

UWEX ARTICLES OF FACULTY GOVERNANCE

Article 2

UW-Extension Senate and University Committee

2.01 Senate: membership.

- (1) The Senate shall consist of members of the University Committee plus fifteen senators elected by departments as described in 2.01(2).
- (2) The departments of Labor Education, Educational Communications, and Environmental Sciences shall each be represented by one senator. The departments of Agriculture/Agri-Business, Community Resource Development, Family Development, and Youth Development shall each be represented by three senators. Within these four departments, senate seats are assigned to geographic zones; one senate seat for the combined Central and Southern CE districts, one for the combined Eastern CE district and Southeast urban cluster, and one for the combined Northern and Western CE districts. When possible, senate representation should alternate between districts within each geographic zone.
- (3) If a change in appointment shifts the department or geographic zone of a senator, the seat shall be deemed vacant and the vacancy filled according to 2.10(3).
- (4) Senators who represent departments shall be elected to three-year staggered terms. Members may not succeed themselves after serving one full term. No such senator shall simultaneously serve on the University Committee. Members shall take office on July 1 following their election.
- (5) Each senator elected under subsection (4) shall name an alternate from his/her department and geographic zone. The name of the alternate shall be reported in writing to the Secretary of the Faculty within 15 days after the election of the senator. The alternate shall exercise the functions of the senator whenever the senator shall for any reason be unable to do so.
- (6) The Chancellor or his/her designee is an ex-officio non-voting member of the Faculty Senate.

2.02 Senate: jurisdiction and powers. The senate shall exercise the governance powers vested in the faculty by 36.09(4), Wis. Stats., and shall serve as the faculty organizational structure through which the faculty provide consultation on the matters specified in 36.09(3), Wis. Stats.

"The faculty of each institution, subject to the responsibilities and powers of the board, the president and the chancellor of such institution, shall be vested with responsibility for the immediate governance of such institution and shall actively participate in institutional policy development. As such, the faculty shall have the primary responsibility for academic and educational activities and

faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance."

2.03

Senate: meetings.

- (1) Four regular meetings of the senate shall be scheduled each fiscal year. The calendar shall be established annually by the University Committee.
- (2) The first regular meeting shall normally be held in Madison no later than October 1.
- (3) Special meetings of the senate may be called by the chancellor or the University Committee or upon written petition to the Secretary of the Faculty by 7 members of the senate or 50 members of the voting body.

2.04

Senate: rules.

- (1) Executive committee. The University Committee serves as the executive committee of the senate and acts on behalf of the senate between senate meetings.
- (2) Agenda. The chancellor and the chair of the University Committee, in consultation with the University Committee, shall prepare the agenda for each senate meeting, subject to the right of any voting body member to propose agenda items and in compliance with Wisconsin's Open Meetings Law. Such proposals shall be submitted in writing to the chair of the University Committee with appropriate supporting documents, if any. The chancellor and the University Committee chair shall determine whether proposed items are within senate jurisdiction and in suitable form.
- (3) Items not on agenda. A matter not on the agenda for a senate meeting may not be considered for action at that meeting. However, an item not on the agenda may be discussed relative to placing it on a future agenda or referring it to an ad hoc-committee, and a vote for this purpose may be taken.
- (4) Circulation of agenda. The agenda for a regular meeting of the senate must be circulated to the Senate membership at least five days prior to the meeting. The agenda for a special senate meeting shall be prepared and circulated as far in advance of the meeting as practicable. The public posting location for minutes and agendas will be the UW-Extension World Wide Web site.
- (5) Procedure for faculty legislative petitions. Notwithstanding subsections (2), (3), and (4) above, a written legislative proposal to the senate presented to the University Committee on petition of 20 members of the voting body shall be presented to the senate for action. Likewise, a senator shall present a written legislative proposal if petitioned to do so by 10 of the senator's constituents.
- (6) Presiding officer. The University Committee chair is the presiding officer of the senate.
- (7) Parliamentary procedure. Proceedings shall be governed by Robert's Rules of Order. The Secretary of the Faculty shall be designated as the

parliamentarian for the Faculty Senate. All motions will be decided by a voice vote unless a roll call or show-of-hands vote is requested by a senator or the chair of the senate.

- (8) Attendance at senate meetings.
 - (a) Senators are expected to attend all senate meetings. When a senator cannot attend a meeting, the alternate and Secretary of the Faculty should be informed as early as possible.
 - (b) Anyone present may speak at senate meetings if recognized by the chair or with consent of three-fourths of those present and voting, but only members of the senate or their designated alternates may vote.
- (9) Confidential business. In accordance with laws of the State of Wisconsin, the senate may meet in closed session. Business of a confidential nature as provided for in subchapter IV of chapter 19, Wis. Stats., shall be so indicated on the agenda of the senate meeting, presented to the senate in closed session, and published in the minutes by title or other brief form.
- (10) Minutes. The Secretary of the Faculty prepares draft minutes of all senate meetings and distributes copies to all members of the senate. The draft minutes of each senate meeting shall be considered for approval at the following senate meeting.

2.05 **Senate: apportionment procedure.** The University Committee, in consultation with the voting body, shall review and alternate as necessary the senate apportionment at least once every six years.

2.06 **University Committee: membership.** The University Committee shall consist of seven voting members, one from each department elected by the department. The members will serve staggered three-year terms. Members may not succeed themselves after serving one full term. Members shall take office on July 1 following their election. The immediate past chair, if not serving an elected term on the Committee, shall serve as past chair, and ex-officio, non-voting Committee member.

2.07 **University Committee: jurisdiction and powers.** The University Committee has jurisdiction over all matters of general faculty concern subject to the jurisdiction and powers of the Senate (2.02) and acts on behalf of the Senate between senate meetings. Its responsibilities include, but are not limited to, the following:

- (1) To consult with and make recommendations to the administration on the educational interests and policies of Extension;
- (2) To examine actions affecting Extension which are taken by the Board of Regents, the various faculties and administrations of the System, or other bodies or individuals related to Extension;
- (3) To consult with appropriate administrative officers on budget matters and to consult with the chancellor on administration of all funds, from whatever source, allocated, generated, or intended for use within UW-Extension;

- (4) To initiate and carry out studies and make recommendations to faculty and administration on educational policy. Administration is encouraged to ask the committee for advice. The committee may advise the administration directly or refer requests to the senate for discussion;
- (5) Upon the request of the chancellor, to review the status of interagency agreements and relationships with government, commercial, or other educational agencies, meeting with representatives of such agencies as appropriate. The University Committee may, in consultation with the chancellor, initiate such a review;
- (6) To advise the chancellor on procedures for involving the faculty in decisions on organization or reorganization of interdepartmental or interdisciplinary programs, and on creation of new administrative units or departments involving significant educational programs;
- (7) To advise the chancellor on procedures for involving faculty in the nominating process for appointments to major administrative positions, including nominations to search and screen committees;
- (8) Actions relative to the above items 1 - 7 shall be taken to the Senate for action in so far as timelines permit.
- (9) To serve as the executive committee of the faculty and the senate;
- (10) To prepare the senate agenda;
- (11) To report at least once a year to the senate on its activities;
- (12) To represent Extension, through its chair or a designated representative, on systemwide faculty bodies; and
- (13) To select nominees for election to the Faculty Hearings and Appeals Committee described in UWEX Chapter 2.02.

2.08 University Committee: meetings.

- (1) The University Committee shall establish a schedule of monthly meetings.
- (2) Additional special meetings may be called by the chair or the chancellor, or at the request of any four members of the University Committee.

2.09 University Committee: rules.

- (1) Chair. The University Committee elects its own chair annually at its April meeting. The chair serves from July 1 to June 30.
- (2) Vice chair. The University Committee elects its own vice chair annually at the first meeting after July 1. The vice chair presides in the absence of the chair and acts as alternate to the chair at meetings of systemwide faculty bodies.
- (3) Past Chair. The immediate past chair, if not serving an elected term on the Committee, shall serve as past chair, and ex-officio, non-voting Committee member.
- (4) Secretary. The Secretary of the Faculty acts as secretary to the University Committee.
- (5) Quorum. A quorum shall consist of four members of the committee.

2.10 Election procedures: Senate and University Committee.

- (1) Nominations and election. Each year prior to the final regularly scheduled meeting of the senate, those departments with senators or University Committee members completing terms shall elect replacements. The Secretary will notify each department by March 1 of the need to elect members. The nomination and election procedure shall be at the discretion of each department, either by ballot or at a meeting of the department.
- (2) Notification. Each department shall notify its members and the Secretary of the Faculty of the results of its election within ten days of the close of the balloting.
- (3) Vacancies. If a vacancy in the Senate occurs, the University Committee, in consultation with the respective department chair, shall name a replacement from the department and geographic zone. The replacement shall serve for the balance of the term. If a vacancy on the University Committee occurs, the University Committee, in consultation with the appropriate department chair, shall name a replacement from the respective department. The replacement shall serve for the balance of the term.

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