

**RULES AND OPERATING PROCEDURES OF THE FACULTY SENATE
THE UNIVERSITY OF OKLAHOMA
HEALTH SCIENCES CENTER**

ARTICLE I

**DUTIES OF THE OFFICERS OF THE REGULAR FACULTY
AND THE FACULTY SENATE**

The duties of the officers shall be prescribed by the Charter, these Rules and Operating Procedures, and the parliamentary authority adopted by the faculty.

Section 1. The Chair. The duties of the Chair shall be to:

- a. Chair the meetings of the Regular Faculty and the Senate.
- b. Serve as ex-officio member without vote on all Senate committees.
- c. Perform other such duties necessary to carry on the business and meet the objects of the Regular Faculty and the Faculty Senate.

Section 2. The Chair-Elect. The duties of the Chair-Elect shall be to:

- a. Preside, in the absence of the Chair, over the Regular Faculty and the Senate and carry out the duties of the Chair.
- b. Assist in carrying out the duties of the Chair.
- c. Chair the Committee on Committees.
- d. Perform other such duties as may be necessary to accomplish faculty and Senate business and to achieve the objects of the Regular Faculty and Senate.

Section 3. The Secretary. The duties of the Secretary shall be to:

- a. Call members to meetings.
- b. Prepare and circulate agendas for meetings.
- c. Prepare and circulate minutes of the meetings of the Regular Faculty and the Senate to all members of the Regular Faculty.
- d. Keep a record of all actions taken.
- e. Serve as Parliamentarian.
- f. Perform other such duties as may be necessary to accomplish faculty business, Senate business and/or achieve the objects of the Regular Faculty and/or the Senate.

Section 4. The Secretary-Elect. The duties of the Secretary-Elect shall be to:

- a. Carry out the duties of the Secretary in the absence of the Secretary.
- b. Assist in carrying out the duties of the Secretary.

Section 5. Vacancies.

A vacancy in any office shall be filled by the Chair upon recommendation of the Committee on Committees and approval of the Senate.

ARTICLE II

THE EXECUTIVE COMMITTEE

Section 1. Membership.

The Executive Committee shall consist of the current officers and the immediate Past-Chair. In the event that the Past-Chair's elected term as Senator has expired, he/she shall serve ex-officio, without vote.

Section 2. Functions. The purpose of the Executive Committee is:

- a. Forward to the Provost of the HSC and the President of the University the recommendations and advice of the Faculty Senate and the Regular Faculty on policy relating to the HSC and its faculty.
- b. Transact the business of the Regular Faculty and Senate between regular meetings.
- c. Transact other such business as may be delegated to it by the Regular Faculty, the Senate, or the Provost of the HSC or as may be necessary to achieve the objects of the Regular Faculty and Senate.

Section 3. Meetings. The Executive Committee shall:

- a. Meet as often as necessary to carry out its duties and business.
- b. Meet with the HSC Provost as often as the parties involved deem necessary and desirable.
- c. Meet at the request of any one of its members.
- d. Report all actions of the Executive Committee at the following meeting of the Senate.

Section 4. Quorum.

A quorum of the Executive Committee shall consist of three (3) voting members.

ARTICLE III

COMMITTEES

A. General Considerations

Section 1. Authority.

The Senate shall designate standing and special committees and task forces as deemed necessary to accomplish the work and purposes of the Regular Faculty and Senate.

- a. The committees shall be the working bodies of the Regular Faculty and the Senate.
- b. Each committee shall have a clearly stated charge, explore issues related to that charge, and make recommendations to the Senate. These recommendations may include alternate courses of action and minority reports.
- c. The Senate shall have the power to reconstitute any committee and to dissolve any committee, except those defined in the Charter.

Section 2. Duties. Each Committee shall:

- a. Report its activities at each regular meeting of the Senate, including a statement of work accomplished, in progress, and planned and recommendations, if any, for Senate action. A written copy of the report shall be placed in the permanent files of the Senate.
- b. Keep minutes and submit a copy to the Secretary of the Senate.
- c. Perform such other duties and functions as may be defined in this document or by the Senate.

Section 3. Meetings.

All Committees shall meet at least once annually and more often as may be necessary to accomplish their charge.

- a. The Executive Committee of the Senate shall designate one member of each committee to call the first committee meeting, in order to elect the chair of the committee.
- b. The first meeting of the committee shall be called prior to August 30th of each academic year.
- c. The Chair of each committee, with the approval of the Senate, may appoint sub-committees.
- d. Sub-committees shall disband upon completing their respective tasks and upon acceptance of their written report by the parent committee.

B. Committee Membership

Section 1. Appointments.

- a. Members of the Committee on Committees shall be elected by a majority vote of Senators representing their respective Colleges and confirmed by the Faculty Senate. In case of a tie vote, all first alternates present shall cast a ballot. The Chair-Elect of the Faculty Senate shall chair this Committee. Members of other Committees and Chairs thereof shall be appointed by the Chair of the Faculty Senate upon recommendation of the Committee on Committees and approval of the Faculty Senate.
- b. The Committee on Committees shall submit to the Senate yearly, at the May Senate Meeting, a list of nominees to fill committee vacancies.
- c. The Senate shall vote confirmation of appointments at the meeting in which the nominations are submitted.

Section 2. Committee Composition.

- a. The Standing Committees, except as noted in b below, shall consist of at least eleven (11) members, including at least one Senator or Alternate. The Committee shall consist of not less than one (1) nor more than three (3) representatives from each of the six (6) professional Colleges at the HSC, thus excluding the Graduate College.
- b. The Committee on Committees and Bylaws Committee shall have at least six (6) members and at least one representative from each College on the HSC, except for the Graduate College. All members of both of these committees shall be Senators at the time they commence serving on the aforementioned committee(s). In the event no Senator from a given College is able to serve on these committees, the numerical requirement and the required representation of that College shall be waived.

Section 3. Term of Service on Committees.

Standing committee members shall serve for 3 years with staggered terms.

Section 4.

In the event a committee member is unable or unwilling to fulfill the required duties, the member may resign upon written request by that member to the Chair of the Faculty Senate, or be removed upon written request of the committee Chair to the Chair of the Faculty Senate. In the latter situation, if the committee member to be removed offers a written objection to the Chair of the Faculty Senate, the Committee on Committees shall be empowered to review the circumstances and make a recommendation as to removal, which must be approved by a simple majority of the Faculty Senate.

Section 5.

Vacancies on committees shall be filled by election of the Senate from nominations of the Committee on Committees, and shall be for the duration of the unexpired term.

Section 6.

Officers of the Senate and Regular Faculty may serve on all committees either as members or as committee officers such as Chair, Secretary, etc.

Section 7.

Unless otherwise stated in these Rules and Operating Procedures, committee officers other than the chair shall be elected by and from among the committee members. Such elections shall be held at the first committee meeting of each academic year.

Section 8.

A quorum of a committee shall consist of a simple majority of its members.

C. Standing Committees

There are five Standing Committees with responsibility for policy recommendations in each of the following areas: 1) HSC Service and Related Matters, 2) Committee on Committees, 3) By-Laws Committee, 4) Faculty Compensation Committee, and 5) Information Technology Advisory Committee.

Section 1. HSC Service and Related Matters Committee.

- a. Charge of the Committee: Explore issues, problems, and concerns related to professional services of the HSC and to recommend policies pertaining to this issue to the Senate. Issues of concern include a) what principles and guidelines govern contractual agreements for faculty, and b) what are the possible implications of faculty contractual relationships on primary commitment to scholarship, comity, the free exchange of ideas, and the enhancement scholarships in general.
- b. Committee Make-up: Consist of 11 members, including at least 1 Senator or Alternate. Shall consist of not less than 1 nor more than 3 representatives from each of the 6 Colleges at the HSC, thus excluding the Graduate College.
- c. Terms: 3 years.

Section 2. Committee on Committees.

- a. Charge of the Committee: To nominate the slate of officers for the General Faculty and the Senate, to recommend to the Senate nominees for all standing and ad-hoc committees, to review the credentials of members of the Senate, and to make appointments, in case of emergency, to other than standing committees, subject to approval by the Senate at its next meeting.
- b. Committee Make-up: At least 6 members and at least 1 representative from each College on the HSC, except for the Graduate College. All members shall

be Senators at the time they commence serving on the committee. The Chair-Elect of the Senate serves as the Chair of this committee.

- c. Terms: 3 years.

Section 3. By-Laws Committee.

- a. Charge of the Committee: To review all suggested amendments to the Charter and Rules and Operating Procedures and make recommendations pertaining thereto to the Senate, and to review annually the Charter and Rules and Operating Procedures and recommend changes, as appropriate, to the Senate.
- b. Committee Make-up: At least 6 members and at least 1 representative from each College on the HSC, except for the Graduate College. All members of this committee shall be Senators at the time they commence serving.
- c. Terms: 3 years.

Section 4. Faculty Compensation Committee.

- a. Charge of the Committee: Monitoring and advancing the economic welfare of the faculty by: 1) maintaining and updating yearly data relative to faculty compensation (salaries and benefits) to that of other educational institutions; 2) identifying the process by which salaries, fringe benefits, salary needs and increases are requested and appropriated by all involved parties (University Administration, University and State Regents, Legislature); 3) developing a strategic plan for communicating faculty compensation related concerns/issues to administration and relevant parties in a timely fashion each year; and 4) acting as a liaison with appropriate Councils and Committees including the Norman Faculty Compensation Committee as needed/desired.
- b. Committee Make-up: At least 6 members and at least 1 representative from each College on the HSC, except for the Graduate College. Three members must be Senators at the time of appointment.
- c. Terms: 3 years.

Section 5. Information Technology Advisory Committee.

- a. Charge of the Committee: To explore issues, policies, and concerns related to information technology of the HSC, and to recommend to the Faculty Senate overall policies pertaining to information technology and teaching.
- b. Committee Make-up: Comprised of administration, college appointees, Faculty Senate appointees and IT Staff.
- c. Terms: 3 years.

D. Ad-hoc Committees

Ad-hoc committees may be established at the discretion of the Regular Faculty, the Senate, or the Chair.

Section 1.

A specific charge to each ad-hoc committee shall be stated at the time it is appointed.

Section 2.

An ad-hoc committee shall be dissolved upon completion of its charge, presentation of a final written report, and acceptance of such report by the Senate.

ARTICLE IV

QUORUM

A quorum of the Senate shall consist of a simple majority of its members.

ARTICLE V

VOTING

Section 1.

All decisions shall be by simple majority vote unless otherwise specified in the Charter or in these Rules and Operating Procedures.

Section 2.

Regular votes shall be by show of hands, email or written ballot unless otherwise specified in the Charter or in these Rules and Operating Procedures.

Section 3.

A secret ballot may be called for by any Senate member.

Section 4.

All Senators are eligible to vote except the Chair who shall vote only in case of a tie.

Section 5.

There shall be no proxy voting.

Section 6.

Each Alternate Senator shall serve as a regular non-voting member of the Senate. When less than a full compliment of Senators from his/her College is present at a Senate meeting, the highest listed Alternate (who received the highest number of votes when elected by their College) present and not already voting for an absent Senator shall have the right to vote.

ARTICLE VI

ELECTION OF SENATE OFFICERS

Section 1. Time of election.

- a. Election of Senate Officers shall be held at the senate meeting in May of each year.
- b. Upon confirmation of the Senate, the Chair-Elect shall succeed to the Office of Chair and the Secretary-Elect shall succeed to the Office of Secretary.

Section 2. Nominees.

- a. The Committee on committees shall submit at least one nominee for Secretary-Elect and Chair-Elect. Additional nominations from the floor may be made, provided the nominee has consented to serve if elected.
- b. Nominees must be Senators at the time of their election to office. Once elected, members may complete the term of office even though they no longer serve as Senator, except they will retain their vote only on the Executive Committee.

Section 3. Voting.

- a. The elections of officers shall be by secret ballot.
- b. Election shall be by simple majority.
- c. If a majority vote is not obtained, the second ballot shall contain the names of the two (2) nominees who received the greatest number of votes on the first ballot.

ARTICLE VII

DISCIPLINARY ACTIONS AND REMOVAL FROM THE ROLLS

Section 1.

Any Senator, Alternate, or Officer who has consistently exhibited conduct tending to injure the good name of the Faculty Senate, disturb its well-being or hamper it in its work

may be disciplined through reprimand, suspension, or expulsion. The discipline will be decided by a majority vote of the Executive Committee.

Section 2.

Any Senator who shows evidence of being unable to fulfill the duties of the position as demonstrated by four (4) absences from regularly scheduled meetings during an academic year may be expelled from the Senate by a majority vote of the Executive Committee. However, that Senator has the right to meet with the Executive Committee prior to such a vote to show cause for not being expelled. This decision could be rescinded by a two-thirds (2/3) majority vote of the Senate.

ARTICLE VIII

RECOGNITION & APPRECIATION

Section 1. Certificates of Appreciation for Faculty Senate.

- a. A Faculty Senate Certificate of Appreciation will be presented to all Senators who have completed a three-year term on the Faculty Senate in good standing (e.g. without four absences during one academic year of that three-year term). The list of eligible Senators will be compiled by the Senate Secretary and the Certificates of Appreciation will be prepared and distributed following the end of their terms of office.
- b. A Faculty Senate Certificate of Appreciation will be presented to the Officers of the Faculty Senate (Chair and Secretary) at the end of each year of service as an officer. These certificates will be distributed following conclusion of their terms of office.

Section 2. Honorary Certificates of Appreciation by Executive Committee.

The Executive Committee of the Faculty Senate may award Honorary Certificates of Appreciation to persons outside the membership of the Faculty Senate who are judged to have made outstanding contributions to faculty self-governance at the Health Sciences Center. These certificates will be presented at the Spring or Fall Regular Faculty meeting, as appropriate.

ARTICLE IX

AMENDMENT OF RULES AND OPERATING PROCEDURES

Section 1.

These Rules and Operating Procedures may be amended in whole or in part at any regular meeting of the senate by a 2/3 majority vote, provided that the proposed changes have been circulated in written form at least two (2) weeks prior to the meeting in which the vote is to be taken.

Section 2.

These Rules and Operating Procedures may be suspended for the duration of any one meeting with a 2/3 majority vote of those Senators present.

ARTICLE X

IMPLEMENTATION

Effective Date. These Rules and Operating Procedures shall become effective at the first regular meeting of the Senate following their adoption by the Senate.

Revised and approved by the OUHSC Faculty Senate November 30, 2005.