Faculty Senate Routing Form  
(action/proposal attached) 

I. Item Title: Changes to the Faculty Constitution, By-Laws and Senate By-Law 

a) Brief Description: Updates to faculty constitution, bylaws, and Senate bylaws (new leadership structure and duties). 

b) Initiated by: Rules Committee 

II. Faculty Senate Action: ☑ approved  □ not approved  □ other  date: 3-20-2013 

Vote:  □ Voice Vote, Unanimous  ☑ Voice Vote, Majority In Favor 
□ Electronic Clicker:  Ayes  Nays  Abstentions 

FS Secretary signature: Rebecca Lashie  date 5-1-2013 

III. Provost:  □ for information  □ Recognition of Receipt 
□ for action...................☐ approved  □ not approved 

Comments: 

__________________________________________________________________________

Person responsible for Implementation: Senate Chair 

Provost signature:  date 5/1/13 

IV. Chancellor:  □ for information  ☑ Recognition of Receipt 
□ for action.............☐ approved  □ not approved 

Comments: 

__________________________________________________________________________

Chancellor signature  date 5/1/13 

Once finalized copies will be returned to the Provost Office’s representative who will scan and distribute electronically to:  
Chancellor 
Provost 
Chair of Faculty Senate 
Secretary of the Faculty Senate 
Associate Vice Chancellor for Academic Affairs (for catalog and handbook) 
Associate Dean of Graduate School (for catalog) 
Others (i.e. person responsible for implementation)
Overview of Proposed Changes to the Faculty Constitution, By-laws of the General Faculty, and By-laws of the Faculty Senate

Senate Vote: Wednesday, March 20, 2013
General Faculty Vote: April 2013 (date TBD)

1. Clarifying/reassigning duties of the Officers of the General Faculty in its new structure (Chair-Elect, Chair, Past-Chair, and Secretary)
   a) Constitution, I.7.4, I.7.7, I.7.8, II.3.1, II.5.2
   b) By-laws of General Faculty, II.1
   c) By-laws of the Faculty Senate, II.A.1, II.A.2, II.D.1.c, III.A

2. Including procedures for filling vacancies in Offices of the General Faculty
   a) Constitution, I.7.12

3. General “clean up” of type-o’s and clarifications
   a) Constitution, II.8.1, II.9.2
   b) By-laws of General Faculty, II.2
   c) By-laws of Faculty Senate, Preamble
ARTICLE I. The General Faculty

Section 7. Officers

1.7.4 The Vice Chair-Elect of the Faculty shall serve in the absence of the Chair. The Vice Chair-Elect shall be a member of the Senate Planning Team and shall chair the Rules Committee. The Chair-Elect shall serve as an ex officio member of the Committee on Nominations, Elections, and Committees.

1.7.7 The Past-Chair shall serve in the absence of the Chair and the Chair-Elect. The Past-Chair shall be a member of the Senate Planning Team and shall serve as the Parliamentarian of the Faculty Senate.

1.7.8 The Past-Chair shall serve for a term of one year.

1.7.12 In the event of a vacancy of an Office of the General Faculty, the following procedures are to be followed:

a. The Chair: If a vacancy occurs in the office of the Chair, the Chair-Elect shall serve as Chair for the remainder of the unexpired term. He or she shall thereafter remain in the office of the Chair for the following term.

b. The Chair-Elect: If a vacancy occurs in the office of the Chair-Elect during the Fall Semester, a special election for Chair-Elect of the Faculty is to be conducted by the Committee on Nominations, Elections, and Committees. If a vacancy occurs in the Spring Semester, the office of Chair-Elect shall remain vacant for the remainder of the term and the duties of the Chair-Elect shall be redistributed as determined by the Faculty Senate Planning Team.

c. The Past-Chair: If a vacancy occurs in the office of the Past-Chair, the Faculty Senate Planning Team shall appoint a replacement from among all past Chairs of the Faculty or from Faculty Senators who have served for more than two years.

d. The Secretary: If a vacancy occurs in the office of the Secretary during the Fall Semester, a special election for Secretary of the Faculty is to be conducted by the Committee on Nominations, Elections, and Committees. If a vacancy occurs in the Spring Semester, the Faculty Senate Planning Team shall appoint a replacement from the members of the Planning Team not currently serving as in a General Faculty Office or as a Council Chair. If the unexpired term of the Office of the Secretary extends into the next academic year, an election for Secretary of the Faculty is to be conducted during the regular Spring elections.
3.04 By-Laws of the Faculty Senate

The By-laws of the Faculty Senate are written by authority of Article II, Section 9.3 of the Faculty Constitution. For the purpose of this document, Senate Leadership is defined as the General Faculty Officers.

ARTICLE II Committees, Councils and other Faculty Groups

A. Senate Planning Team of the Faculty Senate

1. Membership of the Senate Planning Team shall include

   - Chair of the Faculty (facilitator)
   - Vice-Chair-Elect of the Faculty
   - Past-Chair of the Faculty
   - Secretary of the Faculty
   - Senior Elected Delegate to the UNC Faculty Assembly
   - Council Chairs
   - Chancellor, Provost, or their designees.
   - At large Senators who are elected by the Senate to ensure representation by at least one person from each College

2. Responsibilities of the Senate Planning Team

   - meets monthly to set the upcoming Senate agenda based in part on faculty and administrative input
   - identifies relevant background information on agenda items
   - invites appropriate administrators and/or experts to upcoming Senate meetings:
   - facilitates changes due to vacancies in the Senate Leadership
   - makes a yearly assessment of external duties of the Senate Leadership and redistribute these duties as needed. In general, anticipated duties of the Senate Leadership are presented in the table below. No duties shall be reassigned in a manner that conflicts with duties specified to each office in the Faculty Constitution (Article I, Section 7 or Article II, Section 5).
3.03 By-laws of the General Faculty of Western Carolina University

ARTICLE II The Committee on Nominations, Elections, and Committees.

Section 1. Membership and chair

II.1.1 The Committee on Nominations, Elections, and Committees (CONEC) shall consist of nine elected full-time faculty members, each of whom shall have been a full-time faculty member a minimum of three full years, and the Chair-Elect and Secretary of the Faculty ex officio.

Section 2. Duties and Responsibilities

II.2.1 In addition to the duties specified in the Faculty Constitution (Sections I.7.1 and I.7.28, II.3) and in the By-laws of the Faculty Senate (II.2.4.), the committee shall promulgate its own rules of procedure, shall devise appropriate and uniform election procedures, shall provide assistance to the elections committees of the Colleges, and shall maintain a record of all elections for the previous five years.