Prairie View A&M University
Faculty Senate Bylaws

A. MEETINGS
1. Regular meetings will be held once per month during the regular academic session.
2. A special meeting of the Faculty Senate may be called at any time by the Chair of the Senate, or upon signed request of one-third of the senators.
3. The Chair of the Faculty Senate shall call and preside over at least one meeting of the faculty, per long academic session.
4. A person who is not a member of the Senate may speak before the Senate only by invitation or permission of the Senate’s Executive Committee. A request for permission to speak before the Senate must be submitted to the Chair at least ten days prior to the next Senate meeting. The Chair will present such requests to the Executive Committee for action.
5. All meetings shall be open to all faculty.

B. QUORUM
1. A simple majority (the smallest number that constitutes more than half) of the Senate’s membership shall constitute a quorum.

C. PROCEDURE
1. Each faculty senator will be provided an agenda, along with the meeting notification, at least two days prior to the meeting.
2. At meetings of the Faculty Senate, a simple majority vote of those senators constituting a quorum shall be required to pass any motion or resolution. By definition of a simple majority, a tie vote does not pass a motion or resolution.
   a. In time-sensitive cases, such as actions required prior to the next Senate meeting, a motion or resolution may be passed in the absence of a quorum by a simple majority of senators present. Such motions or resolutions may be acted upon but must be approved at the next meeting at which a quorum exists. If the motion or resolution is not approved, then any actions taken must be rescinded.
3. The Faculty Senate must give consideration to any recommendation presented by any member of the faculty. Such recommendations must be in writing.
4. The Faculty Senate shall publish the agenda and minutes of all meetings and shall present a report annually to the faculty.
5. Agenda and minutes of all meetings shall be made available to all faculty and administration.
6. Robert’s Rules of Order shall govern the Faculty Senate in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws of this Senate.

7. The agenda of each meeting shall be prepared and distributed in advance by the Agenda Committee, which shall consist of the Senate Chair, the Vice Chair, and the Secretary. Any matter submitted by a member to the Secretary shall be placed upon the agenda of the next regular meeting.

D. NOMINATION AND ELECTION PROCEDURES

1. All nominations and elections for the Faculty Senate will be conducted by the faculty of each respective college or school with oversight by the Elections Committee of the Faculty Senate.

2. Any qualified voter as defined in the Constitution shall be eligible for election to the office of Senator provided that there is a reasonable expectation of serving the full term.

3. All qualified voters within a college or school shall have a reasonable opportunity to make nominations subject to the following guidelines:
   a. Any faculty member seeking the position of senator may self-nominate or accept a nomination from another faculty member within the college or school.
   b. All nominations shall be submitted in writing to a senator from the college or school who has been designated by the Senate’s Elections Committee.
   c. For regular elections, the nomination period for election of Senators shall be at least a two week period before voting begins.

4. All senatorial elections shall follow Part II. D. of the Constitution and be in accordance to the following:
   a. Ballots must be secret and must be cast either digitally or by paper.
   b. Elections of Senators shall be scheduled between the April and May meetings of the Faculty Senate.
   c. In the case of a tied vote for a senate seat, a run-off election will be held between the tied nominees. When ties exist after a runoff, the tie shall be broken promptly by lot.

5. Where a midterm vacancy occurs, the Speaker, in consultation with the other senators of the unit in which the vacancy arises, may appoint a replacement to fill the seat until such time as it can be filled by a special or regular election.

E. LEADERSHIP POSITIONS

1. The Senate chair and other officers shall be elected according to the provisions in Article II.F of the Constitution.
   a. In the case of a tied vote, a run-off election will be held between the tied nominees. When ties exist after a runoff, the tie shall be broken promptly by lot.

2. Chairs of Senate committees shall be approved by a simple majority vote of those senators constituting a quorum.
3. Appointees to university- and system-level committees and special positions shall be nominated by the Committee on Committees and approved by a simple majority vote of those senators constituting a quorum.

F. AMENDING THE BYLAWS

1. Proposals to add, remove, or alter a Senate bylaw require a petition of no less than ten members of the Senate.

2. Such proposals must be ratified by a two-thirds majority vote of those senators constituting a quorum.