

**Faculty Senate By-Laws
Eastern Illinois University**

*Revisions Approved
January 23, 2024*

I. Faculty Senate Membership

Membership on Faculty Senate shall have college representation and at-large positions as follows, elected by their constituents: 1 from Library faculty, 1 from Lumpkin College of Business and Technology, 1 from College of Education, 1 from College of Health and Human Services, 4 from College of Liberal Arts and Sciences, 1 annually contracted faculty representative, and 6 at-large members.

II. Standing committees shall include the following committees. The Senate may create other committees as needed.

- A. Executive Committee
- B. Elections and Appointments Committee
- C. Student and Staff Senate Relations Committee
- D. Faculty Forum Committee
- E. Awards Committee

III. Membership and Duties of the Senate's Standing Committees:

A. Executive Committee

1. The Executive Committee shall have three members: Chairperson, Vice-Chairperson, and Recorder and shall serve as the liaison between the Faculty Senate and the President and Provost of the University.
2. The members of the Executive Committee shall be elected during the last regular meeting of the Spring semester. Members of the committee must be members of the Faculty Senate, including newly-elected Senators whose terms begin in the following Fall semester. The responsibilities of the members of the Executive Committee shall be as described in Robert's Rules of Order.
3. The Recorder shall submit approved Faculty Senate minutes, with assigned Vol./No. per the Faculty Senate Policies & Procedures Manual, to the EIU institutional repository prior to the end of each semester.

B. Elections and Appointments Committee

1. The Vice-Chairperson of the Senate shall serve as chair of the Committee.
2. The Committee shall have two additional members, appointed by the Chair of the Faculty Senate, subject to approval by a majority vote by the Senate.

3. The Committee shall be responsible for the election and appointment of faculty members as defined in Article 1 of the Faculty Senate Constitution (full-time Unit A and Unit B faculty and chairs) to faculty committees and Boards. The Committee will maintain a list of faculty committees and boards that need to be populated.
4. The Committee shall maintain a database of the bylaws and contacts for each of the faculty committees and boards.
5. One member of the Committee shall serve as a liaison between the Faculty Senate and the faculty committees and boards to which the Senate appoints members. In keeping with the Senate's ongoing commitment to shared governance, this member shall strive to determine whether or not the committees and boards are meeting regularly (as needed), and shall report to the Senate when this does not take place.
6. The Committee will coordinate any special votes of the faculty that the Senate chooses to conduct, such as those specified in Article XII of the Faculty Senate Constitution.

i. Elections

1. Annual elections shall be conducted each Spring semester for membership on the Faculty Senate, the Council on Academic Affairs, the Council on Teacher Education, the Council on Graduate Studies, the Council on Faculty Research, the University Personnel Committee, the Academic Program Elimination Review Committee, the Council on University Planning and Budget, and the Sanctions and Termination Hearing Committee. In addition, the Committee shall supervise an election in the Fall semester as needed to fill vacant positions on these committees.
2. The Committee shall distribute to the faculty in February a statement of eligibility requirements for elected positions.
3. To be nominated for election to any of these committees, a faculty member must submit (or have submitted for her/him) a brief candidate statement. The Committee shall prescribe a time by which nominations are to be received; nominations reaching the Committee's chairperson later than the prescribed time shall not be considered.
4. If there are no nominations for an elected position, the Committee may seek nominations from the respective dean(s).
5. Regular elections shall be held at an announced central polling place on the campus or via secured electronic means.
6. The Committee shall distribute a list of all candidates not later than the second week of March, along with announcement of the date for election, to be held not later than the last week of March. Names on the ballots shall be arranged in the order petitions are received. Voters may vote for write-in candidates, but a write-in

candidate must receive at least five votes to be elected or placed on the list of alternates.

7. The winning candidates will be those with the most votes. In case of ties, the selection will be made by a coin flip conducted by the chair of the Committee. The coin flip will take place in the presence of the candidates tied in the voting process, if feasible.
8. The Committee shall create a list of alternates for the elected committees. Any nominated candidate, or write-in candidate receiving at least five votes, who was not elected, shall be an alternate. Alternates will be ranked in order of most votes received in the election.
9. Final election results shall be published as early as possible in the Senate minutes; these results shall include the number of votes received by each candidate. Newly elected members shall take office at the first meeting of the Fall semester.

ii. Appointments

1. The call for nominations to appointed committees shall occur after the election results are finalized, and not later than the end of March.
2. To be nominated, a faculty member must inform the Committee of their interest in serving on one or more of the appointed committees. Candidate statements are not required but may be submitted if desired.
3. If more than one person indicated an interest in serving on an appointed committee, the Committee shall make appointments using a method that provides a fair opportunity for as many people to serve as possible. A list of proposed appointments will be presented no later than the last regular meeting of the Spring semester and be subject to approval through majority vote of the Faculty Senate.

iii. Filling of Vacancies

1. Definition of a Vacancy: A position shall be considered vacant whenever the faculty member can no longer fulfill the obligations of that position, or when no faculty member filed a valid nomination and no write-in candidate received sufficient votes to be elected.
2. If a vacancy occurs in any elected position with one academic year or less remaining on the term for that position, the Senate shall select a replacement. The Senate shall be informed of the names of any alternates available for that position from the most recent election, but the Senate is not required to choose such a candidate.
3. If a vacancy occurs in any elected position with more than one academic year remaining on the term for that position, the Senate shall select a replacement (after having been informed of the names of any alternates). This replacement shall serve

only until the next election (Fall or Spring), when the position will be opened for vote. If the Senate judges that the next election will occur so soon that the replacement is not needed, they may choose to leave the position vacant until an elected replacement can be seated. In either case, the replacement shall never serve more than the remainder of the original term of the vacancy.

4. Vacancies in the membership of appointed committees shall be filled by appointment from the remaining pool of volunteers for that position in the most recent Spring term. If no candidates remain in that pool for a position, the Senate may appoint any eligible faculty member as a replacement.
5. If the entire Senate resigns, the chair shall call and chair a special faculty meeting at which arrangements will be made to hold a special election. All decisions at that meeting will be made by a majority vote of those attending.

C. Student and Staff Relations Committee. The Student and Staff Senate Relations Committee will be composed of at least three members of the Faculty Senate appointed by the Chair of the Faculty Senate, subject to approval by a majority vote by the Senate. The purpose of this committee shall be to improve student-faculty and staff-faculty relations through joint discussion concerning teaching, grading, evaluation, housing, budgetary concerns, Faculty Forum, and other related matters. This committee shall meet as needed.

D. Faculty Forum Committee. The Faculty Forum Committee will be composed of at least three members of the Faculty Senate appointed by the Chair of the Faculty Senate, subject to approval by a majority vote by the Senate.. The purpose of this committee shall be to encourage discussion of topics of University-wide concern. This committee shall meet as needed.

E. Awards Committee. The Awards Committee will be composed of at least three members of the Faculty Senate appointed by the Chair of the Faculty Senate, subject to approval by a majority vote by the Senate. The purpose of the committee shall be to oversee the Luis Clay Mendez Distinguished Service Award and the Distinguished Faculty Award. The committee shall meet as needed.

1. Luis Clay Mendez Distinguished Service Award. The Awards Committee will issue a call for nominations for the Luis Clay Mendez Distinguished Service Award in the Fall Semester. The call for nominations should be distributed as widely as possible among all members of the EIU community. All EIU faculty, including Department Chairs, are eligible to be nominated. The winner of the Luis Clay Mendez award shall be chosen by the members of the Awards Committee from among those nominated for the award. (Should one or more Awards Committee members be nominated for this award, the Senate shall appoint at-large members as needed to bring the committee up to at least three members.) The Award will be presented during the fall commencement ceremonies.
2. Distinguished Faculty Award. The Awards Committee will issue a call for nominations for the Distinguished Faculty Award in the Spring Semester. The call for nominations

should be distributed as widely as possible among all members of the EIU community. The Awards committee shall contact relevant administrators and bodies to constitute the Distinguished Faculty Award Selection Committee. Consistent with the agreement governing the Distinguished Faculty Award endowment held by the EIU Foundation, the Distinguished Faculty Award Selection Committee shall be composed of the members of the Faculty Senate Awards Committee, one additional faculty member appointed by the President, one alumnus appointed by the Eastern Illinois University Alumni Association, one graduate student and one undergraduate student appointed by the Student Senate. The Distinguished Faculty Award Selection Committee shall choose one or two award winners from among the faculty nominated. The award(s) shall be given in the Spring semester.

- IV. All voting in Faculty Senate will be conducted in such a way that the votes of each member can be recorded. A roll call vote on any matter will be required if any Senator requests it.
- V. Parliamentarian: If the Senate so chooses, a non-voting parliamentarian may be appointed to assist Faculty Senate in conducting meetings in adherence to Roberts Rules of Order, or a Senator other than the Chair may be chosen to fulfill this function. The individual shall be selected by the Faculty Senate Executive Committee and approved by a majority vote of the Faculty Senate.