A. FUNCTIONS & PROCEDURES OF THE FACULTY SENATE (BYLAWS)

Article V of the Faculty Constitution describes Senate membership, election procedures, organization, authority and functions. Within certain limitations, the Senate is empowered to make rules governing its own internal organization and procedures. The following revised statement of "The Functions and Procedures of the Faculty Senate" was approved at the meeting of May 5, 1973 and last amended October 2012:

Meetings
As required by the Portland State University Faculty Constitution, the Faculty Senate meets normally on the first Monday of each month during the academic year. All Faculty members may attend Senate meetings as visitors; Senators may request privilege of the floor for visitors at meetings. Special meetings during the academic year may be called at the call of the President of the University, the Senate Steering Committee, or upon written petition to the Secretary by any five members of the Senate. Summer meetings of the Senate may be called during the eight-week term by the Steering Committee, with at least two academic days notice being given Senators before each meeting.

Alternates
The Constitution requires that prior to the first Senate meeting each academic year elected members must provide the Secretary with the name of an alternate who will be empowered to represent the member on occasions of absence and who will have full privileges of membership under those conditions. Senators, to facilitate the holding of summer meetings, are expected also to submit names and addresses of summer alternates (as well as their own summer addresses) to the Secretary by June 10. A senator may change his or her alternate at any time by notifying the Secretary in writing.

Resignation
The Constitution requires that a senator who takes a leave of absence, or sabbatical leave for one academic year or more, or is absent for more than three consecutive meetings must resign his or her Senate seat, which shall be filled in accordance with Article V, Section 2, Paragraph 5.

Presiding Officer
Upon delegation of authority by the President under Article V, Section 3, of the Faculty Constitution, the Senate shall elect each year at the last regular scheduled Senate meeting of spring term, a Presiding Officer who will chair all meetings of the Senate and its Steering Committee. The Presiding Officer is a member of the Senate at the time of service.

Following nominations by voice, election of the Presiding Officer shall be by secret ballot. If no candidate receives a majority of the votes cast on the first ballot, successive run-off elections shall be held among the leading candidates whose combined votes total at least 50 percent of the votes cast, until one candidate receives a majority of the votes cast. The Chair of the Committee on Committees is an ex-officio member of the Steering Committee.

Presiding Officer Elect
The Presiding Officer Elect shall preside in the absence of the Presiding Officer at all meetings of the Senate and its Steering Committee and be elected according to the same procedures as the Presiding Officer.

Secretary
As provided in Article IV, Section k, 2, of the Faculty Constitution, the Secretary to the Faculty shall be ex-officio Secretary of the Senate.

Steering Committee
After the election of a Presiding Officer and a Presiding Officer Pro Tem Elect, the Senate shall elect two of its members each year to serve two-year terms, with the Presiding Officer, Presiding Officer Pro Tem Elect, Past Presiding Officer, and Secretary, as the Steering Committee of the Senate. Following nominations by voice, elections of the two additional members of the Steering Committee shall be by secret ballot. If two candidates do not receive a majority of the votes cast on the first ballot, successive run-off elections shall be held among the leading candidates whose combined votes total at least 50 percent of the votes cast, until four candidates receive a majority of the votes cast.

The Steering Committee shall meet prior to each scheduled meeting of the Senate. During the summer, the members of the Steering Committee who are on campus or in town will also be available to meet occasionally on Senate business.

The Steering Committee shall expedite the work of the Senate by:

a) Scheduling Senate action on committee work.
b) Referring problems to appropriate committees and coordinating the work of the different committees.
c) Assuring the Senate that agenda items submitted by
Senate members and committees are properly prepared for Senate action.
d) Initiating motions for Senate referral to committees, or, where appropriate, for direct Senate action.
e) Making representation pursuant to Senate resolutions on educational matters and faculty interests to the State Board of Higher Education and other national, state and local government bodies. (In cases of urgency and in the absence of a Senate resolution on a policy matter at issue, the Steering Committee may make representations in the name of the Steering Committee.)

Agenda
The Constitution empowers the Senate to establish its own rules governing its agenda. The Senate has established the following rules for placing items on the agenda for regular meetings:
a) By the Presiding Officer at his or her discretion. Ordinarily the Presiding Officer will not place matters on the agenda which should have been brought before the Senate through routine means. The Presiding Officer’s prerogative in the matter is reserved for extraordinary circumstances which might require admission of unforeseeable matters to the agenda. It is not the normal function of the Presiding Officer to initiate Senate business or to relieve the Senate members from their obligations to present materials well in advance and after careful consideration. Senate members must conform to agenda rules in order to avail the body’s full membership of access to all details of proposals and motions sufficiently in advance to permit careful deliberation and consideration.
b) By notice of any member of the Senate in open meeting, providing that any two other members concur. This notice will appear in the minutes of the meeting which will be published by the Secretary.
c) By written notice of the chairperson of a faculty committee delivered to the Secretary by 12:00 noon seven calendar days after the prior Senate meeting, or after summer break, 14 calendar days before the meeting.

The agenda for special meetings will be published with the call for the meeting.

Except by a two-thirds majority of the voting members present, motions may be made and votes taken only on those subjects listed on the agenda for the meeting.

In general, the Senate meeting agenda will be constituted with these elements:

a) Roll
b) Approval of Minutes of Preceding Meeting
c) Announcements and Communications from the Floor
   Discussion Item (optional)
d) Unfinished Business
e) New Business
f) Question Period
   1) Questions for Administrators
   2) Questions from the Floor for the Chair
g) Reports from Officers of Administration and Committees
h) Adjournment

Senate Mailing
The full agenda of the Senate meetings will be distributed eight to ten working days before the meeting in order to give Senators a full week to study the documents and confer with their colleagues. The full mailing goes to regular members and ex-officio members of the Senate. Electronic copies of all Senate proceedings are posted at www.pdx.edu/faculty-senate.

Question Period
The Senate has adopted the following rules for this portion of the question period involving administrators:
a) Questions for administrators must be submitted to the Secretary to the Faculty by 12 noon on Monday one week preceding the Senate meeting.
b) Questions should be designated for a particular administrator President, Vice President, Provost, or Dean—who is responsible for the policy or action at issue. If the Senator drafting the question is uncertain to whom it should be directed, the Secretary will be available to help the Senator make that designation.
c) Questions should be straightforward, with no more than one or two subparts. (Additional subparts can be taken up in oral supplementary questions.)
d) Supplementary questions must be directly related to the original question. The Senator drafting the original questions will be given the first opportunity to ask a supplementary question. Equity and Robert’s Rules, however, demand that other Senators have a chance to put supplementary questions before anyone has a second chance to do so.
e) The question period in any one Senate session will be allotted one-half hour on the agenda, with any additional time being at the discretion of the Presiding Officer.

Division Caucuses
When a division has an opening on the Committee on Committees, the division shall caucus to elect its representative(s). The meeting will be called by the outgoing representative on the Committee on Committees; if that person is no longer on campus, the meeting will be called by the Secretary to the Faculty. Normally, the caucus will take place after Senate election results are announced in May; however, when a mid-term vacancy occurs, a caucus will be called at that time. A majority of all division Senators or their alternates shall constitute a quorum for the transaction of business. Within three days after the June Senate meeting, the Secretary to the Faculty shall be informed, in writing, of the Committee on Committees representative(s), along with the names of those present at the meeting.
B. SCHEDULE OF SENATE MEETINGS, 2013-14

Regular Senate meetings are normally scheduled in 53 CH at 3:00 p.m. on the first Monday of each month during the academic year. In addition, as the volume of business indicates, the Senate will continue the meetings on the second Monday. The dates are as follows:

October 7 & 14, 2013
November 4 & 11, 2013
December 2 & 9, 2013
January 6 & 13, 2014
February 3 & 10, 2014
March 3 & 10, 2014
April 7 & 14, 2014
May 5 & 12, 2014
June 2 & 9, 2014

C. REPORTS AND PROPOSALS TO BE PRESENTED TO THE FACULTY SENATE

Persons wishing to bring matters before the Senate should contact the Presiding Officer or Secretary to the Faculty to request the item be considered for inclusion in the agenda. The agenda for meetings is finalized seven calendar days after the prior meeting, or, after summer break, on the Monday preceding the meeting by two weeks.

Persons making regular or special reports or proposals to the Senate must meet with the Senate Steering Committee during their regular meeting, seven calendar days after the prior Senate meeting, (or after summer break on the Monday preceding the meeting by two weeks).

Reports and proposals are to be submitted in written form so that they can be reviewed by the Steering Committee and included in the Senate mailing for the appropriate meeting. Final versions of all materials to be included in the Senate mailing must be in the office of the Secretary to the Faculty (MCB 650, ext. 5-4416), in electronic form by the Thursday after the Senate Steering Committee meeting. If the material is not received, the report or proposal may be eliminated from the agenda of the meeting.

Preparation of reports and proposals to be included in the Senate mailing are the responsibility of the chairperson of the committee and his or her department.