

BYLAWS  
FACULTY CONGRESS AND SENATE  
UNIVERSITY OF HAWAII AT MĀNOA

ARTICLE I.  
ORGANIZATION OF THE FACULTY CONGRESS

Section 1.      Structure.

The Congress of the University of Hawai'i at Mānoa consists of faculty of the University of Hawai'i at Mānoa. The Senate is an elected representative body that may act for the Congress on matters of shared governance as provided herein. The Senate Executive Committee is elected from the members of the Senate and directs business of the Senate and the Congress. The Senate Executive Committee may act as herein provided for the Senate.

Section 2.      Membership of the Congress.

All members of the faculty currently designated as I (instructional), R (researcher), S (specialist), A (county extension agent), B (librarian), M (clinical medicine) or J (legal instruction) who serve the University at least half-time, are members of the Congress.

"Excluded" faculty as defined under Hawaii's collective bargaining law (HRS89) are ineligible for membership in the Congress. This includes top level managerial and administrative personnel (EMs), members of governor-appointed boards, or faculty who become assistants to EMs. See HRS 89-6(f) for a full list.

Section 3.      Officers.

The Chair, the Vice-Chair, and the Secretary of the Senate shall be the officers of the Congress. The election of officers is defined in Article III, Section 3.

Section 4.      Meetings of the Congress.

The Congress shall convene at least once in each semester, on a date set by the Senate Executive Committee.

Section 5.      Special Meetings.

Special meetings of the Congress may be held at any time pursuant to call by the Chair of the Senate or by a two-thirds vote of the Senate membership. Notice with time and place of meeting and agenda of any special meeting shall be given to the members of the Congress by an announcement sent electronically and via the Senate Web Page at least five business days in advance of the meeting.

Section 6. Quorum.

Those members of the Congress present at a Congress meeting shall constitute the quorum.

Section 7. Agenda.

The Senate Executive Committee shall prepare the agenda for each meeting of the Congress and shall distribute the agenda electronically to all members of Congress and post the agenda on the Faculty Senate Web Page at least five business days in advance of the Congress.

Section 8. Voting of the Congress.

Voting of the Congress on matters referred to it by the Senate shall be by secret, auditable ballot, conducted by the Committee on Faculty Service in accordance with the Elections Code of the Rules of Order of the Faculty Congress and Senate, within ten days after the meeting of the Congress at which the matter is presented. Actions shall be adopted when passed by a majority vote of those members of the Congress who cast votes.

Section 9. Procedure and Parliamentary Authority.

The principles of the latest edition of the Robert's Rules of Order Newly Revised (commonly known as Robert's Rules of Order) shall govern the Congress in all cases to which they are applicable, and where they are not inconsistent with the Charter, Bylaws, or the Rules of Order of the Mānoa Faculty Congress and Senate, in which case the Mānoa Faculty Congress and Senate Charter, Bylaws and Rules of Order shall take precedence. All Congress members shall follow the principles outlined in Article VII, Section 43, Robert's Rules of Order regarding decorum and debate.

ARTICLE II.  
ORGANIZATION OF THE FACULTY SENATE

Section 1.           Membership; Qualifications

The Senate is the elected body of the Congress and represents the faculty of University of Hawai'i at Mānoa on matters of shared governance. To be eligible for election to or for service on the Senate, a person must be a member of the Congress. Executive and Administrative/Management personnel are ineligible for election to or service on the Senate. The Mānoa Provost shall be honorary president of the Senate and shall serve ex-officio without vote. The President of the Associated Students of the University of Hawai'i at Mānoa, the President of the Graduate Student Organization of the University of Hawai'i at Mānoa, and the immediate past Chair of the Senate, if not an elected senator, shall also be ex-officio members without vote.

Section 2.           Electorate: Eligibility, Elections, Terms.

All members of the Congress are eligible to vote for senators. Members of the Senate shall be elected according to procedures set out in Article VI and in the Elections Code of the Rules of Order of the Faculty Congress and Senate. Terms of office are specified in Article VI.

Section 3.           Duties of Senators.

Senators are expected to attend all Senate meetings and to remain until the meetings are officially adjourned. Senators are required to serve on a Senate Committee.

Three unexcused absences from a meeting of the full Senate and/or of a Senate Committee in a semester will constitute a voluntary resignation from the assigned Committee and the Senate. The Senate will inform the member's Department Chair of the resignation. An unexcused absence is when the member does not inform the chair of the Committee or the Senate of a reason for the absence prior to the Committee and/or Senate meeting. Exceptions will be made only in cases of extreme exigency.

Section 4.           Meetings.

During the academic year, the regular meetings of the Senate shall be held monthly, on the third Wednesday of each month unless an alternate date is scheduled by the Senate Executive Committee.

Outside the academic year the Senate may meet by remote participation as called for by the Senate Executive Committee, regarding issues of significant concern.

All meetings of the Senate may be attended by any member of the University community.

Section 5. Quorum.

During the academic year, one-half of the members of the Senate shall constitute a quorum. During the summer, the number of Senators required for a quorum is the same as in the preceding academic year.

Section 6. Agenda.

The Senate Executive Committee shall prepare the agenda, including those agenda items that are requested by Mānoa Provost and approved for inclusion on the agenda by the Senate Executive Committee, which shall then be distributed to the Senators and disseminated to the University community electronically preceding each meeting of the Senate at least five business days in advance of the meeting.

Section 7. Voting.

The Secretary of the Senate shall make provisions necessary to ensure that voting is by members of the Senate only.

ARTICLE III  
ORGANIZATION OF THE SENATE EXECUTIVE COMMITTEE

Section 1. Purpose.

The Senate Executive Committee serves as an agent of the Congress and of the Senate. Principal officers of the Senate Executive Committee are automatically officers of the Senate and Congress.

Section 2. Membership.

Term of office is defined in Article VI. During the period from September 1 to June 1 the Senate Executive Committee will consist of seven members of the faculty who are members of the Senate, duly elected as outlined in Article VI, Section 2. During the period from June 1 to September 1, outgoing members will also serve on the Senate Executive Committee. The Senate Executive Committee members, elected to represent the faculty (I, R, S, A, B, J, M), shall endeavor to respect and represent the faculty as a whole, must be cognizant of the faculty needs of the entire campus, and must recognize that faculty have varying opinions. To ensure wider views the Senate Executive Committee shall include no more than two members from any given constituency, except possibly during the period June 1 to September 1. Senators in the final year of a two year term who have not been reelected to continue their service in the senate for a subsequent term may not stand for election to the Senate Executive Committee.

Section 3. Principal Officers.

The Senate Executive Committee shall annually elect its officers. The Chair of the Senate Executive Committee shall be the Chair of the Senate and of the Congress. The Vice-Chair of the Senate Executive Committee shall be Vice-Chair of the Senate and of the Congress. There shall be two Secretaries, one for the Senate Executive Committee and another for the Senate and the Congress. The Chair of the Senate Executive Committee shall devote one-half of her or his total service to the University in this duty. Each other elected member of the Senate Executive Committee shall devote one-fourth of her or his total service to the University in this duty.

a. Chair.

The Chair of the Senate Executive Committee shall be the presiding officer of the Senate and the Congress. In the absence of the Chair, the Vice-Chair shall serve as the presiding officer. In the absence of the Chair and the Vice-Chair, the Secretary of the Senate Executive Committee shall serve as the presiding officer of the Senate and the Congress, and the Secretary of the Senate shall serve as the presiding officer of the Senate Executive Committee.

b. Vice-Chair.

The Vice-Chair of the Senate Executive Committee shall assume all duties

of the Chair when the latter is absent or incapacitated, and, additionally, shall perform those duties deemed necessary by the members of the Senate Executive Committee to execute their charge.

c. Secretaries.

The Secretary for the Senate Executive Committee shall keep the minutes of the meetings of the Senate Executive Committee. The Secretary for the Senate and Congress shall keep the minutes of meetings of both bodies, shall prepare a statement of the actions taken by both bodies for inclusion in the next issue of a publication of record, shall record the vote on actions before both bodies, shall forward the minutes of both bodies to the Chair of the Senate Executive Committee for distribution to members of the Senate or of the Congress, and after approval shall file a digital copy of the minutes and all official Senate and Congress reports on the Mānoa Faculty Senate website. The Secretaries shall be instructed in their duties and obligations by the Senate Executive Committee. The Secretary of the Senate shall preserve a complete copy of election tallies as specified in Article VI, Section 2a.

Section 4. Election.

Members of the Senate Executive Committee shall be elected according to procedures set out in Article VI and in the Elections Code of the Rules of Order of the Senate and Congress. Members of the Senate Executive Committee shall not be eligible for reelection to the Senate Executive Committee until at least two academic years have elapsed after the completion of their terms on the Senate Executive Committee.

Section 5. Duties.

The Senate Executive Committee, acting on behalf of the Senate and the Congress, shall identify and arrange for consideration and study by Senate Committees, of all goals, policies, and programs relating to the physical and academic development of the University of Hawai'i at Mānoa, including: allocation of financial resources, distribution of enrollment among programs and between upper-division and lower-division programs direction of emphasis in existing programs, the academic effect of administrative organization, quality of scholarship, quality of teaching, quality of research, quality of service, and the relationships between the University of Hawai'i at Mānoa and other units of the University System,

among other matters. In addition, the Senate Executive Committee shall:

- (1) Make recommendations to the Mānoa Provost and the University President;
- (2) Provide that the Congress is informed of its substantive activities;
- (3) Certify the results of elections; this includes but is not limited to: verification of eligibility of candidates and vote totals, and review of disputed ballots.
- (4) Appoint Standing Committee and Continuing Committee members as recommended by the Committee on Faculty Service, and coordinate the work of the Standing Committees;
- (5) Prepare the agenda of the Senate and the Congress;
- (6) Submit to the Congress actions referred by the Senate;
- (7) Transmit germane Senate actions, with a record of the vote, to the Mānoa Provost and, when appropriate, for further transmittal to the President and/or the Board of Regents, as provided in the Charter, Article I, Sections 2 and 3;
- (8) Prepare and disseminate the minutes of the Senate and the Congress and make them publicly available.
- (9) Prepare and disseminate reports on the work of the Senate and the Congress;
- (10) Receive communications from the University Administration and the Board of Regents to the Senate and the Congress;
- (11) Appoint a Senate Executive Committee member to act as a non-voting liaison to each Committee. The liaison to each Committee will convene its first meeting until the officers of that Committee are elected;
- (12) Appoint annually a Senate representative from the Senate Executive Committee or the Committee on Academic Policy and Planning to the Graduate Council to serve a two-year term. This representative should be an experienced Mānoa Faculty Senator with prior experience as a graduate program chair (or, failing that, as a department chair). In this

way there shall each year be two Senate Representatives to the Graduate Council. One of these shall be invited by the Dean of the Graduate Division to serve a one-year term as Chair of Graduate Council's Program Committee and represent Graduate Council before the Mānoa Faculty Senate whenever resolutions from Graduate Council require Mānoa Faculty Senate approval;

(13) Perform such other duties as are specified in other provisions of the Bylaws; and

(14) Prior to referring matters to the Senate for discussion and deliberation, the Senate Executive Committee shall conduct or provide for Committees to conduct necessary inquiries and studies, including hearings concerning matters, initiated by or referred to it. Between Senate meetings, the Senate Executive Committee shall report to the Senate and Congress members on its activities. The Senate Executive Committee may act for the Senate when a quorum of the Senate cannot be assembled, in particular during the summer off-duty period for 9-month faculty when an urgent matter requires consideration. The Senate Executive Committee shall report its actions taken in the absence of a quorum at the next meeting of the Senate.

Section 6. Meetings.

The Senate Executive Committee shall ordinarily meet at least once a week during the academic year, and as necessary outside the academic year.

Section 7. Quorum.

A majority of members of the Senate Executive Committee serving during the academic year shall constitute a quorum.

Section 8. Rules and Regulations.

The Senate Executive Committee may adopt rules and regulations for itself and all Committees consistent with University and Regents policy, in consultation with the committees, as it deems necessary.

ARTICLE IV.  
COMMITTEES RESPONSIBLE TO THE FACULTY SENATE



Section 1. Standing Committees.

There shall be seven Standing Committees reporting to the Senate Executive Committee and the Senate: the Committee on Academic Policy and Planning, the Committee on Administration and Budget, the Committee on Athletics, the Committee on Faculty Service, the Committee on Professional Matters, the Committee on Research, and the Committee on Student Affairs.

a. Term of Office.

The term of office for a member of a Standing Committee is specified in Article VI, Section 1. No member of a Standing Committee may serve on another Standing Committee or on the Senate Executive Committee during that member's term of office.

b. Officers.

Each Standing Committee shall select a Chair and Secretary. A Vice-Chair may also be selected to act in the absence of the Chair.

c. Each Standing Committee may organize itself into subcommittees whose membership may include additional members of the faculty nominated by the Committee on Faculty Service and approved by the Standing Committee.

d. Meetings.

The Standing Committees shall meet regularly during the academic year.

e. Membership and Quorum.

Except during the period from June 1 to September 1 when outgoing members also serve, each Standing Committee and its subcommittees shall consist of the members serving during the academic year. Each Standing Committee shall consist of a minimum of nine members of the faculty (plus outgoing members during the period June 1 to September 1), at least a majority of whom are senators, appointed without regard to rank. Each Committee shall select its Chair, Vice-Chair, and Secretary from among its senator members. A majority of the membership of any Standing Committee or any of its subcommittees shall constitute a quorum, except

during the period from June 1 to September 1, when the number needed for a quorum is a majority of the number serving in the upcoming academic year.

f. Rules and Regulations.

In addition to those rules and regulations adopted by the Senate Executive Committee, each Standing Committee and subcommittee may adopt rules and regulations, consistent with University and Regents policy, and Congress and Senate Charter, Bylaws and Rules of Order as it deems necessary.

g. Duties of Standing Committees.

Each Standing Committee shall take up issues within its scope of responsibilities described below and make recommendations to the Senate Executive Committee for action by the vote of the Faculty Senate or consultation with other bodies as appropriate.

h. Duties of the Committee on Academic Policy and Planning (CAPP).

The Committee shall provide oversight of and make specific recommendations to the Mānoa Faculty Senate via the Senate Executive Committee on matters of academic goals, policies, and programs, including with respect to standards of professional ethics; establishment and modification of degree programs and curricula, admissions and graduation requirements, and ways of supporting and encouraging improvements in faculty performance; and planning for changes in academic goals and in academic programs.

In addition, the Committee may provide advice and/or specific recommendations to the Senate Executive Committee, as requested by or through the Mānoa Provost or originating from its deliberations, on matters of concern to the Committee.

i. Duties of the Committee on Administration and Budget (CAB).

The Committee is responsible for matters dealing with administration and budget, both at the Mānoa campus through the Provost and the office of the University President/Officers, and also at the System level through the various system and hybrid offices (for example, Facilities, Human

Resources, Information Technology, Research Services, etc.) to the extent that the Mānoa campus is affected by System actions. The Committee shall review administrative policies and procedures, proposals for reorganization, the responsibility of major positions, and the procedures for filling positions. The Committee shall review administration's policies and procedures regarding the budget, and other matters relating to the distribution and expenditure of funds. The Committee shall monitor the administration's actions to ensure that they are open and give ample opportunity for faculty consultation and shall review University policies regarding academic decision making and policy development and propose modifications as required. The Committee shall conduct regular reviews of the Charter, Bylaws, and Rules of Order of the Congress and Senate and shall propose amendments as appropriate. The Committee shall review the condition of the physical facilities, the operation of auxiliary services, and proposals for capital improvements and their implementation.

j. Duties of the Committee on Athletics (COA).

The Committee shall provide oversight and make specific recommendations to the Senate Executive Committee on matters regarding University sponsored intercollegiate athletics. These include, but are not limited to: standards for admission, retention, and graduation; the reporting of graduation rates; academic counseling; ethical standards; and ways of supporting and encouraging the academic performances of the student-athletes. In carrying out its responsibilities, the Committee will be guided by the policies and guidelines of the NCAA. It is within the purview of the Committee to recommend to the Mānoa Provost, through the Senate Executive Committee, changes in the NCAA policies and guidelines. In addition, the Committee may provide advice and/or specific suggestions, as requested by or through the Mānoa Provost, on matters of concern to the Committee.

k. Duties of the Committee on Faculty Service (CFS).

The Committee shall be responsible for implementing the provisions of the Bylaws, especially Article VI, and of the Elections Code of the Rules of Order of the Faculty Congress and Senate regarding elections and balloting. The Committee shall provide a complete tally of the election results to the Secretary of the Senate. The Committee shall conduct regular reviews of the Elections Code, including the makeup of constituencies, and shall propose amendments as appropriate.

The Committee is responsible for nominating persons to various Senate and University committees, subcommittees, boards, ad hoc committees, etc. as specified in the Bylaws and in the governing documents of committees established by and reporting to the Senate. The Committee is responsible for soliciting student representatives for Senate committees from the appropriate student organizations, when appropriate.

Also, during the Spring semester, the Committee on Faculty Service and the Administration will compile a list of all University committees and ad hoc committees for which service is needed for the following academic year. This list will be circulated to all faculty so that they can indicate their willingness to serve.

l. Duties of the Committee on Professional Matters (CPM).

The Committee shall be vigilant in protecting the academic freedom of all scholars and shall review and evaluate such topics as classified research, sexual harassment, gift giving, and the like which may come before it either as a matter of policy or on a case-by-case basis.

m. Duties of the Committee on Research (COR).

The Committee is responsible for matters relating to the planning, direction, initiation, development, and coordination of faculty research. The Committee shall review policies and procedures for the support of the research enterprise, both for externally funded research and for internally funded/faculty-funded research. The Committee shall review proposals for improvements in research infrastructure, new research initiatives, or restructuring existing research programs. The Committee shall review the mechanisms by which funds are allocated in support of research. The Committee shall review policies dealing with compliance with Federal and State regulations. The Committee may make recommendations on these subjects as appropriate.

n. Duties of the Committee on Student Affairs (CSA).

The Committee shall provide oversight of student affairs and make specific recommendations to the Mānoa Faculty Senate via the Senate Executive Committee on issues related to the improvement of quality educational and co-curricular experiences for students. These include, but are not limited to: registration, advising, dismissal, withdrawal from courses, student government, and both undergraduate and graduate student

publications.

The Committee on Student Affairs may request through the Senate Executive Committee the appointment of an ex officio student representative on the committee.

## Section 2. Continuing Committees.

As detailed in Article VI, Senators fulfill their service requirement on a single committee, either on a Standing Committee, a Continuing Committee, or the Senate Executive Committee. Of these, only Continuing Committees may contain members who are not Senators, or who may be appointees of the administration. Senators fulfilling their service requirement through appointment to a Continuing Committee are called the regular Senate members of that committee. The remaining members are called the non-Senate members, even if they happen to be Senators.

For each Continuing Committee the Senate shall approve a governing document in which is specified, at minimum

1. The purpose, scope, and responsibilities of the Committee;
2. How the Committee is constituted, organized, and governed;
3. That there shall be at least two regular Senate members; and
4. The process for amending the governing document.

The process for approving a governing document, and thereby establishing new Continuing Committees shall be as follows: the document shall be read at two meetings of the Senate at least a week apart; and, the document shall be amended and/or voted on at the meeting in which the second reading occurs. The procedure for modifying an existing Senate approved governing document for each Continuing Committee shall be the same. The Senate approved governing documents for the Continuing Committees shall be posted on the Mānoa Faculty Senate website.

There are currently two Continuing Committees reporting to the Senate Executive Committee: the General Education Committee and the Committee on Educational Effectiveness.

- a. Term of Office.

No regular Senate member of a Continuing Committee may serve as a non-Senate member of the same Continuing Committee, a regular Senate member of a different Continuing Committee, or on a Standing Committee or the Senate Executive Committee during that member's term of office. The term of office as a regular Senate member of a Continuing Committee is specified in Article VI, Section 1. The term of office for non-Senate members of a Continuing Committee is specified in the governing documents of that committee. Time spent as a regular Senate member of a Continuing Committee counts towards any term limits that may be established in the governing documents of the Continuing Committee.

b. Officers.

The process for determining Officers for Continuing Committees laid out in those Committees' governing documents shall be followed.

c. The appointment of non-Senate members of a Continuing Committee is specified in the Committee's governing document. Each Continuing Committee may establish subcommittees as specified in the Continuing Committee's governing document.

d. Meetings.

The Continuing Committees shall meet regularly during the academic year.

e. Membership and Quorum.

Unless specified in its governing documents, a majority of the membership of any Continuing Committee or any of its subcommittees shall constitute a quorum.

f. Rules and Regulations.

In addition to those rules and regulations adopted by the Senate Executive Committee, each Continuing Committee and subcommittee may adopt rules and regulations, consistent with its governing documents, University and Regents policy, and Congress and Senate Charter, Bylaws and Rules of Order as it deems necessary.

g. Duties of Continuing Committees.

Each of the Continuing Committees shall take up issues within its scope of responsibilities as described in its governing documents, and shall make recommendations of resolutions or motions to be voted on by the Faculty Senate. Recommendations of a resolution or motion may be made to the Senate Executive Committee, which shall refer the resolution or motion to an appropriate Standing Committee for consideration. Otherwise, resolutions and motions may be introduced according to the Rules of Order of the Mānoa Faculty Senate, Article I, Section 3.

Section 3. Establishment of Ad Hoc Committees.

The Senate Executive Committee may establish ad hoc committees to explore issues and make written recommendations to the Senate Executive Committee. The ad hoc committees shall be temporary, and each shall be furnished a deadline for completion of the task assigned to it. Each such deadline shall be not more than one year after the ad hoc committee is officially created.

a. Selection of Members.

Any member of the Congress is eligible to serve on the ad hoc committees. Members of ad hoc committees shall be selected by the Committee on Faculty Service and confirmed by the Senate Executive Committee.

b. Duties.

The charge to all ad hoc committees shall be specified in writing by the Senate Executive Committee.

c. Quorum.

A majority of the members of an ad hoc committee or a task force shall constitute a quorum.

d. Rules and Regulations.

An ad hoc committee may adopt rules and regulations, consistent with University and Regents policy, as it deems necessary.

ARTICLE V.  
JOINT UNIVERSITY OF HAWAII AT MĀNOA FACULTY SENATE  
BARGAINING UNIT COMMITTEE

The Senate shall designate its Executive Committee members who, with representatives of the legal bargaining unit, shall jointly consider matters that involve both organizations and are not clearly designated by contract. The Senate may provide advice to the Mānoa Provost and/or the University President on such matters considered by the Senate to be subject to dual involvement.

ARTICLE VI.  
ELECTIONS, APPOINTMENTS, AND TERMS

Section 1. Terms of Office.

a. Senate.

The term of office for a senator is 28 months beginning on May 1. Persons elected to membership on the Senate Executive Committee shall remain members of the Senate through the completion of their respective term of office on the Senate Executive Committee, provided that they satisfy the requirements of Article II, Section 1. A person who gains a seat on the Senate as an alternate or through a special election in accordance with Section 2 and who serves at least 12 consecutive months will be considered to have served a full term. While there is no limit to the total number of terms a person may serve on the Senate, the maximum number of consecutive terms a person may serve is two. After serving two consecutive terms, a person shall not be eligible for reelection to the Senate until at least one academic year has elapsed after the completion of their terms. This applies even in the event of a change of constituency.

b. Senate Executive Committee.

Membership eligibility is defined in Article III, Section 2. The term of office for a member of the Senate Executive Committee is 27 months beginning on June 1. A person who gains a seat on the Senate Executive Committee as an alternate or through a special election in accordance with Section 2 and who serves at least 12 consecutive months will be considered to have served a full term. Members of the Senate Executive Committee shall not be eligible for reelection to the Senate Executive



Committee until at least two academic years have elapsed after the completion of their terms on the Committee. The terms of office of Senate Executive Committee members shall be staggered so that three members of the Senate Executive Committee shall retire in one academic year and four the next academic year.

c. Standing Committees.

The normal term of office for a member of a Standing Committee is 26 months beginning on July 1. However, committee membership is reviewed annually, and the Senate Executive Committee may change a Senator's committee appointment as of July 1 in the middle of the Senator's term of office, as the need arises. Terms of office shall be staggered so that approximately half of the members of a Standing Committee rotate off of it in any given year.

d. Continuing Committees.

The normal term of office for a regular Senate member of a Continuing Committee is 26 months beginning on July 1. However, committee membership is resurveyed annually and the Senate Executive Committee may change a Senator's committee appointment as of July 1 in the middle of the Senator's term of office, as the need arises. Terms of office shall be staggered so that approximately half of the regular Senate members of each Continuing Committee rotate out of their regular Senator role in the Committee in any given year. Beyond its regular Senate members, the governing document establishing and governing each Continuing Committee shall set forth the term of office for its members, in accord with Article IV, Section 2.

e. Ad Hoc Committees and Task Forces.

The term of office shall be set by the Senate Executive Committee in accord with Article IV, Section 3.

Section 2. Elections.

a. Certification and Publication of Results

After any election (regular, special or other) required by these Bylaws, the Committee on Faculty Service shall submit the results of the election with alternates to the Senate Executive Committee for certification. The Secretary of the Senate shall publish the results and the tally of votes on the Mānoa Faculty Senate website, where they will be preserved for at least five years by the Mānoa Faculty Senate Office. Names of Senator(s) who replace faculty due to resignations, leaves, retirements, etc. shall also be published on the Manoa Faculty Senate website for at least five years, noting who has been replaced.

b. Election of Senators.

(1) Election of senators shall be conducted by the Committee on Faculty Service by secret, auditable ballot, in accordance with the Elections Code of the Rules of Order of the Faculty Congress and Senate.

(2) Approximately one-half of the senators are to be elected each year.

(3) A constituency or group of constituencies that has its own faculty senate with elected members may nominate one of its officers for service on the Mānoa Faculty Senate, provided that that officer is otherwise eligible for election to the Senate. That officer will be considered to have been elected to the Mānoa Faculty Senate and the number of senators remaining to be elected from the constituency of that officer will be reduced by one.

(4) Constituencies.

- (a) A constituency shall consist of the faculty in a school or college, but other groupings are permitted.
- (b) Each constituency shall be entitled to one senator in the Senate for every thirty members of the faculty as defined in Article 1, Section 2 and Article II, Section 2 or fraction thereof.
- (c) The constituencies are laid out in the Elections Code of the Rules of Order of the Faculty Congress and Senate. The Committee on Faculty Service shall review the constituencies and propose amendments as appropriate.

c. Election of the Senate Executive Committee

The Senate Executive Committee shall be elected by the Senate, by secret, auditable ballot, in accordance with the Elections Code of the Rules of Order of the Faculty Congress and Senate.

d. Alternates Filling Unexpired Terms, Permanent and Temporary.

If a permanent vacancy occurs on the Senate Executive Committee by way of death, retirement, resignation, or termination from the University, a certified alternate who is a Senator at the time of the appointment, as specified in the Elections Code of the Rules of Order of the Faculty Congress and Senate shall fill the vacancy, serving the remaining term. If a Senate Executive Committee member resigns in the last three months of her or his term, the vacancy shall remain unfilled until the next election. If a permanent vacancy occurs on the Senate by way of death, retirement, resignation, or termination from the University, a certified alternate as specified in the Elections Code of the Rules of Order of the Faculty Congress and Senate from that constituency shall fill the vacancy, serving the remaining term. If no certified alternate is available, the Committee on Faculty Service shall contact the constituency faculty senate and seek a recommendation for a replacement to serve the remaining term.

If a temporary vacancy occurs in the Senate or on the Senate Executive Committee for a period of less than the unexpired portion of a senator's term by way of sabbatical leave, illness, or other justifiable reason for temporary absence, an alternate, as specified in the Elections Code of the Rules of Order of the Faculty Congress shall be certified by the Senate Executive Committee, and that alternate shall fill the temporary vacancy only during the time that the elected member is absent.

If the procedures provided in this section fail to fill a vacancy, a special election shall be held, as provided for by Article VI, Section 2e.

e. Special Elections.

Special elections may be held to fill vacancies or for other sufficient reason as determined by the Committee on Faculty Service and approved by the Senate Executive Committee. Procedures for special elections are specified in the Elections Code of the Rules of Order of the Faculty Congress and Senate (see Rules of Order, Article II, Section 5c).

f. Resolving Questions and Disputes.

Any question or dispute concerning a regular or special election, eligibility to vote, appointment, constituency, or other election procedure shall be resolved by the Committee on Faculty Service subject to approval by the Senate Executive Committee.

Section 3. Appointments of Senators to Standing Committees and Continuing Committees.

Incoming senators shall be notified in writing of their election and will be polled for committee assignment preferences by the Senate Executive Committee by April 15.

Subsequently, the Senate Executive Committee shall appoint the Senate members of the Standing Committees and the regular Senate members of the Continuing Committees for the next academic year, taking into consideration constituency representation, senator's preference, committee continuity and terms of office as specified in these Bylaws. The Committee on Faculty Service will assist in this by providing nominations and appropriate background information. If the Committee on Faculty Service is unable to do so by July 1, the Senate Executive Committee may move forward with these Committee appointments. The Senate Executive Committee shall notify Senators of their appointments before the start of those appointments.

The first meeting in a new academic year of each Standing and Continuing Committee shall be led by the respective Senate Executive Committee liaison, as applicable, for the purposes of electing the committee chair, vice-chair, and secretary transmitting the Senate Executive Committee charge to the committee, and establishing an initial meeting schedule. Subsequent meetings shall be organized by the committee chair. The Committees shall notify the Senate Executive Committee of their selections by no later than September 15.

Section 4. Other Selections and Appointments.

When the Senate Executive Committee, and the Standing Committees or Continuing Committees request selection of faculty for subcommittees, ad hoc committees, or other committees responsible to the Senate, the Committee on Faculty Service shall nominate members of the faculty to serve.

Faculty may simultaneously also serve on various non-Senate committees, councils, boards, and other such bodies. The Committee on Faculty Service maintains rosters of such bodies and of interested faculty. From those rosters, the Committee on Faculty Service nominates persons to serve. The Senate Executive Committee and the University Administration will make the appointments.

Faculty members appointed to a non-Senate body in connection with this article are expected to report to the Senate on the work of the body.

## ARTICLE VII. AMENDMENT OF BYLAWS

### Section 1. Amendment Proposals.

#### a. Amendments Proposed by a Standing Committee.

Amendments to these Bylaws may be proposed by recommendation of a Standing Committee, which will be referred to and reviewed by the Committee on Administration and Budget. The Senate Executive Committee shall schedule a reading of any amendment so proposed at the first meeting of the Senate following receipt of the recommendation for an amendment.

#### b. Amendments Proposed by Members of the Congress.

Amendments to these Bylaws may also be proposed by petition signed by twenty-five members of the Congress. Amendments proposed by members of the Congress shall be referred to the Committee on Administration and Budget, which shall report to the Senate Executive Committee within twenty-one days its analysis and recommendations on any proposed amendment. The Senate Executive Committee shall schedule a reading of the proposed amendment at the first appropriate meeting of the Senate following receipt of the Committee on Administration and Budget's report.

### Section 2. Adoption of Amendments.

#### a. Senate Approval Process.

Voting on a proposed amendment to these Bylaws shall take place at the first meeting of the Senate following the meeting at which the first reading of the proposed amendment took place. If adopted without further amendment, the proposed amendment shall be submitted to a vote of the Congress.

The proposed amendment may be amended by vote of the Senate at the second reading. Should this occur, the proposed amendment, as amended, shall be referred to the Committee on Administration and Budget for any needed clarification of language and any needed reconciliation with other sections of these Bylaws. If unchanged by the review of the Committee on Administration and Budget, the proposed amendment shall be submitted to a vote of the Congress. If the Committee on Administration and Budget finds other changes are required for reconciliation, the amended proposed amendment is considered anew under Article VII, Section 1a.

b. Congress Approval Process.

After approval by the Senate, the proposed amendment shall be submitted to a vote of the Congress, allowing the opportunity for debate at a meeting of the Congress. A majority of votes cast by members of the Congress shall be required to give final faculty approval to the amendment. Amendments to these Bylaws shall become effective upon approval by the Congress.

APPROVED BY THE:

- (1) Mānoa Faculty Senate on May 12, 2021 unanimously through acclamation.
- (2) Mānoa Faculty Congress on May 12, 2021  
(electronic vote: 80 votes (98.77%) in support; 1 vote (1.23%) opposed; 2 abstentions)