

Faculty Senate Bylaws
of the
American University of Central Asia

Article I. Authority and Purpose

Section 1.01 The Faculty Senate of AUCA (the “Senate”) is established, and derives its authority, from the Charter of AUCA (the “Charter”).

Section 1.02 The function of the Senate shall be to address all major academic policies, including curricular innovation, research, standards, promotion, financial strategy and student intellectual life.

Section 1.03 The Faculty Senate shall:

- (a) Consult and advise the President of the University (“President”) with respect to the establishment, approval, initiation or termination of any academic program;
- (b) Consult and advise the President with respect to establishment of academic standards;
- (c) Consult and advise the President with respect to standards for admission to degree-granting programs;
- (d) Consider and propose to the President the award of honorary degrees and academic ranks;
- (e) Consider, draft and adopt rules of procedure consistent with the Charter;
- (f) Provide a forum for public discussion of any other matters of interest to the University community and articulate positions with respect thereto, and;
- (g) Create all Senate policies rules and regulations, including but not limited to the process for selection of Senate members.

Section 1.04 The Senate shall take decisions, proposals, resolutions and recommendations by a majority vote of those present. The Senate chair shall deliver all decisions and recommendations from the Senate to the President for his or her consideration and/or decision, in the expectation that he/she will present them to the Board as necessary. In order to take decisions the quorum of not fewer than half of all elected members of the Senate is required.

Section 1.05 The Senate shall also be the executive body of the Academic Council (Uchenyi Sovet). When convened as such, the President shall be a voting member, and shall preside over the meetings.

Article II. Membership

Section 2.01 The Faculty Senate shall have sixteen (16) members consisting of voting and non-voting members. There shall be fifteen (15) voting members: fourteen (14) elected faculty members, and one (1) faculty representative from the Trade Union. The Senate also includes one (1) *ex officio* non-voting member: one (1) student, the President of the Student Senate elected by student peers.

- (a) Faculty (Elected Voting Members): There shall be fourteen (14) voting members of the Senate to be elected by the faculty, from the following categories:
 - 1. Six (6) senior faculty members (above the rank of Assistant Professor)
 - 2. Four (4) junior faculty members
 - 3. Four (4) international faculty members
- (b) Non-voting members of the Faculty Senate shall have all of the rights of voting members, except they shall not have the right to make motions, nominate or vote.

Section 2.02 Elections and Term of Office

- (a) The term of office shall be for two (2) years, which shall terminate upon the election of the new Faculty Senate each fall.
- (b) The election of faculty members of the Senate shall be conducted during the second week of the fall semester by the ad hoc Faculty Election Committee. The newly-elected Senators shall take office immediately following their election.
- (c) Within 7 days following the election of its members, the Senate shall hold an organizational meeting of the incoming Senate for the purpose of electing new Senate Officers.
- (d) In the event a faculty member of the Faculty Senate or of a Senate Committee resigns, or is removed pursuant to these Bylaws, or is otherwise unable continue as a member of the Faculty Senate or Senate Committee, then the Faculty Senate shall appoint a faculty replacement to fill the unexpired term of Senate or Committee office. If the vacancy occurs in a non-faculty Senate position, then the Secretary of the Senate shall inform the appropriate constituency of the vacancy, so that a replacement can be appointed to fill the unexpired term. Any faculty or non-faculty replacement member must meet the requirements herein for the position held by the departing member.
- (e) Members of the Faculty Senate and any Committees of the Faculty Senate may be removed by the Faculty Senate for cause. Removal for cause may include non-participation in Senate or Committee business, not attending Senate or Committee meetings, continued or willful neglect of duties of office, or other valid reasons. Senate members and Committee members must be provided adequate notice of removal for cause, a fair hearing, and a reasonable opportunity to present a defense.

Section 2.03 Officers of the Senate

- (a) At its annual organizational meeting, the incoming Senate shall elect from its membership, a Chair, Vice-Chair, and Secretary. Election of officers shall be by a majority of the full voting membership of the Senate.

- (b) The Chair shall preside at Senate meetings, and shall be responsible for keeping a log of pending Senate business.
- (c) The Vice-Chair shall assume the duties of the Chair in his/her absence. If the Chair should resign or be unable to fulfill the duties of the Office for a prolonged period, the Vice-Chair shall succeed her/him.
- (d) The Secretary shall be responsible for the recording and distributing minutes of meetings of the Senate.
- (e) Senate Officers may be recalled by a two-thirds (2/3) vote of the Senate membership.

Article III. Meetings of the Faculty Senate

Section 3.01 The Senate shall meet at least 6 times during the academic year. The Senate shall establish a regular time and date for Senate meetings.

Section 3.02 Additional Faculty Senate meetings may be held at the call of the Chair, or upon petition of one-third (1/3) of the membership, in which case the Chair must call a meeting within five (5) days of receipt of such petition.

Section 3.03 A quorum shall consist of a majority of the elected faculty members.

Section 3.04 The agenda for Faculty Senate meetings shall be distributed in advance of the meetings.

Section 3.05 Individuals who are not members of the Senate may be recognized by the Senate Chair only with the consent of the Senate. However, if such recognition would clarify and facilitate the work of the Senate, the Chair may recognize nonmembers during the reports section of the meeting without prior consent of the Senate.

Section 3.06 Business originated by, or allocated to, the committees of the Faculty Senate should be completed within the tenure of that Senate. Business not so completed lapses and must be reintroduced in the succeeding Senate if the interested parties still seek completion.

Article IV. Committees

Section 4.01 The Senate shall establish such standing committees as it deems appropriate and appoint corresponding chairs. The Senate shall establish rules, policies, and regulations for the selection and removal of standing committees members and shall have operational and oversight authority over such committees. The core principals of all Academic Senate committees shall include: sound membership composition, international perspective, student centered, effective communication, efficiency, integrity, and focused on policy. Committee members should be committed to University development, and be able to work with colleagues diligently and deliberately to generate exciting new ideas for the University.

Section 4.02 The five (5) standing committees of the Academic Senate shall be the following:

1. Academic Affairs Committee – The purpose of this committee is to make recommendations to the Senate on academic policies with respect to establishment, termination and continuous review of any academic program, development proposals relating to improvement of academic environment and research culture of the University; establishment of new academic standards, changes in academic calendar, standards for admissions to the university, library service. This committee shall be composed of 5 faculty members distributed as follows: three (3) senior faculty members and 2 (two) junior faculty members. The responsibility of this committee is to cooperate with Academic Appeals Committee on the regular basis.
2. Faculty Status and Promotion Committee – This committee is charged with recommending to the Academic Council regulations, procedures and criteria for promotion, renewal/termination of contracts, reappointments, rotations, status of part-time, probationary and regular faculty. The committee is to evaluate applications for promotion and make recommendation to administrators on candidates. The committee is to review an appeal from faculty whose job contract was not renewed. The committee shall be composed of 5 elected faculty members: three (3) senior faculty members and 2 (two) junior faculty members. The Division Chair serves the committee as a resource person in status of ex officio non-voting member.
3. Academic Appeals Committee – This committee is charged with reviewing student appeals relating to unfair treatment from faculty members involving student's academic work. This committee is responsible to evaluate the evidences provided by both sites and make a decision enabling conflict resolution. The committee shall be composed of five (5) elected faculty members.
4. Student Intellectual Life Committee –The purpose of this committee is to support student-initiated projects, professional development opportunities, and student research. The committee administers the *Student Research Fund* to encourage and promote student research. It evaluates applications for funding and award grants to support students' field or archival research. This committee administers the *Student Travel Fund* to support students' participation in international conferences, workshops, cultural exchange programs, and research-related activities. The committee members make decision about the Best Thesis Award for which it uses thoroughly developed criteria and procedures. SILC shall have six (6) faculty members and two (2) representatives from the Student Senate. Faculty membership shall be composed of five (5) elected faculty members and one (1) representative from the Faculty Senate.

5. Faculty Welfare Committee – The purpose of this committee is to consult and advise university administrators on all matters involving faculty welfare, including but not limited to workplace environment, safety, insurance, retirement, child care/elder care, housing, salary and condition of employment. The committee shall be composed of five (5) elected faculty members and one (1) representative from the Faculty Senate.

Section 4.03 Elections and Term of Office

(a) The term of office for all Senate standing committees shall be for two (2) years, which shall terminate upon the election of the new committees membership.

Section 4.03 (b) Members of each standing committee shall be directly elected by the faculty of the University. The election of faculty members for Senate standing committees shall be conducted during the second week of the fall semester along with the election of Faculty Senate membership. Faculty Election Committee should be established for the purpose of electing new members. The standing committees shall meet no less than monthly during the academic year. The standing committees shall establish a regular time and date for committee meetings.

Section 4.04 Additional standing committee meetings may be held at the call of the Committee Chair, or upon petition of one-third (1/3) of the membership of the committee, in which case the Chair must call a meeting within five (5) days of receipt of such petition.

Section 4.05 The Faculty Senate may appoint such other *ad hoc* committees and Chairs as it deems appropriate.

Article V. Rules and Procedures

5.01 Communications from nonmembers of the Senate pertaining to the responsibilities of the Senate shall be directed to the Chair of the Senate who will consult with the Senate to determine proper disposition.

5.02 Introduction and Disposition of Business:

- i. The parliamentary authority for AUCA is the current edition of *Robert's Rules of Order, Newly Revised* (RONR), which applies in all cases where it does not conflict with the Senate Bylaws or special rules of order.
- ii. Main motions may be introduced to the Senate during that portion of the meeting set aside for reports or for new business. Individual Senators may inform the Senate of their intent to introduce business during the time set aside for the informal discussion; however, such statement of intent is not to be considered as a formal introduction of a motion.
- iii. All main motions require two readings before a vote may be taken, and the two readings must occur at different meetings of the Senate.

- iv. The Faculty Senate shall take all decisions, proposals, resolutions and recommendations by a majority vote of those present, as long as there is a quorum.
- v. Discussion arising from the first reading of a main motion shall be brief and shall consist only of explanatory statements by the maker and clarifying questions by members of the Senate. Debate on substantive issues shall be reserved until after the second reading of the motion.
- vi. Main motions on second reading shall be brought before the Senate under that section of the Orders set aside for unfinished business in the order in which they were advanced to the second reading.
- vii. A main motion may be put to a vote only after the second reading unless the rules are suspended.
- viii. Specific committee recommendations for action by the Senate shall be clearly delineated in the committee's report. A supporting rationale shall be included for each recommendation. Reports shall bear committee name, committee chairperson, and the date of the Senate meeting at which they are presented for first reading.
- ix. Any member of the Faculty Senate may authorize another member to cast votes on his/her behalf at any meeting of the organization and may direct that member's vote. Such proxy must be presented to the Secretary in writing prior to the meeting and must identify the person who is authorized to vote on his/her behalf.
- x. A roll call vote may be called by ten percent (10%) of the members present.
- xi. The President shall bring forward to the Board such proposals as he or she and the Senate have agreed need to go to the Board.

RULES OF ORDER

Summary

PARLIAMENTARY PROCEDURE IN THE SENATE

The parliamentary authority for AUCA is the current edition of *Robert's Rules of Order, Newly Revised* (RONR), which applies in all cases where it does not conflict with the Senate Bylaws or special rules of order. Senate members should familiarize themselves with the Bylaws and special rules of order. For the finer points of parliamentary law, Senate members may consult RONR.

RIGHTS OF VOTING MEMBERS

Voting members of the Faculty Senate have the following rights: to attend meetings; to make motions and nominate; to debate; to vote; to hold office, if qualified; to have the agenda followed; and to have the rules enforced. Any motion that abridges or denies any of these rights requires a two-thirds vote.

RIGHTS OF NON-VOTING MEMBERS

Non-voting members of the Faculty Senate shall have all of the rights of voting members, except they shall not have the right to make motions, nominate or vote. Any motion that abridges or denies any of these rights requires a two-thirds vote.

ORDER OF BUSINESS

The regular order of business of the Faculty Senate shall be as follows:

- Approval of Minutes
- Report of the President of the University
- Report of the Chair of the Academic Senate
- Reports of Standing Committees
- Report of the Student Senate Representative
- Report of the Trade Union Representative
- Reports of Special, or Ad Hoc, Committees
- Special Orders (Special orders are items of business that according to the bylaws must be taken up at a specified meeting or items that were postponed from the previous meeting and made a special order-i.e., given priority in the order of business-by a two-thirds vote.)
- Unfinished Business and General Orders (Unfinished business is business that was on the agenda for the previous meeting but was not reached before adjournment. General orders are items postponed from the previous meeting by a majority vote.)
- New Business
- Adjournment

DEBATE

Except by consent of the assembly, members may debate only when a motion is pending, and debate must always be germane to the pending question.

A member may speak only twice to the same motion. If, however, the motion goes over to another day--if, for example, it is postponed to the next meeting--the member may speak twice again. A member who has spoken to a particular motion may not speak again until everyone who wishes to speak the first time has done so.

A member who wishes to speak waits until the previous speaker has concluded, then rises, addresses the chair, and waits to be recognized. Members are recognized in the order in which they seek recognition except that, insofar as practicable, the chair alternates between members who wish to speak for and against a measure.

All remarks in debate are addressed to the chair, never to another member. No speaker may attack the motives or the character of another member. Past actions of the assembly may not be criticized except in debate on a motion to amend or rescind the past action.

KINDS OF MOTIONS

Main Motions

Main motions may be made only when nothing is pending. Main motions require a second, are debatable, and require a majority vote.

Ranking Motions

Certain motions have rank; that is, a motion with lower rank cannot be made while a motion of higher rank is pending. The ranking motions, from lowest to highest, are listed below with an **S** if they require a second, with **D** or **U** to indicate whether they are debatable or undebatable, and with an **M** or **2/3** to indicate the vote required.

- Postpone Indefinitely (S,D,M) – (lowest)
- Amend (S,D,M)
- Refer to a Committee (S,D,M)
- Postpone to a Definite Time (S,D,M)
- Limit or Extend the Limits of Debate (S,U,2/3)
- Previous Question (Close Debate) (S,U,2/3)
- Lay on the Table (S,U,M)
- Call for the Order of the Day (ruled on by the chair)
- Question of Privilege (ruled on by the chair)
- Recess (S,U,M)
- Adjourn (S,U,M)
- Fix the Time to which to Adjourn – (highest)

Important exceptions: (a) motions to amend may be made while any motion is pending that has a legitimate variable and (b) certain motions with high rank (raise a question of privilege, recess, and fix the time to which to adjourn) are privileged only if they are made while business is pending. A motion to recess, for example, if made when nothing is pending, is a main motion and is therefore debatable.

Incidental Motions

Certain motions arise incidentally as other motions are being considered. These motions, by and large, are disposed of as they arise. Like the ranking motions, incidental motions may be amended if they have a legitimate variable. Some of the most commonly used incidental motions are as follows:

- Point of Order (ruled on by the chair, subject to appeal)
- Appeal (S,M, debatable unless (a) a nondebatable motion is pending or (b) it has to do with decorum in debate)
- Point of Information (answered, or referred to a knowledgeable member, by the chair)
- Parliamentary Inquiry (answered by the chair, not subject to appeal)
- Suspend the Rules (S,U,2/3)
- Objection to the Consideration of the Question (MUST be made before debate begins on the motion in question, S,U,2/3)
- Withdraw a Motion (S,U,M, but often handled by general consent)
- Request (S,U,M, except that a request to be excused from a duty is debatable)
- Division of a Question (S,U,M)
- Consider by Paragraph or Seriatim (S,U,M)

Bring Back, or Restorative Motions

Certain motions are used to bring back before the assembly motions previously disposed of: The voting requirements for these motions vary depending on the circumstances. Consult *Robert's Rules of Order, Newly Revised*.

- Take from the table (S,U,M)
- Rescind/Amend Something Previously Adopted (S,D, See RONR)
- Discharge a Committee (S,D, See RONR)
- Reconsider/Reconsider and Enter on the Minutes (S, D or U, depending on whether the motion it is proposed to reconsider is debatable; M)

VOTING

A voice vote is taken whenever a majority is required for adoption. If, after the chair declares the result, a member is in doubt, the member may demand that the vote be retaken as a standing vote. (Without rising or seeking recognition, the member calls out "Division!") The chair who is in doubt of the result of a voice vote may ask for a standing vote and may have the vote counted. A member who wishes the vote to be counted must make a motion to that effect. A standing vote is taken whenever a 2/3 vote is required for adoption