

**INTERINSTITUTIONAL FACULTY SENATE
OREGON PUBLIC UNIVERSITIES
BYLAWS**

Preamble

The Interinstitutional Faculty Senate (IFS) represents the faculty of Oregon's public universities. As a dedicated partner in higher education shared governance, we are committed to applying our collective expertise to ensuring the quality of higher education in Oregon. The decades-long heritage of IFS is grounded in a collaborative spirit of information sharing, timely communication, transparency, and protecting the best interest of our most valuable resource: our students.

I. Roles and Responsibilities

The Interinstitutional Faculty Senate shall:

1. Gather on a regular basis and facilitate the exchange of information on behalf of the faculty of Oregon Public Universities and their Senates.
2. Provide advice and recommendations to higher education stakeholders, the Oregon State Legislature, and other governmental agencies and officers on matters of academic importance.

II. Process and Procedure

1. Meetings of the Interinstitutional Faculty Senate should be run in accordance with Roberts Rules of Order.
2. Standing rules and regulations covering all other matters pertaining to the conduct of the business of the Senate may be passed or amended with a majority vote of those present at the meeting.
3. These Bylaws may be amended after presentation of the text of the proposed amendment at one meeting and approved by an affirmative vote of a two-thirds majority of those present and voting at the next regularly called meeting.

III. Officers, Duties and Responsibilities

1. The Executive Committee of the Senate shall consist of the President, Vice-President and Secretary, Provost Council representative, immediate Past President and one member elected at-large from members of the Senate. The President shall serve as the Chair of the Executive Committee. The Executive Committee will (a) assist the President with the preparation of the agenda for meetings; (b) perform such task during the interim between meetings as may be needed for the effective and efficient operation of the Senate. During the summer period the Executive Committee shall have authority to act on behalf of the Senate in matters of urgent necessity as determined by the Executive Committee; (c) convene special meetings of the Senate; and (d) assist the President with long range planning efforts.
2. The President shall (a) preside at meetings of the Senate and the Executive Committee; (b) be responsible to the Senate for the supervision and execution of its business; (c) represent the Senate in discussions stakeholders on matters of academic importance; (d) request expenditures of State funds in connection with the Senate activities; and (e) perform other duties and responsibilities and requested by the Senate
3. The Vice-President shall (a) assume the duties of the President, when the President is unable to serve; (b) serve on the Senate Executive Committee; (c) be responsible for

- carrying out other necessary duties as may be delegated by the Senate, the Executive Committee, or the President, and (d) become as familiar as possible with all aspects and workings of higher education in Oregon that may affect the best interests of the Senate.
4. The Secretary shall (a) keep the minutes and records of the Senate; (b) serve on the Senate Executive Committee; and (c) perform other duties as requested by the Senate, the Executive Committee, or the President.
 5. The Provost Council Representative shall (a) represent the best interests of the Senate Oregon Public University faculty during meetings of the Provost Council; (b) regularly report to the Senate on the business conducted and issues discussed at Provost Council meetings; (c) inform the President if they are unable to attend a meeting of the Provost Council; and (d) serve on the Senate Executive Committee. After consultation with the Provost Council Representative, the President will appoint a member of the Senate to attend the meeting.

IV. Elections

1. At its last meeting of the calendar year, the Senate shall elect a President, Vice-President a Secretary, and a Provosts Council representative. The term of these officers shall be one calendar year and commence on January 1.
2. Elections will be conducted by secret ballot of those present. A majority of those present is required for election to office.
3. If the institutional term of an IFS senator expires while the senator is serving a term as an officer or member of the executive committee, the senator will continue to serve until the Interinstitutional Faculty Senate term expires. Constituent institutions will be limited to the normal number of votes (three votes for Oregon State University, University of Oregon, Portland State University, and Oregon Health Sciences University; two votes for, Eastern Oregon University, Southern Oregon University, Western Oregon University, and Oregon Institute of Technology) to be decided by the institution's senators.
4. If the institutional term of the Provost Council Representative expires while the senator is serving as Provost Council Representative, the Senate shall elect a replacement at the last meeting which occurs during that senator's active term.

V. Attendance

1. Regular, informed participation by all members is essential to the success of the Senate.
2. In order to facilitate timely and regular participation in Senate meetings, appropriate technology (Skype, Google Hangouts, etc.) will be leveraged in extraordinary circumstances. However, electronic participation on a regular basis should not be substituted for in-person participation.
3. While absences from meetings may be unavoidable, it is the responsibility of any Senator who anticipates being absent from a Senate meeting to inform the President, and to ensure representation from his/her home institution.
4. Senators who are regularly absent from Senate meetings are not serving the best interests of their institutions or the Senate. Senators who miss more than one regularly scheduled meeting during an academic year without ensuring representation from their institutions will consult with the Executive Committee between their second missed meeting and the next regular meeting of the IFS on an appropriate course of action. In the event that absentee Senators do not engage in such a consultation, the President will inform appropriate parties at the Senator's home institution.