



# FLORIDA ATLANTIC UNIVERSITY

## **UNIVERSITY FACULTY SENATE CONSTITUTION AND BYLAWS**

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The Florida Atlantic University Faculty Senate Constitution and Bylaws are established by the faculty to define faculty governance of the University. In establishing them, it is recognized that authority for operation of the university is vested in the President of the University, by law and by the policies of the FAU Board of Trustees; at the same time, it is recognized that faculty plays an essential role in the development of the policies and practices by which the university fulfills its academic mission. The goal of faculty governance, and of these bylaws, is to maintain the respect and communication between faculty and administration that make it possible for the university to function.

### **Article I. Name**

The name of the organization is the University Faculty Senate (UFS).

### **Article II. Purpose**

The UFS is the governance body concerned with matters of general university educational and administrative policy at Florida Atlantic University. The UFS, as elected representatives of the faculty, has authority over curriculum, admissions standards and degree programs, subject only to the veto power of the President of the University. Actions of the UFS regarding academic policy are sent to the President of the University for final approval. (A courtesy copy is also sent to the responsible Vice President or Division head.) Such actions become University policy within one month of formal notification by the UFS to the President of the University unless vetoed.

The UFS may also consider and provide advice to the President of the University and Board of Trustees on other issues of general faculty concern, including academic calendar, registration, schedule, university honors, university budgeting, athletics, strategic planning and any organizational or policy change that significantly impacts the faculty and students of the University.

### **Article III. Members**

#### **Section A. Definition of UFS Faculty**

The UFS Faculty shall include all full-time faculty and librarians, including those holding administrative appointments but excluding those in visiting positions. The University Provost's office shall provide a current list of UFS Faculty to the UFS on request.

The UFS shall consist of members from Colleges, the Library, and non-voting members, as follows:

#### **Section B. Elected Senators**

***The faculty of each College will elect one UFS Senator for every 20 UFS Faculty or major fraction thereof. For purposes of this section, the Library is considered a college.***

1. The number of Senators will be calculated each January for the following academic year.

2. The Office of the Provost shall provide a report to the Senate Steering Committee which includes a census of the faculty in each College and a calculation of the College's number of Senators prior to the January meeting of the Steering Committee.
3. Steering shall review the report for errors and provide the report to the Senate for approval. The final allocation will be provided by the Senate to the College Assemblies by the end of February each year.

### **Section C. Ex Officio Senators**

The following individuals shall automatically become UFS Senators if they do not hold an elected seat on the UFS and do not hold an administrative appointment at the college level or higher:

1. the Chairs of the following UFS Standing Committees:
  - a. Academic Freedom and Due Process Committee;
  - b. Graduate Council;
  - c. Honors and Awards Committee;
  - d. Library Advisory Committee;
  - e. Policies and Procedures Committee;
  - f. Promotion and Tenure Committee;
  - g. Research Committee;
  - h. Undergraduate Programs Committee;
2. the Chair of each College Faculty Assembly;
3. the President of the UFS; and
4. the President-Elect or Past-President of the UFS.

Any Committee or Assembly may designate an alternative member to serve in place of their Chair as an ex officio UFS Senator if the Chair is unwilling or unable to serve.

### **Section D. Nonvoting Members**

The President of the University and the University Provost shall be nonvoting Senators.

### **Section E. Eligibility and Term of Office**

All members of the UFS Faculty, excluding UFS Faculty holding an administrative appointment at the college level or higher, shall be eligible to serve as UFS Senators. ***Election to the UFS shall be for a two-year term, with half of the membership from each College elected each year.*** The term of each UFS Senator, unless chosen as a replacement to complete an unexpired term, shall begin at the conclusion of the last UFS meeting of the Spring term. Units electing UFS Senators shall submit the names of newly elected Senators to the UFS President prior to the last UFS meeting of the Spring term. Replacements for members on leave of absence, including sabbatical leave, shall serve for the duration of the leave only.

## Article IV. Officers and Staff

### **Section A. President**

The President of the UFS shall preside over UFS meetings and UFS Steering Committee meetings.

***The term of office is two-years, beginning and ending at the close of the last regular meeting of the academic year.*** Duties of the President include:

1. serving as member of the FAU Board of Trustees;
2. serving as member of the FAU Foundation Board;
3. serving as FAU representative to the Advisory Council of Faculty Senates;
4. presiding over the election of the President-Elect and of UFS-elected committee members;
5. notifying each unit that elects members to UFS early in the Spring term of the positions to be filled and receiving results of those elections;
6. selecting a Senator to serve as parliamentarian for the UFS and Steering Committee;
7. performing other duties as determined by UFS.

### **Section B. President-Elect or Past-President**

***The President-Elect or Past-President shall act in the absence of the President.*** The term of each office is one year, beginning and ending at the close of the last regular meeting of the academic year. At any given time the UFS will have one of these officers, but not both, since the President serves a two-year term. Duties of the President-Elect or Past-President include:

1. serving as FAU representative to the Advisory Council of Faculty Senates (ACFS);
2. serving as liaison to College Faculty Assemblies;
3. serving as chair of the Academic Planning and Budget Committee performing other duties as determined by the President and UFS;
4. serving as member of Policies and Procedures Committee;
5. serving as chair pro tem for any UFS committee who need to elect a chair; and
6. performing other duties as determined by the President and UFS.

The Administrative Staff Assistant shall compile a slate of nominees for President-Elect no later than the penultimate meeting (typically March) of the academic year in alternate years with additional nominations from the floor, if any. The official results of the vote shall be announced no later than the final meeting of academic year. In contested elections, the vote shall be by electronic ballot and election shall be by a majority of votes cast. If no candidate receives a majority, there will be a run-off between the two candidates receiving the greatest number of votes. The President shall not serve as President-Elect.

***The President may stand for reelection once, serving at most two consecutive terms.*** If the sitting President is reelected to a second term, then the position of President-Elect shall remain vacant and the Past-President shall continue in that position.

A vacancy in the position of President-Elect shall be filled promptly via election by the UFS, as described above.

A vacancy in the position of Past-President shall be filled promptly via election by the UFS of a member of the Steering Committee to serve the remainder of the Past-President's term. The election procedure for Past-President shall be the same as that for the President-Elect. In the event that no member of the Steering Committee is available to serve as Past-President, a member of the Senate may be elected.

### **Section C. Administrative Staff Assistant**

The Staff Assistant is selected by the President and is not a member of the UFS. Duties of the Staff Assistant include:

1. preparing and distributing minutes of all UFS meetings and Steering Committee meetings;
2. organizing and distributing the agenda of all UFS meetings and Steering Committee meetings;
3. maintaining attendance records and all other official records of UFS business;
4. maintaining the UFS web site;
5. performing other duties as determined by the President and the UFS.

## **Article V. Meetings**

### **Section A. Meetings**

***The UFS shall meet at least twice per semester during fall and spring terms.*** The last regular meeting of the academic year shall be held in April, when possible. ***Meetings shall be available to all campuses by video conferencing.*** Special meetings may be called by the UFS President or upon petition by fifteen percent of the UFS membership. Notice and agenda of meetings shall be available on a timely basis to all university faculty.

### **Section B. Quorum**

A ***quorum shall consist of thirty-three percent*** of the voting UFS membership.

### **Section C. Non-Member Privilege**

Any member of the faculty, administration, staff, or student body shall have the right to attend meetings of the UFS and address the UFS if recognized by the presiding officer.

### **Section D. Provost's Announcements and Open Forum**

Each meeting of the UFS shall include announcements of interest to the UFS from the University Provost. Each meeting shall also include an Open Forum for dialog between UFS Senators and the Provost.

## **Article VI. Committees**

University level faculty committees shall be designated as (A) Standing Committees and (B) Special Committees.

### **Section A. UFS Standing Committees**

The following Standing Committees shall be established to facilitate the operation of the UFS. **All Standing Committee members**, unless otherwise specified and except those who are ex officio, **shall serve two-year, staggered terms**. Committee members shall be selected or elected prior to the end of spring semester and, except for members of the Steering Committee, assume office at the beginning of the fall semester. Steering Committee members shall assume office immediately at the conclusion of the meeting at which they are elected. Chairs of the UFS Standing Committees may not hold administrative appointments at college level or higher. **A quorum for each Committee shall be thirty-three percent of the voting members unless otherwise stipulated. Each Standing Committee shall keep minutes and report to the UFS in writing at least once each semester.** Proxies are permitted only where indicated.

In addition to the specific responsibilities laid out below, each Standing Committee shall also respond to ad hoc requests from the UFS, the UFS Steering Committee, or the UFS President regarding any measure pending before the UFS.

#### **1. Steering Committee**

##### **a. Responsibilities**

The Steering Committee shall be responsible for the orderly operation of the UFS. It shall prepare the agenda for UFS meetings, oversee the operation of other UFS Committees, and consider other issues within the jurisdiction of the UFS and offer advice on such matters. The Committee can refer any matter to other standing or ad hoc committees for review. All actions of other UFS Committees shall be reported to the Steering Committee for submission to the UFS. The Committee shall include on the agenda any item of business requested in writing by at least five members of the UFS or at least ten Faculty members as defined in this document. Such an item must be placed on the UFS agenda no later than the second meeting after it has been submitted to the Committee.

##### **b. Membership**

The Steering Committee shall consist of the Officers of the UFS (President and President-Elect or Past President). and **six Senators elected annually to two year staggered terms**

**by the UFS.** The President of the UFS shall chair the Steering Committee and the Administrative Staff Assistant shall serve as secretary of the Committee.

c. Meetings

The Committee shall meet sufficiently in advance of each UFS meeting to prepare and distribute on a timely basis the notice and agenda for the UFS meeting. The Committee shall meet on the call of the President of the UFS at such other times as necessary to fulfill its responsibilities.

d. Emergency Powers

The Steering Committee may act on behalf of the UFS on matters of extreme urgency. A quorum for consideration of such action will be fifty percent of elected Steering Committee members. Emergency policy decisions made by the Steering Committee must be submitted to the full UFS for ratification at the next meeting of the UFS.

2. Academic Planning and Budget Committee

a. Responsibilities

The Academic Planning and Budget Committee, in consultation with the Provost, shall be responsible to advise the UFS on:

1. the budgetary implications of new academic degree programs and revisions to existing academic programs that could require fiscal resources from outside of the College hosting the program.
2. Circumstances where pedagogical coordination may be required between the College(s) hosting a new revised degree program and other Colleges.

The Committee, in consultation with the Provost, shall also assist in developing the academic calendar, perform related support activities, and assess the academic impact of proposed changes to the University budget.

b. Membership

The Academic Planning and Budget Committee shall consist of **six faculty elected by the UFS**, the President-Elect or Past-President of the UFS, the University Provost and CFO, both *ex officio* — nonvoting. The Chair of the committee shall be the President-Elect or Past-President of the UFS.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

### 3. Academic Freedom and Due Process Committee

#### a. Faculty Policies and Responsibilities

It is the policy of Florida Atlantic University to support academic freedom and responsibility in teaching, research, and other creative activities, and service. Faculty members have a right to scholarly inquiry, including the selection of instructional materials, without censorship or fear of retaliation. Faculty members have a responsibility to conduct scholarly inquiry in an objective and professional manner, which includes the acknowledgment of a variety of scholarly opinions. Faculty members have a responsibility to determine grades in accordance with University and Board of Trustees policies.

#### b. Committee Responsibilities

The Academic Freedom and Due Process Committee shall review, mediate, and advise with respect to all complaints of violation of academic freedom or due process, which are appropriate for its consideration and which are not currently under consideration by another body. The Committee shall attempt to mediate voluntary settlement of all complaints. If voluntary settlement cannot be accomplished, the committee shall deliberate and issue a statement of its findings and recommendations. The Committee shall review and give advice to the Senate on matters related to Academic Freedom and Due Process or any other matter referred to it by the Senate or the Steering Committee.

#### c. Administration Responsibilities

The University Administration shall cooperate with the Committee by providing information, not otherwise restricted by law, relating to complaints under consideration by the Committee. The Committee may request information including documents, correspondence, electronic media, or personal appearance at meetings of the Committee.

#### d. Membership

***The Academic Freedom and Due Process Committee shall consist of one faculty member from each college, one member from the Library, and one non-voting member from the University Administration.*** The method of selection of the college member shall be determined by the individual college. If a regular Committee member from a college is unable to attend a meeting, the member may designate a proxy. The Committee shall elect its chair from among the college members.

#### e. Meetings

The Committee shall meet as often as necessary to complete its business.

### 5. Honors and Awards

a. Responsibilities

The committee shall be responsible for making recommendations on honors and awards given to faculty, students and others, as directed by the UFS, including, but not limited to: 1. honorary degrees; 2. faculty honors and awards; 3. faculty emeritus status; 4. university-wide student honors and awards granted by the faculty.

b. Membership

***The Honors and Awards Committee shall consist of one member from each college.***  
The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

6. Library Advisory Committee

a. Committee Responsibilities

The Committee shall seek and encourage faculty participation in formulating policy, adding and improving services, and expanding the offerings and holdings of the Library. It may review and make recommendations concerning:

- Library policies, services and products;
- Collections and acquisitions;
- Electronic services within the Library, including archiving, access and availability;
- Innovative products and services that will provide improved access to resources;
- Other Library issues of concern to the faculty.

b. Membership

***The Library Advisory Committee shall consist of one faculty member from each college and one member from the Library faculty.*** The method of selection of the members shall be determined by the individual units. If a regular Committee member is unable to attend a meeting, the unit may designate a proxy. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business. The Committee shall elect its chair and secretary from among its members. The secretary shall record and preserve minutes of all meetings and distribute them to the faculty and library staff.

## 7. Policies and Procedures Committee

### a. Responsibilities

The Committee shall advise the UFS on policies and procedures related to the faculty, the structure and delivery of the academic curriculum, or any matters within the scope or authority of the UFS, including, but not limited to:

1. Advising the UFS on all matters relating to the assessment of job performance of faculty and administrators.
2. Considering all issues that impact FAU courses and degree programs. It shall consider policy issues relating to the offering of courses and their evaluation regardless of delivery mode.
3. Considering and recommending to the UFS policies and procedures relating to the support, assignment and evaluation of faculty efforts.
4. Examining intellectual property policies and procedures that impact faculty and distance learning.
5. Advising the UFS on any matter referred to it by the Steering Committee or the UFS.
6. Recommending new policies or procedures to the UFS from issues originating from the committee members.
7. Reviewing proposed amendments to the UFS Bylaws and making recommendations if appropriate.

### b. Membership

***The Policies and Procedures Committee shall consist of six faculty members elected by the UFS to staggered, two-year terms, and the President-Elect or Past-President of the UFS.*** The University Provost or his/her designee, shall be an ex officio nonvoting member. The Committee will select a Chair from the Committee members.

### c. Meetings

The Committee shall meet as often as necessary to complete its business.

## 8. Promotion and Tenure Committee (P & T)

### a. Responsibilities

The P & T Committee shall consider all recommendations for persons seeking to be awarded faculty tenure and/or promotion at Florida Atlantic University and advise the University Provost accordingly. It shall recommend to the UFS general policies, procedures and criteria affecting the promotion and tenure process.

b. Membership

***The P & T Committee shall consist of a tenured faculty member from each college.***

The method of selection of the college members shall be determined by the individual colleges. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business. A quorum for the Committee shall be one less than the number of members of the Committee.

9. Research Committee

a. Responsibilities

The Research Committee shall review policies regarding budget allocations for research, including those for research centers and institutes, and provide advice to the Vice President for Research. It shall review applications for the establishment of new centers and institutes; applications for university-wide research grants and international travel grants; and recommendations for the "Researcher of the Year" award. It shall also review and recommend procedures relating to these programs and other research issues.

b. Membership

***The Research Committee shall consist of one faculty member from each college and one member from the Library faculty.*** The Vice President for Research shall also be a nonvoting member of the committee. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

10. Undergraduate Programs Committee (UPC)

a. Responsibilities

The UPC shall review all proposals and recommend approval or, for cause, disapproval for:

- Introducing, changing, or terminating undergraduate courses;

- introducing, changing, or terminating undergraduate degree programs, majors, specializations, concentrations, areas of emphasis, and tracks;
- introducing, changing, or terminating undergraduate minors, Honors-in-the-Major programs, or certificates.
- University-wide policy concerning undergraduate programs including but not limited to
  - general education requirements;
  - the lower-division core;
  - university-wide writing programs;
  - university-wide honors programs;
  - grading, attendance, and related academic policies.

Committee action shall be communicated in writing to the college or other unit initiating the proposal. If disapproval is recommended, the specific grounds for action shall be included in the report. Recommendations of the Committee shall be forwarded to the UFS for review and appropriate action. A report of the UFS action shall be sent to the Office of Academic Affairs.

b. Membership

***The UPC shall consist of one faculty member from each college offering undergraduate courses. In addition, three nonvoting members shall represent the Office of the Registrar, the Office of Admissions, and the Library.*** The method of selection of the college members shall be determined by the individual college. If a regular Committee member from a college is unable to attend a meeting, the college may designate a proxy. The Committee shall elect its chair from among the college members.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

11. University Graduate Council (UGC)

a. Responsibilities

The UGC shall review all proposals and recommend approval or, for cause, disapproval for:

- introducing, changing, or terminating graduate courses;
- introducing, changing or terminating graduate degree programs, majors, specializations, concentrations, areas of emphasis, and tracks;
- introducing, changing or terminating graduate certificates;
- university-wide graduate curriculum policies.

Committee action shall be communicated in writing to the college or other unit initiating the proposal. If disapproval is recommended, the specific grounds for action shall be included in the report. Recommendations of the Committee shall be forwarded to the UFS for review and appropriate action. A report of the UFS action shall be sent to the Office of Academic Affairs.

b. Membership

***The UGC shall consist of two faculty members elected from each college offering graduate degree programs.*** The term of each UGC faculty member shall be determined by their college, with the proviso that the terms of the two members from a college will not expire in the same year. In the absence of a regular member at a UGC and/or subcommittee meeting, the college may designate a proxy. Two student representatives (one doctoral student and one masters student), elected by the Graduate Student Association at FAU, shall also be members of the UGC, as well as one member of the Broward Graduate Student Association. The Dean of Graduate Studies will serve as an ex officio, non-voting member of the UGC. The Committee shall elect its chair from among the college members. The chair will be elected for a one-year term. Subcommittees of the UGC shall elect chairs from among their membership who are members of the UGC. The Chairs will be elected to one-year terms.

c. Meetings

The Council shall meet as often as is necessary to complete its business, but no less than once in the Fall and Spring semesters. A UGC meeting may be called by the Chair of the UGC or a subcommittee chair.

d. Subcommittees of the UGC

The UGC will execute certain responsibilities through two additional subcommittees, as follows:

i. Graduate Programs Committee (GPC):

a. Responsibilities

The GPC shall review and recommend approval or, for cause, disapproval of proposed new graduate courses directly to the UFS. It shall also review and recommend approval or, for cause, disapproval of new graduate degree programs to the UFS. Committee action shall be communicated in writing to the college initiating the proposal for the new course or program. If disapproval is recommended, the specific grounds for action shall be included in the report.

b. Membership

***The GPC shall consist of one UGC graduate faculty member from each college offering graduate courses, and one member from the Library.*** In addition, the Dean for Graduate Studies shall be ex officio and non-voting. The Committee shall elect its chair from among the college members. The chair will be elected for a one-year term.

c. Meetings

The Committee shall meet as often as is necessary to complete its business, but no less than monthly during the academic year.

ii. Graduate Due Process Committee:

a. Responsibilities

The Graduate Due Process Committee shall review the graduate petitions processes of the colleges offering graduate programs, ensuring that each college has a procedure affording graduate students due process for student appeals, including dismissal of students from graduate programs. The Committee shall recommend policies for review of appeals by graduate students from college academic actions.

b. Membership

***The Graduate Due Process Committee shall consist of one UGC graduate faculty member from each college offering graduate courses, and one graduate student member from the UGC.*** In addition, the Dean for Graduate Studies shall be ex officio and non-voting. The Committee shall elect its chair from among the college members. The chair will be elected for a one-year term.

c. Meetings

The Committee shall meet as often as necessary to complete its business.

## **Section B. Special Committees**

The UFS or its President may establish Special Committees for any purpose it deems appropriate. Such Committees will be dissolved following the last regular meeting each academic year unless established with fixed terms.

## **Section C. Election of Committee Members**

Members of the Steering Committee, Academic Planning and Budget Committee and Policies and Procedures Committee shall be elected at the penultimate regular meeting (typically March) of each academic year from a slate of nominees compiled by the Administrative Assistant with additional nominees from the floor, if any. The official results of the vote shall be officially announced at the final meeting of academic year. In contested elections, the vote shall be by electronic ballot and election shall be by a plurality of votes cast.

#### **Section D. Filling Committee Vacancies**

Vacancies on committees shall be filled as quickly as possible following the same procedure originally used to fill the position. Replacements on the Steering Committee, Academic Planning and Budget Committee and Policies and Procedures Committee shall serve for the remainder of the vacated term.

### **Article VII. Campus Faculty Senates: Article Repealed**

### **Article VIII. College Faculty Assemblies**

#### **Section A. Purpose**

Each college shall establish a faculty assembly for purposes of faculty governance at the college level. The assembly shall be primarily concerned with:

1. matters of college educational policy, including curriculum, admissions, and degree programs;
2. matters of general college faculty interest, including tenure, hiring policies, and promotion;
3. student affairs;
4. administrative matters of general college interest, including college organization and the coordination of academic programs at multiple sites.

The assembly shall be advisory to the Dean in matters of planning and budgeting.

Each college assembly shall be responsible for the election of the college members of the UFS, defined above. The election of members shall be in the Spring term each year and shall be completed by April 1.

#### **Section B. Membership**

Membership and voting rights in the college assembly shall be determined by the faculty of the College.

#### **Section C. Bylaws**

Each college faculty assembly shall adopt written Bylaws, approved by the faculty of the college, that guarantee and define faculty participation in the determination of college policies. The college bylaws shall define college assembly officers, meeting schedules, and committee structure, which shall include, at a minimum, a promotion and tenure committee and undergraduate and graduate programs committees.

## **Article IX. Support**

### **Section A. Administrative Support**

The University shall provide adequate support for the operation of the UFS and the Campus Faculty Senates. Administrative support will include:

1. Fifty (50) percent release time for the President and twenty-five (25) percent for the President- Elect/Past-President of the UFS during the academic year, and a one course release for each during the summer;
2. sufficient administrative support for UFS operation and record-keeping;
3. travel funds for Advisory Council of Faculty Senates activities and duties;
4. expenses incurred by the President for FAU Board of Trustees or FAU Foundation Board activities;
5. office supplies and relevant equipment.

## **Article X. Parliamentary Authority**

### **Section A. Parliamentary Authority**

The UFS and its committees shall operate according to the latest edition of Robert's Rules of Order, Newly Revised.

## **Article XI. Proposal of Amendments**

### **Section A. Proposal of Amendments**

Amendments may be proposed by either of the following methods.

1. Faculty Petition

An amendment to the Florida Atlantic University Faculty Senate Constitution and Bylaws may be proposed by a petition signed by ten percent of the faculty members of Florida Atlantic University presented to the President of the UFS for adoption.

2. UFS Action

An amendment to the Florida Atlantic University Faculty Senate Constitution and Bylaws may be proposed by the UFS Policies and Procedures Committee or a Special Bylaws Committee appointed by the President of the UFS. The Special Committee shall review the need for amendment, and, if appropriate, draft a proposal to be presented for adoption.

## **Section B. Adoption of Amendments**

Amendments to the Florida Atlantic University Faculty Senate Constitution and Bylaws may be adopted by either of the following methods.

### **1. By Vote of Florida Atlantic University Faculty**

Amendments to this Constitution and Bylaws shall become effective upon approval by a majority vote of the UFS faculty by ballot, provided that the UFS has placed the amendment on its agenda for consideration at a regular meeting and has invited all faculty through two weeks advance notice to attend the meeting of the UFS to participate in the discussion.

### **2. By Vote of the UFS**

Amendments to this Constitution and Bylaws shall become effective upon approval by a two/thirds vote of members present at a UFS meeting, provided:

- a. written notice of the pending amendment is provided to all faculty members at least two weeks in advance of the meeting at which the amendment is considered and
- b. the proposed amendment is on the UFS meeting agenda.