

# **BYLAWS OF THE INTERINSTITUTIONAL FACULTY SENATE OF OREGON PUBLIC UNIVERSITIES**

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, Secretary, Provost Council representative, immediate Past President, and one member elected at-large from members of the Senate. In the interests of continuity and institutional memory, at the invitation of the current Executive Council, past IFS members may be appointed as non-voting ex-officio members of the IFS and /or non-voting members of the Executive Committee, for one-year renewable terms with the title Emeritus IFS Member. 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 tasks 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.

The Executive Committee by majority vote, may appoint ad-hoc committees of the Senate as deemed necessary. The duration of an ad-hoc committee shall be no longer than one (1) calendar year.

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.
- (f) be responsible for distributing the agenda of the meetings prior to the scheduled meeting.
- (g) call regular and/or special meetings of the Faculty Senate and the Executive Committee.
- (h) represent the IFS at times and places where such representation is necessary or suggest or designate alternates to the soliciting parties.

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;
- (c) perform other duties as requested by the Senate, the Executive Committee, or the President;
- (d) maintain an updated list of all current IFS senators; and
- (e) distribute all notices, materials, and such other matters as may be requested by the president and/or the Senate.

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) serve on the Senate Executive Committee; and
  - (d) inform the President if they are unable to attend a meeting of the Provost Council. After consultation with the Provost Council Representative, the President will appoint a member of the Senate to attend the meeting.
6. Vacancies occurring among elected officers or at-large Executive Committee members are filled for the period to complete the term, in the same manner as described, as soon as possible after the vacancy is announced.

#### **IV. Elections**

1. At its last meeting of the calendar year, the Senate shall elect a President, Vice-President and a Provosts Council representative. The term of these officers shall be one calendar year and commence on January 1. The Secretary will be elected for a 2-year term.
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.
5. An official call for nominations will be made by email at least one week prior to the final meeting of the calendar year.
6. Nominations must be accepted by the nominee.
7. Nominees may provide a written or oral statement regarding their candidacy.

## **V. Attendance**

1. Regular, informed participation by all members is essential to the success of the Senate.
2. The goal is to have at least two meetings in person in a calendar year. Another goal is to distribute these meetings across the regions of the state, cycling through the years.
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 to 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.

## **VI. Alternates and Vacancies**

1. When a senator is on leave or sabbatical, his/her institution may designate an alternate for the period of vacancy.
2. In case of vacancy by resignation, a replacement from the affected institution shall be designated within thirty (30) days after the vacancy has occurred.
3. Alternates and/or replacements assume full voting responsibilities, but do not automatically become appointed to the absent senator's elected officer or at-large Executive Committee position.
4. In case of vacancy on the Executive Committee, appointments shall follow the original procedures for election.