

**Revisions in red have not been approved by vote.**

**Revisions in blue reflect the vote to approve meeting remotely.**

## **ARTICLE I**

### **The Faculty**

#### **Section I. The Faculty**

The Faculty of the Franklin College of Arts and Sciences shall consist of the Dean and all Professors, Associate Professors, Assistant Professors, Instructors, Lecturers, Academic Professionals and ex officio members designated by the Statutes of the University of Georgia.

#### **Section II. Regular Meetings**

The Faculty ~~Franklin Senate of the College~~ typically holds regular meetings eight times during ~~shall meet at least once~~ each academic year at a time and a place to be determined by ~~the Dean in consultation with the Senate President and Executive Committee,~~ in consultation with the Dean. At least one month prior to the first meeting, regular meeting dates and venues will be announced to the Faculty via the Franklin Senate webpage. Meetings and any scheduled votes may be held remotely via audio-visual technology when necessary or desired.

Faculty members may submit agenda items either to ~~the Dean or to the Executive Committee~~ or the Dean of the College Senate. The agenda for a regular meeting, along with pertinent information on items, shall be provided to members of the Franklin Senate by email and to the Faculty via the Senate webpage one ~~two~~ weeks before the meeting and shall constitute the total business of the meeting. ~~The Dean shall preside and shall address the State of the College and other matters of interest to the Faculty. Notices of regular meetings shall be sent to each member of the Faculty by the Dean at least one month in advance.~~

#### **Section III. Special Meetings**

Special meetings of the Faculty Senate may be convened called in four three ways: 1) The Dean may call a meeting 2) The Dean will convene a special meeting within fourteen days of receiving a petition signed by 100 members of the Franklin Faculty 3) The Faculty Senate may also call special meetings, for which it may set the agendas 4) The Senate President will convene a special

meeting upon receiving a petition signed by fifteen members of the Senate. The Executive Committee of the Senate in conjunction with the Dean's Office will notify faculty of special meetings and their agendas. Special meetings and any scheduled votes may be held remotely via audio-visual technology when necessary or desired.

## **ARTICLE II**

### **The Faculty Senate**

#### **Section I. Representation**

The Franklin College of Arts and Sciences shall have a Faculty Senate which shall be composed of elected faculty senators apportioned among the various departments as follows: to the thirteen largest departments in terms of number of faculty, two senators each; and to the remaining departments, one senator each. In the enumeration of faculty for apportioning representation among departments, only actually budgeted faculty EFT shall be counted.

During each spring semester and at least one month in advance of elections of senators, the Dean of the College shall notify the Head of each Department of the number of senators to which the Department shall be entitled for the ensuing three years.

When a department's representation is reduced by reapportionment, the term of an incumbent senator will continue until completion of the full term.

#### **Section II. Eligibility and Method of Election**

Any member of the Faculty who was appointed as the result of a faculty vote and whose appointment is expected to continue as long as the term of service in the Senate is eligible to be elected, except as noted in Section III. The election shall be held by a vote of the Department's faculty. New members of the Senate shall be elected prior to the April meeting of the Senate.

#### **Section III. Term of Office**

Senators shall serve a term of three years and shall take office at the regular August Meeting of the Senate. Senate terms will expire on the day preceding the regular August meeting.

Senators may serve two consecutive terms after which they must wait at least one year before they are eligible for reelection.

#### **Section IV. Officers**

The Senate shall elect the following officers for each academic year:

1. President, who shall be a member of the Senate both at the time of election in April and for the duration of the year in office. The President shall preside over all regular and special meetings of the Senate, see to the orderly conduct of Senate business, arrange for necessary communication and referrals to other officers or deliberative bodies of the University in the name of the Senate and its committees, and otherwise serve as the Senate's official representative. The President shall be a member ex officio of all Senate committees.
2. President-elect, who shall be a member of the Senate both at the time of election in April and for the duration of the year in office. The President-elect, in the absence or incapacity of the President, shall fulfill the duties of the President. The President-elect, at the request of the President, shall substitute for the President in the performance of official duties.
3. Secretary, who shall keep the minutes of the proceedings and perform such other duties as may be directed or approved by the Senate. The Secretary of the Senate shall also serve as Secretary of the Faculty of the College and shall keep the minutes of regular and special meetings of the College Faculty.

#### **Section V. Election of Senate Officers**

At the April meeting the Senate will elect a President-elect who after one year will succeed the President. The Executive Committee shall recommend a slate of nominees for Secretary and for all committee positions for the following year; the Senate will vote on that slate at the August meeting.

When a member resigns from the Senate or becomes unable or ineligible to serve, the President shall ask the member's Department to elect a replacement.

#### **Section VI. Conduct of Meetings**

~~The Faculty Senate shall meet in regular session at least once each month during the academic year, at a time and a place to be determined by the Chair of the Executive Committee, the President, and the Dean in consultation with each other.~~ **The Senate President shall preside. In the President's absence,**

**the President-elect shall preside.** At each regular meeting, the Dean or the Dean's deputy will address the Senate regarding **the state of the College and other** matters of interest to it ~~and to the Faculty at large.~~

**Items not on the announced agenda may be added at the meeting by a two-thirds majority vote of the Senators attending. The Executive Committee will place on the agenda of the next regular meeting any item endorsed by majority vote of the Senate.**

~~The Executive Committee, the President, or the Dean shall have authority to convene special sessions of the Senate. A special session will be called by the President upon receiving a written petition signed by fifteen members of the Senate.~~

The Senate will conduct all meetings in accordance with Robert's Rules of Order.

### **Section VII. Notice of Meetings**

The Executive Committee, with the assistance of the Dean's office, shall give notice of regular meetings to the Senate and to the Faculty at least one week in advance. All notices shall include proposed agenda. For special meetings, the same procedure shall be followed.

### **Section VIII. Absences and Proxies**

A senator who misses two consecutive meetings within one academic year shall be removed from the Senate. The department with the resulting vacancy will select a replacement to serve the duration of the term.

A member of the Senate who must be absent from a meeting may designate a proxy, preferably from the same department. A senator represented by a proxy at a Senate Meeting shall not be counted absent if the proxy attends the meeting. The proxy shall have the same privileges as the absent senator, including the right to vote. The proxy must be eligible for membership in the Senate as prescribed in Section II of this article. An attending senator may not serve as a proxy for an absent senator.

### **Section IX. Quorum**

A majority of the total membership of the Senate shall constitute a quorum. A quorum is required for any official action of the Senate.

### **Section X. Charge**

The Senate shall act as the agent of the Faculty in exercising the following duties and functions:

- (a) To consider and act upon matters of educational policy of the College, including the establishment of requirements of all degree programs, the approval of the new degree programs, and the suspension or abolition of existing programs;
- (b) To authorize the granting of degrees to students who have met all degree requirements;
- (c) To consider and make recommendations on matters that concern one or more departments or the College as a whole;
- (d) To assist and advise the Dean on matters of importance to the College;
- (e) To study and make recommendations concerning the structure and organization of the College and to consider any proposal to create, abolish, or significantly restructure any unit of the College;
- (f) To make such rules and regulations for the conduct of its business as it may deem advisable.

### **ARTICLE III**

#### **Committees of the Senate**

Senate Committees shall be composed as follows:

1. Each committee will consist of at least five Senators, one from each of the divisions of the College. The Executive Committee may choose to appoint additional members to one or more committees.
2. At least two members of each committee will have served on that committee in the previous year.
3. No member of any committee shall serve for more three consecutive years on any given committee.
4. During the April meeting of the Senate, the chairs of each committee for the following year will be chosen from those members who have served on the committee previously.

5. A full slate of committee appointments will be put together by the Executive Committee over the summer and ratified by the Senate at the first meeting of the new session in August.

## Section I. Executive Committee

The duties and functions of the Committee shall be these:

1. To set the time, the place, and the agenda for each regular meeting and, with the assistance of the Dean's Office, to notify the members of the Senate and the Faculty at large.
2. To call special meetings of the Faculty, as the Committee deems advisable, and, with the assistance of the Dean's Office, to notify the members of the Senate and the Faculty at large.
3. To make necessary arrangements for non-members of the Senate to appear and address the Senate on appropriate issues.
4. To **discuss with** ~~convene~~ the newly-elected members of the Senate **at** ~~prior to~~ their first regular Senate meetings in August ~~and to discuss with them~~ the responsibilities, powers, and procedures of the Senate, **and to allow them to meet with their assigned committees to learn the duties and functions of those assignments.** ~~This is the duty of the outgoing Committee.~~
5. To recommend to the Senate rules and regulations to govern the conduct of the Senate's business.
6. To make rulings in controversies over the interpretation or application of these Bylaws; such rulings can be overturned by **a majority vote of the Senators voting** ~~Senate as a whole.~~
7. To accept for the agenda of the next regular meeting any item endorsed by majority vote of the Senate.
8. To prepare a slate of nominees, drawn from the Senate membership, for President-Elect, Secretary and all standing committee positions and special committee positions, if any, at the April meeting of the Senate. The President-Elect will be voted on at the April meeting, and the other positions will be voted on at the August meeting **of** the following academic year.
9. To nominate qualified Faculty members of the College for other positions and offices that the Senate is responsible for filling, and to present the nominees to the Senate for election at the appropriate times.

10. To nominate replacements for committee members who are absent from the campus for more than one academic term or who have ceased to be members of the Senate, and to present the nominees to the Senate for election. The Executive Committee may appoint members of the Senate with their consent to replace members of the committees who certify that they will be unavailable for periods of one semester or less.

11. To advise the Dean on appointments to committees for the administration of College affairs.

12. The Executive Committee may when circumstances warrant override requirements of the Bylaws concerning the appointment of committee members.