

B. The voting faculty shall consist of full-time tenured, probationary (i.e., tenure-track), and temporary faculty who normally teach at least two courses that total a minimum of six credit hours or nine contact hours per semester. These faculty are in coded and slotted (FTE) positions and are eligible for state-funded benefits. Department chairs are voting members of the faculty. All full-time librarians hold academic rank and are voting members of the faculty. All faculty who had voting privileges at the time of the ratification of the 2001 Constitution shall retain them for the duration of their continuous employment in their present position. Furthermore, all faculty who (1) had voting privileges as of April 1997, (2) have retained faculty status, and (3) at the time of the ratification of the 2001 Constitution served in the same position as of 1997 shall retain voting privileges for the duration of their continuous employment in their present position.

C. The non-voting faculty may attend faculty meetings and shall have the privilege of the floor. Non-voting members of the faculty may not vote at faculty meetings, may not serve on committees of the Faculty Senate or the faculty, and may not serve as officers of the faculty.

Section 3. Officers of the Faculty

A. The **Chair of the Faculty** is elected at the first faculty meeting of the spring semester. The official term of office shall begin the following July 1. The Chair may not also serve as a faculty senator.

B. In the event that the office of the Chair becomes vacant, the vacancy shall be filled by the Vice-Chair for the duration of the term.

C. The **Vice-Chair of the Faculty** Senate shall serve as Vice-Chair of the Faculty.

D. The **Secretary of the Faculty** Senate shall serve as Secretary of the Faculty.

E. **Duties and Responsibilities of Faculty Officers**

I. The Chair of the Faculty shall:

a. **preside over meetings of the faculty and vote only to break a tie;**

b. **preside over meetings of the Faculty Senate;**

c. **report to the Academic Affairs Committee of the Board of Trustees concerning the activities of the Faculty Senate and the faculty;**

d. **customarily attend meetings of the Board of Trustees and present relevant information to the faculty and, at the invitation of the President of the University and/or the chair of the Board of Trustees, attend other events of the Board of Trustees;**

- e. receive from the Secretary of the Faculty Senate a copy of changes in the Bylaws of the Board of Trustees and communicate such changes to the Faculty Senate and the faculty;
 - f. serve as chair of the Executive Committee of the Faculty Senate;
 - g. appoint *ad hoc* committees;
 - h. appoint a parliamentarian at the first fall meeting of the faculty or Faculty Senate. The parliamentarian shall advise the Chair of the Faculty concerning proper parliamentary procedure at meetings of the Faculty Senate and the faculty. The parliamentarian shall serve for a one-year term and may be reappointed for an unlimited number of terms.
2. In the absence of the Chair at faculty meetings, the Vice-Chair of the Faculty Senate shall preside.
 3. The Secretary of the Faculty Senate shall keep the minutes and records of the meetings of the faculty. The Secretary shall preside over the meetings of the faculty in the absence of the Chair and Vice-Chair.

Section 4. Meetings of the Faculty

- A. The faculty shall meet at least three times during each academic year to conduct the business of the faculty. The Faculty Senate Executive Committee and the Provost shall determine and announce the dates of the meetings at the beginning of the fall semester.
- B. The agenda for all meetings of the faculty shall be determined by the Executive Committee of the Faculty Senate and be distributed to each member of the faculty and to administrative officers not less than one week in advance of each meeting. The agenda shall include the minutes of the last meeting of the faculty.
- C. A quorum for meetings of the faculty shall consist of thirty percent of the voting members of the faculty.
- D. The presiding officer at a faculty meeting shall not vote except to break a tie.
- E. Voting on all matters in meetings of the faculty shall be by voice vote, show of hands, or secret ballot. No absentee voting will be allowed except for the first ballot of elections.
- F. All elections shall be by secret ballot which may include the use of electronic devices to record votes.
- G. During regularly scheduled elections, faculty members will vote for candidates using a maximum of three ballots. On the first ballot, absentee ballots are included in the tally. Following the first ballot, those candidate(s) who have a majority of votes of those voting