ARTICLE I.  Name

The name of this organization shall be the Faculty Senate of the North Carolina School of Science and Mathematics. Hereinafter this organization shall be referred to as "the Faculty Senate" or "the Senate," and the North Carolina School of Science and Mathematics as “NCSSM” or “the School.”

ARTICLE II.  Purpose

This Faculty Senate is established pursuant to Section 502 D of The Code of The University of North Carolina, to act as the sole campus-wide, faculty-elected, representative, and deliberative body which speaks for the general faculty (as defined in Article III) of the School. The Senate is organized to present to the Chancellor its point of view on all matters of concern to the School. It will consider general and specific educational policies of the School from creative, analytical, and critical standpoints. It will act on behalf of the faculty members in the School. It will assist the Chancellor in every way possible in finding the most satisfactory operation of the School's programs. It will seek to carry out those tasks assigned to it by the Chancellor or the Chancellor’s designated representative.

ARTICLE III.  Membership

Section 1. Elected members. The Faculty Senate shall be composed of 17 elected members of the general faculty of the School. “General faculty” are full and three-quarter time employees employed pursuant to the Regulations on Faculty Employment, adopted by the Board of Trustees on March 3, 1995, as amended.

1.1. Three Officers. The Faculty Senate shall have three officers, each elected by a simple majority of votes of the general faculty, to serve concurrent two-year terms. These officers shall be the president, vice president and secretary.

1.2. Nine Departmental Representatives. Departmental representatives shall be elected by a simple majority of votes of the faculty they represent. Two members will serve from each of the Science, Mathematics, and Humanities departments. Additionally, one member each will serve from the Distance Education and Extended Programs Division, the Student Life Division (Counseling Services and Physical Activities and Wellness), and the remaining faculty (Program in Applied Sciences and Library). As the School grows, when a department or area reaches the size of 10 or more faculty, that department or area will be allotted two representatives, and the size of the Senate will increase by one. Departmental representatives shall serve staggered two-year terms.

1.3. Five At-large Representatives. Five members will be elected at-large by a simple majority of votes of the general faculty. At-large representatives shall serve staggered two-year terms.

Section 2. Terms. Each member shall serve for two years from the conclusion of the academic year in which elected until the conclusion of the academic year two years hence. Terms shall be staggered to maintain continuity.

Members may serve a maximum of two full or partial consecutive terms. After sitting out a term, they may be re-elected to the Senate for an additional two terms. An exception to this clause is for sitting Senators who wish to run for a Senate officer position. In such cases, a Senator may serve two full or partial consecutive terms as an at-large or department representative to be followed by no more than one full or partial term as a Senate officer. The initial terms for the first Senate (2008-2009 academic year) will be for two and three years to facilitate the staggering of terms.
Section 3. Vacancies. If a seat in the Faculty Senate becomes vacant for three or more months in the academic calendar, the president shall convene an ad hoc nominating committee to hold a special election not inconsistent with the procedures specified for scheduled elections. The vacant seat will be filled for a term specified by the Senate.

ARTICLE IV. Officers and the Executive Committee

Section 1. Executive Committee. The executive committee of the Senate shall consist of the president, vice president and secretary. The officers shall serve concurrently for two years from the conclusion of the academic year in which they are elected until the conclusion of the academic year two years hence. Although the executive committee does not have the responsibility of initiating Faculty Senate action, it shall have the responsibility of developing long-range plans for Faculty Senate activities and shall act for and represent the Faculty Senate, as authorized by the Faculty Senate, while the Faculty Senate is not in session. The executive committee shall be responsible to and shall make periodic reports of its activities to the Faculty Senate.

Section 2. President. The duties of the president shall include calling and presiding at regular Senate meetings and serving as liaison between the Faculty Senate and the School community. The president will also serve as the faculty liaison to the Board of Trustees as appointed by the Chancellor.

Section 3. Vice President. The vice president shall carry out the duties of the president in the event of the absence or unavailability of the president. The vice president shall organize and administer faculty committee assignments. The vice president shall distribute to members and the general faculty: (1) timely notification of the time and place of all meetings of the Faculty Senate, (2) the agenda of the meetings of the Faculty Senate, and (3) any written material that may require distribution prior to a meeting.

Section 4. Secretary. The secretary shall: (1) record, distribute to the members and general faculty, and archive the minutes of Faculty Senate meetings, (2) shall ensure that documents requiring advance distribution are prepared, (3) shall prepare, distribute, and archive final drafts of all pertinent documents, and (4) shall maintain and update the Faculty Senate webpage. The secretary shall keep a current count of the quorum requirements and make it available to the presiding officer at meetings, when asked.

ARTICLE VIII. Elections

Section 1. Ad Hoc Nominating Committee. At least two weeks prior to scheduled elections, the president shall appoint an ad hoc nominating committee. The committee shall conduct the sequential election of officers, departmental representatives, and at-large representatives.

1.1. All nominations shall be made in writing and may be made anonymously.
1.2. Each person nominated will be contacted individually to confirm a willingness to serve.
1.3. All elections shall be by secret ballot.
1.4. The nominating committee will, upon completing the list of nominees for each election, prepare, distribute, collect and tally the ballots and announce the winners.
1.5. In the event one candidate for any of the offices does not receive a majority of the votes cast, the nominating committee will conduct a runoff election between the two candidates receiving the largest number of votes.

Section 2. Sequence of Elections.

2.1. The nominating committee shall conduct general elections to the concurrent terms of president, vice president and secretary no later than April 15 of every even-numbered year.
2.2. After the conclusion of the election of officers in even-numbered years or by May 1 in odd-numbered years, the nominating committee shall conduct departmental elections of any departmental representative seats which may be open.
2.3. After the conclusion of the election of departmental representatives and no later than June 1, the nominating committee shall conduct general elections of any at-large seats which may be open.

ARTICLE IX. Meetings

Section 1. Regular Meetings. The Faculty Senate shall meet on a regular basis, at least monthly, at a time and place to be designated by the president. In the event of a conflict with other scheduled activities of the School, the president shall reschedule the meeting to a more appropriate time. Under no circumstances shall a calendar month during the regular School year pass without a meeting of the Senate being held. Provided a reasonable effort to achieve a quorum has been made, a meeting at which a quorum cannot be obtained shall be considered to have satisfied the provisions of Section 1 of this article, if necessary.

Section 2. Attendance. Meetings of the Senate and its committees are meetings of the professional staff of NCSSM. All NCSSM employees may attend unless otherwise required by law, e.g. personnel-related hearings.

Section 3. Agenda. The agenda for each meeting of the Faculty Senate shall be prepared by the Executive Committee and published on the School’s website in advance of the meetings. The agenda may be amended only by a two-thirds majority of votes, provided a quorum is present.

Section 4. Quorum. The Faculty Senate may not conduct any official business in the absence of a quorum, which shall consist of at least nine members. For matters requiring action of the faculty, a quorum shall consist of at least 50% of the faculty.

Section 5. Special Meetings. The president shall call a special meeting of the Faculty Senate within five working days of receiving a written request to do so signed by at least five members of the Senate.

Section 6. Conduct of Business. All meetings shall be conducted in accordance with the usual rules of parliamentary procedure. Except as provided below, and provided a quorum is present, all matters appropriately brought before the membership, or faculty, shall be considered adopted when approved by a simple majority of the members, or faculty, present and voting. The presiding officer may participate in debate and vote on all matters before the Senate but may not offer motions or seconds to motions.

Section 7. Voting. All members of the Faculty Senate shall have one vote on all matters to come before the Senate, and all general faculty shall have one vote on all matters to come before the general faculty. There shall be no voting by proxy.

Section 8. Written Ballots Permitted. Voting on issues before the Senate shall be by secret written ballot upon the request of any member present at the meeting. Such ballots shall be collected and tallied by the vice president and the results announced immediately.

Section 9. Required Voting. If the president deems an issue to be of sufficient importance, it may be submitted to all the members of the Senate for a required vote. The deadline for voting in such cases shall not be earlier than two working days nor longer than four working days after the completion of the meeting.

Section 10. Request for General Faculty Voting. By a petition signed by 20 or more members of the faculty, Faculty Senate decisions shall put to a vote of the faculty, to be decided by a simple majority of the general faculty.

ARTICLE X. Committees

Section 1. Committees Established by the Board of Trustees. The Faculty Evaluation Committee, the Faculty Appeals Committee, and the Faculty Grievance Committee have been established in accordance with the Regulations on Faculty Employment, adopted by the Board of Trustees on March 3, 1995, as amended. Whereas
the Board and Chancellor are charged with setting policy regarding these committees, the Faculty Senate shall ensure these committees are appropriately staffed in accordance with the School and University policy.

1.1. **Eligibility.** Eligibility for membership to these Board-established committees shall be determined by the Board of Trustees.
1.2. **Selection.** Selection of members to these committees shall be by written ballot.
1.3. **Election.** Election shall be by a simple majority of the general faculty unless otherwise specified by the Board of Trustees.
1.4. **Term.** Members of Board-established committees shall serve for two years.

Section 2. **Committees Established by the Faculty Senate.** The membership or president may create Senate committees to deal with specific issues. These committees may be either standing (permanent) or ad hoc (temporary) and may be comprised either of members or general faculty. The mission, type, and composition of the committee shall be clearly stated in the establishing resolution. Each committee shall record minutes of its meetings.

Section 3. **Standing Committees.** Standing committees may be established by a resolution adopted by the membership at a meeting of the Senate. Such committees shall remain in existence until disbanded by a similar resolution adopted by the Senate.

3.1. **Eligibility.** Eligibility for membership to any standing committee shall be determined by the resolution establishing the committee, provided the resolution is not inconsistent with School or University policy.
3.2. **Selection.** Selection of members to Senate standing committees shall be by written ballot of the general faculty.
3.3. **Election.** Election shall be by a simple majority of the faculty voting unless otherwise noted in the resolution establishing the committee.
3.4. **Term.** Members of standing committees shall serve for two years unless otherwise provided for in the establishment of the committee, or they resign or are removed by a resolution passed by the membership.

Section 4. **Ad Hoc Committees.** Ad hoc committees may be established by the president or by a resolution adopted by the membership at a meeting of the Senate. Such committees shall remain in existence until the mission of the committee is completed.

4.1. **Eligibility.** Eligibility for membership to any ad hoc committee shall be determined by the resolution establishing the committee, provided the resolution is not inconsistent with School or University policy.
4.2. **Selection.** Ad hoc committees shall be made up of members appointed by the president.
4.3. **Term.** Members of ad hoc committees shall serve for the life of the committee, unless otherwise provided for in the establishment of the committee, or they resign or are removed by a resolution passed by the membership.

**ARTICLE XI. Amendments**

Section 1. Amendments to these Bylaws may be made by written ballot and shall require approval by three-fifths of the general faculty as defined in Article III. Proposed amendments shall be distributed in writing, set off from the rest of the document in some appropriate way (such as highlighting or underlining), to the general faculty at least one full week prior to the due date for return of the ballots on the amendment.

Section 2. Upon adoption of any amendment to these Bylaws, the secretary shall prepare a corrected version of the Bylaws under the title "Bylaws of the Faculty Senate of NCSSM, as amended on [date]" for the distribution to the faculty. The newly adopted amendment(s) shall be set off from the rest of the document in some appropriate way (such as highlighting or underlining).
ARTICLE XII. Adoption

Section 1. These Bylaws shall be considered adopted and effective upon approval of two-thirds of the general faculty as defined in Article III.

Section 2. Any actions taken by the Faculty Council of the North Carolina School of Science and Mathematics prior to the adoption of these Bylaws of the Faculty Senate shall remain in effect until canceled or modified in accordance with the provisions of these Bylaws.