

OFFICE OF THE FACULTY SENATE
Howard University
C.B. Powell Building, Room C- 119
Washington, DC 20059
(202) 806-7595 • Fax (202) 806-7396

CONSTITUTION OF THE FACULTY SENATE
OF HOWARD UNIVERSITY¹
January 1993

And

AMENDMENTS TO THE
CONSTITUTION OF THE FACULTY SENATE
OF HOWARD UNIVERSITY
March 2000

¹ Based on the Board minutes, the Secretary of the Board, Artis Hampshire-Cowan, has been requested to report in writing any changes made by the Board of Trustees on adoption of the Constitution.

TABLE OF CONTENTS

CONSTITUTION OF THE FACULTY SENATE

<i>PREAMBLE</i>	5
<i>ARTICLES I- VIII- THE FACULTY SENATE</i>	6
ARTICLE I. - NAME AND PURPOSE OF THE FACULTY SENATE.....	6
Section A. Independent Forum for University Faculty:.....	6
Section B. Faculty Senate Supersedes University Senate:.....	6
Section C. University Faculty Partnership with Administration and Board of Trustees:	6
Section D. Support of University Faculty Responsibility and Accountability:	7
Section E. University Faculty Issues Agenda:.....	7
Section F. University Faculty Role in General Educational Policy:.....	7
ARTICLE II - MEMBERSHIP OF THE SENATE.....	7
Section A. Faculty Members:	7
ARTICLE III - OFFICERS OF THE SENATE	8
Section A. Senate Officers:	8
Section B. Parliamentarian:	8
ARTICLE IV - VOTING IN THE SENATE.....	9
ARTICLE V - JURISDICTION POWERS AND DUTIES OF THE SENATE	9
ARTICLE VI - MEETINGS, NOMINATIONS AND ELECTIONS IN THE SENATE	9
Section A. Regular Meetings:.....	9
Section B. Nomination of Faculty Trustees:.....	10
Section C. Call Meetings:.....	10
Section D. Right of the President and Certain University Administrative Officers to Speak to Meetings of the Senate:.....	10
ARTICLE VII - SENATE COMMITTEES	10
Section A. Standing Committees:	10
Section B. New Standing Committees, Special and Ad Hoc Committees:.....	11
Section C. Terms of Office of Standing Committee Members:.....	11
Section D. Committee Recommendations:.....	11
Section E. Committee Written Reports:	11
Section F. Membership and- Responsibilities of Committees:	11
Section A. Office of the Senate:.....	12
Section B. Senate Office Administrator:.....	12
<i>ARTICLES IX- XII - THE COUNCIL OF THE SENATE</i>	12
ARTICLE IX - MEMBERSHIP OF THE COUNCIL	12
Section A. Members of the Council:.....	12
Section B. Terms of Members of the Council	13
Section C. Nominations and Elections of Faculty Representatives and Members at Large:.....	14
ARTICLE X - VOTING MEMBERS OF THE COUNCIL	14
Section A. Voting Members of the Council:	14
Section B. Tie Votes:.....	15
ARTICLE XI - JURISDICTION AND POWERS OF THE COUNCIL.....	15

Section A. General Authority:.....	15
Section B. Initiation of Faculty Legislation Recommendations to the President and Board of Trustees:.....	15
Section C. Cooperation with the Administration, Access to Information and Reports from the Administration, Participation of the President in Senate Meetings:	16
Section D. Transmission of Council Approved Legislative Recommendations	18
Section E. Information Regarding Certain Presidential Recommendations and Board of Trustee Actions	19
ARTICLE XII - MEETINGS OF THE COUNCIL.....	20
Section A. Regular Meetings:.....	20
Section B. Call Meetings:.....	20
Section C. Quorum:.....	20
Section D. Majority Vote:	20
Section E. Presiding Officer:	20
Section F. Attendance by Non-Members:.....	20
<i>ARTICLES XIII - XVI - STEERING COMMITTEE OF THE COUNCIL OF THE SENATE.. 21</i>	
ARTICLE XIII - MEMBERSHIP OF THE STEERING COMMITTEE	21
Section A. Composition of Membership:	21
Section B. Eligibility for Re-election:	21
Section C. Nominations and Elections:	21
Section D. Vacancies:	21
ARTICLE XIV - VOTING	21
ARTICLE XV - JURISDICTION AND POWERS OF THE STEERING COMMITTEE.....	22
Section A. General, Authority:	22
Section B. Agenda for the Council:.....	22
Section C. Meetings with Trustee Committees:.....	22
Section D. Regular Meetings:.....	22
Section E. Call Meetings:.....	22
Section F. Attendance by Non-Members:.....	22
ARTICLE XVI - OFFICERS AND SUB-COMMITTEES OF THE STEERING COMMITTEE	22
Section A. Chairperson and Vice-Chairperson:.....	22
Section B. Spokesperson:.....	23
Section C. Sub-Committees and their Appointment:.....	23
ARTICLE XVII - BY-LAWS AND RULES OF THE SENATE	23
ARTICLE XVIII - CALENDAR OF SENATE MEETINGS AND ELECTIONS	23
Section A. Incumbent Members:.....	23
Section B. Calendar:.....	23
Section C. Vacancies:	23
Section D. Initial Election:.....	24
ARTICLE XIX - PROCEDURE FOR PROPOSING AN AMENDMENT TO THE CONSTITUTION	24
Section A. Initiation of an Amendment by the Senate:	24
Section B. Initiation of an Amendment by the Council:.....	24
ARTICLE XX - DEFINITIONS OF TERMS AND INTERPRETATION OF PROVISIONS OF THIS CONSTITUTION	25
Section A. Definition of Terms:	25
Section B. Interpretation of Provisions:	25

Section C. Appointment of Parliamentarian and Chairperson of the Standing Committee on Governance, Constitution and By-law Revision:.....	25
ARTICLE XXI – RATIFICATION OF THE CONSTITUTION	25
ARTICLE XXII - BOARD OF TRUSTEES ADDENDUM.....	26
<i>AMENDMENTS TO THE CONSTITUTION OF THE FACULTY SENATE OF HOWARD UNIVERSITY</i>	26
ARTICLE IV – VOTING IN THE SENATE	26
ARTICLE VI - MEETINGS, NOMINATIONS AND ELECTIONS IN THE SENATE	26
Section A. Regular Meetings:.....	26
Section B. Nomination of Faculty Trustees:.....	27

PREAMBLE

The Charter of the University confers on the Board of Trustees the responsibility to develop a university which provides an education to any student, but with *emphasis* upon the provision of educational opportunities for those students who may not otherwise have an opportunity to acquire an education of the type provided at Howard University.

The Board of Trustees exercises final authority and responsibility for University governance within the bounds fixed by the Charter and Board of Trustees Bylaws. In exercising its responsibility, the Board delegates to the President and through him or her to the faculty appropriate authority and jurisdiction over matters for which they are accountable to the Board. In other matters, for example, faculty recruitment, promotions, and tenure, the Board does not delegate but instead looks to the faculty for recommendations.

The Board also has declared its intention to give due consideration to the opinions of students on matters directly related to their interest when they are expressed in a responsible manner.

It is important to specify the manner and process by which the faculty and students develop and communicate their views to the President and the Board. The Board welcomes an effective system for the participation of faculty in the development of policy on academic matters.

ARTICLES I- VIII- THE FACULTY SENATE

ARTICLE I. - NAME AND PURPOSE OF THE FACULTY SENATE

Section A. Independent Forum for University Faculty:

The Faculty Senate of Howard University (“Senate” hereinafter) shall be the independent organizational forum and means for the full- time, University-wide faculty (“University Faculty” hereinafter) to:

- (1) Participate in the governance of the University by the exchange of information and views with the President, the Administration, the Trustees, Students, Alumni and Staff;
- (2) to deliberate and determine, independently, the University – wide faculty’s positions (or decisions) on issues of faculty concern and recommendations to the President and the Board of Trustees on matters within the Senate’s jurisdiction as defined herein in Article V - Jurisdiction and Powers of the Senate; Article XI - Jurisdiction and Powers of the Council; and Article XV- Jurisdiction and Powers of the Steering Committee.

Section B. Faculty Senate Supersedes University Senate:

The Faculty Senate shall supersede and replace the existing University Senate.

Section C. University Faculty Partnership with Administration and Board of Trustees:

A preeminent objective of the Senate shall be to participate with the Administration and Trustees in a partnership, based on mutual respect, for shared responsibility for the University toward the ends of teaching and scholarly excellence, enhanced productivity, and greater responsiveness to the needs of Howard University in achieving its unique contemporary mission.

Section D. Support of University Faculty Responsibility and Accountability:

The Senate shall seek to support University Faculty responsibility and accountability with respect to Faculty duties in teaching, research, publication, as well as University and community service.

Section E. University Faculty Issues Agenda:

The Senate shall prepare on an annual basis, or more frequently as deemed necessary, a University Faculty Issues Agenda for collaborative dialogue and resolution with the Administration and Trustees.

Section F. University Faculty Role in General Educational Policy:

The University Trustees and Administration act in collaboration with the collective University Faculty, through the Senate, with regard to the development, review and revision of general educational policy, that is, policy applicable to more than one school or college of the University. The Trustees, of course, remain the final authority with regard to such policy. The recommendations of the University Faculty, based on its continuing review of such policy, are entitled to a great respect and weighty consideration. Customarily, the Trustees and the Administration look to the University Faculty to initiate recommendations for revisions in academic policy where warranted in the latter's judgment and based on its continuing review and deliberations as a collective body. The foregoing policy and procedure are based on "the fact that it's (the University Faculty's) judgment is central to general education policy" (Faculty Handbook, 1980 Edition).

ARTICLE II - MEMBERSHIP OF THE SENATE

The Senate shall consist of:

Section A. Faculty Members:

All faculty members, both tenured and non-tenured, who are currently serving in full-time faculty appointments or positions, and department chairpersons, if they have been appointed with the advice and consent of the faculty of their department.

Section B. Ex-Officio Members:

1. The following general administrative officers of the University, whether they hold regular faculty appointments or not, shall be non-voting members, ex-officio, of the Senate for the purpose of exchanging information with the faculty senators and participating in discussions with faculty senators concerning Senate business:

President

Vice Presidents

Deans of the Schools and Colleges,

Dean of Admissions,

Director of the University Libraries and

Director of the Center for Academic Reinforcement.

2. In order to promote faculty communication and cooperation with the important other constituencies of the University, the following elected officers of staff, student and alumni organizations shall be invited to be non-voting members, ex-officio, of the Senate:

President of University Staff Organization

President of University-wide Student Government

Presidents of Student Government Organizations at School and College level

President of the Howard University Alumni Association.

ARTICLE III - OFFICERS OF THE SENATE

Section A. Senate Officers:

The Senate shall elect from its members, who are eligible to vote, a Chairperson as its presiding officer, a Vice-Chairperson, and a Secretary who shall serve for terms of two years. The officers of the Senate shall be full-time faculty members on indefinite tenure. The officers of the Senate will serve as members of the Council of the Senate and of the Steering Committee. The Chairperson of the Senate will serve as Spokesperson of the Senate.

Section B. Parliamentarian:

The Senate shall also be authorized to elect or appoint as a Senate officer, a Parliamentarian of the Senate for a term not to exceed two years subject to other provisions of this Constitution and the By-Laws.

ARTICLE IV - VOTING IN THE SENATE

All members of the Senate, except those whose membership is ex-officio, shall have the right to vote. A quorum will consist of 100 members. The Senate shall act by simple majority vote. In mail ballots, a simple majority of those voting is required.

ARTICLE V - JURISDICTION POWERS AND DUTIES OF THE SENATE

The Senate shall meet to hear reports from the President of the University, the Chairperson and Officers of the Senate, and the Chairpersons of the Senate Committees and to discuss, review and make decisions on University Faculty positions on matters affecting the academic interests of more than one school or college of the University. It shall meet to nominate and elect members-at-large of the Council of the Senate, Senate officers and standing committees and to nominate Faculty Trustees to the Board of Trustees as hereinafter provided. Decisions of the Senate shall be forwarded by the Senate Chair to the President and the Board of Trustees as warranted by the substance or nature or such decisions.

ARTICLE VI - MEETINGS, NOMINATIONS AND ELECTIONS IN THE SENATE

Section A. Regular Meetings:

The Senate shall meet not less than twice a year, once in the fall and once in the spring. In the fall it shall hear reports from the President of the University, and the Chairperson of the Senate and otherwise transact its business. In the spring it shall hear reports from the President, its officers, its standing committees, hold elections for its officers, representatives to the Council of the Senate and standing committees, and otherwise conduct its business.

The first election will be held upon approval of this Constitution by the Board of Trustees or as soon thereafter as practicable. Faculty incumbents holding positions within the University Senate shall serve until their successors are elected at that first election. Subsequent elections will be held in the spring and elected individuals will take office on August 1st of the same year.

Section B. Nomination of Faculty Trustees:

Nominations for the two Faculty Trustee positions on the Board of Trustees shall be made at the Spring meeting of the Senate prior to the expiration of the individual terms of the incumbent Faculty Trustees. (See the University Trustee By-Laws for fuller explanation.) The Faculty Trustees shall submit written reports to the Senate for each of its two regular meetings and be available for consultation with the Senate officers, the Council, the Steering Committee and other Committees.

Section C. Call Meetings:

Meetings of the Senate may be called by the Chairperson of the Senate. Meetings shall be called by the Chairperson upon the majority-vote of the Council of the Senate upon the petition by 100 voting members of the Senate.

Section D. Right of the President and Certain University Administrative Officers to Speak to Meetings of the Senate:

The President, the Senior Vice President, the Vice President for Health Affairs, and the Vice President for Academic Affairs shall have the right to speak at any meeting of the Senate, the Council, the Steering Committee or any other committee of the Senate.

ARTICLE VII - SENATE COMMITTEES

Section A. Standing Committees:

The following shall be the standing committees of the Senate:

1. Joint Committee on Academic and Health Affairs
2. Committee on Appointments, Promotions and Tenure
3. Committee on Budget and Planning
4. Committee on Committees
5. Committee on Community Relations, Student and Alumni Affairs
6. Committee on Faculty Grievance and Ethics
7. Committee on Faculty Welfare
8. Committee on Governance, Constitution and By-law Revision

9. Committee on Library Systems, Research and Resources
10. Committee on Rules

Section B. New Standing Committees, Special and Ad Hoc Committees:

New standing committees may be established and existing standing committees may be abolished or merged pursuant to provisions of the By-laws of the Senate. Ad Hoc and Special Committees also may be established pursuant to provisions of the By-Laws, to carry out assignments not directly within the mandates of the Standing Committees.

Section C. Terms of Office of Standing Committee Members:

The term of office of members of standing committees shall be two years. Subsequent eligibility would require that members who have served for two successive terms on the same Committee shall be ineligible to serve for a period of one year. No member of the Senate shall be elected to more than two standing committees. The terms of office of special and ad hoc committees shall be determined by the appointing authority pursuant to this Constitution and its By-Laws.

Section D. Committee Recommendations:

A standing committee, special committee or an ad hoc committee may submit recommendations to the Steering Committee for action by the Council of the Senate. Procedures outlined in Article XI, Section D are followed if a committee recommendation is adopted by the Council (See Article XI for Legislative Procedures). Any such committee of the Senate may invite other persons to participate on its discussions and debates.

Section E. Committee Written Reports:

The Senate shall be given for its annual spring meeting, written reports from the standing committees and from any other Senate committees which may be established. The Senate may request special reports at other times.

Section F. Membership and- Responsibilities of Committees:

The membership and responsibilities of these committees appear in the By-laws of the Senate.

ARTICLE VIII - OFFICE OF THE SENATE

Section A. Office of the Senate:

There shall be an Office of the Senate under the general supervision of the Chairperson. The Vice Chairperson and Secretary shall assist the Chairperson in carrying out this responsibility.

Section B. Senate Office Administrator:

The Senate office shall be managed by a full-time staff Administrator who shall be appointed by the Chairperson, based on individual expertise, subject to the confirmation of such appointment by the Steering Committee of the Senate. This Administrator shall serve at the pleasure of the Chairperson.

ARTICLES IX- XII - THE COUNCIL OF THE SENATE

ARTICLE IX - MEMBERSHIP OF THE COUNCIL

Section A. Members of the Council:

The Council of the Senate shall consist of members chosen from the Senate grouped as follows:

1. Faculty Representatives, and Members-at-Large:

(a) The Faculty of each school or college, or any other academic unit of the University approved by the Senate, shall elect one representative and one alternate from its members to serve on the Council of the Senate. Representatives and alternates must be full time faculty members. Representatives must also have faculty appointments with indefinite tenure.

(b) The Senate shall elect from its membership eligible to vote twelve (12) members-at-large to the Council of the Senate.

2. Officers of the Senate:

(a) The Chairperson, Vice Chairperson and Secretary of the Senate shall be Chairperson, Vice Chairperson and Secretary, of the Council of the Senate,

respectively.

3. Immediate past-Chairperson of the Senate.

4. General Administrative Officers:

(a) The General Administrative officers are those named in Article II B (1) above. As non-voting members, *ex-officio*, of the Senate these officers serve as members of the Council on a consultative basis and may attend all Council meetings.

5. Elected Representatives of Other Constituencies of the University:

The elected officers of the other constituencies of the University as set forth in Article II B (2) above shall be invited to serve as non-voting members, *ex-officio* of the Council and may attend all Council meetings.

Section B. Terms of Members of the Council

1. Faculty Representatives:

(a) The term of office of a school or college representative shall be two years. Prior to the expiration of the terms of the incumbent representatives, elections shall be held at the respective spring meetings of the Senate.

(b) The term of the office of a member-at-large shall be three years. In the initial election, the members-at-large shall be divided into three divisions of four members each to serve staggered terms of one, two and three years. The staggered terms of office shall be determined by lot. When vacancies occur, the chairperson of the Senate shall call immediately for an election by the Senate to fill the unexpired terms.

2. The Officers of the Senate:

(a) The officers of the Senate shall serve terms coterminous with their respective elected offices.

3. Immediate past-Chairperson of the Senate:

(a) The immediate past-Chairperson of the University Senate serves a term of two years following the expiration of his/her term as Chairperson of the Senate.

4. Ex-Officio Member:

(a) The ex-officio members may serve only for the duration of their terms of office which make them eligible for ex-officio membership on the Council.

Section C. Nominations and Elections of Faculty Representatives and Members at Large:

(1) Faculty Representatives:

Nominations and elections of representatives of the various faculties shall be accomplished at regular or call meetings of the individual faculties.

Nominations and elections shall be in accordance with established faculty procedures.

(2) Members-at-Large:

Members-at-Large shall be nominated and elected at the spring meeting of the Senate. They shall be eligible for re-election for one term. After two terms they shall be eligible again only after a period of one year. Nominations of Members-at-Large shall be made from the floor. Such elections shall be accomplished by secret ballot. The number of nominees for this group shall be at least twice the number of positions to be filled. Each year, the four nominees for Members-at-Large receiving the largest number of votes shall be declared elected. For an election to be valid, a quorum must be present.

(3) Vacancies:

Upon a person's incapacitation or departure from the University, a vacancy in his/her office as Representative or Member-at-Large may be declared to exist by a simple majority vote of the Steering Committee.

ARTICLE X - VOTING MEMBERS OF THE COUNCIL

Section A. Voting Members of the Council:

Voting members of the Council shall be the following:

1. The faculty representatives and their respective alternates in their absence;
2. The twelve (12) Members-at-Large of the Council.

3. The three officers of the Senate subject to Section B below, and,
4. The immediate past-Chairperson of the Senate.

Section B. Tie Votes:

Only in the event of a tie, may the presiding officer vote.

ARTICLE XI - JURISDICTION AND POWERS OF THE COUNCIL

Section A. General Authority:

The Council of the Senate has the power and the responsibility to consider and propose legislative recommendations to the President and to the Board of Trustees on:

- (a) Any matter of academic policy which involves more than one faculty, and
- (b) Any other matters, substantially affecting the general interest of the University faculty.

All matters to be presented to the Council for action shall ordinarily first be presented to the Steering Committee. In exceptional circumstances, as determined by a two-thirds majority vote of the Council, a matter may be considered without prior Steering Committee consideration.

Section B. Initiation of Faculty Legislation Recommendations to the President and Board of Board of Trustees:

1. Any voting member of the Council may initiate Senate legislative recommendations.
2. The faculty of any school or college of the University may present to the Council, for appropriate action, any matter upon which that faculty has taken a position.
3. The faculty of any school or college of the University may also present to the Council, for appropriate action, any matter arising from the action of another faculty which affects the former faculty's interest.
4. Any faculty may present to the Council any actions of the administration or Board

of Trustees of the University which affect the interest of more than one school or college faculty.

The Council of the Senate shall consider any proposed legislation as initiated through the above procedures affecting University academic policy which involves more than one faculty. The Council also shall consider any such initiative which substantially affects the general interest of any or all faculties of the University.

Section C. Cooperation with the Administration, Access to Information and Reports from the Administration, Participation of the President in Senate Meetings:

1. The University Faculty, as a partner with shared responsibility, is entitled to reasonable access to written and unwritten University policies and procedures (that are applicable to more than one school or college) within the limitations spelled out below. The following provisions for access to such information shall be followed henceforth:
2. Prior to the commencement of each academic year and periodically thereafter as appropriate, the President and his/her designees, the Senate Chairperson and Committee Chairpersons, shall meet and seek to reach mutual agreement as to the exact nature, format, and time table for providing Senate access to such information. If there is failure to agree between the two sides, the dispute shall be referred to the Board of Trustees or the Executive Committee, whichever meets first, for immediate and final resolution. The Senate Chairperson, and his/her Vice-Chairperson or Secretary, shall have an opportunity to present the basis and rationale for the Senate's request for access and respond to the Administration's specific objections.
3. Subject to the provisions of the immediately preceding paragraph, the President his/her designees shall, furnish the Senate through the Senate Chairperson, information concerning present policies and procedures, applicable to more than one school or college of the University and proposed changes in them with respect to:
 - a. The faculty's role in University governance.
 - b. The University's mission, instructional programs and research activities.

- c. University facilities and equipment in support of instruction and research;
- d. student admissions and financial aid;
- e. academic standards;
- f. faculty appointments, promotions, and tenure.
- g. faculty welfare including but not limited to the general terms and conditions of faculty employment, for example, compensation and benefits.

4. Information on major academic appointments affecting the interests of the faculty shall also be provided, as well as general information concerning annual budget priorities, plans for financial constraints impacting upon the academic programs of the University and long range and strategic planning concerning the character and quality of the academic mission of the University. Such information will not include sensitive budget information which may have an impact on external funding sources, or confidential individual personnel and disciplinary actions involving administrators, faculty, staff, or students. Nor will it contain information concerning specific acquisitions or dispositions of real property or other property.

5. The foregoing information shall be furnished upon the initiative of the President or his/her designees or in response to written requests from the Senate Chairperson.

6. The President of the University or his/her designee may be requested to appear to respond to questions from the Senate on matters properly placed on the agenda of meetings of the full Senate, or the Council of the Senate. In lieu of a personal appearance, the President or his or her designee may respond in writing to Senate requests for information.

7. The Senate shall cooperate with the Administration by providing, in response to requests from the President and his/her designees, information and views from the University faculty in a full, and timely manner so as to facilitate Administration and Board decision-making within a system of shared responsibility.

8. Regarding matters within the Senate's jurisdiction as set forth in this Constitution, the President of the University and the Board of Trustees will, to the greatest extent possible, seek Senate input before deciding policies and procedures affecting more than one school or college usually after having received the advice of the Senate or after giving the Senate a reasonable time in which to present its views.

If there is a question as to whether a matter is within the Senate's jurisdiction, the Senate Steering Committee shall be informed by the President, or his/her designee, in order that it may determine the Senate views on that matter. In emergency situations the President shall consult the Senate Chairperson and the Steering Committee regarding appropriate expeditious action by the Senate. When feasible, as determined by the President, the President shall furnish the Senate with any recommendations regarding matters within the Senate's jurisdiction which the President plans to make to the Board concerning such matters.

9. The foregoing procedures to consult the Senate may, and, in ordinary circumstances should, commence at the initiation of the Administration's or the Trustees' process of developing recommendations or proposals for Presidential or Trustee decisions so that the University Faculty, may assist and collaborate in the development of proposals by the giving of its recognized individual and collective expertise and opinions before final recommendations of the President are cast. The participation of the University Faculty in such policy development may be through non-Senate Faculty committees appointed by the President in consultation with the Senate Chairperson. Every effort should be made to maximize University Faculty input.

Section D. Transmission of Council Approved Legislative Recommendations

1. When a legislative recommendation has been approved by the Council of the Senate, notice of this action shall be transmitted by the Senate Chairperson to the full Senate within two weeks. The Senate shall be convened, upon a petition of 75 or more faculty members to the Senate Chairperson, to consider the revision or recession of actions taken by the Council. The petition to convene such a meeting must be submitted to the Senate Chairperson within two weeks of the time that notice is given to the full Senate by the Council. The Senate Chairperson and Secretary shall immediately issue the call for such a meeting upon receipt of a properly submitted petition and such meeting shall be held between fourteen and thirty days from the date the Chairperson receives a properly submitted petition. If no faculty petition is

properly submitted, then Council action shall be deemed final and transmitted to the President within a two week period for referral to, and decision by the Board of Trustees at its next meeting. Such legislative recommendation shall be accompanied by any reports that the President may request or that the Council may wish to prepare and transmit to the Board of Trustees through the President.

2. If in the judgment of the President such legislative recommendation lies within the area of policies already approved by the Board of Trustees, the President may approve the action. In such instances where the President approves the action, it shall become effective immediately.

Section E. Information Regarding Certain Presidential Recommendations and Board of Trustee Actions

1. The President shall inform the Senate Chairperson of his recommendations of any matters recommended by the Senate for Board approval prior to the meeting of the Board or the Board Committee that may take action. The Chairperson or the Senate Steering Committee may then make a request to the President and the Board Chair for the opportunity to present the Senate's views to such meeting of the Board or its Committees.

2. The President shall promptly inform the Senate of any Board action on any matters within The Senate's jurisdiction whether the Senate has presented its advice or recommendations or not. Notwithstanding the foregoing, it is understood that nothing contained herein limits the authority of the Board of Trustees in its own judgment to act in the best interest of the University at any time.

ARTICLE XII - MEETINGS OF THE COUNCIL

Section A. Regular Meetings:

The Council shall meet at least twice each semester.

Section B. Call Meetings:

Meetings of the Council shall be called by the Chairperson of the Council of the Senate upon the petition of one-fifth of the members of the Council or by vote of majority of the voting members of the Steering Committee.

Section C. Quorum:

A quorum shall consist of not less than one-half of the voting members of the Council.

Section D. Majority Vote:

The Council shall act by vote of the majority.

Section E. Presiding Officer:

The Chairperson of the Council of the Senate or in his/her absence, the Vice-Chairperson of the Council of the Senate, shall be the Presiding Officer of the Council.

Section F. Attendance by Non-Members:

The alternate representatives to the Council may attend meetings of the Council and shall vote in the absence of their respective representatives. The Chairperson of the Council of the Senate, or the Council by its vote, may invite any person not a member of the Council to attend its meetings with the right to speak but not to vote. Any voting member of the Senate has the right to attend any Council meeting.

ARTICLES XIII - XVI - STEERING COMMITTEE OF THE COUNCIL OF THE SENATE

ARTICLE XIII - MEMBERSHIP OF THE STEERING COMMITTEE

Section A. Composition of Membership:

The Steering Committee of the Council of the Senate shall consist of the officers of the Senate and twelve (12) full time faculty members of the Council, not more than two of whom shall be from any one school or college. These 12 members shall be elected annually by the Council.

Section B. Eligibility for Re-election:

Elected members of the Steering Committee shall be eligible for re-election provided they are members of the Council.

Section C. Nominations and Elections:

Nominations shall be made from the floor, and elections shall be by secret ballot. The twelve (12) nominees receiving the largest number of votes shall be declared elected provided that not more than two shall be from any one school or college. For an election to be valid, a quorum must be present.

Section D. Vacancies:

Vacancies may be declared to exist by vote of the Steering Committee with the concurrence of the Council. Such vacancies shall be filled as provided under election procedures.

ARTICLE XIV - VOTING

All members of the Steering Committee shall have the right to vote except the Chairperson. In the event of a tie the Chairperson may vote.

ARTICLE XV - JURISDICTION AND POWERS OF THE STEERING COMMITTEE

Section A. General, Authority:

The Steering Committee may concern itself with all matters within the jurisdiction of the Council.

Section B. Agenda for the Council:

The Steering Committee shall prepare the agenda for the meetings of the Council. Except as provided in Article XI, Section A, all matters presented to the Council for action first shall be presented to the Steering Committee, which shall report its opinion upon them to the Council through its Chairperson.

Section C. Meetings with Trustee Committees:

By its own request or by invitation, the Steering Committee may meet with the appropriate committees of the Board of Trustees.

Section D. Regular Meetings:

The Steering Committee shall meet at least once per month during the academic year.

Section E. Call Meetings:

Meetings of the Steering Committee may be called by the Chairperson. He/she shall call meetings upon the request of a majority of the members of the Steering Committee.

Section F. Attendance by Non-Members:

Any voting member of the Senate has the right to attend any Steering Committee meeting.

ARTICLE XVI - OFFICERS AND SUB-COMMITTEES OF THE STEERING COMMITTEE

Section A. Chairperson and Vice-Chairperson:

The Chairperson of the Senate and the Vice-Chairperson of the Senate shall be Chairperson and Vice-Chairperson of the Steering Committee, respectively.

Section B. Spokesperson:

The Chairperson of the Senate shall be the official spokesperson of the Steering Committee of the Council.

Section C. Sub-Committees and their Appointment:

Subcommittees of the Steering Committee of the Council shall be appointed by the Chairperson.

ARTICLE XVII - BY-LAWS AND RULES OF THE SENATE

The Senate, the Council of the Senate, and the Steering Committee of the Council of the Senate may adopt By-Laws or rules of procedures so long as they are not inconsistent with this Constitution or policies adopted by the Board of Trustees. Robert's Rules of Order (Revised) shall serve as a guide in the conduct of all Senate meetings. The By-Laws of the Senate shall prescribe the procedures for initiating, and adopting and amending any such By-Laws and rules.

ARTICLE XVIII - CALENDAR OF SENATE MEETINGS AND ELECTIONS

Section A. Incumbent Members:

The incumbent members of the Council of the Senate and of the Steering Committee shall remain in office until their successors have been elected.

Section B. Calendar:

The calendar of the meetings of the Senate, the Council and the Steering Committee shall be set by the Chairperson after consultation with the Steering Committee.

Section C. Vacancies:

To fill vacancies that occur the Senate and the respective faculties shall, at the spring Senate meeting elect to the Council, faculty representatives to the Council who shall assume office in August. The new Council shall, at that time, elect members to the Steering Committee, who shall assume office immediately upon election.

Section D. Initial Election:

For the initial election in the Senate, the present Steering Committee shall prepare the slate of nominees for the new Steering Committee and Standing committees of the Senate.

ARTICLE XIX - PROCEDURE FOR PROPOSING AN AMENDMENT TO THE CONSTITUTION

Section A. Initiation of an Amendment by the Senate:

1. Amendment of the Constitution may be initiated at any regular meeting or any special meeting of the Senate, provided that the proposed amendment has been introduced at the previous meeting of the Senate and has been recorded in the minutes of the meeting.
2. The Secretary of the Senate shall inform the members of the Senate of any proposed change to the Constitution at least fifteen (15) days prior to the meeting at which it is to be considered.
3. When a proposed amendment is recommended by the Senate, it is transmitted by the Secretary of the Senate to the Steering Committee for its opinion and transmittal to the Council. The Secretary shall notify the Senate of Council action on the proposed amendment. If the proposed amendment (or its revision) is recommended by two-thirds of the votes cast by the Council with a quorum present, two weeks after circulation of the notice the Secretary shall forward the Council action to the President for transmittal to the Board of Trustees. The action of the Board of Trustees shall be final.

Section B. Initiation of an Amendment by the Council:

1. Amendment of the Constitution may be initiated at any regular or special meeting of the Council. The proposed amendment shall then be forwarded by the Secretary of the Senate to the Steering Committee for its opinion. The Secretary of the Senate shall notify Council members of the opinion of the Steering Committee at least fifteen (15) days prior to the meeting of the Council at which the proposed amendment is to be considered. Concurrently, the Secretary shall notify the Senate of the date on which the Council will consider the proposed amendment. Senate members who wish to have their views on the proposed amendment known shall communicate them to the Secretary in writing. The Secretary shall report all such information to the Council.

2. If the proposed amendment is recommended by two-thirds of the votes cast by the Council with a quorum present, the Secretary shall notify the Senate of the Council's recommendation at least two weeks before forwarding the proposed amendment or its revision to the President for transmittal to the Board of Trustees. The Action of the Board of Trustees shall be final.

ARTICLE XX - DEFINITIONS OF TERMS AND INTERPRETATION OF PROVISIONS OF THIS CONSTITUTION

Section A. Definition of Terms:

The By-laws may define terms in this Constitution that may require further definition, if such definitions are not inconsistent with the provisions of this Constitution.

Section B. Interpretation of Provisions:

The provisions of this Constitution are to be interpreted in accordance with their plain meaning and written legislative history of the Constitution. Any questions regarding interpretation are to be referred to the Senate Standing Committee on Governance, Constitution and By-law Revision for analysis and resolution.

Section C. Appointment of Parliamentarian and Chairperson of the Standing Committee on Governance, Constitution and By-law Revision:

Notwithstanding any other provision of this Constitution, and the Senate Chairperson, after consultation with the Steering Committee, shall have the right to select and appoint, based on individual expertise, any full-time Faculty member of the Senate on indefinite tenure, as a member and Chairperson of the Senate Standing Committee on Governance, Constitution and By-law Revision and that person shall serve as Parliamentarian of the Senate at the discretion of the Senate Chairperson and the Steering Committee.

ARTICLE XXI - RATIFICATION OF THE CONSTITUTION

This Constitution as the formal recommendation of the existing University Senate is subject to review by the President and the approval of the Board of Trustees. Upon the date of its approval by

the Board this Constitution shall supersede the existing Articles of Organization and By-Laws of the University Senate, in their entirety, and have full force and effect immediately. Thereupon

the Senate is established and authorized to conduct its business in accordance with the provisions of this Constitution.

ARTICLE XXII - BOARD OF TRUSTEES ADDENDUM

Nothing in the foregoing Constitution of the Faculty Senate shall be construed to, or shall, in anyway, infringe upon, limit, or override the authority of the Board to govern the University vested in the Board of Trustees by the University's Charter and Board of Trustees By-Laws. Subject to the above expression of understanding and reservation of authority, the Trustees recognize the new Constitution of the Faculty Senate as in force and effect.

AMENDMENTS TO THE CONSTITUTION OF THE FACULTY SENATE OF HOWARD UNIVERSITY

ARTICLE IV - VOTING IN THE SENATE

All members of the Senate, except those whose membership is ex-officio, shall have the right to vote. A quorum will consist of 100 members. The Senate shall act by simple majority vote. Mail ballots may be used for legislative matters, not elections. In mail ballots, a simple majority of those voting is required.

ARTICLE VI - MEETINGS, NOMINATIONS AND ELECTIONS IN THE SENATE

Section A. Regular Meetings:

The Senate shall meet not less than twice a year, once in the fall and once in the spring. In the fall it shall hear reports from the President of the University, and the Chairperson of the Senate and otherwise transact its business. In the spring it shall hear reports from the President, its officers, its standing committees, hold elections for its officers, representatives

to the Council of the Senate and standing committees, and otherwise conduct its business. Before the meeting where the elections will occur, absentee ballots will be distributed upon written (including fax and email) request to those who are unable to attend the meeting. Ballots must be returned by mail by the day before the election.

The first election will be held upon approval of this Constitution by the Board of Trustees or as soon thereafter as practicable. Faculty incumbents holding positions within the University Senate shall serve until their successors are elected at that first election. Subsequent elections will be held in the spring and elected individuals will take office on August 1st of the same year.

Section B. Nomination of Faculty Trustees:

Selection of the Undergraduate and Graduate Faculty Trustee nominees shall be made at an appropriate meeting of the Senate, subject to a vacancy or prior to the expiration of the individual terms of the incumbent Faculty Trustees. Before the meeting, absentee ballots will be distributed upon written (including fax and email) request to those who are unable to attend the meeting. Ballots must be returned by mail by the day before the election. (See the University Trustee By-Laws for fuller explanation.) The Faculty Trustees [*sic shall*] *may*¹ submit written reports to the Senate for each of its two regular meetings and be available for consultation with the Senate officers, the Council, the Steering Committee and other Committees.