**PENN STATE BERKS SENATE**

**CONSTITUTION AND STANDING RULES**

*Ratified by the Berks Senate May 2006*

*Amended 2007, 2008, 2009, 2011; ratified by the University Faculty Senate August 16, 2011*

*Amended September 24, 2012; ratified by the University Faculty Senate October 2, 2012*

*Amended October 22, 2012; ratified by the University Faculty Senate November 13, 2012*

*Amended November 12, 2012; ratified by the University Faculty Senate January 15, 2013*

*Amended October 20, 2013; ratified by the University Faculty Senate November 19, 2013*

*Amended March 16, 2015; ratified by the University Faculty Senate April, 2015*

**PENN STATE**

**CONSTITUTION**

**Article I**

**FUNCTIONS**

**SECTION 1 – DEFINITION**

The Senate of the Penn State Berks Campus shall have the following functions:

(a) Legislative Function

To serve as the sole legislative body representing the Berks Faculty as a whole. The authority vested in this constitution has been delegated by the University Faculty Senate. The Penn State Berks Senate's actions shall be authoritative on all matters that pertain to the academic interests of the campus and on all educational matters that concern the faculties of more than one division of the campus, subject to revision and all orders of the University Faculty Senate as provided in Article VII (Delegation of Authority) of the Bylaws of the Penn State University Faculty Senate. Among the matters within the legislative jurisdiction of the Senate are:

(1) Educational philosophy and policy;

(2) Instructional programs;

(3) Courses and programs of study;

(4) Academic admission standards;

(5) Graduation requirements;

(6) Scholarships and honors;

(7) Academic standards for intercollegiate athletic participation;

(8) Access to library and information systems for academic purposes.

(b) Advisory and Consultative Function

To act as an advisory and consultative body, both through its corporate whole and any of its constituent parts, to the Chancellor of the campus and to the University on any matter that may affect the attainment of the educational objectives of the campus. Consultation with Senate officers or committees does not constitute formal action or approval by the Senate.

(c) Forensic Function

To serve as a forum for the exchange of ideas among the members of the campus community (see Standing Rules Article I, Section 2c and Article II, Section 4a4).

**SECTION 2 – INTERPRETATION OF LEGISLATION**

The Penn State Berks Senate shall interpret its legislation.

**SECTION 3 – QUESTIONS OF LEGISLATIVE JURISDICTION**

In questions of legislative jurisdiction, the power of decision shall rest with the University Faculty Senate.

**SECTION 4 – REDELEGATION OF RESPONSIBILITY**

The Penn State Berks Senate shall have the authority to re-delegate responsibility in the areas listed in SECTION 1 according to such procedures as the Senate may establish.

**Article II**

**SENATE ORGANIZATION**

As the legislative body representing the Berks Campus Faculty, the Penn State Berks Senate shall speak for the campus faculty on matters affecting the faculty of the campus. The Senate will establish an Executive Committee and any committees deemed necessary by the Senate to carry out the functions listed in Article I. On matters of unusual importance to the entire faculty or to a division faculty, a meeting of that faculty unit, referred to as the Campus Faculty Assembly or Division Faculty Assembly, respectively, may be called to address the matter.

**SECTION 1 – DUTIES**

All actions of the Penn State Berks Senate shall be subject to review by a duly called Faculty Assembly and such University authorities as established in the constitution. The Senate shall have legislative authority as follows. It shall:

(a) Act on such legislative matters as has been delegated to it;

(b) Review and approve the charges put forward by the Executive Committee for the standing committees during the upcoming year;

(c) Receive reports from committees and any other relevant source within the University as provided by the Executive Committee;

(d) Have an advisory and consultative role to the administration of the campus;

(e) Be empowered to set the agenda and call meetings of a Campus Faculty Assembly or Division Faculty Assembly;

(f) Elect committee chairs;

(g) Disseminate information that the Senate receives to the members of the faculty.

**SECTION 2 – MEMBERS**

The Penn State Berks Senate shall include the following members:

(a) All full-time faculty including instructors and all professorial ranks and equivalent ranks as defined in Policy HR-21.

(b) The following members of the Administrative Staff:

(1) Chancellor (ex officio, non-voting);

(2) Associate Dean for Academic Affairs (ex officio, non-voting);

(3) Division Heads of EBC, HASS, and Science (ex officio);

(c) Other members of the Administrative Staff as appointed by the Chancellor (non-voting);

(d) One (1) senator elected by the professional assistants from among their ranks; (*The total number of Administrative Staff shall not exceed ten percent (10%) of the full-time faculty.*)

(e) Student Government Association (SGA) president and elected student senators, not to exceed ten percent (10%) of the full time faculty.

**SECTION 3 NON-MEMBER PARTICIPATION**

(a) Any members of the campus community are welcome as guests at Senate meetings. Speaking privileges may be granted to any member of the campus community if prior approval has been granted by the Senate Executive Committee at its regularly scheduled meeting or via secure electronic ballot.

(b) The Penn State Berks Senate will address and discuss the concerns of any staff or student groups within the campus community. Any group may contact the Executive Committee and request to have an issue placed on the Senate agenda.

**SECTION 4 MEETINGS**

(a) Regular meetings of the Penn State Berks Senate shall be held at least three (3) times each semester at times and locations to be selected by the Executive Committee and approved by the Senate.

(b) Special Meetings:

(1) Upon request of the Chancellor of the campus and the concurrence of an appropriately convened Executive Committee, the Chair shall convene a special Senate meeting.

(2) The Executive Committee may convene a special meeting of the Penn State Berks Senate and may close the meeting to nonmembers.

(3) The Chair shall convene a special meeting of the Penn State Berks Senate in response to a written or electronic petition of at least twenty-five percent (25%) of the Senate members to consider proposals of the petitioners stated in writing. The Chair may close the meeting to nonmembers.

**SECTION 5 PUBLICATION OF PROCEEDINGS**

Any actions, approvals, or recommendations of the Penn State Berks Senate shall be published and distributed, on paper or electronically, to all members of the Senate and to all members of the faculty.

**SECTION 6 QUORUM**

A quorum for the transaction of business by the Penn State Berks Senate shall consist of twenty- five per cent (25%) of the total number of Senate members provided a two thirds (2/3) majority of the quorum are full-time faculty.

**Article III**

**OFFICERS**

**SECTION 1 ELECTIONS AND TERM OF OFFICE**

(a) The Penn State Berks Senate shall elect every year, or when a vacancy exists, a Chair, a Vice-Chair and a Secretary from among its full-time faculty members.

(b) The term of office for the Chair, Vice Chair, and Secretary shall be for one (1) year beginning 1 June, with maximum being two (2) successive terms.

(c) If any officer cannot complete his or her term, an election shall be held as soon as possible, and the elected individual shall complete the term of the out-going officer.

**SECTION 2 CHAIR**

(a) The Chair shall be the presiding officer of the Penn State Berks Senate and represent the faculty at campus functions. The Chair or his/her designee, who shall be a member of the unit assembled, shall preside at all meetings of Faculty Assemblies and the Executive Committee.

(b) The Chair shall have the authority, upon consultation with the Vice-Chair and the Secretary, to convene the Executive Committee.

(c) The Chair shall appoint a Parliamentarian from the faculty to serve during the chair's time in office.

(d) The Chair shall communicate all Penn State Berks Senate actions to appropriate faculty, administration, and other members of the campus community, and report to the Penn State Berks Senate all actions taken as a result of such communications.

**SECTION 3 VICE-CHAIR**

(a) The Vice-Chair shall assume the duties of the Chair when the Chair is absent and shall perform the other duties appropriate to the office.

(b) The Vice-Chair shall coordinate the work of the committees, monitor their progress in accomplishing their charge, and receive regular reports from the committee chairs.

(c) The Vice-Chair shall be appointed to Chair either the Faculty Affairs Committee or the Academic Affairs Committee of the Penn State Berks Senate.

**SECTION 4 SECRETARY**

The Secretary shall keep the official roll; prepare and publish notices, agenda, and minutes of Penn State Berks Senate meetings; and perform other duties appropriate to the office.

**Article IV**

**EXECUTIVE COMMITTEE**

**SECTION 1 DUTIES**

(a) Consult with standing committee chairs to develop and prioritize agenda items;

(b) Charge each standing committee for the upcoming year (and revise that charge as necessary);

(c) Call Senate meetings;

(d) Set agenda for Penn State Berks Senate meetings;

(e) Call meetings of a Campus Faculty Assembly;

(f) Act for the Senate in all matters, except changes to the Constitution, and Standing Rules,

(1) when a Penn State Berks Senate meeting has been appropriately called and a quorum has not been obtained;

(2) in the case of a special concern or an extraordinary emergency circumstance.

(g) Appoint standing committee members based upon expressed interests of faculty, and a diversity of disciplines and functions in the campus.

(h) In consultation with the Senate Chair, the Executive Committee shall appoint the leadership (Chair and Vice-Chair) of all Standing Committees of the Berks Senate.

(i) Nominate faculty to administrative committees and joint Senate/administrative committees on which faculty are asked to serve.

(j) Serve as nominations and elections committee for elections of officers, University Senators, ombudsman, advisory board members, and any other campus or campus wide offices under the auspices of the Senate.

(k) Serve as liaison between the Penn State Berks Senate and Administration.

**SECTION 2 MEMBERS**

The Executive Committee shall include:

(a) Chair of the Penn State Berks Senate presiding;

(b) Vice-Chair of the Penn State Berks Senate;

(c) Secretary of the Penn State Berks Senate;

(d) Immediate past chair of the Penn State Berks Senate;

(e) The University Faculty Senators representing the Berks campus;

(f) The Parliamentarian (non-voting).

**SECTION 3 MEETINGS**

(a) Regular meetings of the Executive Committee shall be held at least three (3) times each semester at times and locations to be selected by the Chair in consultation with the Vice-Chair and Secretary.

(b) With the consultation of the Vice-Chair, the Chair may call special meetings of the Executive Committee. The Chair may call a meeting closed to nonmembers.

(c) Resource persons may be invited to any meetings by the Chair, unless restricted by a majority vote of the members present.

(d) All meetings shall be open to observers who are students or employees of the campus. A majority vote of the members present may restrict attendance and/or speaking privileges.

(e) The Senate officers may, when warranted, caucus prior to an Executive Committee meeting.

**SECTION 4 REPORTING OF PROCEEDINGS**

Any actions, approvals, or recommendations of the Executive Committee shall be published and distributed to all members of the Penn State Berks Senate.

**SECTION 5 QUORUM**

At least fifty-one percent (51%) of the membership constitutes a quorum for the Executive Committee, provided that a majority of those present are faculty members. The Executive Committee shall be chaired by either the Chair or Vice Chair.

**SECTION 6 AUTHORITY**

(a) All actions of the Executive Committee are subject to the review and approval of the Penn State Berks Senate.

(b) Direct consultation between the Executive Committee and members of the administration and faculty of the University is encouraged. However, such consultation shall not constitute formal action or approval by the Penn State Berks Senate.

**Article V**

**COMMITTEES**

**SECTION 1 STRUCTURE AND COMPOSITION**

The Penn State Berks Senate shall determine its committee structure and composition with only the following stipulations:

(a) Any campus personnel or any student of the campus in good standing as defined by the Student Government Association may be appointed to a committee;

(b) At least one-half (1/2) of the membership of a standing committee shall be full-time faculty as defined in Article II, Section 2 of the Constitution.

**SECTION 2 SPEAKING AND VOTING PRIVILEGES**

(a) All members of committees of the Penn State Berks Senate shall have speaking privileges within their appointed committees.

(b) All members of committees shall have voting privileges within their appointed committees, except when excluded by the Constitution or Standing Rules.

**SECTION 3 CONSULTATION FUNCTION**

Direct consultation between Penn State Berks Senate committees and members of the administration and/or faculty of the University is encouraged. However, such consultation shall not constitute formal action or approval of the Senate.

**SECTION 4 AUTHORITY**

(a) All new agenda items (or charges) to standing committees must be communicated through the Executive Committee. No committee will change their charge without approval of the Executive Committee.

(b) With the exception of curricular authority as stated in the Standing Rules, actions taken and recommendations made by committees shall be approved by the Penn State Berks Senate. If they are not approved by the Senate (or a campus Faculty Assembly), they are not binding or representative of the Senate.

**SECTION 5 CHAIRS AND TERMS OF OFFICE**

(a) The term of office of the chair and committee members shall be for two (2) years beginning 1 June, with the maximum being two (2) successive terms; half of the members of each committee will be appointed by the Penn State Berks Senate Executive Committee each year.

(b) The term of office of the Committee Chair shall be for one (1) year beginning 1 June, with the maximum being two (2) successive terms.

**SECTION 6 MEETINGS**

(a) All standing committees of the Penn State Berks Senate shall meet at least three (3) times each year. Ad-hoc committees shall meet on an as-needed basis.

(b) All committees or committee chairs may invite resource members to their meetings with the agreement of the majority of committee members prior to the meeting.

(c) All meetings shall be open to observers who are students or employees of the campus. A majority vote of the members present may restrict attendance and/or speaking privileges.

**SECTION 7 REPORTING OF PROCEEDINGS**

All standing and ad-hoc committees of the Penn State Berks Senate shall keep minutes of their meetings and provide a copy to the Secretary for the official records.

**SECTION 8 QUORUM**

At least fifty-one percent (51%) of the membership constitutes a quorum for standing committee and ad-hoc committees, provided that a majority of those present are faculty members. Proxy voting is disallowed but the Executive Committee shall establish policies for secure absentee balloting consistent with the Standing Rules.

**Article VI**

**FACULTY ASSEMBLIES**

**SECTION 1 CAMPUS FACULTY ASSEMBLY**

(a) The Chair or his or her designee shall convene a meeting of a Campus Faculty Assembly in response to a written or electronic petition of at least ten percent (10%) of the full-time campus faculty to consider proposals of the petitioners stated in writing or electronic communication.

(1) The Executive Committee may convene a special meeting of the Campus Faculty Assembly in the case of a special concern, extraordinary circumstance, or emergency situation.

(b) The membership of the Campus Faculty Assembly shall be comprised of all full-time faculty including instructors and all professorial ranks and equivalent ranks as defined in Policy HR-21. Part-time faculty members may be present as non-voting participants. The Chancellor, Associate Dean for Academic Affairs, and Division heads shall not be members of the Campus Faculty Assembly.

(c) All members of the Campus Faculty Assembly shall have full speaking and voting privileges.

(d) The Campus Faculty Assembly officially convened may pass resolutions by majority vote which shall be sent to the Senate for review and action.

**SECTION 2 DIVISION FACULTY ASSEMBLY**

(a) The Chair or his or her designee who is a member of that Division shall convene a meeting of a Division Faculty Assembly in response to:

(1) a vote of the Penn State Berks Senate – or in an emergency situation the Executive Committee, or

(2) a written or electronic petition of twenty percent (20%) of the full-time faculty members in the division.

(b) The membership of the Division Faculty Assembly shall be comprised of all full-time faculty including instructors and all professorial ranks and equivalent ranks as defined in Policy HR-21 in the assembled Berks division as voting members. Part-time faculty members may be present as non-voting participants. The Chancellor, Associate Dean of Academic Affairs, and Division heads shall not be members of the Division Faculty Assembly.

(c) All members of the Division Faculty Assembly shall have full speaking and voting privileges.

(d) The Division Faculty Assembly officially convened may pass resolutions by majority vote, which will be sent to the Penn State Berks Senate for review and action.

(e) The Division Faculty Assembly officially convened may send in the name of the faculty of a given division a letter or petition to any party with the approval of three-quarters (3/4) of the division faculty.

**SECTION 3 NON-MEMBER PARTICIPATION**

Attendance in the meetings of both the Campus Faculty Assembly and Division Faculty Assembly shall be restricted to members of the unit unless a nonmember is specifically invited by the convening officer. This invitation may be reversed by a majority vote of the members attending the Assembly.

**SECTION 4 PUBLICATION OF PROCEEDINGS**

Minutes from Faculty Assemblies will include only a report of the number of people attending and any resolutions passed by the Assembly.

**SECTION 5 QUORUM**

A quorum for the transaction of business by a faculty assembly shall consist of thirty-three percent (33%) of the total membership as defined in the Constitution. Proxy voting is disallowed, but the Executive Committee shall establish policies for secure absentee balloting consistent with the Standing Rules.

**Article VII**

**RULES OF PROCEDURE**

The Penn State Berks Senate shall establish its rules of procedure.

**Article VIII**

**VOTING**

(a) Proxy voting is disallowed, but the Executive Committee shall establish policies for secure absentee balloting consistent with the Standing Rules. Otherwise all voting shall be in person at an appropriately scheduled meeting unless a member chooses to vote on committee business, in an election, or in a referendum by electronic means.

(b) The presiding officer at a meeting may decide to call for a secure secret ballot on a particular issue unless overruled by a majority of the members present.

**Article IX**

**AMENDMENTS**

Amendments to the Constitution may be adopted at any meeting of the Penn State Berks Senate by a two-thirds (2/3) vote of those present, provided that the amendment shall have been distributed in writing by the Executive Committee to members of the Senate thirty (30) calendar days prior to a meeting of the Faculty Senate. Successful amendments shall be communicated to the Executive Director of the University Faculty Senate. An amendment shall take effect upon approval by the University Faculty Senate.

**PENN STATE BERKS SENATE**

**STANDING RULES**

**Article I**

**RULES OF PROCEDURE FOR THE FACULTY SENATE**

**SECTION 1 REFERENCE FOR RULES**

Except as otherwise specified in these Standing Rules, the rules of procedure shall be those specified in Robert's Rules of Order, most recent edition.

**SECTION 2 ORDER OF BUSINESS**

(a) The order of business shall be:

(1) Call to Order

(2) Approval of Minutes from Previous Meeting

(3) Announcements by the Chair

(4) Reports of Officers and University Senators

(5) Comments and announcements by Administrators

(6) Unfinished Business

(7) Forensic Business

(8) Motions from Committees

(9) Informational Reports from Committees

(10) Other New Legislative Business

(11) Adjournment

(b) The order of business may be changed by the Executive Committee prior to any meeting or by the majority of Senate members present.

(c) Any or all items in this section may be suspended at any Senate meeting by a two thirds (2/3) vote of members present.

(d) Forensic Business shall be governed by the rules of the University Faculty Senate as summarized in Article II, Section 4a4.

**SECTION 3 AGENDA**

The agenda for each meeting shall be distributed to all Penn State Berks Senate members no later than four (4) business days (96 hours) before the meeting date.

**SECTION 4 SUBMISSION OF BUSINESS**

(a) Committee chairpersons shall submit their motions electronically to the Secretary for submission to the Executive Committee at least four (4) business days (96 hours) prior to the Executive Committee meeting.

(b) Documents being submitted for approval by the Senate shall be distributed to all members of the Senate at least four (4) business days (96 hours) prior to the scheduled meeting.

**SECTION 5 MINUTES AND MOTIONS**

(a) Minutes of all meetings shall be distributed to the Penn State Berks Senate membership and shall be posted on the Penn State Berks Senate web page. A file of the minutes and all reports submitted to the Penn State Berks Senate shall be made available electronically to a library archive.

(b) Members of the Penn State Berks Senate making motions during a meeting shall submit their motions in writing to the Secretary upon request by the Secretary.

**SECTION 6 ABSENTEE BALLOTING AND SUBSTITUTES**

(a) Absentee balloting shall be permitted in matters publicly announced at least three (3) business days prior to a Senate meeting, provided that:

 The matter which is publicly announced is not amended at the meeting; and

(2) The written or secure electronic ballot shall be delivered to the Chair, Vice-chair, or Secretary prior to the meeting.

**SECTION 7 MEETINGS**

(a) Regular meetings of the Penn State Berks Senate shall be determined for the semester by a majority vote of the members present at the first Senate meeting of the semester. The Senate shall meet at least six times per academic year.

(b) The Executive Committee shall be empowered to determine the date and time of the first meeting of the semester.

**Article II**

**RULES OF PROCEDURE FOR COMMITTEES**

**SECTION 1 REFERENCE FOR RULES**

Except as otherwise specified in these Standing Rules, the rules of procedure for committees shall be those specified in Robert's Rules of Order, most recent edition.

**SECTION 2 STANDING COMMITTEEES**

The Standing Committees of the Penn State Berks Campus Senate shall include the following:

(a) Executive Committee;

(b) Academic Affairs;

(c) Faculty Affairs Committee;

(d) Intercollegiate Athletics;

(e) Physical Facilities and Safety Committee;

(f) Strategic Planning and Budget Committee;

(g) Student Life Committee.

**SECTION 3 STANDING COMMITTEES’ MEETINGS**

The Standing Committees of the Penn State Berks Senate shall hold six (6) meetings annually that shall be scheduled one (1) week prior to the Berks Senate Executive meetings. This meeting schedule should be set at the beginning of the academic year. Committee Chairs will submit the reports or minutes of their meetings to the Senate Officers within two (2) weeks of the meetings.

**SECTION 4 RECOMMENDATIONS**

Recommendations from all Senate committees shall be acted upon by the Senate in accordance with Article I, Section 4 of the Standing Rules.

**SECTION 5 REPORTING PROCEDURES**

(a) All reports to the Penn State Berks Senate shall be presented and clearly identified as one of the following:

(1) Informational. A report on (1) the advice or consultations given to administrators or staff as part of the duly constituted duties of the committee as provided for in the Standing Rules, (2) information gathered by the committee of interest to the Senate, (3) issues discussed by the committee, or (4) future business to be conducted by the committee. No Senate vote is required for this type of report.

(2) Advisory and Consultative. A report which a committee brings to the Senate for approval that involves advice or a recommendation to the administration. A Senate vote is required for this type of report.

(3) Legislative. A proposal that the committee wishes the Senate to implement (e.g., changes in the structure or function of any part of the Senate, or any curriculum or policy matter over which the Senate has legislative authority). A Senate vote is required for this type of report.

(4) Forensic. Any member of the Penn State Berks Senate may bring an item of concern to the campus or the University to the attention of the membership for discussion. Such a request must follow all the rules of the Senate for placing an item on the agenda. Forensic items may not contain a motion. If a motion is made during the discussion, the item will be automatically tabled to the next Senate meeting at which time it will be considered under Other New Legislative Business.

(b) All committee chairs shall make a report to the Executive Committee each spring on the attendance and level of participation of all committee members.

(c) All committee chairs shall prepare their reports in accordance with the following format:

LEGISLATIVE REPORTS

1. Introduction: Define the issues that require the legislative action and provide the historical context, if appropriate.

2. Discussion and Rationale: Identify the issues over which the Senate has authority, discuss the reasons for the proposal, and identify its consequences. Where applicable, costs of implementation should be included.

3. Recommendations: Move the specific action that the Senate can implement. This section should be brief and specific, so that it is very clear what the Senate is voting on.

4. Effective Date: Recommend the date of implementation.

5. Ending: List the committee members proposing legislation.

ADVISORY AND CONSULTATIVE REPORTS

1. Introduction: Define the issues germane to the faculty’s interest.

2. Discussion: Discuss why the proposed action needs to be taken. Where applicable, costs of implementation should be included.

3. Advisory Proposal: Specify the actions the Senate would like to implement. This section should be brief and specific, so that it is very clear what the Senate is voting on.

4. Ending: List the committee members preparing the report.

INFORMATIONAL REPORTS INCLUDING COMMITTEE MINUTES (MANDATED AND NON-MANDATED)

1. Introduction: Define the issues germane to the faculty’s interest, and state the reason why the report is necessary.

2. Information: Present the data or other information as needed.

3. Discussion and Conclusion: State the implications for the faculty.

4. Ending: List the committee members preparing the report.

**Article III**

**RULES OF PROCEDURE FOR THE FACULTY ASSEMBLIES:**

**CAMPUS AND DIVISION**

**SECTION 1 REFERENCE FOR RULES**

Except as otherwise specified in these Standing Rules, the rules of procedure shall be those specified in Robert's Rules of Order, most recent edition.

**SECTION 2 ORDER OF BUSINESS**

(a) The order of business shall be:

(1) Call to Order;

(2) Attendance (count only);

(3) Primary Business of the Meeting;

(4) New Business;

(5) Adjournment.

(b) The order of business may be changed by the presiding chair at any Faculty Assembly meeting with the agreement of the majority of members present.

(c) Any or all items on the agenda may be suspended at any meeting by a two-thirds (2/3) vote of members present.

**SECTION 3 AGENDA**

(a) The agenda for each meeting of a Faculty Assembly shall be distributed to all members of the Faculty Assembly no later than four (4) business days (96 hours) before the meeting date.

(b) Documents being submitted for approval by members of a Faculty Assembly shall be distributed to all members of the Faculty Assembly not less than four (4) business days (96 hours) prior to the scheduled Faculty Assembly meeting. **No documents may be presented for approval at a Faculty Assembly if they are not distributed in advance as described above.**

**SECTION 4 MOTIONS**

Members of a Faculty Assembly making a motion to a Faculty Assembly shall submit the motion in writing to the Chair of the assembly upon request.

**SECTION 5 ABSENTEE BALLOTING**

Absentee balloting is permitted in matters publicly announced at least three (4) days (96 hours) before a Faculty Assembly meeting provided that:

(a) The matter that is publicly announced is not amended at the meeting;

(b) The written or electronic ballot shall be delivered in person to the Chair of the assembly prior to the meeting.

**Article IV**

**AMENDMENTS**

**SECTION 1 SENATE ACTION**

Amendments to the Standing Rules for the Senate may be voted on by the Senate only after they have been presented in writing to the Senate four (4) business days (96 hours) before a regular meeting of the Senate and passed by a two-thirds (2/3) vote of the members present. This section may be suspended by a three fourths (3/4) vote of the Senate members present. Following approval, the amended Constitution and its Bylaws and Standing Rules will be submitted by the Chair to the University Faculty Senate for ratification.

**Article V**

**ELECTIONS**

**SECTION 1 NOMINATION AND ELECTION OF OFFICERS OF THE FACULTY SENATE**

The Executive Committee shall nominate candidates and oversee the election of officers of the Faculty Senate.

(a) The committee shall report the names of the nominees at the next to the last regular meeting of the Senate in the spring semester. Additional nominations may be made from the floor.

(b) If only one (1) nomination is made for an office, the Chair may direct the Secretary to cast a unanimous ballot for that nominee if there is no objection from members.

(c) In the case of more than one (1) nominee for an office, the Executive Committee shall conduct an election by secure secret ballot.

(d) In the case of a tie vote, a run-off election will be conducted.

**SECTION 2 ELECTION OF UNIVERSITY FACULTY SENATORS**

The Executive Committee will conduct the elections for University Faculty Senate in accordance with the rules of the University Faculty Senate.

**SECTION 3 TERM OF OFFICE**

The term of office of the officers of the Penn State Berks Senate shall begin June 1st.

**Article VI**

**MEMBERS AND DUTIES OF STANDING COMMITTEES**

**SECTION 1 EXECUTIVE COMMITTEE** (See Constitution, Article IV.)

**SECTION 2 ACADEMIC AFFAIRS COMMITTEE**

(a) Membership:

1. Two (2) faculty from each division;

2. One (1) representative from the Library faculty;

3. University Faculty Senator sitting on the University Curricular Affairs Committee;

4. Associate Dean for Academic Affairs, ex officio, non-voting;

5. Registrar, ex officio non-voting;

6. Chief Information Officer, ex officio, non-voting;

7. One (1) student, appointed by SGA officers.

(b) Duties:

1. Approve or disapprove new courses, programs, and other curricular proposals in accordance with University and campus curricular procedures.

2. Publicize and invite comment on all new course, program and other curricular proposals at least two (2) weeks prior to the committee's final action on such matters.

3. Approve or disapprove all other curricular matters.

4. Review and evaluate academic planning, including enrollment projections and faculty requirements.

5. Approve or disapprove academic admissions standards.

6. Communicate and serve as liaison with other Senate committees where duties overlap.

7. Advise academic support activities, including Learning Center(s) and Writing Centers(s).

8. Review, evaluate, and make recommendations on technology matters when relevant to course delivery and other curricular matters.

9. Review, evaluate, and make recommendations on issues relating to enrollment and retention programs and policies.

10. Review, evaluate, and make recommendations on academic matters, including but not limited to credit and non-credit instruction through continuing and distance education, instruction through computer networks, media, technical assistance programs, and Cooperative Extension activities.

**SECTION 3 FACULTY AFFAIRS COMMITTEE**

(a) Membership:

1. Two (2) full time faculty from each division;

2. University Faculty Senator sitting on the University Senate Faculty Affairs Committee;

3. Associate Dean for Academic Affairs, ex officio, non-voting.

(b) Duties:

1. Advise and consult with the Chancellor and Associate Dean for Academic Affairs regarding policies concerning faculty. Make recommendations to Senate on policies concerning faculty.

2. Review, evaluate, and make recommendations relating to professional, cultural, social, and material welfare of faculty.

3. Review, evaluate, and make recommendations on policies relating to faculty workload; faculty development; promotion and tenure policies and procedures; evaluation of faculty performance; methods of instruction evaluation; faculty leaves, including sabbatical leaves; faculty rights, including academic freedom; and affirmative action and equal opportunity.

4. Review, evaluate, and make recommendations on procedures for faculty searches.

5. Review, evaluate, and make recommendations on policies pertaining to faculty awards.

6. Review, evaluate, and make recommendations on policies pertaining to faculty research, including internal faculty grants and travel money.

7. Review, evaluate, and make recommendations on technology matters pertaining to faculty research.

8. Review, evaluate, and make recommendations on policies pertaining to faculty service.

**SECTION 4 INTERCOLLEGIATE ATHLETICS COMMITTEE**

(a) Membership:

(1) Two (2) faculty members from each Division shall be appointed by the Berks Executive Committee for a period of two years (with one faculty member serving as the Committee Chair);

(2) One (1) undergraduate student senator from the Berks SGA;

(3) Faculty Athletic Representative to the National Collegiate Athletic Association;

(4) Director of Intercollegiate Athletics at Berks, non-voting;

(5) Senior Woman Administrator for Intercollegiate Athletics (if the AD is not female), non-voting;

(6) Two (2) student-athletes (one (1) male and one (1) female) on Berks varsity athletics teams (who are also members of the Student-Athlete Academic Committee);

(7) Coach of one (1) of the Berks varsity athletic teams, non-voting.

(b) Duties:

1. Responsible to the Berks Senate for all intercollegiate athletic programs at the Berks Campus as they relate to the University’s academic and educational objectives.

2. Shall include all teams and individuals representing the Berks Campus with significant off-University activity.

3. Shall consider policies on eligibility of students for intercollegiate athletics; approve intercollegiate athletic schedules as they affect academic standards and distribute this approval to the University-wide Intercollegiate Athletics Committee; and help promote a sound academic climate for the intercollegiate athletic programs at Berks campus.

4. Shall meet with responsible administrators and others concerning the intercollegiate athletic programs at Penn State Berks that offer intercollegiate competition. It shall make a particular effort to seek the views of students participating in these intercollegiate athletic programs.

5. Shall serve also as an advisory committee to the Chancellor of the Berks campus on the operation of the intercollegiate programs.

6. Subject to the general authority of the Chancellor of Berks, it shall initiate new policies, or review existing policies, which govern these intercollegiate athletic programs. While these policies shall guide the Department of Intercollegiate Athletics and administrators at Berks, the Committee shall not act in an administrative or executive capacity.

7. Shall develop recommendations to the Chancellor of the Berks campus on matters affecting the North Eastern Athletic Conference (NEAC), the other Penn State Division 3 campus athletic programs, the University-wide Intercollegiate Athletic Committee, the NCAA, and other national athletic governance bodies in which the University holds membership and shall work closely with the faculty representatives in establishing the University’s formal vote to these organizations.

8. At the request of the Chancellor of the Berks campus the committee may consider other issues affecting the various athletic programs under the Chancellor’s jurisdiction.

9. Shall report on its activities to the Berks Senate at least annually.

**SECTION 5 PHYSICAL FACILITIES AND SAFETY COMMITTEE**

(a) Membership:

1. Two (2) faculty from each division;

2. One (1) at large faculty (this position will be considered only after (1) is fulfilled and as needed);

3. Campus Chief Operating Officer or representative, ex officio, non-voting;

4. One (1) student, appointed by SGA officers.

(b) Duties:

1. Review plans and make recommendations regarding construction, renovation, and physical development of the campus.

2. Assess and make recommendations regarding space use and assignments.

3. Assess and make recommendations regarding safety and security.

4. Assess and make recommendations regarding parking policies.

5. Review cost savings, efficacy, and compliance of the Energy Savings and Recycling Programs annually and make recommendations for improving faculty, staff, and student environmental stewardship at the Berks Campus by submitting an annual informational report to the Berks Senate.

**SECTION 6 STRATEGIC PLANNING AND BUDGET COMMITTEE**

(a) Membership:

1. Two (2) faculty from each division;

2. One (1) at large faculty (this position will be considered only after (1) is fulfilled and as needed);

3. Campus Chief Financial Officer or representative, ex officio, non-voting;

4. One (1) student, appointed by SGA officers.

(b) Duties:

1. Regularly provide the Senate with current information on the campus operating budget and the use and development of campus financial resources.

2. Present to the Senate the annual proposed Campus operating budget.

3. Monitor and regularly report to the Senate specific budget information related to the academic budget of the campus, including but not limited to new positions, travel, departmental/divisional allotments, faculty development, etc.

4. Regularly report to the Senate progress on the development and execution of the Campus Strategic Plan.

5. Represent the Faculty Senate in the campus strategic planning process.

6. Review the annual University Faculty Senate Informational Report on Faculty Salaries as it relates to the Berks Campus and submit an informational report to the Berks Senate.

7. The Committee Chair shall serve on the Strategic Planning Council.

**SECTION 7 STUDENT LIFE COMMITTEE**

(a) Membership:

1. Two (2) faculty from each division;

2. One (1) at large faculty (this position will be considered only after (1) is fulfilled and as needed);

3. Director of Student Affairs or representative, ex officio, non-voting;

4. One (1) student, appointed by SGA officers.

(b) Duties:

1. Review and make recommendations regarding policies on all aspects of student life in the Campus not specifically covered by other committees, including but not limited to:

a. Career development and placement;

b. Housing policies;

c. Student conduct;

d. Student organizations and clubs;

e. Co-curricular activities;

f. Athletics;

g. Multicultural issues.

2. Make recommendations regarding the quality of student life and the functions of the Office of Student Affairs.

3. Work with the SGA when requested.

4. Serve in a consultative and advisory capacity to the Director of Student Affairs;

5. The chair of the Student Life Committee shall also co-chair the Student Facility Fee Committee.