

FACULTY SENATE CHARTER

College of Engineering, University of Hawaii at Manoa

PREAMBLE

The Engineering faculty of the College of Engineering (COE), University of Hawaii at Manoa (UHM), do hereby establish this Faculty Senate (Senate) as a collective representation to advise and work with the College Administration on all matters of interest to the College and the University in teaching, research, and service in relation to the communities of UH, Hawaii and the engineering profession. The Senate shall endeavor to ensure the continuous improvement of quality in all activities of the College. The Senate shall work with the COE administration to facilitate information flow, assist in the improvement of the working conditions, enhance the well-being of faculty members, provide input and advice to operations, policies, and procedures, maintain connectivity between faculty members, and promote engineering contributions to society.

OBJECTIVE

The Charter and By-Laws form the basis for establishing appropriate shared governance and faculty responsibility within the College of Engineering.

ORGANIZATION

There shall be a Faculty Senate that contains a Senate Executive Committee (SEC), Standing Committees and additional Special Committees.

OPERATIONS

- Faculty members may recommend items to the Senate for consideration and deliberation.
- The COE administration may also ask the Senate to deliberate on matters of interest.

BY-LAWS

The by-laws shall establish procedures for membership, meetings and deliberations, elections, voting, amendments, and other duties of the Senate and its officers.

SUPERSESSON

Upon the adoption of this Charter and By-laws, the Charter and By-laws of the COE Faculty Senate of July 1967 and all amendments thereto, and the Charter and By-laws of the Faculty Senate dated Dec. 7, 1973 and all amendments thereto, and all or any other Charter and By-laws existing prior to the year 2004 shall be superseded.

BY-LAWS OF THE COLLEGE OF ENGINEERING FACULTY SENATE

ARTICLE I SENATE MEMBERSHIP

- 1.1 All tenure-track or tenured faculty members of the COE in the Instructional, Research, and Specialists categories, serving at or more than 50% time are automatically members of the Senate.
- 1.2 Retired faculty members will be non-voting, ex-officio members of the Faculty Senate, who may fully participate at the general meetings or as a member of any special committee.
- 1.3 COE Administration (including the Dean, Associate Dean, and Assistant Dean,) shall not be members of the COE Senate until their official duties are terminated and they return to the College as a regular faculty member.
- 1.4 Staff members of COE may join the general meetings and/or committee meetings as non-voting members.
- 1.5 No person outside the College shall be a member.
- 1.6 Faculty members on sabbatical or leaves of absence longer than 3 months during the Academic Year (AY) will be considered absentee members, will not be counted toward the quorum requirements, but can vote.

ARTICLE II SENATE MEETING QUORUM AND VOTING REQUIREMENTS

- 2.1 The quorum for Senate meetings shall be 35% of the current senate membership, rounded down to the nearest integer.
- 2.2 All members carry an equal and singular vote.
- 2.3 The passage of resolutions, minutes, and other decisions and actions will require a majority vote of the attendees.

ARTICLE III ELECTIONS TO THE SENATE EXECUTIVE COMMITTEE

- 3.1 All qualifying faculty members of the COE Senate shall be considered as the electorate
- 3.2 The members shall elect a total of seven (7) representatives to the SEC.
- 3.3 At all times, there shall be two SEC representatives from each department of Electrical, Mechanical, and Civil and Environmental Engineering, and the remaining member elected at large.
- 3.4 All nominees on the election slate must personally express the willingness to serve, if elected.
- 3.5 All voting shall be cast by a secret ballot.
- 3.6 Elections will be held yearly in the second week of April. These elections will be organized by the Election Committee as described under the Responsibilities of the Election Committee.
- 3.7 All SEC members will serve two-year terms, except those staggered during the first Senate Year. Any re-election to the SEC shall be limited to no more than two (2) consecutive terms.
- 3.8 At the very first elections in 2004 at the time of ratification of this charter and by-laws, there shall be a planned staggering of member elections. The elected representatives from the three departments receiving the highest number of votes shall serve two-year terms and the 2nd highest vote getter shall serve a one-year term during the following Senate Year.

- 3.9 The election results during any year shall be declared by the end of April.
- 3.10 Any faculty member elected to the SEC who goes on leave of absence longer than 3 or more months shall relinquish his/her position; a replacement election shall be conducted by the Election Committee promptly.

ARTICLE IV OFFICERS OF THE SENATE EXECUTIVE COMMITTEE

- 4.1 To serve and represent the Senate as officers, the SEC members shall elect from among themselves a President, Vice-President, and Secretary, who shall serve one (1) year, with officer elections held every year within two weeks of the announcement of the elected SEC members.
- 4.2 The Past President or his appointed representative shall supervise the election of SEC members. For the first election in 2004, the elected SEC representatives shall organize and elect the Senate officers among themselves, and put the proceedings of such into public record.
- 4.3 Election shall be by secret ballot and shall require a majority vote of the SEC Members.
- 4.4 By virtue of their election, the SEC shall represent and act on behalf of the Senate, while serving the Senate membership and upholding responsibilities to the Senate.
- 4.5 The Past President and past vice-president, assuming they are not reelected to the SEC, shall serve as ex-officio members of the SEC for a period of one year, in an advisory capacity.
- 4.6 An officer of the SEC who goes on a leave of absence longer than 3 months shall fully relinquish the officer and SEC position. Alternate elections shall be held within the SEC to replace that officer.

ARTICLE V MEETINGS OF THE SENATE

- 5.1 There shall be a minimum of one Senate general meeting held each academic semester. The meetings shall be facilitated by the President. The meeting times shall be set to avoid as much as possible conflicts with teaching schedules of the faculty.
- 5.2 The Secretary of the SEC shall record the minutes, keep records, and provide the proper supporting documents for meetings.
- 5.3 The COE Administration, staff and visitors may be invited to the Senate meetings, but carry no vote.
- 5.4 All attendees must sign an attendance sheet.
- 5.5 Senate meeting minutes shall be approved at the next meeting, and put into public record.

ARTICLE VI MEETINGS OF THE SENATE EXECUTIVE COMMITTEE

- 6.1 Five SEC members shall constitute a quorum for SEC meetings. All SEC meetings shall be appropriately announced in advance and shall be open for observation to all members of the Senate.
- 6.2 A majority vote of the attending members of the SEC shall represent the decisions and actions of the SEC.
- 6.3 The SEC meetings shall be coordinated and conducted by the President, who is responsible for making all arrangements thereunto, except, on occasion and when necessary, by the Vice President or another appointed SEC member.

- 6.4 The SEC shall meet monthly during the AY. Additional meetings may be called by the President, as needed. Records of meetings shall be maintained.
- 6.5 The Secretary will record and keep the minutes and also be responsible for storing other records and documents of the Senate, SEC and Standing Committees.
- 6.6 Any SEC member missing two consecutive monthly meetings, without properly informing the SEC with a legitimate excuse or by executing a proxy, shall be considered inactive, so that a replacement election may be called by the President and conducted by the Election Committee.

ARTICLE VII COMMITTEES

- 7.1 The Election Committee (EC) shall be the only standing committee. The SEC may appoint special Committees and their term of office shall be specified at the time of appointment to work on issues brought forth by the faculty or the CoE Administration.
- 7.2 Each committee shall elect its own chair and shall have at least one SEC member.
- 7.3 Each Department shall elect one member to the Election Committee.
- 7.4 The Election Committee shall be formed and reported to the Senate at the first fall semester general meeting.
- 7.5 The President, with consent of the SEC, shall make appointments when and if a standing committee is not properly filled.
- 7.6 Committee Chairs shall call meetings regularly as the schedule requires or permits in order to meet its tasks and goals.
- 7.7 The Senate Committees shall report regularly at the SEC monthly meetings.
- 7.8 The term of the Election Committee shall be one year.

ARTICLE VIII INITIAL RATIFICATION AND ELECTION

- 8.1 The initial Charter and By-laws shall be ratified by a two-thirds majority vote of the attending faculty members at the special COE Faculty meeting in Spring 2004 with the explicit purpose of forming the Senate, provided that the attendance is at least 33% of the active members of the COE faculty.
- 8.2 Those voting in favor shall attest their signature to the Charter and By-laws.
- 8.3 Nominations for SEC members shall be open at that initial Senate meeting.
- 8.4 The nomination process shall remain open for 14 calendar days.
- 8.5 Three faculty volunteers, one from each department, shall be elected at the ratification meeting to monitor the election. The departmental volunteers will prepare, distribute and collect the ballots. They will also count the votes, certify the election results, and announce the elected SEC members (including those serving 2 or 1 year terms) by email before 4:30PM on Friday, April 9, 2004.

ARTICLE IX RULES OF ORDER

- 9.1 Robert's Rules of Order shall govern deliberations at all Senate, SEC, Standing Committee, and Special Committee meetings. A Parliamentarian shall be selected by the Senate to interpret rules. The term of the Parliamentarian shall be one year.

ARTICLE X SUCCESSION MEETINGS

- 10.1 Officers shall pass on all documents and relevant information to the newly elected officers. A succession meeting(s) and briefing(s) shall be promptly arranged and held to properly complete the transition, within two weeks of the succession.
- 10.2 Committees shall hold succession meeting(s) and briefing(s) promptly to properly complete the transition, within two weeks of any succession.

ARTICLE XI THE SENATE YEAR

- 11.1 The Senate year shall begin on the first day of June.
- 11.2 The elected officers and SEC representatives shall assume their duties on the first day of the Senate year.

ARTICLE XII UNEXPIRED TERM

- 12.1 If the office of the President becomes vacant, the Vice-president shall promptly and automatically become the President.
- 12.2 If the office of the Vice-president or the Secretary becomes vacant, it shall be filled by a special election from within the SEC.
- 12.3 The Election Committee shall promptly and properly hold a special election to replace the SEC member.

ARTICLE XIII DUTIES OF THE SENATE AND THE SEC

- 13.1 The Senate shall carry on all necessary discussions, inquiries and investigations concerning matters pertaining to the goals, policies and practices that affect the academic quality and integrity of COE, as well as the working environment and the well-being of its constituents. Matters that come before the Senate, and its SEC, and noted on the next meeting's agenda may originate internally or from:
 - Written proposals by three (3) or more faculty members submitted for consideration and inclusion on meeting agendas.
 - Requests from the Dean's Office
- 13.2 The Senate shall consider and monitor matters of importance to the CoE faculty and make recommendations relative thereto. Such recommendations and resolutions shall be made in writing to the appropriate administrative authorities upon approval by a majority vote of the Senate.
- 13.3 Should a majority of the SEC decide that any matter requires deliberation of the entire Senate the President shall then call a plenary session or address the matter at the next Senate general meeting.
- 13.4 The SEC has the following specific duties:
 - Represent the COE faculty to work with similar organizations of UHM and to enhance faculty's working conditions and morale;
 - Take responsible actions on behalf of the COE faculty and the Senate;
 - Refer issues to the appropriate Committees for their consideration and recommendations;
 - Call general meetings or special plenary sessions of the Senate when deemed necessary;
 - Develop and convey collective faculty information, opinion and advice to the COE administration;

- Deliberate on various matters of interest and concern; and
- Perform other general duties as addressed in the preamble.

ARTICLE XIV RESPONSIBILITIES OF THE ELECTION COMMITTEE

- The EC shall conduct all elections of Senate Executive Committee members by developing and executing procedures for the nomination and election to ensure equal opportunity of representation and the willingness of the elected SEC members to serve. The election of SEC members shall be timed so that run-off elections, if necessary, can be completed before the end of April. The full elected SEC shall then elect the officers prior to the last day of classes of the spring semester.
- Requests for nominations shall be distributed to all members of the Senate, and at least one week shall elapse before nominations are closed.
- The EC shall prepare a ballot and shall include thereon all nominees who have agreed to serve, if elected.
- Ballots shall be submitted by voting members to the respective department secretaries and kept in an envelope. All voting members shall sign the outside of the envelope.
- Voting shall be by secret ballot. The two nominees from each department receiving the highest number of votes from the COE Senate membership shall be elected to represent that department at the SEC. In the event of a tie between two nominees, a run-off election shall be conducted.
- The EC shall be responsible to conduct replacement elections should any of the seven (7) members of the SEC become vacant. The nominees and the newly elected member of SEC shall be from the same department in which the vacancy occurred.
- The EC of the first full Senate Year shall prepare detailed nomination and election procedures for approval by the Senate at a general meeting during the year.

ARTICLE XV PLENARY SESSIONS OF THE SENATE

- 15.1 Special meetings of the Senate shall be held upon written petition to the SEC signed by a majority of the members of any department of the College, or by a majority of the SEC, or by ten or more voting members of the Senate. The petition shall identify reasons for which the meeting is to be called. The meeting shall be called no later than two weeks after the date of receipt of the petition by the SEC. The first agenda items of these special meetings shall be the subject matters of the generating petitions.
- 15.2 The SEC shall prepare the agenda for all meetings of the Senate. The agenda shall be distributed to the Senate members at least one week prior to each meeting.

ARTICLE XVI AMENDMENT OF CHARTER AND BY-LAWS

- 16.1 Amendments to the Charter and the By-laws may be proposed by petition from ten or more members of the Senate.
- 16.2 Proposed amendments to the Charter or the By-laws shall be transmitted to the Senate members at least one week prior to a Senate meeting regularly scheduled or specially called for the discussion, deliberation, and decision on the proposed amendment.
- 16.3 Voting on such amendment shall be by secret ballot to take place at the same Senate meeting.
- 16.4 Amendments to the senate charter and by-laws require a two-third majority by written ballot of at least half of all eligible senate members.

Ratifying Signatures:

Date: _____
