

DEPARTMENT OF SPEECH AND HEARING SCIENCE
ARIZONA STATE UNIVERSITY
BYLAWS GOVERNING THE DEPARTMENT
(Revised 2012)

I. THE DEPARTMENT FACULTY

A. Definitions and Clarifications:

1. Faculty: The faculty (as defined by the Arizona Board of Regents, ABOR, and the University ACD 505-02). The faculty of the Department of Speech and Hearing Science shall include all employees of ABOR in teaching, research, or service whose Notice of Appointment is as lecturer, senior lecturer, principal lecturer, instructor, assistant professor, associate professor, professor, clinical faculty, professor of practice, research faculty, or persons who are otherwise designated as faculty on the Notice of Appointment. Active appointments are those budgeted at 50 percent or more of full-time effort.
2. Rights and Responsibilities:
 - a. All active faculty members, who have the appointment of assistant professor, associate professor, professor, or clinical faculty are Voting Members of the faculty and, are entitled to full voting participation in all Departmental affairs.
 - b. Other Departmental members who are not Voting Members of the faculty may form their own faculty Standing Committees (e.g., an American Sign Language faculty Committee) with rules and procedures (see Sections V, VII.A., and VII.B.) to help in the organization of the activities of these faculty within the Department. These Standing Committees may make recommendations to the Voting Members of the faculty for their consideration. However, the vote of the Voting Members of the faculty always takes precedence over the vote of another faculty committee.
 - c. The Voting Members of the department have the right/responsibility to provide input on the formation of a hiring plan for approval by chair, dean, and provost. See section VIII.c for the process of forming Search Committees (Ad Hoc Committees).
 - d. All Voting Members of the faculty are expected to share in the responsibilities of the Department.
3. Faculty Action: This term shall mean actions usually involving voting, taken by those Voting Members of the faculty as defined in I.A.2.a., who are present at a duly announced meeting of the faculty or who respond by a specified time to a call for a written response. All faculty actions must be consistent with the rules of the College of Liberal Arts and Sciences, of Arizona State University, and of ABOR.
4. Quorum: A quorum of the Voting Members of the faculty, which may be requested by any Voting Member of the faculty for any faculty action, shall be defined as membership representing more than 50% of the Voting Members of the faculty.

5. Voting Rules:

- a. Unless specifically provided otherwise, voting may be with unanimous consent, voice vote, or written ballot. Without unanimous consent, voting must be by written ballot.
- b. Except as provided otherwise in this or other official documents, Departmental business shall be conducted in accordance with the current edition of Robert's Rules of Order, Newly Revised.

B. Duties of the Voting Members of the faculty as a Collective Body:

1. Matters Requiring Consideration and Action:

- a. Recommendations to the College Dean for appointment or removal of the Department Chair.
 - b. Recommendations for the appointment of tenure-track and clinical faculty members.
 - c. Proposals for significant changes in Departmental objectives or organization, e.g., establishment of new degree programs, creation or dissolution of Committees,
 - d. Recommendations concerning general and specific guidelines for faculty recruiting efforts.
 - e. Recommendations concerning policies and procedures related to evaluation of faculty members.
 - f. Recommendations concerning departmental graduate and undergraduate curricula (e.g., required courses, course sequences, degree requirements, etc.).
 - g. Recommendations concerning policies related to undergraduate evaluation, supervision, and advising.
 - h. Recommendations concerning departmental policies and procedures governing admission, evaluation, and retention of graduate students.
 - i. Recommendations concerning departmental standards and procedures related to the ethics and propriety of research, teaching, and service activities.
 - j. Recommendations concerning general policies and principles related to handling of grant applications, contract proposals, etc., where Department resources and facilities are involved.
 - k. Graduate students' appeals for waiver of requirements or review of decisions based on I.B.1.h.
2. All other matters not covered in I.B.1 that are presented by the Department Chair to the Voting Members of the faculty for consideration, whether in a faculty meeting or through an "available-for-inspection" procedure, with the Voting Members of the faculty having the option to discuss, debate, suggest changes, or to accept by acquiescence, but which ordinarily will not be open to motions and votes in Departmental Faculty Meetings.
3. Matters not covered in I.B.1 and I.B.2 may be placed on the agenda of a Faculty Meeting or brought up for a vote by any Voting Member of the faculty. The Department Chair or any other Voting Member of the faculty may request that a vote of the faculty be taken to determine if the matter is to be discussed at a Faculty Meeting or voted on by the Voting Members of the faculty.

C. Faculty Meetings:

1. The Voting Members of the faculty shall meet on a regular basis (at least on a monthly basis during the academic year), on the call of the Chair.
2. Any 15% of the Voting Members of the faculty, as defined in I.A.2.a., shall be able to call a faculty Meeting by a signed, written notice on 72 hours notice. The agenda for such meetings must be included in the call for the meeting and no other items can be considered at this meeting.
3. Minutes of all faculty Meetings shall be made available to all Voting Members of the faculty.
4. The Chair may invite visitors to a Faculty Meeting. Such visitors do not vote and cannot be present when personnel and individual student matters are discussed and may be asked to leave the meeting in regard to the discussion of any agenda item by a majority vote of the present Voting Members of the faculty.

II. DEPARTMENT CHAIR

A. Selection and Term:

1. The Department Chair shall be appointed by the Dean of the College.
2. The term of Office for the Department Chair is determined by the Dean of the College. However, the Voting Members of the faculty may according to Section I.B.1 make recommendations to the Dean of the College regarding the appointment of, renewal of, and dismissal of the Chair of the Department.

B. Duties:

1. The Department Chair has general executive responsibility for all aspects of the Departmental enterprise and is accountable on all matters to the faculty, to the Dean of the College, and to the Central Administration of the University, and in many cases to students and staff as per the provisions of ACD 102.
2. The specific activities of primary importance and concern for the Chair include the following, with due consideration given to the advice and opinions of the Voting Members of the faculty:
 - a. Continuing critical review of Departmental objectives, programs, and priorities; analysis of the extent to which objectives are being achieved; initiation or review of proposals for changes in objectives, programs and priorities.
 - b. Making allocations of existing financial resources, developing short-term and long-range budget proposals.
 - c. Providing the Personnel and Policy Committee a yearly report of the expenditures of capital and travel funds.
 - d. Developing faculty personnel plans; preparing general and specific guidelines related to the recruitment of faculty members; monitoring the conduct of particular recruiting efforts; making recommendations to the College Dean regarding faculty appointments.
 - e. Assigning the teaching, research, and service duties of faculty members.

- f. Formulating criteria and procedures for evaluating the performance of faculty and staff members; supervising the conduct of such evaluations by appropriate faculty groups; providing annual feedback to each individual under evaluation; recommending to the Dean reappointment, termination, and promotion and merit actions.
- g. Developing and carrying out plans to maintain the vitality of the faculty, to stimulate their scholarly activity and development, and to maximize their contribution to the Department, to the University, to the profession, and to society generally.
- h. Allocating existing space and facilities; developing proposals regarding modification, reassignment or expansion of space and facilities, and formulating space and facilities requests.
- i. Formulating policies related to research and/or training grants, contract proposals, etc. with due regard for compatibility with Departmental objectives and impact on Department resources; reviewing and acting on particular grant applications, contract proposals, etc.
- j. Developing or reviewing proposals for changes in the organization and operating procedures of the Department.
- k. Formulating proposals regarding the relationship of the Department to other units within the University, to relevant agencies outside the University, etc.
- l. Making nominations or assignments of faculty members to particular committees and other Department duties.
- m. Formulating policies regarding appointments of adjunct faculty, visiting scholars, research associates, visiting professors, etc.
- n. Maintaining a continuing review of Departmental needs for staff personnel; supervising the selection, assignment, and evaluation of staff members.
- o. Responding to, or making appropriate disposition of, proposals or requests that arise from individuals or groups within the Department or from outside agencies.
- p. Establishing the agenda for faculty meetings, and chairing these meetings.
- q. Supervising the maintenance of Departmental records and files.
- r. Distributing or supervising the distribution of reports, minutes, memoranda, etc., to provide an adequate information base for discussions in meetings.
- s. Supervising the safety and security of personnel, facilities, and equipment.
- t. Acting as a signatory on the local clinic account.
- u. Suggesting Departmental policies, standards and procedures related to the ethics and propriety of research, teaching, and service activities.
- v. Providing a listing of and access to all Department policies and procedures developed by the faculty and/or Departmental committees as appropriate to the individual groups (faculty, staff, students).
- w. Implementing all other aspects of the By-Laws.

C. Method of Operation:

1. Voting Members' of the faculty expressions (or inaction) on matters listed in Section I.B.2 shall not be regarded as binding on the Chair, but the sense of the meeting and the points in discussion will provide guidance for subsequent action, negotiation, revision, etc.

2. Information matters in Section I.B.2.ordinarily are the results of action taken by the Department Chair on the basis of judgment in accordance with established policies and prior input from several faculty sources. They usually reflect specific personnel and budget decisions which have been taken, which need to be known, but cannot be revised in the specific case.
3. The performance of the Chair shall be reviewed by the Voting Members of the faculty annually, immediately following the evaluation of individual faculty members. In accordance with ACD 111-03, the Dean will solicit input from the faculty at least every other year for the evaluation of the Chair.
4. The Dean of the College of Liberal Arts and Sciences may be petitioned by the Voting Members of the faculty at any time requesting the removal of the Department Chair for deliberate failure to consult with the Voting Members of the faculty on matters listed in these By-Laws, or for deliberate failure to communicate reasons for deviation from the Department's recommendations regarding those matters. Such action may be taken by a simple majority of the Voting Members at a special meeting called for that purpose. This meeting shall be chaired by the Chair of the Personnel and Policy Committee (VI.A.) or if the Chair of the Personnel and Policy Committee cannot chair this meeting, the chair of the meeting will be elected by a majority of the Voting Members of the faculty.

III. CLINIC DIRECTOR(S)

- A. Nature of Appointment: The Speech-Language Pathology Services and Audiology Services shall be overseen by a Director or Directors. If more than one Director is appointed, there can only be two Directors; one for Speech-Language Pathology Services and one for Audiology Services. The Clinic Director(s) are appointed by the Department Chair (with consultation with the Voting Members of the faculty) and the Clinic Director(s) are responsible to the Chair of the Department.
- B. Responsibilities:
 1. Supervise Clinic Staff: This supervision must be done in consultation with appropriate Clinic faculty. The Clinic Director or Clinic Directors will provide a yearly evaluation of the Clinic Staff in consultation with the Clinic Personnel and Policy Committee (VI.G.) and recommend that review to the Department Chair.
 2. Coordinate faculty: The Clinic Director or each Clinic Director is responsible for coordinating the efforts of all faculty and staff members who are involved in clinical practicum supervision. The Clinic Director or Clinic Directors provide a yearly evaluation of the Clinic faculty in consultation with the Clinic Personnel and Policy Committee (VI.G.) and recommend that review to the Department Chair.
 3. Fees: The Clinic Director or each Clinic Director will administer fee schedules based on university policies.
 4. Maintain Equipment and Materials: The Clinic Director or each Clinic Director will order new equipment and materials as income and need allow. Each Clinic Director is responsible for the proper maintenance of all Clinic equipment.
 5. Prepare Annual Report: The Clinic Director or each Clinic Director will prepare an annual report to the Department on the functions of the Clinic program.

6. Budget: The Clinic Director or each Clinic Director is responsible for managing the Clinic Budget and to reporting the budget once each academic-year semester and once during the summer to the Department Chair.
7. Coordinate Clinical Internship Program: The Clinic Director or each Clinic Director will coordinate assignments of graduate students to area centers providing speech, language and audiological services. These centers include public school settings, private practices, hospitals, rehabilitation and training centers. Each Clinic Director coordinates the necessary agreements between these facilities and the Department so that valuable clinical experiences can be provided for the graduate students in this program. The Clinic Director or each Clinic Director will maintain a record of contracts involved in the Internship program and negotiate contract renewals.
8. Coordinate Clinical Research Projects: The Clinic Director or each Clinic Director will coordinate clinical research projects conducted by students, faculty, and staff in the ASU Speech and Hearing Clinic. This involves making the Clinic facilities available at certain times that will not interfere with regular Clinic schedules.

IV. NON-DEGREE INSTRUCTION

- A. Special academic, non-degree programs (e.g., American Sign Language), certificate programs, and other forms of non-degree instructional programs may be offered by the Department if they conform to all ABOR, University rules, policies, and procedures, and are recommended by the Voting Members of the faculty.
- B. The curricula of such non-degree instructional programs are reviewed by the Curriculum Committee, and they provide comments to the Department Chair who reports changes in such curricula to the Voting Members of the faculty and the faculty of the non-degree program.
- C. Faculty of such programs who are not already Voting Members of the faculty shall meet the requirements of Section I.A.
- D. The Department Chair in consultation with the Voting Members of the faculty may appoint a Director of such non-degree, instructional programs.
- E. The faculty and staff of such non-degree instructional programs are evaluated by the Director if there is one. The Director recommends the evaluation materials to the Department Chair. Otherwise the Department Chair evaluates the faculty and staff.
- F. Such instructional programs may form Standing or Ad Hoc Committees in accordance with these By-Laws (Sections I.A.2, V, VII, and X).

V. COMMITTEES AND OTHER APPOINTMENTS

- A. Committee Types: The Department may have three types of committees:
 1. *By-Law Committees* – Committees whose function is specified in the By-Laws,
 2. *Standing Committees* – Committees that are established with a written purpose, written rules and procedures, and an indefinite term of operation; and approved by a majority vote of the Voting Members of the faculty, and
 3. *Ad Hoc Committees* – Committees appointed by the Department Chair for a term of a calendar year or less. Before an Ad Hoc Committee is formed, the Department Chair must inform the faculty about the formation of an Ad Hoc committee, the purpose of the Ad Hoc Committee, and the duration of its operation (less than one calendar

year). The Department Chair will make available at all times a list of the Standing Committees and Ad Hoc Committees, their purposes, written rules and procedures, and committee memberships, including the Committee Chairs.

- B. **Committee Membership:** Committee members may be appointed by the Department Chair or elected by the Voting Members of the faculty depending on the rules governing each Committee. Members of By-Law and Standing Committees serve for two years. If possible the immediate past Chair of a By-law or Standing Committee serves as an Ad Hoc member of the Committee unless that faculty member is still a member of the Committee. Members of the Ad Hoc Committee serve for the duration of the Committee (see V.A.). All Committee Chairs are either appointed by the Department Chair or elected by the Committee depending on the rules governing the Committee. The Department Chair is an Ad Hoc member of all Department Committees. Department staff may also be appointed Ad Hoc members of Department Committees by the Department Chair.
- C. **Other Department Appointments:** The Department Chair shall make other appointments of faculty and staff to fulfill Departmental, College, and University requirements. The Department Chair will provide to the Voting Members of the faculty in a timely manner a full explanation of the nature of the appointment, who is being appointed, and the duration of the appointment. The Department Chair will provide to the Voting Members of the faculty a listing of all such appointments.

VI. BY-LAW COMMITTEES

A. Personnel and Policy Committee:

- 1. **Membership and Terms:** This committee shall be elected by secret ballot by the Voting Members of the faculty. The committee shall consist of three elected tenured faculty and one Clinical faculty member with the restriction that at least one member is at the rank of full professor with tenure. The Department Chair shall designate the Chair of the Personnel and Policy Committee. Term on the Committee is two years.
- 2. **Duties:**
 - a. The Personnel and Policy Committee makes recommendations to the Department Chair for annual performance evaluations of tenured and tenure-track faculty members. The Clinical faculty member does not participate in these Track faculty Evaluations. The Personnel and Policy Committee establishes procedures for how Committee members are to be evaluated.
 - b. The Personnel and Policy Committee makes recommendations to the Department Chair for staff hiring and for reviewing Department staff (not including Clinic or Non-Degree Instructional Program staff).
 - c. The Personnel and Policy, Committee serves as an advisory committee for the Chair on matters brought to it by the Chair or the faculty. Such advice is not binding until there is a vote of the Voting Members of the faculty and approval by the Department Chair.

B. Promotion, Tenure and Faculty Review Committee:

1. Membership and Terms: All tenured faculty of the Department are members of the Promotion, Tenure and Faculty Review Committee. The Department Chair appoints the Chair of the Committee for a two-year term from among the Full Professors.
2. Duties:
 - a. The Promotion, Tenure and Faculty Review Committee makes recommendations to the Department Chair for probationary review of non-tenured faculty. The timing of and the process used for the review should be consistent with the policies of the Dean's office in such matters.
 - b. The Promotion, Tenure and Faculty Review Committee is responsible for making recommendations to the Chair concerning the review of progress toward tenure in cases in which a faculty member is on probation following a probationary review. The timing of and the process used for the review should be consistent with the policies of the Dean's office in such matters.
 - c. The Promotion, Tenure and Faculty Review Committee is responsible for the review of requests for sabbaticals and making recommendations to the Chair. The timing of and the process used for the review should be consistent with the policies of the Dean's office in such matters.
 - d. The Promotion, Tenure and Faculty Review Committee is responsible for the review of all cases of tenure and/or promotion of track faculty. Committee members under review will not be involved in decisions regarding their own case. Committee members below the rank of a faculty member being reviewed for promotion cannot participate in the review. The Committee will create a report reflecting the majority and minority views presented (if there is a minority view). This report will be signed by all faculty members who provided input to the Committee. The timing of and the process used for the review should be consistent with the policies of the Dean's office in such matters.
 - e. The Promotion, Tenure and Faculty Review Committee makes recommendations to the Department Chair for the review of all cases of post-tenure review when appropriate. Committee members under review will not be involved in decisions regarding their own case. Committee members below the rank of a faculty member being reviewed cannot participate in the review. The Committee will create a report reflecting the majority and minority views presented (if there is a minority view). This report will be signed by all faculty members who provided input to the Committee. The timing of and the process used for the review should be consistent with the policies of the Dean's office in such matters.

C. Committee of Review for Appeals:

1. Membership and Terms: A Committee of Review will be formed whenever it is necessary to hear an appeal of a decision of a faculty member or Department Committee, except in cases of performance evaluations, personnel matters, and issues of academic dishonesty which are described in sections VI.C.3. and VI.C.4. Such Committees of Review will consist of three members: one requested by the appellant, one appointed by the Department Chair, and one deemed acceptable by both the appellant and the Department Chair. This last member shall act as the Committee Chair. If the appeal is about a decision made by a Department Committee, members of that Department Committee may not serve on the Committee of Review. If the

appeal is about a decision made by the Department Chair, the appeal should be made to the appropriate Dean and not to a Committee of Review. A Committee of Review will serve until their advisory report is accepted, rejected or modified by the Departmental Chair.

2. Duties:

- a. Such a committee shall meet when necessary to hear an appeal.
 - b. Such a committee shall use non-adversarial impartial fact-finding procedures, operate in a confidential manner, provide all parties involved in the appeal an equal opportunity to present their case, and the Committee will report its findings and recommendations to the Department Chair in a confidential manner. The Department Chair will decide the case based on the Committee's recommendations.
3. Appeals of decisions regarding annual performance reviews must go to the appropriate college level administrator following the policies of ACD 506-10.
 4. Appeals of charges of academic dishonesty must be brought to the College of Liberal Arts and Sciences Academic Standards Committee.

D. Graduate Admissions and Program Committees:

1. Membership and Term: A Graduate Admissions and Program Committee shall be created for each graduate degree program offered in the Department (Masters of Communication Disorders in Speech-Language Pathology [SLP], Doctor of Audiology [AuD], and Doctor of Philosophy [PhD]). Each committee shall be chaired by a faculty member appointed by the Department Chair. Two additional members shall likewise be appointed. Term on the Committee is two years.
2. Duties:
- a. Each committee shall annually review the graduate admission policies of the Department for the degree program.
 - b. Each committee shall meet after the deadline for application to the graduate program to review each applicant and make a recommendation to the Department faculty and Chair regarding whether a student should be: 1) admitted regularly, 2) admitted provisionally, or 3) rejected.
 - c. Each committee shall make recommendations to the Department Chair on graduate assistantship appointments. Each committee may defer to the Department Chair for these appointments.
 - d. Each committee shall consider any additional matters deemed necessary operation in the graduate degree program, including, but not limited to, a yearly review and recommended update of handbooks, orientation materials, and advising forms.

E. Undergraduate Committee:

1. Membership and Term: The committee shall be chaired by a faculty member appointed by the Department Chair. Two additional members shall likewise be appointed. Term on the Committee is two years.

2. Duties:

- a. The Undergraduate Committee shall make recommendations to the Department Chair for undergraduate awards or honors.
- b. The Undergraduate Committee shall make any recommendations to the Department Chair for policies regarding undergraduate advising, retention, and career advisement.
- c. The Undergraduate Committee shall consider any additional matters deemed necessary to insure a smooth operation in the undergraduate degree programs, including, but not limited to, a yearly review and update of handbooks, orientation materials, courses, and advising forms.

F. Curriculum Committee:

1. Membership and Term: Four members are appointed to the Committee by the Department Chair with at least one member representing the speech-language pathology program, one member the AuD program, one member the PhD program, and one member the Undergraduate program. The Department Chair will appoint the Chair of the Committee as a fifth member. Term on the Committee is two years.

2. Duties:

- a. In order to meet the deadlines established by the Dean's office for catalog changes, this committee should meet and review the undergraduate and graduate course requirements for degrees offered by the Department of Speech and Hearing Science. Any recommended changes should be considered carefully from the perspective of the entire department and a recommendation should be given to the faculty and the Department Chair.
- b. The Curriculum Committee should revise a yearly course schedule for all courses for the Department.
- c. The Curriculum Committee shall review proposed changes in the established curriculum, shall establish procedures for evaluating curricular changes, and make appropriate recommendations to the Department Chair.

G. Clinic Personnel and Policy Committee:

1. Membership and Terms: All Clinical faculty serve on the Clinic Personnel and Policy Committee. The Chair of the Clinic Personnel and Policy Committee shall be the Clinic Director or alternate yearly between the two Clinic Directors.

2. Duties:

- a. The Clinic Personnel and Policy Committee shall establish the procedure for the annual review of Clinical faculty to be carried out by the Clinic Director or Directors (See Section III.B.1.)
- b. The Clinic Personnel and Policy Committee shall review all requests for promotion for Clinical faculty. The Department Chair will appoint a Chair of a Promotion Review Committee. Committee members under review will not

be involved in decisions regarding their own case. Committee members below the rank of a faculty member being reviewed for promotion cannot participate in the review. The Committee will create a report reflecting the majority and minority views presented (if there is a minority view). This report will be signed by all faculty members who provided input to the Committee and submitted to the Department Chair. The timing of and the process used for the review should be consistent with the policies of the Dean's office in such matters

- c. The Clinic Personnel and Policy Committee shall provide guidelines to the Clinic Director or Clinic Directors for the review of all Clinic staff.
- d. The Clinic and Personnel and Policy Committee shall make any recommendations for clinic operations. These recommendations will be advisory to the Clinic Director or Clinic Directors and/or Director of any relevant Center or Institute.
- e. The Clinic Personnel and Policy Committee shall consider any additional matters deemed necessary in the operation of the clinics, including a yearly review and recommended update of handbooks, promotional materials, and other publications, web sites, or forms.

VII. STANDING COMMITTEES

- A. Membership and Terms: Members and Chairs of Standing Committees are appointed by the Department Chair for a two-year term (Section V.).
- B. Duties: The duties of the members of Standing Committees shall be defined when a committee is approved and according to sections (Section V.).

VIII. AD HOC COMMITTEES

- A. Membership and Terms: Members and Chairs of Ad-Hoc Committees are appointed by the Department Chair for a term not to exceed one year (Section V.).
- B. Duties: The duties of the members of Ad Hoc Committees shall be defined when a committee is approved and according to Section VI.
- C. Search Committees: Ad Hoc Committees will be formed for all departmental faculty and staff searches. All searches will conform to university policies and all procedures and decisions of the Search (Ad Hoc) Committees will be provided to the Voting Members of the faculty, other relevant faculty, and to the Department Chair. Voting Members of the faculty and/or other appropriate faculty will be provided access to search candidates that are interviewed, and all Voting Members of the faculty and/or other relevant faculty will have an opportunity to provide written input considering the recommendations for hiring a candidate. Any hiring of a faculty or staff position that will not require a search must be explained to the Voting Members of the faculty, and the Voting members of the faculty may petition the Chair or Dean to require a search.

IX. SENATORS

- A. Election: The Department of Speech and Hearing Science shall elect one Voting Member of faculty to serve on the University Senate and one Voting Members of the faculty to serve on the College of Liberal Arts and Sciences ('College') Senate, the representative body of the University and College Assemblies. Each term is two years in

duration and elections shall be held every other year at the same time Committee memberships are determined and elections to By-Law Committees are held.

- B. Duties: The Senators should meet all of the responsibilities required by the University and College Senates pertaining to the role of a department's elected Senator. These responsibilities are described in the by-laws of each Senate and include mandatory monthly attendance at senate and committee meetings. The Senators shall keep the Voting Members of the faculty informed of the activities of the University and College Senates and should provide the Senate information about the department when requested to do so by either Senate. If input from the Voting Members of the faculty is requested from a Senate or if the Voting Members of the faculty wish to provide input to a Senate, such input should be provided by the appropriate Senator based on a majority vote of the Voting Members of the faculty.

X. PROPOSED AMENDMENTS TO THE BYLAWS

- A. Proposals for amendments to the bylaws must be submitted to the Voting Members of the faculty at least ten days prior to the date on which action is to be taken upon them. This provision is not subject to a motion to suspend the rules.
- B. Amendments to the bylaws require a two-thirds majority of those Voting Members of the faculty present and voting.