

**BY-LAWS OF THE FACULTY SENATE OF  
ARKANSAS TECH UNIVERSITY**

**ARTICLE I: ELECTION AND APPOINTMENT OF MEMBERS**

**Section 1: Time of Elections and Appointments**

During the spring term of each year elections shall be held and appointments shall be made to fill the vacancies on the Faculty Senate which shall come into existence on the following July 1.

**Section 2: Conduct of Elections**

In the election of Senators from the different Colleges, each faculty member, regardless of rank, shall be entitled to vote for the Senator or Senators of his/her own College. A majority of the votes of the faculty of each College shall be necessary for election. All elections of Senators shall be by secret ballot.

**ARTICLE II: AGENDA**

The chairperson of the Senate shall cause to be duplicated and distributed among the members of the Senate, at least ten days before each regular meeting, an agenda for the consideration of the Senate in that meeting. Absence from this agenda of any matter of concern to the Senate, however, shall not preclude the Senate's consideration of or action upon that matter in the meeting.

**ARTICLE III: CONDUCT OF MEETINGS**

**Section 1: Parliamentary Procedure**

All meetings of the Faculty Senate shall be conducted according to standard parliamentary procedure.

**Section 2: Quorum**

Two-thirds of the Senators shall constitute a quorum and shall have the power to transact business as the Faculty Senate at any regular or called meeting.

**Section 3: Method of Voting**

In presenting a motion before the Senate, any member may stipulate that the motion be voted upon by secret ballot. Otherwise, voting in the Faculty Senate shall be conducted in whatever parliamentary manner may be called for by the acting chairperson. Each elective or appointive member present shall have one vote. Any motion shall be considered as having been passed by the Senate only if it shall have received the votes of a majority of the voting members present.

**Section 4: Attendance at Meetings**

\*Official meetings called by the Faculty Senate chairperson are open to the general university faculty and invited guests.

**ARTICLE IV: MINUTES OF MEETINGS**

The Secretary of the Senate shall keep accurate minutes of each meeting and cause them to be duplicated and distributed among the members of the Senate for approval, after which the approved minutes shall be distributed among the entire faculty.

\*Approved by Board of Trustees 5/15/08