered to any senator who cannot attend the April meeting. Absentee ballots shall be delivered electronically to absent senators by the end of the day on which elections are held. Senators must vote by the end of the following day and no later than 24 hours after the regular election. The Executive Committee shall determine the winners and notify the Senate of election results.

If on any ballot, no candidate receives a majority vote, then there will be a runoff between those candidates receiving the two highest vote totals.

Section 11. Methods of Communication

The Executive Committee shall prepare an agenda for each meeting and shall distribute it to each senator on or before the Monday preceding the meeting. The Executive Committee may allot a time period for agenda items and, if so, the duration of discussion of such items at the meeting shall be so restricted unless altered by a majority vote of the Senate. The agenda for the meeting

shall be made available to the public on the University's Internet website not later than the seventh day before a meeting of the Faculty Senate with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote, and any curriculum proposal reviewed by the senate that will be discussed or voted on at the meeting.

Any student, faculty member, or staff member of the University may bring a matter of University concern to the attention of the Senate by communicating with the Presiding Officer of the Senate. The Executive Committee shall make an appropriate announcement of the matter either in writing attached to the agenda or by placing the matter on the agenda. The Presiding Officer may permit any person the privilege of the floor unless the Senate, by majority vote, should withdraw the privilege.

All meetings shall be open meetings at which a quorum is present to the public. The Faculty Senate shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the Senate if more than 50 percent of the members of the Senate are in attendance.

Section 12. Adoption and Amendment

These Bylaws have been adopted by a two-thirds affirmative vote of the Senate and can only be amended by a two-thirds affirmative vote of the Senate and the written approval of the President of the University. A proposal to amend these Bylaws shall be introduced by filing the proposition with the Presiding Officer in time for it to be attached to the agenda for the next meeting. If two-thirds of the senators are not present at the meeting, voting may be done electronically via a secure virtual platform or email.

Section 13. Severability

To the extent a provision of these Bylaws contravenes federal law, the Constitution or laws of the State of Texas, or TTU System *Regents' Rules* or Regulations, such Bylaw provision is void and shall not affect or undermine the validity of any other Bylaw provision which can be enforced without the use of the offending portion of the Bylaws.

Adopted this 26th day of August, 2025.

Approved:

/s/ Stacia Haynie

Stacia Haynie, President
Midwestern State University

Date Signed: August 26, 2025