

Constitution and By Laws Committee
Year End Report
June 1, 2016

Members of the Constitution and Bylaws Committee 2015-2016:

Amy Mullins
Sarah Schomaker
Teresa Grisham
Deb Butler

The Constitution and By Laws Committee met several times in September & October 2015 to review and discuss current bylaws concerning membership and voting eligibility. After much discussion and research the decision was made that Article III Membership, Section 1B should remain as written. Full report is attached.

At that time the CBL committee made 3 recommendations for the Nominations & Elections Committee

- 1) all_administrators report which will include a Y/N column indication eligibility to vote
- 2) for non-voting_administrators report will contain a column listing the reason for non-voting status
- 3) recommendations for the review and updating voting membership, including review and updating of all_administrators report and non_voting_administrators, and determining eligibility

Those recommendations are attached.

Constitution and By Laws Committee met again in April 2016 to review and update the Nominations and Elections Section 4 bylaws concerning the Nominations and Elections Committee procedures for Nominations. The bylaws as written had become outdated since OrgSync was no longer used to submit applications for Administrative Senate and all nominations were now submitted by email. Recommendations for changes to Section 4 were submitted and were approved in the May Administrative Senate Elections.

The changes to Section 4 Nominations and Elections are attached.

Constitution and ByLaws Committee Meeting (CBL)
10/30/2015

Attendance:

Susanne Stanley – senate past chair
Deb Butler – committee chair
Amy Mullins – committee vice chair
Sarah Schomaker – committee member
Teresa Grisham – committee member

Over the past 6 weeks, the CBL Committee has met several times to examine the current bylaws concerning membership and voting eligibility.

After considerable research and discussion, CBL Committee has determined that Article III - Membership, Section 1B should remain as written, and therefore no additions or deletions should be made. This determination is based on the following evaluations.

- 1) Evaluated adding Provost's Council to the list of excluded groups. Currently, two members of this council are administrators with voting rights (Assistant to the Provost and Registrar) and would lose their eligibility with Administrative Senate if this group were excluded. Although these two positions are on the Provost Council it is not a matter of voter representation. Other members of the Provost's Council are excluded based on their membership to an exclude group. Therefore it is determined that Provost's Council should not be added to the list of excluded groups.
- 2) Evaluated adding Council of Chairs to the list of excluded groups. Current language in the by-laws of "academic program chairs/directors" captures this group. Therefore it is determined that Council of Chairs should not be added to the list of excluded groups to avoid redundancy and the creation of list that identifies all university academic groups.
- 3) Evaluated if language should be added to identify the unwritten rule that positions of "directors and below" be eligible for voting. This item is in specific reference to the position title of Executive Director of Continuing and Professional Education, which was inadvertently omitted from the list of eligible voters even though it was eligible. It was verified that this specific position has no voice or voting rights on any of the excluded groups. This is not the case with all other Executive Director positions at the university. Since this situation may occur again with future position titles, it is determined that language will not be added regarding "directors and below". Instead, a note will be made that will support this specific position as eligible for voting.

Furthermore, the CBL Committee makes the following recommendations to the Nominations and Elections Committee:

- 1) The current report labeled "all_administrators.csv" will contain a column that identifies, with a Y or N, the voting eligibility of the administrator. CBL committee member and IT staff member Teresa Grisham will make the update to report.
- 2) The current report labeled "non_voting_administrators.csv" will contain a column that provides the reason for which the administrator is not eligible to vote, such as member of President's

Council. CBL committee member and IT staff member Teresa Grisham will make the update to report.

- 3) The Administrative Senate Nominations & Elections Committee be tasked with the following:
 - a. Review the current district reports of eligible voting members to verify district voting eligibility. (Reports found AdminSenate (V):\Senate\reports, or contact IT. Current contact is Teresa Grisham.)
 - b. Review both the all_administrators.csv report and the non_voting_administrators.csv report to verify overall voting eligibility. Where applicable, update reason for administrator not being eligible to vote. (Reports found AdminSenate (V):\Senate\reports, or contact IT. Current contact is Teresa Grisham.)
 - c. Determine voting eligibility with questions based on Article III, Section 1, a., b., and c. of the By Laws. Questions such as:
 - i. Does the position title qualify as an administrator?
 - ii. Is the position listed on one of the excluded lists?
 - iii. Is the position academic or primarily academic?
 - iv. Does the position have voting rights with any of the groups/categories on the excluded listed?
 - d. When applicable, update the appropriate column on the non_voting_administrators.csv report with the reason the administrative position is not eligible for voting rights with Administrative Senate.
 - e. Provide all updates regarding membership eligibility to the executive committee before finalizing.

ADMIN SENATE meeting 5/3/2016

By Laws committee met on April 20th. Susanne Stanley, chair of the Nominations Committee, had requested that we review and update Section 4 of the Bylaws, Nominations and Elections. Admin Senate no longer uses applications for nominations (OrgSync). All nominations are via email and we updated the bylaws to reflect that. We have submitted changes to Nominations Committee Chair Susanne Stanley.

Deb Butler

Teresa Grisham

Amy Mullins

Sarah Schomaker

Section 4: Nominations and Elections [AMENDED 2016]

- a. *The Nominations and Elections Committee shall announce open positions by the first working day in April and* shall take the appropriate measures to inform all eligible administrators of nomination and election procedures.
- b. Nominations shall be accepted from any eligible administrator, including self-nominations.
- c. The Nominations and Elections Committee shall inform individuals nominated for office by another eligible administrator.
- d. *Nominations of eligible administrators or self-nominations must be submitted to the Nominations and Elections Committee via email with the subject line labeled "Nominations" and must declare which position (vice chair, secretary/treasurer, district senator, or at-large senator) he or she is seeking.*
- e. The Nominations and Elections Committee shall *certify that each nominee is eligible to hold office.* Such certification shall be completed during the third week of April.
- f. The ballot for each district shall contain the names of applicable, certified candidates.
- g. Each eligible administrator is entitled to vote annually for candidates in the following offices: vice chair, one district senator, and one at-large senator.
- h. Each eligible administrator is entitled to vote biennially for a candidate for the secretary/treasurer position.
- i. Electronic ballots shall be emailed to all eligible administrators the second Wednesday in May of each year.
- j. Deadline for voting is 5 p.m. on the following Tuesday.
- k. The Nominations and Elections Committee shall count the votes cast and shall declare the results to the Executive Committee within five business days following the conclusion of voting. All ties in senate races shall be broken by a vote of the Nominations and Elections Committee. Ties for Executive Committee Offices shall be broken by a vote of the full Administrative Senate. The Executive Committee shall validate the conduct of the election and shall certify the election prior to the June meeting. When the election is certified, the Nominations and Elections Committee shall transmit a report containing the tabulation of votes cast to the secretary/treasurer of the Senate.