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Article I. Name

The name of the body to be governed by these Bylaws shall be the Middle Georgia State University Faculty Senate (MGSU Senate).

Article II. Definition of Terms

In this Article we will define some terms and acronyms which will be used throughout this document.

A. Academic Unit: A college/school or, if there are departments within the college/school, the department.
B. AY: Academic Year.
C. BoR: the Board of Regents for the University System of Georgia.
D. Ex Officio: A member of a voting body such as a committee, board, or council, by virtue of the member's title or office. In this document, ex-

the committees of the MGSU

appoint a special Bylaws Ad-Hoc Committee to review its governance documents (Senate Bylaws and Rules of Process) and make recommendations to the Executive Committee to initiate changes to its governance documents.

Article V. Officers of the MGSU Senate

A. The Officers of the Senate shall be the Faculty Chair, the Faculty Vice-Chair, Recorder, and the Parliamentarian of the Senate. The Faculty Chair, Faculty Vice-Chair, the Recorder, and Parliamentarian of the Senate shall be elected from the voting membership of the Senate. If the Faculty Chair cannot finish his/her term, the Faculty Vice-Chair will move into the Faculty Chair position and the MGSU Senate will elect a new Faculty Vice-Chair.

1. In the absence of the Faculty Chair, the Faculty Vice-Chair shall serve as the presiding officer of the Senate; shall call and prepare an

will last until June 30 of the following year. There will be no limits on the number of terms a senator may serve as an officer of the senate.

C. Nominations for officers of the Senate shall come from the current Senators serving on the Senate. The process will be as follows: names for Faculty Chair, Faculty Vice-Chair, Recorder, and Parliamentarian of the Senate will be listed. Only tenured faculty members shall serve in the position of Faculty Chair and Faculty Vice-Chair [**See Rules for Electing Officers of the Senate**]

D. The election of Faculty Chair, Faculty Vice-Chair, Recorder, and Parliamentarian of the Senate shall be conducted by a secret ballot. The presiding officer of the Senate shall appoint three tellers to collect the ballots, count the ballots, to immediately report the vote. In the event that no candidate receives a majority of the votes cast, a run-off election shall be conducted by

Group A: Appointed during Even Spring Semester Years
Group B: Appointed during Odd Spring Semester Years

An academic unit can select a committee member out of cycle under the following conditions:

- The committee member leaves before the last year of his or her term
- The committee member leaves at the end of an extended term, such as serving as chair
- When an academic unit is added to a group that does not hold elections in the same year that this academic unit joins the group

The term of a Standing Committee member that has been selected out of cycle ends at the beginning of the next cycle for that member's academic unit.

H. The Senate may at any time, by majority vote, recommend the establishment or disbandment of a Standing Committee.

I. The Senate may establish Ad Hoc Committees of the Senate following the same guidelines for Ad Hoc Committees of the Assembly. Ad Hoc Committees shall not interfere with or circumvent Standing Committees of the Senate.

J. Vacancies of appointed members on a Standing Committee shall be filled by the President of the University upon the recommendation of the Executive Committee of the Senate. Vacancies of elected members on the Executive Committee and the PTPTR Committee shall be filled by the procedure for election to serve on that committee as provided in these Bylaws. If no individual is eligible to be elected to fill a vacancy on a Standing Committee, the vacancy shall not be filled.

K. The procedures of a Standing Committee are as follows:

1. The first meeting of the committee shall be called by its Chair or by the Chair of the Executive Committee if the Committee has no Chair. At its first meeting, the committee shall elect a Chair-Elect, a Recorder, and a Chair if it has no Chair.

2. The Chair of the committee shall call and determine the agenda of all meetings of the committee and report to each member of the Senate and the University Assembly all of that committee's recommendations to the Senate.

3. The Chair-Elect of the committee shall assist the Chair of the committee for one academic year, whereupon the Chair-Elect of the committee shall

automatically be reappointed to serve on the committee as the Chair for the next academic year.

4. The Recorder of the committee shall keep accurate minutes of all meetings of the committee and provide those to the Chair of the committee. The Chair of the committee is responsible for ensuring that a record of all actions of the committee and recommendations to the Senate are filed with the webmaster and posted on the University web site, under the shared governance section.

5. The Chair of the committee shall send the Faculty Chair of the Senate any recommendations that the committee wishes to place before the Senate. The Chair of the committee must send such items to the Faculty Chair of the Senate at least fifteen business days prior to a Senate meeting date to have the item or items placed on that Faculty Senate meeting's agenda. A motion to suspend this rule must be adopted by the Senate for it to consider such recommendations without such notice.

6. In accordance with the Rules, a Standing Committee shall acknowledge all recommendations formally referred to it by a member of the University Assembly and may report at any regular meeting of the Senate the status of any such recommendations not yet acted upon by the committee. A member of the University Assembly who formally refers a recommendation to the appropriate Standing Committee may take such a recommendation to the Senate if the committee fails to take some action within ninety days of the referral.

7. All meetings of the Standing Committees shall be conducted in accordance with **Robert s Rules of Order**, Newly Revised, and the Bylaws.

L. The Standing Committees of the Senate are as follows

1. Executive Committee

a. Membership: The Executive Committee shall consist of the following members (13 total):

Chair *	
Full-	

the voting rights of the Chair.

b. The Executive Committee Chair shall receive a one course release for each semester of service.

c. The Executive Committee Chair may not serve on any other committee, board, or council, except as a member of a PTPTR subcommittee when selected by a faculty undergoing PTPTR review, on ad hoc committees, or in ex-officio capacity.

d. Election: Colleges/Schools shall elect representatives of the Executive Committee during spring semester. Except to break ties, the Chair of the Executive Committee does not vote; because the Chair's College/ School must be represented by a voting member, that college/school shall elect a second member as a voting member during the spring election. Each College/School

a. Membership: The Faculty Recognition Committee shall consist of the following members (12 total):

Full-Time Faculty as delineated in Article VII.G	
Provost or Designee (ex officio)	non-voting

Five of the faculty representatives must be chosen so that each of the five MGSU campuses is represented.
In circumstances of Service Awards and **emeriti** designation, the committee may consult with other University personnel.

b. Function: The Faculty Recognition Committee shall perform various duties relating to the recognition of faculty for their accomplishments. In particular, the purpose of this committee is to honor and to support the faculty. The committee will review, formulate, and recommend policy, which will maintain, enhance, and recognize the professional

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