

RULES OF ORDER OF THE MANOA FACULTY CONGRESS AND SENATE

ARTICLE I. PARLIAMENTARY PROCEDURE.

Section 1. Primacy of Charter and Bylaws; Parliamentary Authority

The principles of the latest edition of the Rules of Order Newly Revised (commonly known as Robert's Rules of Order) shall govern the Congress and the Senate in all cases to which they are applicable, and in which they are not inconsistent with the Charter, Bylaws, or these Rules of Order. If these Rules of Order conflict with the Charter and Bylaws, the Charter and Bylaws shall prevail.

Section 2. Introduction of Business.

Matters not on the agenda for a given meeting may be introduced from the floor under "New Business" only. A resolution introduced from the floor shall not be voted upon at the meeting at which it is introduced unless the Senate by a two-thirds majority of those present agree to vote upon it. If an action introduced as new business is not voted upon at the meeting when it is introduced, it shall be discussed and voted upon at the next meeting of the Senate, unless withdrawn by its introducer; provided that at least one week shall elapse between the meeting at which the matter is introduced and the meeting at which it is voted on.

Section 3. Visitors at Meetings.

All members of the University community are entitled to attend meetings of the Senate and the Congress and are allowed to participate in debate. They may not, however, introduce actions, nor may they vote. If, in the opinion of the presiding officer, there is insufficient time available to conduct the business of the Senate, the presiding officer may restrict participation by non-senators; provided that the presiding officer may be overruled by a majority vote of the Senate.

Section 4. Electronic Decision-Making in Committees.

When a committee has discussed a resolution or report at a meeting with a quorum, the final wording may be approved over e-mail, if no one objects (within a specified period of time of reasonable length). If there is an objection, such a previously discussed item can still be approved by e-mail provided the chair receives (and saves in some fashion) e-mail messages supporting the action from a majority of all the members of the committee.

When a committee has not discussed a resolution or report at a meeting with a quorum, it may not be approved by e-mail unless two things happen: (1) no one objects to deciding the matter by email; (2) the chair has received (and saved in some fashion) e-mail messages supporting the action from a majority of all the members of the committee.

ARTICLE II. ELECTIONS CODE.

Section 1. Primacy of Charter and Bylaws; Parliamentary Authority

The principles governing elections are set forth in the Charter and in the Bylaws (especially Article VI) of the Faculty Congress and Senate and in this Elections Code. In all cases of conflict between this Elections Code and the provisions of the Charter and Bylaws, then the Charter and Bylaws shall prevail. The principles of the latest edition of the Rules of Order Newly Revised (commonly known as Robert's Rules of Order) shall govern elections and voting of the Congress and the Senate in all cases to which they are applicable, and in which they are not inconsistent with the Charter, Bylaws, or these Rules of Order.

Section 2, Secure Auditable Ballots

When the Charter and Bylaws of the Congress and Senate, or the Rules of Order require a secure auditable ballot, then the following requirements must be met.

Voters must be able to cast their ballot without disclosing their vote. In the case of electronic voting, the channel must be secure. Even when the system is audited, all voters must have their privacy protected.

After the election is completed, the election results must be verifiable by independent observers. That is, it must be possible to determine with reasonable confidence whether the votes were tallied accurately.

Section 2. Voting on Actions Referred to the Congress.

In the case of resolutions, amendments to the Charter or Bylaws, or other matters referred to the Congress, voting shall be conducted by secret auditable ballot by the Committee on Faculty Service.

Section 3. Constituencies.

The constituencies entitled to have voting representatives in the Senate shall be as follows:

- (i) College of Arts and Humanities
- (ii) College of Languages, Linguistics and Literature
- (iii) College of Natural Sciences
- (iv) College of Social Sciences
- (v) Shidler College of Business

- (vi) College of Education
- (vii) College of Engineering
- (viii) William S. Richardson School of Law
- (ix) Library Services
- (x) John A. Burns School of Medicine
- (xi) School of Nursing and Dental Hygiene
- (xii) Outreach College
- (xiii) Academic Affairs and A & S Advising
- (xiv) School of Social Work
- (xv) Office of Student Affairs
- (xvi) College of Tropical Agriculture and Human Resources
- (xvii) School of Architecture
- (xviii) School of Hawaiian, Asian and Pacific Studies
- (xix) School of Ocean and Earth Science & Technology
- (xx) School of Travel Industry Management
- (xxi) Organized Research Units

For purposes of representation in the Senate and of eligibility for election, a member of the faculty shall be considered as belonging to that constituency to which the greater part of the member's base salary is charged. Faculty members whose salary is charged equally to two or more constituencies shall file with the Committee on Faculty Service a statement declaring to which constituency they wish to belong for purposes of voting and eligibility for election.

Section 4. Elections for the Senate.

a. Nominating Elections for the Senate.

By January 21 of each year the Committee on Faculty Service shall conduct a nominating election for each constituency to select from among the members of its faculty persons eligible

and willing to serve. No rank quotas shall be established. Persons may nominate themselves. The number of nominees in each constituency shall be at least triple the number of Senate seats being contested for the constituency.

If, in accordance with the Bylaws, a constituency or group of constituencies that has its own faculty senate has selected one of its officers to serve on the Manoa Faculty Senate, then the executive committee of selecting senate shall give the name of that officer to the Committee on Faculty Service before the nominating election. If the Committee on Faculty Service certifies that that officer is eligible for service on the Manoa Faculty Senate, then that name shall be eliminated from the list of those eligible to be nominated, the number of contested seats in that officer's own constituency shall be reduced by one, and the ballot for that constituency shall indicate that the officer has already been selected for service on the Senate.

Voting in the nominating election shall be conducted by secret auditable ballot. The names of the nominees shall be determined by February 14.

b. Final Elections for the Senate.

Final elections shall be conducted by the Committee on Faculty Service for each constituency.

The number of senators to be elected in each constituency is set by the Committee on Faculty Service, in accordance with the provisions of the Bylaws.

In each constituency, a number of alternates may also be elected. The number of alternates to be elected in each constituency shall be determined for each election by the Committee on Faculty Service, taking into account the size of the constituency, the number of seats to fill, and the availability of nominees. The number of alternates to be elected may be zero.

Voting shall be conducted by secret auditable ballot.

Each voter shall be permitted to vote for as many candidates as there are positions to fill, plus the number of alternates to be selected.

Voting shall be completed by March 7.

The candidates receiving the largest numbers of votes are elected as senators. The candidates receiving the next largest numbers of votes are designated as alternates, as many as are required. Alternates shall be ranked according to the number of votes received. Ties shall be broken by lot.

The Committee on Faculty Service shall forward the complete election tally to the Senate Secretary as soon as the tellers' report is completed. The results of the election must be certified by the Senate Executive Committee.

The Senate Secretary shall publish the list of elected senators and the tally of votes in a publication of record as soon as reasonably possible after the election, but no later than March 21.

The Senate Secretary shall preserve a complete copy of the election tally for the length of time required by the Bylaws.

c. Filling vacancies on the Senate.

If a vacancy arises in the Senate, the qualified and available alternate with the highest rank shall fill the vacancy. If there are no alternates left, then a special election shall be held to fill the vacancy. The procedures for a special election shall be the same as those for a regular election, except that the Committee on Faculty Service may propose a modification of the procedures; such modified procedures must be approved by the Senate Executive Committee.

Section 5. Election of the Executive Committee.

a. Nominating Elections for the Executive Committee.

After the Senate for the following year has been elected, the Committee on Faculty Service shall solicit nominations for the Executive Committee. Members can nominate themselves. The names of the nominees shall be determined by April 15.

Each nominee will be asked to indicate in writing a willingness to serve and will be asked to submit a brief biography and statement of priorities by May 1. Each nominee who agrees to serve and turns in the requested material will be placed on the ballot.

b. Final Elections for the Executive Committee

Members of the Executive Committee shall be elected by secret auditable ballot from and by the Senate. Those eligible to vote are those senators who will serve during the next academic year.

The Committee on Faculty Service shall conduct the election. The election is to be completed before June 1.

Each voter shall be permitted to vote for as many candidates as there are positions to fill, plus one.

The candidates receiving the largest numbers of votes are elected as executive committee members. The candidate receiving the next largest number of votes is designated as the alternate. Ties shall be broken by lot.

The Committee on Faculty Service shall forward the complete election tally to the Senate Secretary as soon as the tellers' report is completed. The results of the election must be certified by the Senate Executive Committee. The Secretary shall publish the list of elected Executive

Committee members and the tally of votes in a publication of record as soon as reasonably possible after the election is completed.

The Secretary of the Senate shall preserve a complete copy of the election tally for the length of time required by the Bylaws.

c. Filling Vacancies on the Executive Committee.

If a vacancy arises in the Executive Committee, the alternate, if qualified and available, shall fill the vacancy. If there is no qualified and available alternate, then a special election shall be held to fill the vacancy. The procedures for a special election shall be the same as those for a regular election, except that the Committee on Faculty Service may propose a modification of the procedures; such modified procedures must be approved by the Senate Executive Committee.

ARTICLE III. AMENDMENTS.

Amendments to the Rules of Order may be introduced by the Executive Committee or a standing committee or by a senator. Amendments must be submitted in writing. Debate and voting on amendments takes place at the first meeting of the Senate following the meeting at which the amendment was introduced. Amendments are adopted by a two-thirds vote of those voting, a quorum being present.