



FACULTY SENATE

BYLAWS

CENTRAL WASHINGTON UNIVERSITY

FACULTY SENATE

The Faculty Senate of Central Washington University (CWU) is formally constituted and empowered under the provisions of Section IV in the Faculty Code (February 2, 2007).

Abbreviations

The following abbreviations shall be used in this document:

ADCO:	Academic Department Chairs Organization
ASCWU:	Associated Students of Central Washington University
BFCC:	Bylaws and Faculty Code Committee
BOT:	Board of Trustees
BPC:	Budget and Planning Committee
Bylaws:	Faculty Senate Bylaws
CBA:	Collective Bargaining Agreement
CEPS:	College of Education and Professional Studies
CB:	College of Business
Code:	Faculty Senate Faculty Code
COTS:	College of the Sciences
CWU:	Central Washington University
EAC:	Evaluation and Assessment Committee
EC:	Executive Committee of the CWU Faculty Senate
FSCC:	Faculty Senate Curriculum Committee
FTE:	Full-time equivalent
GEC:	General Education Committee
Senate:	Faculty Senate of CWU
UFC:	United Faculty of CWU

Statement of Vision

The Faculty Senate is the primary means by which faculty collectively share in the governance of CWU by shaping the university's academic environment.

Mission Statement

The Faculty Senate of CWU acts for and on behalf of the university's faculty with respect to all academic matters and issues related to the intellectual life of the university. In a university community that values teaching as the vehicle to inspire intellectual depth and breadth, to encourage lifelong learning, and to enhance the opportunities of its students, the Senate is committed to enabling faculty to provide quality academic programs and other opportunities for students in support of the university's core values, rooted first and foremost in each student's greatest good.

Within the framework of State legislation, the Senate fulfills this commitment by playing an active and vital role in:

- formulating and evaluating academic programs, curricula, policies, and activities that are in harmony with CWU's charter and stated mission;

- creating, maintaining, and protecting a university environment conducive to the full and free development and preservation of scholarly learning, academic integrity, teaching, and research;
- providing a means by which the administration may be apprised of representative opinions of the entire faculty, particularly in academic matters and shared governance.

The Faculty Senate:

- commits to fulfilling its role and responsibility as an equal participant with the administration and United Faculty of Central (UFC) in ensuring the success of shared governance at CWU, as described in the Faculty Code (Code);
- facilitates communication among and between the faculty, administration, and UFC;
- initiates, reviews and approves studies of and changes to academic policy, curricula, programs, regulations, organizational structures, and standards;
- initiates and adopts bylaws pertaining to its internal mechanisms;
- makes recommendations on academic and curricular matters relating to faculty welfare or morale, student affairs, business and budgetary affairs, and other matters of professional interest to faculty;
- submits recommendations to the Board of Trustees (BOT) through the president.

Faculty Senate Bylaws

The following Bylaws of the CWU Faculty Senate (Bylaws) are designed to supplement the Code by establishing rules for organization and procedure. In every case, the Code and/or Collective Bargaining Agreement (CBA) takes precedence; all relevant provisions of that Code have been incorporated (with parenthetical designations) into these Bylaws, and will be automatically corrected, without need for a vote, upon amendment of the Code.

**Central Washington University
Faculty Senate Bylaws**

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I. Membership and Procedures for Election

A. Membership

1. Membership of the Senate is prescribed in the Code (see Section IV.)

B. Nomination and election

1. Senators and alternates (except non-tenure track faculty senators; see B.3 below) shall be nominated and elected during winter quarter and the Senate office informed of results by January 31.
2. A department chair should serve as senator only if no other TT/T faculty member in that department is willing and able to serve.
3. Non-tenure track senators and alternates shall be nominated and elected during spring quarter.
4. Only faculty members consenting to nomination shall be candidates.
5. Elections shall be conducted by secret ballot.

C. Senate representation for departments/library

1. Each academic department/library shall have Senate representation according to the following full-time equivalent (FTE) faculty:
 - a. 1 – 14 FTE 1 senator
 - b. 15 – 29 FTE 2 senators
 - c. 30 – 44 FTE 3 senators
 - d. 45 or more FTE 4 senators
2. In the event that a department/library falls below 15/30/45 FTE, senators will serve out the remainder of their terms. At the first regularly scheduled election of senators, the department/library which experienced a decrease of faculty below the prescribed FTE will elect the appropriate number of senators for the subsequent term, unless, by the time of the election, the department/library has returned to the prescribed FTE or more.

D. Alternates

1. When it is necessary for a senator to be absent from a Senate meeting, such senator shall notify their alternate of their intended absence. Senate alternates, when acting in the capacity of senator, shall have all the powers and responsibilities of senators.

E. Replacements

1. If a departmental senator is to be gone for a quarter or less, their alternate will serve in their absence. If a senator or alternate is to be absent from the Senate for more than a quarter, they shall resign their Senate seat.
2. If a senator resigns permanently from the Senate or is removed by a majority vote of their department, the position shall become vacant and a replacement shall promptly be nominated and elected. Replacements, elected to a position vacated by a regularly elected senator, shall serve for the unexpired term of the senator.

3. Such a replacement for a tenured or tenure-track senator, who serves an unexpired term, is not disqualified from thereafter serving three full consecutive terms, unless the unexpired term is two years or more in length (see Code Section IV regarding partial terms).

F. Duties

1. The primary role of senators is to represent their department or unit which includes the following:
 - a. Review Senate agenda before Senate meetings
 - b. Attend Senate meetings
 - c. Relay faculty issues/questions/concerns to Faculty Senate
 - d. Vote on motions during Senate meetings
 - e. Provide reports (orally or written) from the Senate meetings to department or constituents within two weeks after Senate meetings. For departments/units with more than one senator, only one report is needed. Senators should remember to abide by the principles of responsible speech outlined in the CBA Article 6, which apply just as much to internal as to external communications.
 - f. Participate in Senate forums, special meetings, and Senate-related surveys.
2. Senators who fail to fulfill these duties may be subject to removal.

II. Executive Committee

A. Composition

1. Membership

- a. The Executive Committee (EC) shall consist of the following voting members: the chair of the Senate, the chair-elect, the other elected members, and the immediate past Senate chair.
 - i. If the immediate past Senate chair is unable to serve on the EC, the most recent past Senate chair available shall serve.
 - ii. The past Senate chair (immediate or appointed) will serve as a voting member, even if not a current member of the Senate.

2. Representation

- a. During spring quarter, EC members shall be elected as follows:
 - i. Full-time tenured and tenure-track faculty from designated colleges shall elect their member(s) of the EC from the eligible senators as follows:
 - 1) Two (2) faculty from each college with over 100 FTE.
 - 2) One (1) faculty from each college with less than 100 FTE.
 - 3) One (1) representative from the Library.
 - ii. One at-large member, chosen from the Senate, will be elected by the Senate to the EC.

- iii. In the circumstances where no EC member is able to serve as chair-elect, the Senate may elect a senator to serve as chair-elect.

3. Procedures for Election

- a. The Senate office shall oversee the election process and provide a list of senators eligible for nomination and election.
- b. Elections shall be conducted by secret ballot during spring quarter.
- c. Terms shall be three years, beginning June 16th of that year. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted.
- d. Members can serve on the EC for up to two (2) consecutive terms.

B. Powers and Duties

1. to perform the leadership role for the Senate;
2. to receive, evaluate and direct the disposition of all items directed to the Senate for consideration;
3. to compile and publish the agenda in advance of each regular meeting of the Senate;
4. to meet at least twice monthly to review Senate business during the regular academic year;
5. to initiate matters for Senate consideration;
6. to represent the Senate in discussions with the various committees, administrators, and other university groups or individuals;
7. to create Senate standing and ad hoc committees as described in the Code;
8. to nominate, subject to ratification by the Senate membership, all members of Senate standing committees, members of Senate ad hoc committees, a parliamentarian, and such other positions as may be necessary;
9. to nominate a faculty legislative representative to the president; once approved, the nominee shall then be confirmed by the full Senate;
10. to forward nominations for faculty positions on university standing committees and councils to the president and provost;
11. to create the committee and provide the guidelines for selection of university Distinguished Faculty;
12. to act on behalf of the Senate and exercise any of its powers, when necessary, such actions to be subject to later ratification by the Senate at its next regular meeting;
13. to receive and review proposed changes to the Code and Bylaws according to the respective amendment processes;
14. to exercise other powers delegated to it by the Senate or assigned to it by the Code;
15. to fill vacancies on the EC.

C. Officers

1. Terms of office:

- a. Election to the position of chair-elect assumes a three-year commitment to the EC: the first year as chair-elect, the following year as chair, and the third year as immediate past chair. Service to the EC takes priority over any existing terms of office and the chair-elect remains a voting member of Senate for the three year commitment.

2. Chair-Elect

- a. The chair-elect shall serve in the place of the chair in the latter's absence. In the event of a vacancy in the chairship after the beginning of the chair's term of office, the chair-elect shall become the chair and serve as such for the remainder of the chair's term of office, and a new chair-elect shall be elected. The chair-elect shall serve as the liaison between the BFCC and the EC.
- b. Elections: At the last Senate meeting of the academic year, the Senate shall elect a new chair-elect. The current chair shall provide a list of eligible members of the EC and oversee the election process.
 - i. If no eligible EC member is able to serve as chair-elect, then nominations of eligible senators will be called for and a senate-wide election will be held on or before the last Senate meeting. If more than one senator is nominated for chair-elect, the election will be conducted by a secret ballot.

3. Chair

- a. The chair is the chief executive officer of the Senate. The chair's powers and duties are set out in the Code (Section IV). The chair's department may elect an interim senator for one year to represent the department during the chair's term of service.

4. Past Chair:

- a. The past chair performs duties and provides advice that is requested by the chair or EC and participates in the leadership transition of senate. The past chair will serve as timekeeper during senate meetings, serve as a member of the Budget and Planning Committee (BPC), serve as a member of the Presidential Budget Advisory Committee (PBAC), and serve as the liaison between the Faculty Legislative Representative (FLR) and the EC.

D. Assigned Time and Workload Units for Senate Officers

- 1. Provisions for assigned time and workload units for EC positions are found in the Code (Section IV).

III. Senate Standing Committees

A. General Provisions

- 1. Rules concerning the creation of standing committees are set out in the Code (Section IV). _
- 2. The powers and duties of the standing committees are set out in the Code (Section IV).

- a. Each standing committee shall consist of no fewer than five (5) faculty members. The EC shall endeavor to appoint these members and have them ratified by the Senate at the February meeting.
 3. No faculty member may serve on more than one standing committee at a time.
 4. Members may be appointed from among the general faculty, with proportional balance sought between the colleges. At least one (1) member of each standing committee should have served on the committee the previous year.
 5. Term appointments for standing committees shall run three (3) consecutive academic years. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted.
 - a. Continuous service on standing committees (whether the same committee or two different committees) shall be limited to no more than two (2) consecutive full terms.
 - b. Once a faculty member has served two (2) consecutive full terms, a minimum of three (3) years shall lapse before said faculty member may serve again on any standing committee.
 - c. However, if a vacancy on a committee cannot be filled by an eligible candidate by February 15th, the pool of candidates may be widened by waiving the restrictions stated in 5.a and 5.b.
 - d. In situations where a college membership seat is vacant for more than sixty (60) days, the EC may nominate a member-at-large to fill the vacancy for the remainder of the academic year, subject to Senate ratification.
 - i. If the college membership seat cannot be filled after two emergency appointments, the EC shall review the makeup of the membership structure and may charge the Bylaws and Faculty Code Committee (BFCC) to restructure the committee membership.
- B. Organization and Procedures
1. Each year, standing committees shall elect their own chairs from among the members of the committee. Each chair will serve as the liaison to the EC. If not a Senator, the chair becomes an ex officio member of the Senate without vote.
 2. Standing committees shall report on their activities at each full Senate meeting monthly to the Senate or as otherwise directed by the EC.
 3. Standing committees shall normally concern themselves with policy matters. These committees may refer general policy questions or issues relating to specific cases to the EC for consideration by any standing committee or committees or other interested groups or individuals. The committees will act on charges as presented by the EC. In addition, committees may initiate their own activities as desired, with approval by the EC.
 4. Early in the fall quarter of each year, each standing committee, except Academic Affairs (AAC), Curriculum (FSCC) and General Education (GEC), shall determine its schedule of meetings for that entire academic year.

- a. The schedule may be determined either at the committee's first meeting, or via communication between the committee members prior to the first meeting.
 - b. Once the year's meeting schedule is determined, the chair shall ensure that the schedule is forwarded to the Senate Office.
 - c. AAC, FSCC and GEC will meet according to the established meeting day and time.
 - d. The first meeting of each committee shall ordinarily occur before October 31st.
5. Any standing committee member who, in a single academic year, is absent for three (3) committee meetings, or for two (2) consecutive committee meetings, shall inform the committee chair of the reason for the absences.
 - a. If the member in question does not provide such a reason, or if the chair deems the reason inadequate or if the member does not provide assurance that the absences will cease, the chair may ask the EC to move to have the member removed from the committee.
 - i. Before making this request of the EC, the committee chair shall first endeavor to inform the member, in writing, of the chair's intention to request the removal of the member.
 - ii. The EC will inform the member of the decision to remove them from the committee.
 - iii. The member will have ten (10) working days to respond to the EC.
 - iv. If there is no resolution to restore the member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member's department(s) in writing of their removal.
6. If the committee's work is blocked or impaired by a member, the committee may take a secret ballot vote to decide if removal is recommended. This recommendation would be submitted in writing, with a detailed justification, to the EC for approval.
 - a. In cases where the member in question is the committee chair or for reasons that would preclude a committee vote, any committee member may request the EC to investigate the situation and oversee a committee vote, if necessary.
 - i. The EC will inform the member of the decision to remove them from the committee.
 - ii. The member will have ten (10) working days to respond to the EC.
 - iii. If there is no resolution to restore the member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member's department(s) in writing of their removal.
7. If the EC recommends removal of the member in question, that member may appeal that removal to the full Senate. Senate may override the decision of the EC and restore membership.

C. Membership

1. EC Membership on Faculty Senate committees shall be as follows:

- a. An EC member may not be a member of any other standing committee aside from the one with which they liaise.
 - b. Standing committees may not have more than one EC member at any given time unless specified in the Faculty Senate Bylaws.
 - c. Once a senator is elected to the EC, that senator shall step-down from any Faculty Senate standing committees on which they serve.
 - i. If the loss of a member negatively impacts the standing committee, the EC Chair will work with the standing committee chair to mitigate the impact.
2. The membership of the GEC shall consist of:
 - a. two (2) faculty members from each academic college and one(1) faculty member from the library;
 - b. one (1) student selected by Associated Students of Central Washington University (ASCWU), non-voting; and
 - c. one (1) provost designee, ex officio, non-voting,
 - d. one (1) registrar designee, ex officio, non-voting.
3. The membership of the AAC shall consist of:
 - a. two (2) faculty from each college with the exception of the Library,
 - b. one (1) student selected by ASCWU, ex officio, non-voting,
 - c. one (1) provost designee, ex officio, non-voting,
 - d. one (1) registrar designee, ex officio, non-voting, and
 - e. chair of the Academic Department Chairs Organization (ADCO), ex officio, non-voting.
4. The membership of the FSCC shall consist of:
 - a. two (2) faculty from each college,
 - b. one (1) faculty from the Library,
 - c. one (1) student selected by ASCWU, ex officio, non-voting,
 - d. one (1) provost designee, ex officio, non-voting,
 - e. one (1) registrar designee, ex officio, non-voting, and
 - f. one (1) dean or associate dean from each college (CAH, COB, CEPS, COTS and the Library), ex officio, non-voting.
5. The membership of the BFCC shall consist of five (5) senators or alternates, as follows:
 - a. chair of the committee shall be a current senator;
 - b. one (1) member (but not the chair) shall be the Senate chair-elect; and

- c. each of the other three (3) members shall be either a current senator, a current alternate, or a faculty member who has been a senator or alternate within the previous ten years.
 - i. Alternates should comment on their level of involvement in Senate when they apply.
- 6. The membership of the Evaluation and Assessment Committee (EAC) shall consist of five (5) faculty members as follows:
 - a. one (1) from each college plus one from the library, nominated and ratified to staggered terms.
 - b. one (1) student selected by ASCWU, ex officio, non-voting.
- 7. The membership of the Budget and Planning Committee (BPC) shall consist of:
 - a. two (2) faculty each from CAH, COTS, CEPS, CB,
 - b. one (1) faculty from the Library,
 - c. one (1) senior lecturer faculty member,
 - d. two (2) (ADCO) representatives, ex officio, voting, and
 - e. two (2) Faculty Senate EC representatives, ex officio, voting.
- 8. The membership of the Antiracism, Diversity, and Inclusivity (ADI) committee shall consist of:
 - a. one (1) faculty member from each academic college and library,
 - b. one (1) faculty member from an interdisciplinary program, faculty must meet one (1) criterion from Criteria 1 (see below), three (3) of the criterion from Criteria 2 (see below), or submit a narrative as outlined in Criteria 3 (see below).
 - i. Criteria 1
 - 1) PhD. Or Masters in ADI-related degree(s)
 - 2) Educational background in which oppression, discrimination, prejudice, misogyny, human rights, social justice, (in)equity, (in)equality, power, antiracism, diversity, or inclusion were a focus of the graduate program.
 - 3) At least a third of the graduate coursework taken was on issues of oppression, discrimination, prejudice, misogyny, human rights, social justice, (in)equity, (in)equality, power, antiracism, diversity, or inclusion.
 - ii. Criteria 2:
 - 1) Have taught for a year in the following topics: oppression, discrimination, prejudice, misogyny, human rights, social justice, (in)equity, (in)equality, power, antiracism, diversity, or inclusion.
 - 2) Have completed five or more ADI-related graduate courses.
 - 3) Participated in ADI-themed research, creative works, or performances.

- 4) Have completed at least one ADI-themed research, creative works, or performances.
- 5) Have implemented ADI-related material in courses taught for academic credit-bearing courses or certificate programs using pedagogical practices that support ADI.
- 6) Are currently engaged in sustained ADI-related professional, campus, or community service.

iii. Criteria 3

- 1) Provide a brief narrative describing how you would contribute to this committee, explaining why you want to serve on this committee, and stating how your qualifications would make you a good candidate for this committee.
- c. one (1) student selected by ASCWU, ex officio, non-voting
 - d. one (1) provost designee, ex officio, non-voting
 - e. one (1) registrar designee, ex officio, non-voting

IV. Meeting

A. The Senate shall meet at least three times per quarter in regular session.

1. Special meetings may be called at the request of the Senate chair, the EC, or upon written request of any five (5) senators filed with the chair.
2. All Senate meetings shall be open to the public except when, at the discretion of the EC, a legitimate interest of the university will be served by closing the meeting or by limiting the number of observers, or when matters relating to the welfare of an individual faculty member or members are being discussed. Closed Senate meetings are legally permissible only if the university BOT has a standing rule to that effect.

B. Voting

1. A simple majority of the elected members of the Senate shall constitute a quorum for the transaction of business.
2. Except as otherwise provided in the Code, all actions of the Senate shall be by majority vote of all members of the Senate present and voting at the time of voting.
3. All votes on formal motions shall be recorded and approved by a vote of the Senate.

C. Attendance

1. Should any department or program go unrepresented by either its Senator or its alternate for more than two (2) consecutive meetings, the Senate chair shall inform that department or program, in writing, of the absence of its duly elected representative.
 - a. Should such lack of representation continue, without good reason and without prior notification of non- attendance, the EC may move for expulsion of the senator and alternate.

- b. By majority vote the Senate may declare the seat vacant. The Senate chair will then formally request that the department or program elect new representatives.

V. Conduct of Business

- A. In the conduct of business, at its meetings, the Senate shall be governed by Robert's Rules of Order, with the exceptions, alterations, and additions recorded elsewhere in these Bylaws:
 - 1. Committees
 - a. Committee reports shall be automatically accepted.
 - b. Action items from committees are received in advance and placed on the agenda by the EC.
 - c. Motions from committees not received prior to the distributed agenda shall be put under New Business and must be presented in written form at the beginning of the meeting.
 - d. Proposals shall be presented to the Senate by the chair of the respective committee or their designee.
 - 2. Motions
 - a. Formal motions rising from committee reports or included on the printed agenda shall be acted upon at the meeting at which they are introduced.
 - b. Motions rising from the floor can also be acted upon immediately, excepting proposed amendments to the Bylaws and Code.
 - c. Substantive motions should be presented in written form.
 - 3. Recognition
 - a. During discussion, senators shall speak only after recognition by the chair.
 - b. The chair shall seek to alternate arguments for and against an issue, and to give each senator an equal opportunity to be heard.
 - c. Visitors shall be recognized by the chair if no senator wishes to speak, if a senator yields the floor, or if the visitor has made a preliminary request or been invited by the chair to speak.

VI. Records

- A. Agenda
 - 1. An agenda shall be compiled and published for all regular and, when possible, for all special meetings of the Senate.
 - a. The Senate chair, with the assistance of the EC, shall be responsible for preparation of the agenda.
 - b. A copy of the agenda shall be sent to each senator at least three (3) days prior to the meeting date.
 - c. Any senator may propose items for the agenda to the chair or the EC

2. At each Senate meeting, after the meeting has been called to order, the agenda, with any changes, shall be presented for approval.
 - a. No formal vote is necessary unless it is called for by any member of the Senate.
 - b. Following approval, changes to the agenda can be considered only by suspension of the rules by a two-thirds majority vote of those present and voting.
3. The general sequence of the agenda to be followed in meetings shall normally be as follows:
 - a. Call to order; agenda changes and approval; minutes of last meeting; communications; faculty issues; old business; reports; new business; adjournment.

B. Minutes

1. Minutes shall be recorded at each Senate meeting.
2. Minutes shall be mailed electronically and posted online for senator review before the next Senate meeting.
3. Minutes shall be amended as needed and approved at the next Senate meeting.

C. Committee Reports

1. Committee reports are entered into the minutes of the Senate meeting in which they are presented.
2. Committee reports, minutes, and policy manuals should be filed electronically with the Senate Office.

VII. Additional Powers and Duties of the Senate

A. Interpretation (Code Section IV)

1. A request for formal interpretation of the Faculty Code must be submitted by a petitioner or petitioners to the BFCC.
 - a. BFCC shall review the request and make a written recommendation to the Senate within thirty (30) days of the receipt of the request.
 - b. The Senate shall take action on the BFCC's recommendation within sixty (60) days of its receipt, and may forward it to the Board of Trustees if necessary.

B. Senate Forum (Code Section IV)

1. The Senate forum is an open meeting to which all members of the faculty shall be invited.
 - a. The Senate chair and/or the EC shall decide whether, when, and for what purpose such a forum may be called; but the usual purpose would be for the Senate to convey information to the faculty and to solicit their feedback.
 - b. The forum shall be presided over by the chair or by a faculty member designated by the chair.

C. Referendum (Code Section IV)

1. The Senate may decide to refer any question or issue before it to the faculty-at-large for vote, which shall be conducted according to such procedures as may be prescribed by the EC.
 - a. The vote shall be conducted within ninety (90) days of the Senate meeting in which the decision to hold a referendum was made.

D. Senate Hearing (Code Section IV)

1. Any ten (10) eligible faculty members may, by written petition filed with the chair of the Senate, secure an opportunity, as a body or by selected representatives, to address the Senate in order to convey information, request Senate action, or propose policy changes on any matter over which the Senate has the power to act.
 - a. The petitioners do not, however, have the power to advance motions or to compel the Senate to act on any matter that they raise.
 - b. Eligible faculty include tenured and tenure-track faculty, and full-time non-tenure-track faculty or those who are senior lecturers.
2. Anonymity cannot be guaranteed.
3. The chair shall ensure that the petitioners or their designated representatives are given a hearing by the Senate within two regularly scheduled Senate meetings from the date of the petition's receipt.
4. At the hearing, if the petitioners propose a specific Senate action or a specific policy change, then the Senate shall vote on whether to consider the proposal further.
 - a. If the Senate votes not to consider it further, there shall be no further discussion and the matter shall be closed.
 - b. If the Senate votes to consider the proposal further, the chair shall submit the proposal to the Senate so that it will be considered by the Senate within two regularly scheduled Senate meetings of the petitioners' hearing.
5. The EC shall ensure that the petitioners' proposal and any relevant issues are presented fully, from all sides to the Senate.
 - a. If other groups on campus have views that differ from those of the petitioners, the Senate should endeavor to hear those views prior to taking any formal action.
 - b. Ultimately, formal action on the petitioners' proposal requires that a senator make a motion to that effect. If no senator is prepared to do so, the matter shall be closed.

E. Review by Faculty (Code Section IV)

1. All actions (motions passed) by the Senate shall be subject to review by the faculty.
 - a. A review shall be conducted if and only if a written petition for review has been signed by at least ten (10) percent of the eligible faculty and submitted to the Senate chair.
 - i. Eligible faculty include tenured and tenure-track faculty, and full-time non-tenure-track faculty or those who are senior lecturers.

- ii. In the event of a dispute over whether the petition has been signed by at least ten (10) percent of the faculty, the relevant comparison shall be the number of faculty employees as recorded by the university's Human Resources Department on the day on which the petition is filed.
- b. The petition must be filed no later than fourteen (14) days after the approval of the minutes of the meeting during which the action to be reviewed was taken.
- 2. A special meeting of the Senate shall be called by the Senate Chair within ten (10) days after the petition is submitted.
 - a. If the Senate refuses to change its position, a vote of the entire faculty on the Senate action under review shall be conducted by the EC.
 - i. The voting procedure shall provide for a secret vote of the eligible faculty and for voting to continue for seven (7) calendar days.
 - ii. A majority vote of those faculty voting on the question shall determine whether or not the Senate action is reversed.
- 3. From the date of the filing of a valid petition for review, until the determination of the outcome of the vote of the faculty on the action under review, the Senate may not undertake action concerning or affecting the original action under review.

VIII. Reimbursement of Senate-Related Expenses

- A. For faculty who travel on Senate business either during the day or overnight, transportation expenses will be reimbursed according to official CWU policy.
 - 1. Reimbursement other than for transportation will be for actual expenditures up to the maximum allowable by the official per diem rate.
 - 2. In order to receive reimbursement, anyone traveling on Senate business (approved in advance by the Senate chair), shall present the receipt(s) for their expenditures to the Senate Office.

IX. Amendment of Bylaws

- A. Amendment Process Amendments to these Bylaws must normally be introduced by at least three (3) members of the Senate in written petition to the EC.
 - 1. In particular, amendments may be introduced by the BFCC.
 - 2. The EC must then present the proposed amendment(s), in any modified form mutually agreed upon by the EC and the petitioners, at the next Senate meeting, with formal adoption deferred until the subsequent meeting.
 - 3. Adoption of amendments will require a two-thirds majority of those present and voting.
 - 4. Amendments shall go into effect immediately upon approval, unless otherwise specified.
- B. Exception for Purely Clerical Amendments
 - 1. Purely clerical amendments (i.e., to spelling, grammar, structure, or organization) that do not affect content may go into effect without a Senate vote.

- a. If the BFCC votes unanimously that an amendment is purely clerical; and if the EC votes unanimously in agreement; then, and only then, the amendment may go into effect without being read and voted on by the Senate.
- b. If any member of either of these two committees does not agree that the amendment is purely clerical, the amendment process must proceed as specified in paragraph A.

Amended November 7, 2007
Amended April 14, 2010
Amended May 4, 2011
Amended May 30, 2012
Amended April 3, 2013
Amended May 1, 2013
Amended May 7, 2014
Amended June 4, 2014
Amended June 3, 2015
Amended November 2, 2016
Amended, April 5, 2017
Amended May 31, 2017
Amended November 14, 2018
Amended May 6, 2020
Amended May 4, 2022
Amended May 31, 2023