

BYLAWS TO THE CONSTITUTION OF THE FACULTY  
OF THE UNIVERSITY OF SOUTH FLORIDA

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

C. Faculty Senate

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

The duties of Faculty Senators are to:

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

D. Officers of the Faculty Senate

The Faculty Senate shall have officers to set the tone and direction of the Faculty Senate and ensure its effective functioning. Only elected members of the Faculty Senate are eligible to be elected officers of the Faculty Senate. Elections for officers of the Faculty Senate shall be held in the Spring semester of each year under the supervision of the Secretary of the 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



- d. serve as liaison between the Faculty Senate and the President of the USF System/President of USF, 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 Faculty Senate; and
- g. perform other duties as may be directed by the Faculty Senate.

2. Vice President The duties and functions of the

- e. perform other duties as may be directed by the Faculty Senate.

5. Member-at-Large. The duties of the Faculty Senate Member-at-Large are to:

- a. represent the views of Faculty Senators to the Executive Committee;
- b. serve as liaison between the Faculty Senate and the Executive Committee;
- c. coordinate an orientation session for new 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 Faculty Senate.

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

ARTICLE II. Meetings of the Faculty Senate

A. Regular Meeting

As specified in the Constitution. An agenda shall be published at  
least three working days prior to the meeting

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of the Faculty Senate, and shall be chaired by the Vice  
President of the Faculty

2. Council on Faculty Issues (CFI). CFI advises the Provost and the Senior Vice Pre

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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 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 Faculty Senate. No Faculty Senator may send an alternate in place of the Faculty Senator.

Senator removed from his/her seat is indigible to serve on the Faculty Senate for a minimum of three calendar years from the date of removal

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

If a Faculty Senator resigns or is removed from his/her seat, this seat shall be declared vacant until a replacement is appointed or a new Faculty Senator is elected through the annual election. By majority vote, the Faculty Senate Executive Committee may appoint a member of the general faculty from the same unit to fill the seat. Appointed 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 Faculty Senator elected during the annual election shall fill the seat.

addition, sponsors must draft 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 Faculty Senate Office (FSO). The FSO will post sponsored resolutions to the Senate website for review by the general faculty.

#### B. Resolution Introduction

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

During the 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 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 Faculty Senate Executive Committee must place all resolutions on the Faculty Senate meeting agenda by no later than the third meeting of the Faculty Senate following its introduction, unless the sponsor withdraws the resolution. During the Faculty Senate meeting at which the resolution is an agenda item, the President of the 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 for consideration.

D. Resolution Voting

Immediately after a resolution is brought to a vote, all 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 Faculty Senate Resolution (FSR). Any resolut

ARTICLE VI. Standing Rules and Policies

Standing rules and policies of the Faculty Senate and of its  
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