Seidman College of Business “By-Laws”

(1) **Purpose of Seidman Faculty Senate** — The purpose of the Seidman Faculty Senate is to provide a forum for Seidman faculty and administrators to discuss all issues relevant to the Seidman College of Business. The Dean of the Seidman School will seek the advice and counsel of Seidman faculty regarding all material issues pertaining to the Seidman School.

(2) **Who can attend meetings** — Seidman Faculty, Seidman administrators, and the recording secretary are specifically invited. Other members of the GVSU community are welcome.

(3) **Regular and special meetings** — Generally, there will be a minimum of three regular meetings of the Seidman Faculty Senate during the academic year. At the August/September meeting, these dates will be established for the year. Special meetings may be called by the Seidman Faculty Senate Chair or by the Dean with three weeks notice (if possible).

(4) **Faculty Senate Chair and Agenda Items** — Each academic year, at the last regularly scheduled faculty meeting, a Faculty Senate Chair shall be elected for a one-year term beginning the next academic year. The Chair will also serve as a member of the Dean’s Executive Committee. Approximately 60 days before a regularly scheduled meeting, the Faculty Senate Chair shall request “relevant” agenda items from Seidman faculty and administrators. The meeting agenda should be sent to all Seidman faculty/staff three weeks prior to the scheduled meeting. Supporting materials should be submitted to faculty within five days of the Senate Meeting or the item will be eliminated from the agenda. Items introduced via this method can be raised and discussed but action will not be taken until the following meeting. A “New Business” section will be included with each agenda.

(5) **Rules regarding voting** — Only tenure-track faculty and full-time “visiting” faculty with one-year prior Seidman teaching experience can vote. For voting purposes, the Dean, assuming she/he has faculty status, will be eligible to vote as any other tenure-track faculty member. A meeting must be attended by a majority of eligible faculty to have a quorum. At the meeting, a majority vote of those attending will be sufficient to pass a motion. In the event of a tie vote, the faculty chair shall break the tie vote (assuming the chair has not already voted). No voting by proxy is allowed.

(6) **Rules regarding procedure** — Generally, if at all possible, an informal atmosphere in running Faculty Senate meetings is important. Collegiality and arriving at a “consensus” opinion is strongly encouraged. If necessary, Robert’s Rules of Order will be followed and the Seidman Faculty Senate will elect a parliamentarian beginning in the fall of 2000, to serve a two-year term.
Said parliamentarian will answer any questions regarding procedure.

(7) **Motions that pass** — Each motion that passes shall be assigned an identifying number and be placed on the Seidman Faculty Motion Log. This Motion Log will include a column that will identify the person who will be responsible for action on the motion, a time-line for completion and for reporting back to the Faculty Senate, and a provision for the Motion should be included in the By-Laws. Once an approved Motion needs no further action, it will be entered in the Senate Record.

(8) **Minutes** — The recording secretary shall keep records of all Faculty Senate meetings. Within ten (10) business days, minutes of meetings shall be distributed, if possible.

(9) **Reports** — Where possible, it is expected that annual reports, background material for agenda items, and other information will be distributed to all Seidman faculty and staff five (5) business days before meetings.

(10) **Role of subcommittee(s) and task force(s)** — Any subcommittee or task force established by the Seidman Faculty Senate, shall report back to the Seidman Faculty Senate regularly until the subcommittee or task force is no longer needed. It is requested that subcommittees or task forces established by the Dean consider the advice and council of the Seidman Faculty Senate where appropriate.

(11) **Amendment of Seidman Faculty Senate Rules** — These By-Laws may be amended by a majority vote of the Seidman faculty at any Seidman Faculty Senate meeting where there is a quorum. Notice of the proposed change should be sent to all Seidman faculty three weeks prior to the meeting in accordance with Paragraph (4) above.

(12) **Historical Information** — All historical information of the Seidman Faculty Senate for the period of time of 1973 to the passage of these By-Laws on August 24, 2000, are contained in the minutes and other records of previous meetings and are maintained by the recording secretary. Such information is available for inspection.

Last revised October 6, 2000
Revised to reflect the name change “Seidman College of Business” September, 2009