

## **GENERAL INFORMATION REGARDING THE FACULTY SENATE AND YOUR RESPONSIBILITIES AS A SENATOR**

We are very pleased to welcome you to the Faculty Senate, and look forward to working with you and the other new Senators. The purpose of this document, and the references to other important data, is to provide some general information about the Senate and instructions that may assist you in carrying out your responsibilities as a Senator.

### **1. Responsibilities of Senators**

A copy of the Faculty Senate Bylaws (including latest revisions) is available online at <http://senate.oregonstate.edu/bylaws>. Your attention is called to Article II, which defines the "OBJECTS" or purpose of the Faculty Senate. We suggest that you also note Article III, which defines the authority and responsibilities of the representatives. It is important to note that "representatives to the Faculty Senate are the 'uninstructed representatives' of their constituents," but that "it shall be the responsibility of the members of the Faculty Senate to seek for the opinions of their constituents. Having exercised such responsibility, the members of the Faculty Senate shall feel free to make such decisions and vote on matters according to their own reasoned judgments."

To assist Senators in communicating with their constituents and in seeking their opinions, Article XV, Sec. 4 of the Bylaws recommends that Senators be given the use of departmental or college/unit meetings or facilities. You may request assistance from your apportionment head's office in preparing and mailing communications to your colleagues. You may also request time at departmental/unit meetings to report/discuss Senate-related business with your constituents.

According to the Senate Bylaws (Article X, Sec. 2, Paragraph 5), "It shall be the responsibility of all members to attend meetings of the Faculty Senate. When circumstances require the absence of a Senator from one or more meetings, it shall be the Senator's responsibility to provide a substitute to attend who is eligible for election to the Faculty Senate" (from the Senator's constituency -- but not a current Senator). Such eligibility is defined in Article III, Sec. 1. If it becomes necessary to send a substitute (proxy), it shall be your responsibility to provide to the proxy the materials relating to the meeting agenda that have been sent to you and, if the Senate is meeting in person, to instruct your proxy to sign the attendance roster in your place. Your name will be printed on the attendance roster in alpha order within apportionment unit; instruct your proxy to place a check mark in front of your name and **print, legibly**, his/her name in the space following yours – attendance records are published. If attending via Zoom, please ask your proxy to sign in with their real name and indicate in the Chat Room for whom they are a proxy. The Senate Office may be able to assist you in determining an eligible proxy.

### **2. Faculty Senate Committees and Councils**

Most of the work of the Senate is done by its committees and councils. Article IX of the Senate Bylaws lists the present standing committees and councils and includes general provisions for terms and appointment of members, and for review and approval of Standing Rules for each of the committees and councils. The full Standing Rules and current Membership Rosters are linked from <https://senate.oregonstate.edu/committees>.

### **3. Forthcoming Meetings of the Faculty Senate**

Generally, Faculty Senate meetings are the second Thursday of each month, October through June, 3:00-5:00 PM, typically in the LaSells Stewart Center. While under COVID-19 restrictions, Faculty Senate meetings are via Zoom. The Zoom access information will be in the email you receive containing the agenda.

For the remainder of 2021 the regular monthly meetings are scheduled for February 11, March 11, April 8, May 13, June 10, October 14, November 11, and December 9. Because of

the heavy load of agenda items during Spring Term, there is always the possibility of a meeting being carried over to the following week if there is insufficient time to conduct all business before the Senate. The Senate has, in the past, adopted a policy of not beginning any new business after 5:00 PM, and has, therefore, had to carry over part of the agenda to the following Thursday. However, upon occasion, when the agenda could be completed by 5:30, the Senate has elected to remain to finish its business to avoid having to call a continued meeting. Senators are expected to remain until the meeting is adjourned.

**4. Other Special Senate Meetings**

Special meetings may be called and announced in accordance with the provisions of the Bylaws (Article X, Sec. 2). Normally, the Senate does not meet during the summer months; rather, the Executive Committee acts on behalf of the Senate. If urgent matters need attention, a special Senate meeting may be called during the summer (last done in 2009).

**5. Agenda for Faculty Senate Meetings**

According to the Bylaws, the Executive Committee has the responsibility of scheduling the Senate meetings and determining the agenda. All Senators or other members of the Faculty are invited and encouraged to propose or submit agenda items either directly to the Executive Committee or to the appropriate Senate committee or council. Senators may also suggest potential agenda items from the floor during meetings (see Article XIII of the Bylaws). You will receive, via e-mail, the Faculty Senate agenda listing additional details about the coming meeting, including linked copies of appropriate action items and reports related to the agenda. Please check your copy of the agenda to confirm the time and location of each meeting.

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Other general information or instructions will be presented as needed. We encourage you to study the Bylaws with care and to raise any questions you might have regarding the Senate and its operation or procedures. If, at any time, you have questions or need information, please feel free to consult directly with any member of the Executive Committee or contact the Faculty Senate Office. Information referred to in this document can be found on the Faculty Senate Website at <http://senate.oregonstate.edu/>.

We welcome you as a newly elected member of the Faculty Senate and look forward to working with you in this important endeavor. We have a great deal of work ahead and hope you will find your term in the Senate stimulating, challenging and rewarding.