SPECIAL REPORT
of the
RULES COMMITTEE
concerning
BYLAW CHANGES

Presented at the
741st Regular Meeting of the Faculty Senate
October 9, 2014

COMMITTEE MEMBERSHIP

Marilyn Billings
Richard Bogartz
Steven Brewer
Nancy Cohen
James Kurose
Ernest May
MJ Peterson, Chair
Anurag Sharma
Susan K. Whitbourne
The Rules Committee is charged with annually updating the Bylaws of the Faculty Senate and with proposing appropriate amendments for this document to the Faculty Senate. The shaded areas represent recommended additions and the strikethroughs represent recommended deletions.

Preceding the proposed changes is the section from the Constitution that specifies how the Bylaws are to be amended.

**BYLAW AMENDMENT PROCEDURES**

The Bylaws of the Senate may be adopted, amended, or repealed by:

(a) A three-fifths vote of those present and voting at the Regular or Special meeting of the Senate;
(b) A majority vote of the voting members present and voting at a Regular meeting of the General Faculty provided that;
(c) Amendments relating to the powers, responsibilities or composition of Senate councils shall have been presented at two previous meetings of the body concerned, occurring in two different months;
(d) All other proposed amendments shall have been presented at one previous meeting of the body concerned; and
(e) The final vote on all Bylaw amendments shall be by written ballot unless those present rule otherwise by a two-third majority.
EXISTING BYLAWS

ACADEMIC PRIORITIES COUNCIL

5-3-2 Its membership shall be:

(a) Fifteen Faculty Members, including one from each School/College headed by a Dean and one from the Professional Library Staff selected at large;
(b) A Representative from the Commonwealth Honors College Council, appointed by the Chair of the Commonwealth Honors College Council;
(c) A Representative of the Massachusetts Society of Professors;
(d) The Provost or a designee, serving ex officio;
(e) The Chairperson of the Academic Matters Council or a designee, serving ex officio;
(f) The Chairperson of the Program and Budget Council or a designee, serving ex officio;
(g) The Chairperson of the Graduate Council or a designee, serving ex officio;
(h) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
(i) One Graduate Student; and
(j) Two Undergraduate Students.

PROPOSED BYLAWS

ACADEMIC PRIORITIES COUNCIL

5-3-2 Its membership shall be:

(a) Fifteen Faculty Members, including one from each School/College headed by a Dean and one from the Professional Library Staff selected at large;
(b) A Representative from the Commonwealth Honors College Council, appointed by the Chair of the Commonwealth Honors College Council;
(c) The Associate Chancellor and Chief Planning Officer, serving ex officio;
(d) A Representative of the Massachusetts Society of Professors;
(e) The Provost or a designee, serving ex officio;
(f) The Chairperson of the Academic Matters Council or a designee, serving ex officio;
(g) The Chairperson of the Program and Budget Council or a designee, serving ex officio;
(h) The Chairperson of the Graduate Council or a designee, serving ex officio;
(i) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
(j) One Graduate Student; and
() Two Undergraduate Students.
The following individuals will have voting membership on the Council:
(a) Nine Faculty Members, selected at large;
(b) One Faculty Member from the Department of Landscape Architecture and Regional Planning, one from the Architecture+Design Program and one from the Professional Library Staff;
(c) One Member from the Massachusetts Society of Professors, selected by the Massachusetts Society of Professors;
(d) The Director of the Arts Council or a designee, serving ex officio;
(e) The Director of the Stockbridge School of Agriculture or a designee, serving ex officio;
(f) The Vice Chancellor for Administration and Finance or a designee, serving ex officio;
(g) The Associate Vice Chancellor for Facilities and Campus Services or a designee, serving ex officio;
(h) The Provost and Senior Vice Chancellor for Academic Affairs or a designee, serving ex officio;
(i) The Executive Vice Chancellor for University Relations or a designee, serving ex officio;
(j) The Vice Chancellor for Research and Engagement or a designee, serving ex officio;
(k) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;
(l) The Director of Athletics or a designee, serving ex officio;
(m) The President of the Graduate Student Senate or a designee, serving ex officio;
(n) The President of the Student Government Association or a designee, serving ex officio; and
(o) Two Graduate or Undergraduate Students appointed by the Chair of the Campus Physical Planning Council with concurrence by the Rules Committee.

The following individuals will have non-voting membership on the Council:
(p) The Director of the Physical Plant;
(q) The Director of Facilities Planning;
(r) The Director of Campus Planning;
(s) The Director of Libraries;
(t) The Director of Environmental Health and Safety;
(u) The Director of Parking;
(v) The Director of Transit;
(w) One Representative from the Town of Hadley;
(x) One Representative from the Town of Amherst; and
(y) The Secretary of the Faculty Senate or a designee.

The following individuals will have voting membership on the Council:
(a) Nine Faculty Members, selected at large;
(b) One Faculty Member from the Department of Landscape Architecture and Regional Planning, one from the Architecture+Design Program and one from the Professional Library Staff;
(c) One Member from the Massachusetts Society of Professors, selected by the Massachusetts Society of Professors;
(d) The Director of the Arts Council or a designee, serving ex officio;
(e) The Director of the Stockbridge School of Agriculture or a designee, serving ex officio;
(f) The Vice Chancellor for Administration and Finance or a designee, serving ex officio;
(g) The Associate Vice Chancellor for Facilities and Campus Services or a designee, serving ex officio;
(h) The Provost and Senior Vice Chancellor for Academic Affairs or a designee, serving ex officio;
(i) The Executive Vice Chancellor for University Relations or a designee, serving ex officio;
(j) The Vice Chancellor for Research and Engagement or a designee, serving ex officio;
(k) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving ex officio;
(l) The Director of Athletics or a designee, serving ex officio;
(m) The President of the Graduate Student Senate or a designee, serving ex officio;
(n) The President of the Student Government Association or a designee, serving ex officio; and
(o) Two Graduate or Undergraduate Students appointed by the Chair of the Campus Physical Planning Council with concurrence by the Rules Committee.

The following individuals will have non-voting membership on the Council:
(p) The Director of the Physical Plant;
(q) The Director of Facilities Planning;
(r) The Director of Campus Planning;
(s) The Director of Libraries;
(t) The Director of Environmental Health and Safety;
(u) The Director of Parking;
(v) The Director of Transit;
(w) One Representative from the Town of Hadley;
(x) One Representative from the Town of Amherst; and
(y) The Secretary of the Faculty Senate or a designee.
5-8-2 Its membership shall be:

(a) Twenty Faculty members or Librarians, at least five from different professional schools and at least five from Arts and Sciences (with at least one from each School/College headed by a Dean and one from the Professional Library Staff);
(b) A Representative from the Commonwealth Honors College Council, appointed by the Chair of the Commonwealth Honors College Council;
(c) The University Registrar or a designee, serving ex officio;
(d) The Director of Transfer Affairs or a designee, serving ex officio;
(e) The Assistant Provost for Undergraduate Advising and Learning Communities (UA&LC) or a designee, serving ex officio;
(f) The Vice Provost for Undergraduate and Continuing Education or a designee, serving ex officio;
(g) The Vice Provost for International Programs or a designee, serving ex officio;
(h) The Director of the University Writing Program or a designee, serving ex officio;
(i) The Assistant Provost for Assessment and Educational Effectiveness, serving ex officio;
(j) The Associate Director for Faculty Development, serving ex officio;
(k) The Five College Coordinator or a designee, serving ex officio;
(l) The Dean of Commonwealth Honors College or a designee, serving ex officio;
(m) The Chairperson of the Academic Matters Council or a designee, serving ex officio;
(n) The Secretary of the Faculty Senate or a designee, serving ex officio; non-voting;
(o) Two Graduate Teaching Assistants/Associates; and
(p) Three Undergraduate Students.
5-11-2 Its membership shall be:

(a) Ten Faculty Members or Librarians at large, to the extent possible divided between early and middle-cohort technology adopters and representing a diverse cross-section of colleges, schools and departments;
(b) Ten Faculty Members appointed by respective deans to represent CNS, HFA, SBS, ISOM, Engineering, Nursing, Public Health and Health Sciences, Education, CHC, and Continuing and Professional Education;
(c) The Provost or a designee, serving ex officio;
(d) The Chief Information Officer, serving ex officio;
(e) The Vice Chancellor for University Relations or a designee, serving ex officio;
(f) The Vice Chancellor for Research and Engagement or a designee, serving ex officio;
(g) The Director of Libraries or a designee, serving ex officio;
(h) The Executive Director of Administrative Systems Support or a designee, serving ex officio;
(i) The University Registrar or a designee, serving ex officio;
(j) The Dean of Academic Advising or a designee, serving ex officio;
(k) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting;
(l) Three Graduate Students, appointed by the Graduate Student Senate; and
(m) Three Undergraduate Students, appointed by the Student Government Association.
PROGRAM AND BUDGET COUNCIL

5-13-2 Its membership shall be:

(a) Thirteen Faculty Members or Librarians selected at large;
(b) A Representative from the Commonwealth Honors College Council, appointed by the Chair of the Commonwealth Honors College Council;
(c) The Chairperson of the Academic Matters Council or a designee, serving \textit{ex officio};
(d) The Chairperson of the Campus Physical Planning Council or a designee, serving \textit{ex officio};
(e) The Chairperson of the Research Council or a designee, serving \textit{ex officio};
(f) The Chairperson of the Graduate Council or a designee, serving \textit{ex officio};
(g) The Chairperson of the Council on Public Engagement and Outreach, serving \textit{ex officio};
(h) A Representative of the Massachusetts Society of Professors;
(i) The Provost or a designee, serving \textit{ex officio};
(j) The Associate Provost for Academic and Resource Planning, serving \textit{ex officio};
(k) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving \textit{ex officio};
(l) The Vice Chancellor for Administration and Finance or a designee, serving \textit{ex officio};
(m) The Vice Chancellor for University Advancement or a designee, serving \textit{ex officio};
(n) The Vice Chancellor for Research and Engagement or a designee, serving \textit{ex officio};
(o) The Campus Budget Officer or a designee, serving \textit{ex officio};
(p) Two Deans from the Schools and Colleges of the University selected by the Deans’ Council;
(q) The Secretary of the Faculty Senate or a designee, serving \textit{ex officio}, non-voting;
(r) One Graduate Student; and
(s) Two Undergraduate Students.

PROGRAM AND BUDGET COUNCIL

5-13-2 Its membership shall be:

(a) Thirteen Faculty Members or Librarians selected at large;
(b) A Representative from the Commonwealth Honors College Council, appointed by the Chair of the Commonwealth Honors College Council;
(c) The Chairperson of the Academic Matters Council or a designee, serving \textit{ex officio};
(d) The Chairperson of the Campus Physical Planning Council or a designee, serving \textit{ex officio};
(e) The Chairperson of the Research Council or a designee, serving \textit{ex officio};
(f) The Chairperson of the Graduate Council or a designee, serving \textit{ex officio};
(g) The Chairperson of the Council on Public Engagement and Outreach, serving \textit{ex officio};
(h) A Representative of the Massachusetts Society of Professors;
(i) The Provost or a designee, serving \textit{ex officio};
(j) The Associate Provost for Academic and Resource Planning, serving \textit{ex officio};
(k) The Vice Chancellor for Student Affairs and Campus Life or a designee, serving \textit{ex officio};
(l) The Vice Chancellor for Administration and Finance or a designee, serving \textit{ex officio};
(m) The Vice Chancellor for University Advancement or a designee, serving \textit{ex officio};
(n) The Vice Chancellor for Research and Engagement or a designee, serving \textit{ex officio};
(o) The Campus Budget Officer or a designee, serving \textit{ex officio};
(p) Two Deans from the Schools and Colleges of the University selected by the Deans’ Council;
(q) The Secretary of the Faculty Senate or a designee, serving \textit{ex officio}, non-voting;
(r) One Graduate Student; and
(t) Two Undergraduate Students.
5-14-2 Its membership shall be:

(a) Twenty Graduate Faculty Members, with at least one from each School/College headed by a Dean and one from the Professional Library Staff;
(b) A Representative from the Commonwealth Honors College Council, appointed by the Chair of the Commonwealth Honors College Council;
(c) The Chairperson of the Graduate Council, serving ex officio;
(d) The Provost or a designee, serving ex officio;
(e) The Vice Chancellor for Research and Engagement, serving ex officio;
(f) The Dean of the Graduate School, serving ex officio;
(g) The Director of the Office of Grants and Contracts, serving ex officio;
(h) The Research Compliance Coordinator, serving ex officio;
(i) The Director of Libraries, serving ex officio;
(j) The Secretary of the Faculty Senate or a designee, serving ex officio; non-voting;
(k) The President of the Graduate Student Senate, serving ex officio;
(l) The President of the Student Government Association or a designee, serving ex officio;
(m) Two Graduate Students; and
(n) One Undergraduate Student.

5-14-2 Its membership shall be:

(a) Twenty two Graduate Faculty Members, with at least one from each School/College headed by a Dean and one from the Professional Library Staff;
(b) A Representative from the Commonwealth Honors College Council, appointed by the Chair of the Commonwealth Honors College Council;
(c) The Chairperson of the Graduate Council, serving ex officio;
(d) The Provost or a designee, serving ex officio;
(e) The Vice Chancellor for Research and Engagement, serving ex officio;
(f) The Dean of the Graduate School, serving ex officio;
(g) The Director of the Office of Grants and Contracts, serving ex officio;
(h) The Research Compliance Coordinator, serving ex officio;
(i) The Director of Libraries, serving ex officio;
(j) The Secretary of the Faculty Senate or a designee, serving ex officio; non-voting;
(k) The President of the Graduate Student Senate, serving ex officio;
(l) The President of the Student Government Association or a designee, serving ex officio;
(m) Two Graduate Students; and
(n) One Undergraduate Student.
5-19-2 Its membership shall be:

(a) Ten At-Large Members of the Faculty, with at least one from each College;
(b) One Member from the Professional Library Staff;
(c) The Chairperson of the Rules Committee or a designee, serving ex officio;
(d) The Chairperson of the Academic Matters Council or a designee, serving ex officio;
(e) The Chairperson of the General Education Council or a designee, serving ex officio;
(f) The Chairperson of the Program and Budget Council or a designee, serving ex officio;
(g) The Chairperson of the Research Library Council or a designee, serving ex officio;
(h) The Dean of Commonwealth Honors College or a designee, serving ex officio;
(i) The Associate Provost for Academic and Resource Planning, serving ex officio;
(j) The Associate Provost for Assessment and Educational Effectiveness, serving ex officio;
(k) The Vice Provost for Undergraduate and Continuing Education, serving ex officio;
(l) The Vice Provost for Faculty Development, serving ex officio;
(m) The Five Colleges Executive Director or a designee, serving ex officio;
(n) The Secretary of the Faculty Senate or a designee, serving ex officio, non-voting; and
(o) The Student Trustee or a designee.
Section 21: College Budget Councils

5-21-1 In every school and college headed by a Dean, there shall be a College Budget Council. The Charge to each College Budget Council shall be to:

(a) Participate in an advisory capacity in articulating the core values and strategic priorities of the school or college;
(b) Participate in an advisory capacity in the school or college operating budget process, including the current fiscal year and plans that are developed for future years;
(c) Participate in an advisory capacity in the school or college capital budget process, including the current fiscal year and plans that are developed for future years;
(d) Undertake, at the request of the Dean, at the formal request of any department within the school or college, or on its own initiative, surveys of the costs and benefits of current or proposed programs and policies;
(e) Review the administration of funds within the school or college; and
(d) Prepare, by November 1, and with the assistance of the school or college budget officer, an annual report to the faculty of the school or college summarizing the unit’s actual revenues and expenditures for the previous fiscal year. The annual report should also articulate how the budget aligns with the core values and strategic priorities of the school or college. A copy of each annual report shall be filed with the Office of the Faculty Senate.

5-21-2 Membership shall consist of:

(a) Seven or more faculty members elected from among the departments of the school or college in such a manner that every department is represented by at least one faculty member. The districting and election process in each school or college headed by a Dean shall initially be established by collaboration among the Chair of the School or College Personnel Committee, the Secretary of the Faculty Senate, and the Dean of the School or College, subject to ratification by the Rules Committee and the full Faculty Senate;
(b) The Dean of the School or College, serving ex officio (non-voting);
(c) The Budget Officer of the School or College, serving ex officio (non-voting); and
(d) One Associate Dean of the School or College, appointed by the Dean, serving *ex officio* (non-voting).

5-21-3 The term of service on each College Budget Council shall normally be 3 years. Insofar as possible, in the initial elections, terms of service shall be evenly distributed among 1-year, 2-year, and 3-year terms, in order to achieve continuity of membership over time. If an elected member finds it impossible to serve (due to a research leave, sabbatical, or other reason), an immediate election will be held to fill that position for the remainder of the vacated term.

5-21-4 Elections shall be conducted promptly at the beginning of each academic year by staff in the office of the dean of the school or college. Results of such elections shall be reported to the Office of the Faculty Senate by September 30.

5-21-5 The Chair of each College Budget Council shall be elected for a one-year term at the final meeting of each academic year from among the elected faculty members, for the succeeding year. A member may serve a maximum of 2 years as Chair. The result of this election shall be reported immediately to the Office of the Faculty Senate.

5-21-6 At the discretion of the Chair, each Council may create subcommittees to expedite the orderly and efficient conduct of Council business.

5-21-7 Each School or College Budget Council shall adopt its own Bylaws to assure quality and consistency in its operations over time.

MOVED: That the Faculty Senate approve the Bylaw Changes, as presented in Sen. Doc. No. 15-003.