

**LETTERS AND SCIENCE FACULTY SENATE
BYLAWS**

As amended November 14, 1994

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- 1.01 **Letters and Science Faculty Senate.** The authority of the faculty of the College of Letters and Science, the University of Wisconsin-Madison, hereinafter referred to as L&S faculty, under Chapter 3 of Faculty Policies and Procedures, is delegated to the L&S Senate, hereinafter referred to as the L&S Senate, as provided in this legislation.
- 1.02 **Members of the Letters and Science Senate.** The members of the L&S Senate, hereinafter called L&S senators, shall be:
- (1) Faculty senators elected from the college of Letters and Science to the Faculty Senate under section 2.04 of Chapter 2 of Faculty Policies and Procedures; their designated alternates to the Faculty Senate shall serve as their alternates to the L&S Senate. Any senate district which so chooses may, in an election conducted in accord with the provisions of section 2.04 of Faculty Policies and Procedures, elect L&S senators equal in number to but not necessarily the same as their faculty senators to serve in their place; each L&S senator so elected shall designate an alternate as specified in section 2.04.F of Faculty Policies and Procedures. Any department of the College without a faculty senator shall elect one senator to the L&S Senate.
 - (2) The dean of the College of Letters and Science, and the academic associate deans, ex officio;
- Only senators referred to in subsection (1) may vote, except that the presiding officer under section 1.03 shall vote in case of a tie.
- 1.03 **Organization of the L&S Senate.**
- (1) The dean of L&S shall preside over the L&S Senate.
 - (2) The senior academic associate dean shall discharge any function vested by this legislation in the dean, if the dean is unable to discharge the function.
 - (3) The secretary of the faculty or his/her designee shall be the secretary of the L&S Senate, hereinafter referred to as the secretary.
 - (4) The L&S Senate may determine its own organization in all respects, may create committees whose membership need not be limited to senators, and may adopt procedural rules for the conduct of its business, subject to the provisions of this legislation.
 - (5) The most recent edition of Robert's Rules of Order (Newly Revised), shall govern the deliberations of the L&S Senate, subject to the provisions of this legislation.

1.04 **Meetings of the L&S Senate.**

- (1) The L&S Senate shall hold a regular meeting once each semester during the academic year, on a day designated by the dean. The dean shall notify all members of the College faculty of the time, date, and place of a regular meeting 15 calendar days prior to the meeting. The announced time and place of the meeting may be changed at the discretion of the dean. Regular meetings may be cancelled by the dean with the approval of the College Academic Planning Council if there is no significant business to be transacted.
- (2) Special meetings of the L&S Senate shall be held at the call of the dean or on the written petition to the dean of any five L&S senators.

1.05 **Notice to the L&S Faculty of Meetings of the L&S Senate.**

- (1) The secretary shall send to every member of the L&S faculty, at least five days before the meeting, copies of the notice of every regular or special meeting of the L&S Senate, together with documents pertaining to the agenda of the meeting, including the text of any proposed legislation.
- (2) If the dean finds that it is impracticable to give written notice of special meetings in the manner prescribed in section 1.05(1), because of emergency, the dean shall prescribe another form of notice.

1.06 **Agenda for Meetings of the L&S Senate.** The printed agenda for meetings of the L&S Senate shall be prepared by the dean and shall be distributed by the secretary to all members of the L&S faculty. On written request of any five members of the L&S faculty, the secretary shall include additional items on the printed agenda. A matter not on the printed agenda of a meeting may be added to the agenda of the meeting by a two-thirds vote of the L&S senators present and voting.

1.07 **Attendance at Meetings of the L&S Senate.** All faculty member and full-time members of the academic staff of the College of Letters and Science of the University of Wisconsin-Madison may attend and speak at meetings of the L&S Senate, including executive sessions, subject to such rules as the L&S Senate may adopt of its own members, but only L&S senators in attendance may offer motions, second motions, or vote. The chairman of the faculty committee of the College may make motions relevant to the report of the committee.

1.08 **Proceedings of the L&S Senate.**

- (1) A quorum consists of a majority of the L&S senators.
- (2) An attendance record of L&S senators shall be kept by the secretary.
- (3) A roll call vote shall be required on any motion if requested by ten L&S senators.
- (4) The dean may put at the head of business for any meeting of the L&S Senate any administrative actions or informational reports which do not require action by the L&S Senate.
- (5) The secretary shall prepare the minutes of each meeting of the L&S Senate, and send copies to each member of the L&S faculty.
- (6) Documents which are too long to be included in the agenda of a meeting are given identifying serial numbers and are attached to the agenda.
- (7) The L&S Senate may by a two-thirds vote of members present, permit non-faculty or non-L&S faculty to speak on agenda items.
- (8) Business of a confidential nature shall be so identified on the agenda and in the published minutes by title or otherwise, and shall be presented to and discussed by the L&S Senate in executive session.

1.09 **Amendments to this Legislation.**

- (1) Amendments to this legislation shall be adopted upon:
 - (a) a two-thirds vote of the L&S senators present and voting, provided that the text of the amendment is included in the notice of the meeting as distributed pursuant to the section 1.05(1); and
 - (b) ratification by a majority vote of the L&S faculty present and voting at a regular meeting under section 1.10.

1.10 **Faculty Meetings.**

- (1) Meetings of the whole faculty may be called by the dean or by petition of 25 members of the L&S faculty.
- (2) Legislation passed at a meeting of the faculty shall be valid faculty legislation only if it receives a majority of the votes cast, and only if said majority consists of at least 100 votes.
- (3) Meetings of the L&S faculty shall be governed by the provisions of Chapter 3 of Faculty Policies and Procedures.
- (4) When the L&S faculty meetings, it exercises its authority under Chapter 3 of Faculty Policies and Procedures. Except as hereinafter provided, legislation adopted at a meeting of the whole L&S faculty subsequent to the opening session of the L&S Senate may be modified or rescinded only at a meeting of the whole L&S faculty; a meeting may be called for that purpose either by a majority of the L&S Senate or as provided in 1.10(1) and any such meeting shall be governed by the provisions of 1.10(2), 1.10(3) and 1.10(4). If, by a vote of four-fifths of the members present and voting, the L&S Senate finds that a proposed change in faculty legislation is fully consistent with the policies and purposes of that faculty legislation, and is only an alteration in the means for carrying out those policies and purposes, then the L&S Senate itself, by a two-thirds vote of those present and voting, may adopt the said change in faculty legislation.