



Bylaws for the Faculty Senate

(Adopted March 1965; Approved by the Board of Trustees, April 16, 1965)

Article I: Elections and appointments

Sec. 1. All elections of Senate members (except for retired faculty), Senate officers and Senate council members shall be conducted through a secured electronic method as reviewed and approved annually by the Senate Executive Board. The Board shall count the votes, resolve tie votes by lot and certify the names of those elected. If an election is held to replace a Senate officer or Senate council member and there is only one nominee, the Senate shall declare the single nominee elected by acclamation.

Sec. 2. A one-year term of service in the Faculty Senate is defined as beginning on 1 May and ending on 30 April.

Sec. 3. At a general election, the faculty shall elect the president and the vice president of the Senate, the representatives-at-large and all departmental representatives not elected in the preliminary departmental election. The general election shall be held at a time which will permit the results to be announced no later than seven days before the March meeting of the Senate.

Sec. 4. Representatives-at-large shall be self-nominated. Self-nominations must be submitted to the Senate Executive Board no later than twelve days before the general election date. One-third of the representatives-at-large shall be elected annually.

The election ballot for representatives-at-large shall contain the names of all qualified candidates, listed in alphabetical order, from which the voters shall be instructed to vote for three. After tabulating the vote, the Senate Executive Board shall certify the three candidates receiving the highest number of votes as representatives with three-year terms.

In the event that the number of nominations received equals the number of vacancies, the nominees shall be declared elected by acclamation of the Faculty Senate Executive Board.

Sec. 5. Departmental representatives shall be elected in the departmental election conducted by the Senate Executive Board and completed no later than twelve days before the general election date. Approximately one-third of the departmental representatives shall be elected annually. Election of departmental representatives shall be conducted through a secured electronic method as reviewed and approved annually by the Senate Executive Board. On the electronic ballot shall appear the number of representatives to be elected by the voter's department in accordance with Article IV, Sec. 3, of the constitution. Each faculty member shall vote for as many qualified members of his/her department as there are representatives to be elected by his/her department. Preferential voting, a method of voting allowing voters to rank multiple candidates in order of preference, as described in the *American Institute of Parliamentarians Standard Code of Parliamentary Procedures*, will be used for election of departmental representatives. The department faculty member's vote will count only once, if he/she ranks one candidate as first,



second, and third it is the same as if he/she left the second and third choices blank. A candidate's chances of winning are not improved by selecting the candidate at more than one ranking on a ballot. The candidate with the majority of votes cast is elected. Ties will be resolved by lot as described in Article 1. Sec. 1 of the bylaws. The winner or winners shall be determined by the highest number of votes received, not necessarily a majority.

Sec. 6. If a faculty member is elected simultaneously as a representative-at-large and as a departmental representative, he/she shall be declared elected as a representative-at-large, and the departmental position shall be declared vacant. The vacancy shall then be filled in accordance with the provisions of Article II, Sec. 3, of the bylaws.

Sec. 7. Within one week following the general election, the president of the University shall send to the Faculty Senate administrator the names of the four officers of the administration whom she/he has appointed to the Senate in accordance with Article IV, Sec. 1, of the constitution.

Sec. 8. In February of each year, the Executive Board will request the name of a retired faculty member to serve a three-year term as a faculty senator from the Emeriti Council. The Emeriti Council may select its Senate representatives in any way it wishes. Emeriti senators whose terms are expiring are eligible to succeed themselves. New Emeriti senators will be seated on the same schedule as other elected senators.

Article II: Senate membership participation

Sec. 1. A vacancy among the appointed members of the Senate shall be filled by appointment by the president of the University within two weeks after the Faculty Senate administrator has notified him/her in writing of such vacancy.

Sec. 2. A vacancy among representatives-at-large shall be filled at the next general election, at which time a representative-at-large shall be elected by the faculty to serve the remainder of the unexpired term. Nominations shall be in accordance with the provisions of Article I, Sec. 3, of the bylaws.

Sec. 3. A vacancy among departmental representatives shall be filled by a special departmental election held within two weeks after the declaration of such vacancy by the Faculty Senate administrator. This special election shall be conducted by the Senate Executive Board in the manner prescribed in Article I, Sec. 4, of the bylaws. A representative so elected shall hold office for the remainder of the unexpired term.

Sec. 4. An appropriate accommodation will be made for any elected departmental representative who is unable to attend in-person meetings due to a documented need for an accommodation, provided the accommodation is coordinated with and approved by the Office of Institutional Equity.

Sec. 5. If an elected departmental representative is unable to attend any meeting or series of



meetings of the Senate, he/she may appoint a temporary substitute from among the eligible members of his/her department. If a representative-at-large is unable to attend any meeting or series of meetings of the Senate, he/she may appoint a board appointed faculty member as a temporary substitute. Any substitute so appointed shall have the full rights and privileges of an elected representative during the period of this appointment. Substitution shall be permitted for extended absences resulting from teaching conflicts, academic leaves or sabbaticals. Absences without substitution for more than two consecutive regular meetings or more than four meetings of the Senate without substitution during the Senate year, may cause that office to be declared vacant and an election held in accordance with the provisions of the appropriate section of this article of the bylaws.

Sec. 6. Any faculty member whose faculty status is suspended or terminated by the University is ineligible to serve on the Faculty Senate.

Article III: Election of officers

Sec. 1. During its February meeting, the Senate shall select nominees for president and vice president. Two candidates who have submitted petitions containing the signatures of five members from at least three colleges, of the present or two immediate past Senates shall be selected for each position. These petitions must be submitted no later than seven days before the February Senate meeting. If there are more than two candidates for either position, the two receiving the highest number of votes by secret ballot shall be the nominees for president. After the nominees for president have been selected, nominees for vice president shall be chosen from the remaining candidates for president who are willing to run and from the candidate(s) who submitted petitions for vice president. The two candidates receiving the highest number of votes by secret ballot shall be the nominees for vice president.

Sec. 2. At the next general election after the February Senate meeting, the faculty shall elect from these nominees a president and vice president, who shall take office at the May meeting at which the newly elected Senate is convened and shall continue in office until the installation of their successors.

Sec. 3. At its meeting in May, the newly constituted Senate shall elect its officers other than the president and the vice president. At least five candidates shall be nominated for the position of director such that at least five, but no more than eight directors shall be elected—the members of the Executive Board shall represent at least four different colleges or unaffiliated units. No more than three directors shall belong to the same college or unaffiliated unit. No more than three directors shall be unit chairs or assistant/associate deans.

Sec. 4. The newly elected directors shall take office immediately and shall continue in office until the installation of their successors.

Article IV: Vacancies in office

Sec. 1. In the event that the president of the Senate becomes unable to serve out her/his term, the vice president shall succeed to the presidency and serve in this office for the remainder of the



unexpired term of her/his predecessor.

Sec. 2. A vacancy in the vice presidency shall be filled by a special faculty election held in the manner prescribed for a general election in Article V, Sec. 5, of the constitution.

Sec. 3. In the event that the president of the Senate and the vice president of the Senate are simultaneously unable to serve, the preceding past president of the Senate shall serve as president pro tem until either the president or the vice president is able to resume office. If none of these three persons is able to serve, the order of succession to the office of the president pro tem shall be one of the directors chosen by lot.

Sec. 4. In the event of a vacancy of a director, the vacancy shall be filled by appointment by the president of the Senate, with the approval of the Executive Board.

Article V: Special meeting

Sec. 1. A special meeting of the Senate may be called by the Executive Board, provided the Board sends to each member of the Senate a notice of the meeting, together with the agenda for that meeting at least forty-eight hours before the scheduled time of the special meeting. The agenda of a special session shall not be subject to review or modification at the meeting.

Article VI: Councils

Sec. 1. The councils shall be composed as follows:

- The Academic and Information Technology Council shall be composed of at least 17 members, including the chief information officer, the associate provost for Extended University Programs, the vice president for business and finance, the dean of the Libraries, 10 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges and one from unaffiliated units), the Faculty Senate president or executive board designee as an ex officio member, one undergraduate student selected by the Western Student Association and one graduate student selected by the Graduate Student Association.
- The Campus Planning and Finance Council shall be composed of at least 16 members, including the vice president for business and finance, the executive director of university budgets, the director of campus facilities, 10 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges and one from unaffiliated units), the Faculty Senate president or executive board designee as an ex officio member, one undergraduate student selected by the Western Student Association and one graduate student selected by the Graduate Student Association.
- The Graduate Studies Council shall be composed of at least 16 members, including the provost, the dean of the Graduate College, 11 graduate faculty members elected by the Senate (three from Arts and Sciences—with representation from each division



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recommended, one from each of the other colleges, one from unaffiliated units, and one at large), the Faculty Senate president or executive board designee as an ex officio member, and two graduate students selected by the Graduate Student Association.

- The International Education Council shall be composed of at least 17 members, including the associate provost of the Diether H. Haenicke Institute for Global Education or their designee, the study abroad director of the Diether H. Haenicke Institute for Global Education or their designee, one administrator from the institute appointed by the associate provost, 11 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges, one from the Center for English Language and Culture for International Students, and one from unaffiliated units), the Faculty Senate president or executive board designee as an ex officio member, one undergraduate student selected by the Western Student Association and one graduate student selected by the Graduate Student Association.
- The Research and Creative Scholarship Council shall be composed of at least 18 members including the vice president for research, the dean of the Graduate College, the provost, 11 faculty members elected by the Senate (three from Arts and Sciences – with representation from each division recommended, one from each of the other colleges, one from unaffiliated units, and one at large), the Faculty Senate president or executive board designee as an ex officio member, the chair of the Faculty Research and Creative Activities Award Research Screening Committee as an ex officio member, and one undergraduate student selected by the Western Student Association and one graduate student selected by the Graduate Student Association.
- The Undergraduate Studies Council shall be composed of at least 17 members including the provost, the associate provost for enrollment management, the dean of the Lee Honors College, 11 faculty members elected by the Senate (three from Arts and Sciences—with representation from each division recommended, one from each of the other colleges, one from unaffiliated units, and one at large), the Faculty Senate president or executive board designee as an ex officio member, and two undergraduate students selected by the Western Student Association.

Each council shall elect from its membership a chairperson, vice chairperson, and secretary annually.

Sec. 2. In electing members of the councils, in accordance with Article VIII, Sec. 5 and 6, of the constitution, the Senate shall proceed in the following manner:

- The Senate Executive Board shall nominate one or more candidates for each position to be filled in each council, taking care that each college, except the Graduate College, shall be represented by at least one elected member on the Undergraduate Studies Council. Also, each college with graduate programs, except the Graduate College, shall be represented by at least one elected member on the Graduate Studies Council and the Research Policies



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Council. None of the persons nominated shall be primarily a member of the administration of the University. Chairpersons and directors of academic units, however, are eligible for nomination.

- These nominations shall be submitted to the Senate at the April meeting and at the same meeting the Senate shall elect the members of respective councils by majority of the legal votes cast for each position.

Sec. 3. The chairperson of each council or the Faculty Senate staff shall notify the Senate Executive Board of any vacancy which occurs among the elected faculty members on the council. The Board shall verify the vacancy and, at the next Faculty Senate meeting subsequent to declaration of the vacancy by the Board, the Senate shall elect one from a slate submitted by the Board. A council member so elected shall serve for the remainder of the unexpired term.

Sec. 4. A vacancy among the undergraduate student members on a council shall be filled by the Western Student Association following the declaration of the vacancy by the Executive Board of the Faculty Senate. The Graduate Student Association shall fill vacancies among the graduate student members. The new student member shall serve for the remainder of the unexpired term.

Sec. 5. All newly elected council members shall take office as of 1 May and serve through 30 April for the duration of the term.

Sec. 6. The chairperson of each council shall designate, when necessary, another member of the council to serve as temporary chairperson.

Sec. 7. A quorum for any meeting of a council shall consist of a majority of the members.

Sec. 8. Council and council standing committee chairpersons may be elected for a maximum of three consecutive one-year terms. After serving three consecutive terms, the person relinquishing the chair may not be elected again as chair of the council for an interval of two years.

Sec. 9. Administrators of the unit to which a council's purview pertains shall not be eligible to serve as that council's chairperson.

Sec. 10. All voting members of councils and of standing committees of councils shall have the right to propose motions and vote, in their respective councils and committees.

Sec. 11. Chairpersons of council standing committees shall either be elected by the standing committee or elected or selected by the council.

Sec. 12. Council standing committees may have ex officio members and ex officio members may be elected or selected as chairperson, but council standing committees may not have chairs appointed by virtue of office.



Article VII: Removal of council or committee officers

Sec. 1. Authority to initiate removal

Removal of a council or committee officer may be initiated by:

- The council or committee to which the officer belongs, by a majority vote of its members.
- The Executive Board, acting independently or in a response to a recommendation.

Sec. 2. Grounds for removal

An officer may be considered for removal for reasons including, but not limited to:

- Failure to perform assigned duties of responsibilities.
- Acting outside the scope of established policies, procedures, or parliamentary standards.
- Conduct that undermines the integrity, effectiveness, or reputation of the council, committee, or organization.
- Repeated failure to attend meetings without valid excuses.
- Breach of confidentiality or ethical standards.

Sec. 3. Recommendation process

When initiated by a council or committee a formal recommendation for removal shall be submitted in writing to the Executive Board. The recommendation must include justification and documentation supporting the proposed action.

Sec. 4. Executive Board action

The Executive Board shall serve as the final approving authority for all removals of council and committee officers. Upon receipt of a recommendation, or upon its own initiative, the Executive Board shall:

- Review the matter, including any supporting documentation.
- Provide the officer in question an opportunity to respond.
- Vote on the removal. A majority vote of the Executive Board is required to approve the action.

Sec. 5. Notification and effect

If the removal is approved, the Executive Board shall notify the affected officer and the originating council or committee. The removal shall take effect immediately upon notification, unless otherwise specified by the Executive Board.



Sec. 6. Vacancy and replacement

Any vacancy resulting from a removal of an officer shall be filled in accordance with Article VI, Sec. 1. for councils and Article VIII, Sec. 2. for committees.

Article VIII: Committees

Sec. 1. In addition to those committees named in Article VII, Part 2, Sec. 2, of the constitution, the following shall be standing committees of the Senate: Professional Concerns, Centers and Institutes, WMU Essential Studies Executive Advisory, Unaffiliated Units Curriculum, and Emeriti.

Sec. 2. The Senate Executive Board shall nominate members and chairpersons for all standing committees and any ad hoc or special committees except for the Emeriti Committee which is established according to the Constitution (Article IV, Sec. 1, bullet Elected: item 4). The final determination and official appointment of committee memberships shall be made by the Senate Executive Board (except for the Emeriti Committee).

Sec. 3. A vacancy on a standing committee shall be filled by the Senate Executive Board when notified of such vacancy by the chairperson of the standing committee.

Sec. 4. All voting members of standing committees of the Faculty Senate shall have the right to propose motions and vote in their respective committees.

Article IX: Budget and faculty fees

Sec. 1. Prior to the first regular meeting of the Senate, in the fall semester of each year, the Executive Board shall adopt a budget for the fiscal year ending on June 30, next. At the first regular meeting of the Senate in the fall semester of each year, the Executive Board shall present the adopted budget.

Sec. 2. All faculty members shall be given the opportunity to support the operations of the Faculty Senate through payment of an annual fee. The amount of this fee, and the method by which it is solicited and collected shall be determined by the Executive Board.

Sec. 3. The Senate may levy special assessments on members of the faculty, but only after determination of need and for specified purposes. The manner of collection shall be determined by the Senate.

Article X: Quorum

Sec. 1. A quorum for any meeting of the Senate shall consist of a majority of the members. In the absence of an elected representative, his/her official substitute shall count towards a quorum.

Article XI: Agenda procedure

Sec. 1. No new agenda item may be brought to the floor of the Senate after 7:30 p.m. This allows new motions or continuing discussion of motions and amendments already underway



concerning the agenda item on the floor.

Sec. 2. After 7:30 p.m. and before 8 p.m., professional concerns ordinarily will be brought to the floor of the Senate. This period is intended as a time for senators and other faculty to voice concerns or ask questions of the Executive Board and administrative members of the Senate. Concerns and questions should not touch upon those areas which are within the province of the collective bargaining agent for the faculty, the WMU AAUP Chapter.

Sec. 3. Unless otherwise determined by a two-thirds votes of legal votes cast of the members of the Senate in the meeting, Senate meetings will adjourn no later than 8 p.m.

Article XII: Parliamentary authority

Sec. 1. In all matters not covered by applicable law, its constitution, bylaws, standing rules of order, or temporary rules, the Senate shall be governed by the current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

Article XIII: Amendments to the bylaws

Sec. 1. An amendment to these bylaws shall become effective provided a written copy of the proposed amendment is submitted and read at a regular meeting of the Senate and approved at the next regular meeting by a two-thirds vote of the legal votes cast of the members of the Senate.

Article XIV: Admission and participation of non-members at Faculty Senate meetings

Sec. 1. Faculty Senate meetings

All regular and special meetings of the Faculty Senate shall be open to the public to the seating capacity of the hall. At the discretion of the presiding officer, the Senate may withdraw *in camera* to conduct any business which must necessarily be kept confidential. The chief officers (or their delegated representatives) of the appropriate WMU student government bodies (e.g., Graduate Student Association, Western Student Association) may be invited to speak on matters of concern to their constituents. Other persons or organizations may request the privilege of addressing the Senate by way of the Executive Board.

Faculty Senate staff, in consultation with the officers, will develop procedures to maintain the integrity of any voting which takes place during Faculty Senate meetings. Non-voting members and guests should be made aware that they are welcome to participate in discussions when recognized by the presiding officer, but not to vote or to propose motions.

Sec. 2. Council and committee meetings

Meetings of the councils and standing committees are also intended to be open to all interested parties, including faculty who are not members. Council meeting schedules and agendas are published in advance in order to facilitate this. The chairs of the relevant bodies are expected to recognize guests and invite their participation, as appropriate, while restricting voting and



proposing motions to the members of the council or committee.

Sec. 3. Participation by professional instructors

The faculty of WMU acknowledge the dedication, skills, and essential roles played by professional instructors in the mission of the University. Professional instructors are allowed and encouraged to participate in meetings of the Senate, its councils and committees, when recognized by the presiding officer. Participation does not include voting rights or proposing motions.

Amendments:

Article I: 1972, 1979, 1999, 2001, 2007, 2014, 2020, and 2024

Article II: 1973, 1979, 1992, 1993, 1996, 1999, 2007, 2014, and 2025

Article III: 1972, 1973, 1979, 1993, 1999, 2004, 2014, 2020, and 2024

Article IV: 1970, 1979 and 1999

Article V: 1970, 1973, 1992, 1999, 2020, and 2024

Article VI: 1966, 1970, 1972, 1973, 1979, 1980, 1986, 1989, 1992, 1999, 2007, 2008, 2011, 2014, 2020, and 2024

Article VII: 1966, 1970, 1973, 1979, 1980, 1981, 1982, 1984, 1986, 1989, 1999, 2010, 2013, 2014, 2016, 2018, 2020, and 2024

Article VIII: added 2025

(Article VIII: 1966, 1973, 1979, deleted 1996)

Article IX: 1979, renumbered VIII 1996, 2024, renumbered IX 2025

Article X: renumbered IX 1996, 1996, renumbered X 2025

Article XI: added 1992; renumbered X 1996, 2024, renumbered XI 2025

Article XII: renumbered XI 1996, 2002, 2005, 2024, renumbered XII 2025

Article XIII: added 1971; 1979; renumbered XII 1996, 2024, renumbered XIII 2025

Article XIV: renumbered XIII 1996, 2014, renumbered XIV 2025

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