A. Election to the Senate and Senate Committees

1. Annual elections to the College of Nursing and Health Sciences Senate shall occur no later than three weeks before the end of classes in the spring semester. All Senators shall be designated by their respective constituencies.

B. Procedures

1. The Senate shall hold regular meetings once a month during the academic year, or more frequently as necessary, to complete Senate business. Attendance may be in-person or joined remotely, as available.

2. In addition to monthly meetings, special meetings to consider any emergent items called by the Dean of the College of Nursing and Health Sciences, by the Senate Executive Committee, or by a petition from at least two-thirds of Senators or by at least ten full-time and/or part-time tenure-track, clinical track and non-tenure-track faculty members.

3. Senate business meetings will be conducted according to Robert’s Rules of Order. A copy of Robert’s Rules of Order reference will be available in Department Offices.

4. A quorum of the Senate shall comprise two-thirds of the currently seated Senators.

5. The agenda of each Senate meeting shall be proposed by the Senate Executive Committee and shall be published at least five business days in advance of each meeting. Senators shall give to the Chair of the Senate, in writing and in sufficient time to place it upon the agenda, any motion they intend to bring before the Senate. Any main motion that does not appear on the agenda shall not be discussed at the meeting unless the Senators by a vote of two-thirds present to suspend this rule.

6. Within ten days of the meeting, a draft of the Minutes should be circulated to the Senate Executive Committee for review. These Minutes must include all motions, amendments, and rulings of the Chair. The format of the minutes will follow those of the Faculty Council. Corrections in the Minutes must be noted in the Minutes at the start of the following Senate meeting before approval.
7. All Senate Agenda and Minutes shall be distributed to all Senate members and to the Dean, Department Chairs, and Program Directors, and shall be stored and accessible on the College of Nursing and Health Sciences website.

C. Committees

1. The Senate shall constitute standing committees, except as specified in Section C 6. The Senate may, from time to time, create special ad hoc sub-committees. These ad hoc sub-committees shall observe the same membership requirements as the standing committees except when otherwise directed by the Senate. The Senate may also constitute joint standing committees and joint ad hoc sub-committees in cooperation with other colleges. The intent to stagger service terms for committee members shall proceed according to The College of Nursing and Health Sciences Constitution of the College Senate. Committees shall make every effort to meet in person at least once during each semester or as needed. Per the College of Nursing and Health Science Constitution (2.5.5), the Senate should ratify the Dean’s nomination of the College Personnel Committee.

2. At the end of each academic year, the Chair of each standing committee and each ad hoc sub-committee shall submit to the Senate a report summarizing the committee’s activities during the academic year and noting pending business, when applicable.

3. The Senate Executive Committee shall poll the faculty of the College of Nursing and Health Sciences in the spring semester of each year to determine preferences for serving on a Senate committee. There should be an equal number of department representatives serving on each committee. The outgoing Senate Executive Committee shall forward the results of the poll to the succeeding Senate Executive Committee for the purpose of appointing new committee members after Department elections. Elections to the Senate Committees shall occur at the Department level.

4. When forming such committees and with intention to balance representation on such committees, these following criteria will be considered: continuity in committee membership; the interests, expertise, and experience of potential committee members; diversification of committee members with regard to faculty rank, department, and representation of other college constituencies as appropriate to the particular committee.

5. To be eligible to serve on a Senate Standing Committee, a Senate ad hoc sub-committee, or an inter-collegiate committee of the Senate (hereafter “joint committee”) the person does not have to be a member of the College of Nursing and Health Sciences. Members of constituencies not represented in the Senate, for example, alumni, faculty of other institutions, or members of the external community with experience relevant to the committee’s charge, may serve as members of Senate committees, but may vote as members of committees only by explicit designation by the Senate.

6. Committees formed by the Senate of the College of Nursing and Health Sciences:
a. *Senate Executive Committee:* This committee shall set agenda for all Senate meetings; shall oversee the process of filling vacancies on the Senate and College of Nursing and Health Sciences representatives to the Faculty Council and Senate Committees; shall oversee voting in any College of Nursing and Health Sciences referenda; shall prepare the Senate agenda; shall solicit faculty preferences of service on Senate committees; shall appoint elected candidates for Senate committee membership; shall appoint a convener for each committee who shall call the first committee meeting and oversee the election of Chair of the committee; shall serve as liaison to Senate committees and to the Dean; The Senate Executive Committee shall be comprised of at least three persons, including the Senate Chair and Secretary, who are elected by the Senators at the first Senate meeting of the academic year.

b. *Committee on Committees:* This committee shall determine what Senate committees, in addition to those listed below, are formed and their composition. The members of the Senate Executive Committee serve as the members of the Committee on Committees.

c. *Academic Policy and Programs Committee:* This committee shall review and recommend all new course proposals and all proposals for changes in existing College of Nursing and Health Sciences courses, course credits, course sequence, and grading policies, as well as petitions for waivers of graduation requirements; policies regarding advanced standing and transfer credit, and all other curricular matters not within the purview of the Long-Range Planning and Program Review Committee.

d. *Long-Range Planning and Program Review Committee:* This Committee shall make recommendations to the Senate Department Chairs and the Dean regarding planning and program review and long-range budgetary priorities and administrative operations that are consistent with the College of Nursing and Health Sciences Constitution. This committee also shall evaluate and make recommendations to the Senate and to the Dean regarding all new programs of study.

e. *Collegiate Personnel Committee:* This committee shall review Department Personnel Committee and Department Chair recommendations for faculty concerning reappointment through the tenure decision year (fourth-year review), tenure, promotion to the rank of associate professor, and promotion to senior rank and submit its independent recommendations to the Dean of the College of Nursing and Health Sciences. The members of this committee are drawn from the tenured members of each of the departments of the College of Nursing and Health Sciences.

**D. Amendments to the Bylaws**

Amendments to the Bylaws are subject to ratification by at least two-thirds of the Senators.