

LSU Medical Center
FACULTY SENATE CONSTITUTION

Preamble

The faculty of the Louisiana State University Medical Center endeavoring always to promote academic excellence; having a genuine, substantial, and conscientious interest in the Louisiana State University Medical Center; and desiring a more active voice in the affairs thereof, within applicable laws and policies, do hereby effect through this Constitution the Faculty Senate of the Louisiana State University Medical Center, mindful of its responsibilities to the faculty, the students, the Chancellor of the Louisiana State University Medical Center, the President of the LSU System, and the Board of Supervisors of the Louisiana State University and A & M College.

Article I. Name.

Section 1. This organization shall be known as the Faculty Senate of the Louisiana State University Medical Center, hereinafter referred to as the Senate.

Article II. Purpose.

Section 1. To serve as a representative voice of the faculty.

Section 2. To provide a means of communication between the faculty and the Chancellor of the Louisiana State University Medical Center.

A. To provide a means whereby the administration, through the Chancellor of the Louisiana State University Medical Center, may refer matters of common faculty interest to a body representing the faculty.

B. To provide a means whereby the faculty can offer, through the Senate, suggestions or recommendations to the Chancellor of the Louisiana State University Medical Center pertaining to matters of common faculty interest.

Article II. Purpose - continued

Section 3. To accept and share responsibility with administration and students in all efforts to improve the stature and to accomplish the mission of the Louisiana State University Medical Center.

Article III. Jurisdiction.

Section 1. The Senate may hear, consider, and advise the Chancellor of the Louisiana State University Medical Center on any matter of faculty concern.

Section 2. The Senate, upon its request, may be furnished by the Chancellor of the Louisiana State University Medical Center information appropriate to its consideration in such a matter.

Article IV. Membership and Term of Office.

Section 1. Members of the Senate shall be selected by the respective Faculty Organizations by whatever procedure they approve, provided that such procedure yields Delegates who comply with faculty representation as set forth in this Constitution and Bylaws.

Section 2. For purposes of selecting Senators, eligible faculty are those full-time faculty with academic rank of instructor or above as defined by the schools, excluding those administrators, deans, department heads, and any others whose functions are primarily administrative.

Section 3. Membership in the Senate shall be determined by proportional representation, in accordance with the formula provided in the Bylaws.

Section 4. A Senator may be recalled as determined by the respective Faculty Organization by-laws.

Section 5. The term of office of a Senator shall be three academic years, commencing at the first Senate meeting following his/her election.

Article IV. Membership and Term of Office - continued

Section 6. Senators may not be eligible for consecutive terms. [Senators elected to initial one or two year partial terms shall be eligible to succeed themselves at the conclusion of their initial term.] (Amended May, 1998)

Section 7. Approximately one-third of the members of the Senate shall be elected each year. The terms of office shall be staggered.

Section 8. The Senate shall be the sole judge of the qualifications of its members and shall have the power to review any contested election.

Article V. Meetings.

Section 1. The Senate shall meet in regular session no less than bimonthly, August through May.

Section 2. Special meetings of the Senate may be called as stipulated in the Bylaws.

Section 3. Rules governing the conduct of regular and special meetings shall be as stipulated in the Bylaws.

Article VI. Officers.

Section 1. All officers of the Senate shall be elected members of the Senate.

Section 2. Officers of the Senate shall be the President, the President-elect, the Secretary, an elected Faculty Representative, and an Alternate Faculty Representative.

Section 3. The officers of the Senate shall be elected in accordance with the Bylaws.

Section 4. The officers of the Senate shall discharge their duties as stipulated in the Bylaws.

Article VII. Executive Committee.

Section 1. The Executive Committee of the Senate shall consist of the President, President-elect, Secretary, and two members-at-large.

Article VII. Executive Committee - continued

Section 2. The members-at-large shall be elected from the Senate.

Section 3. The duties and responsibilities of the Executive Committee shall be as stipulated in the Bylaws.

Article VIII. Elections.

Section 1. Members of the Senate shall be selected during the first half of April of each year by such means as the respective faculty assemblies vote to approve.

Section 2. Officers of the Senate shall be elected by secret ballot at the May meeting of the Faculty Senate as the first order of business.

Section 3. The Faculty Representative to the LSU System will be elected by the Senate to serve a two-year term. The Alternate Representative shall also serve a two-year term and be elected in alternate years. The Representative and Alternate may be a senator or a non-senator, but should by definition be eligible for election to their respective faculty assemblies. The maximum service period of a Representative and Alternate shall be three consecutive terms. It is encouraged that these offices of the Senate will rotate among the various Schools representing LSUMC.

Article IX. Committees.

Section 1. The standing committees of the Senate shall be:

- A. Professional Rights and Responsibilities Committee
- B. Faculty Welfare Committee
- C. Nominations and Elections Committee
- D. Constitution and Bylaws Committee
- E. Facilities, Safety, and Security Committee

Constitution, Article IX, Committees, continued

Section 2. Standing committees shall:

- A. Formulate and recommend actions and policies for approval by the Senate.
- B. Be available to consult and advise the Chancellor of the Louisiana State University Medical Center.
- C. Study matters assigned to them by the Senate or the Executive Committee, and consider requests of faculty when submitted in writing.
- D. Seek factual information and the opinions of interested parties prior to any final action on a matter, and
- E. Report to the Senate at each regular meeting.

Section 3. The functions of the standing committees of the Senate shall be as stipulated in the Bylaws.

Section 4. Ad Hoc committees of the Senate may be appointed by the President of the Senate.

Article X. Amendments.

Section 1. Any proposal to amend, alter, or repeal the provisions of this Constitution shall be initially supported by a simple majority vote of the Senate.

Section 2. Any such proposal shall be made at least one regular meeting preceding that at which the vote on ratification is taken.

Section 3. Proposed amendments shall require ratification by a two-thirds vote of the total Senate.

Section 4. The procedure for amendments shall be as stipulated in the Bylaws.

Article XI. Interpretation.

Provisions of this Constitution and Bylaws, whenever unclear, ambiguous, or indefinite, shall be subject to interpretation by a simple majority vote of the total Faculty Senate.

BYLAWS

Article I. **Membership.**

Section 1. **Eligibility.** Members of the Senate shall be elected from the General Faculty as defined in Article IV of the Constitution.

Section 2. **Formula for Representation.** The Senate shall consist of a total number of members as determined by the following formula; there shall be:

- A. Two Senators from each of the six Faculty Organizations of the Louisiana State University Medical Center (LSU Medical School at New Orleans, LSU Medical School at Shreveport, LSU School of Nursing, LSU School of Dentistry, LSU School of Allied Health Professions, and the LSUMC Graduate School).
- B. With the exception of the LSUMC Graduate School, one additional Senator from each Faculty Organization of the Louisiana State University Medical Center for every 200 F.T.E.s (or portion thereof) as determined by LSUMC Human Resources Management shall be selected (census date is current Annual Report). These F.T.E.s shall include only full-time faculty holding academic rank of Instructor or above. Members of the faculty of the LSUMC Graduate School are not precluded from selection by the Faculty Organizations of the other five schools as Senators.

Section 3. **Vacancies.** In case of decease, resignation, incapacity, change of status, or irregular attendance of any Senator, the respective Faculty Organization shall be responsible for naming a replacement to serve the term remaining.

Article I. Membership, Section 3. Vacancies - continued

Irregular attendance shall be defined as failure to attend at least one-half of the regular Senate meetings during any one six-month period.

Section 4. Proxy Voting. Any member of the Faculty Senate may designate a member of the full-time faculty from his/her Faculty Organization to serve as his/her alternate at any specific meeting of the Faculty Senate; provided, however, no person may be designated an alternate for more than one, absent elected senator and no elected senator may serve as his/her alternate. To designate an alternate a member of the Senate shall execute a proxy form specifying the name of the alternate, the meeting for which the alternate shall represent the absent senator, and certifying that the named alternate is a full-time member of the Faculty Organization. The executed alternate form may be presented to the Secretary prior to roll call or mailed to the Secretary at his/her faculty box at least one week prior to a scheduled meeting.

Section 5. Meetings. Meetings can take place by conference call or by video conference. The President may select a location for in-person meetings of the full Senate, but such meetings shall be limited to no more than two in any academic year, including special ad-hoc meetings. More than two in-person meetings can be held, but only if approved in writing by all Senators from schools whose campus is not the one selected for such a meeting.

Article II. **Officers.**

Section 1. Duties of Officers.

1. The President shall

- A. Preside at meetings of the Executive Committee,
- B. Select the place of meeting of the Senate and notify Senators of any change in regularly designated times and places,
- C. Preside at meetings of the Senate,
- D. Appoint the members to the standing committees of the Senate
- E. Assign each new proposal and/or matter to the appropriate committee of the Senate,
- F. Be a voting member of the Senate,
- G. Inform any constituency when it is necessary for it to fill a vacancy in its representation in the Senate,
- H. State clearly each issue being voted on before the vote is taken and announce to the Senate the results of the vote,
- I. Appoint a member of the Senate to keep records of any meeting from which the Secretary is absent,
- J. Appoint ad hoc committees of the Senate subject to the approval of the Executive Committee,
- K. Transmit to the Chancellor of the Louisiana State University Medical Center all recommendations approved by the Senate,
- L. Serve as a non-voting member of the Executive Committee for one year following the expiration of his/her term of office.

Article II. Officers, Section 1, Duties of Officers, 1. President - continued

- M. Serve or appoint one or two designates to represent the Senate on the Association of Louisiana Faculty Senates.
 - N. Serve or appoint a designate to represent the senate at the Conference of La. Colleges and Universities.
2. The President-elect shall:
- A. Serve as a member of the Executive Committee,
 - B. Assume, in the absence of the President, the duties of the President,
and
 - C. Become the President should the position become vacant.
 - D. Assume the office of President at the conclusion of the term of the current President.
3. The Secretary shall
- A. Serve as a member of the Executive Committee,
 - B. Keep clear and accurate records of the transactions of the Senate,
 - C. Be responsible for reproducing and distributing minutes of each meeting of the Senate to the General Faculty within one week after each meeting,
 - D. Deposit a duplicate of these records and other papers of the Senate in the University Medical Center Library within one month after each meeting, [medical library in Shreveport, medical and dental libraries in New Orleans]

Article II. Officers, Section 1, Duties of Officers, 3. Secretary - continued

- E. Keep an up-to-date compilation of all Senate Resolutions and the Chancellor's responses to these resolutions,
 - F. Preside, in the absence of the President and President-elect, at meetings of the Senate long enough to allow for the election of a temporary chairperson for that meeting,
 - G. Carry on any necessary correspondence of the Senate,
 - H. Tabulate and record the results of all votes of the Senate,
 - I. Keep a current list of the members of the Senate,
 - J. Record the names of the members present at each meeting of the Senate and inform the President when excessive absences occur,
 - K. Provide an agenda for the Senate meetings one week ahead of the meeting
 - L. Keep clear and concise minutes of the meetings of the Executive Committee.
4. The Faculty Representative or the Alternate Representative shall:
- A. Report to the Senate on issues being considered by the Board of Supervisors particularly those that will have an effect on LSUMC.
 - B. Serve as the faculty's representative to the LSU System Council of Faculty Advisors.
 - C. Provide this information in summary form so that it can be disseminated to the presiding officers of each Faculty Assembly of the Medical Center.

Bylaws, Article II. Officers - continued

Section 2. **Term of Office.** The term of office for each officer [with the exception of the Faculty Representative and Alternate]* shall be for one twelve (12) month period, running from June 1, (beginning of summer term following the April election) through May 31. *[proposed revision 5/99]

Section 3. **Succession.** No office can be filled by a person representing the same Faculty Organization for consecutive terms [with the exception of the Faculty Representative and Alternate]*. *[proposed revision 5/99]

Article III. **Executive Committee.**

Section 1. **Meetings.** The Executive Committee shall confer prior to each regular meeting of the Senate and prepare an agenda for that meeting.

Section 2. **Duties.** The Executive Committee shall

- A. Make certain that any proposal submitted by a Senator shall be considered by the Senate,
- B. Distribute an agenda to all Senators at least five days prior to all regular meetings of the Senate, and
- C. Prepare a yearly calendar of meetings of the Senate, stipulating the deadlines for submitting proposals to be included in the agendas.

Article IV. **Elections.**

Section 1. **Election of Officers.** The Nominations and Elections Committee shall at the May meeting of the Senate, submit at least one name for each office of the Senate except for the office of president, and, after other nominations have been called for from the floor, the vote shall be taken in accordance with Article VIII Section 2 of the Constitution.

Article V. **Committees.**

Section 1. **Formation.** In accordance with Article II Section 1 Subparagraphs D and J of the Bylaws, the President of the Senate shall appoint members to all standing and ad hoc committees of the Senate. A Senator shall not be a member of more than one standing committee of the Senate. Each standing and ad hoc committee of the Senate shall have the authority to appoint non-Senate members of the General Faculty to serve on its committee and each standing committee and ad hoc committee of the Senate shall elect its own chairperson from among the Senate members of the committee.

Section 2. **Standing Committees of the Senate.**

A. **The Professional Rights and Responsibilities Committee** of the Senate shall consider, make recommendations on, and report to the Senate on matters pertaining to academic freedom, academic fairness, and professional ethics in any area appropriate to its purview.

Bylaws, Article V Committees, Section 2 Standing Committees - continued

- B. The Faculty Welfare Committee** of the Senate shall consider, make recommendations on, and report to the Senate on matters pertaining to faculty welfare, benefits, and programs in any area appropriate to its purview.
- C. The Nominations and Elections Committee** of the Senate shall be composed of a senior member of the Senate from each Faculty Organization who are not candidates for reelection and shall propose a slate of officers for election for the upcoming year.
- D. The Constitution, Bylaws, and Resolutions Committee** of the Senate shall consider and recommend to the Senate resolutions concerning matters of general interest. It shall further consider, make recommendations on, and report to the Senate on matters pertaining to the amendment of the Constitution and Bylaws.
- E. The Facilities, Safety, and Security Committee** shall consider, make recommendations on, and report to the Senate on matters pertaining to the physical plant and safety and security of the University Medical Center Community in any area appropriate to its purview.

Article VI. Meetings.

Section 1. Regular Meetings. The first regular meeting of the Senate shall be held in August. Other regular meetings shall be held pursuant to Article III. Section 2, Subparagraph B.

Bylaws, Article VI Meetings - continued

Section 2. **Special Meetings.** Special meetings of the Senate may be called by the Secretary at the request of the President of the Senate or upon the written request of 25% of the Senators.

Section 3. **Quorum.** A simple majority of Senators, including at least one representative from each Faculty Organization shall be required to conduct business at any meeting of the Senate.

Section 4. **Minutes.** A complete and permanent set of minutes of each meeting shall be kept by the Secretary.

Section 5. **Guests.** Meetings of the Senate shall be open. The Senate may choose to go into executive session by a majority vote of the members present for a specific purpose allowed by law. A member of the General Faculty may be allowed to address the Senate for a specific purpose for no more than ten minutes at the request of a Senator. The Chancellor of the University Medical Center, or his designated representative, or any person not a member of the General Faculty may address the Senate subject to the approval of a majority of those present.

Section 6. **Conduct of Meetings.** The conduct of Senate business shall be in accordance with Roberts' Rules of Order (Revised).

Section 7. **Order of Business.** The order of business at Senate meetings shall be as follows:

- A. Call to Order
- B. Roll Call

Bylaws, Article VI Meetings, Section 7 Order of Business - continued

C. Approval of Minutes

D. Reports of Committees of the Senate

[E. Reports of the Faculty Representative and/or Alternate]* *proposed
addition 5/99

E. Unfinished Business

F. New Business

G. Announcements

H. Adjournment

Section 8. Procedures on Proposals other than Amendments. The following procedures shall be used for all proposals to the Senate:

- A. Proposals for consideration by the Senate must be submitted in writing to the Executive Committee at least two weeks before the next scheduled meeting of the Senate. This provision may be waived only if the Executive Committee interprets a proposal to be an emergency.
- B. Each new proposal shall be read to the Senate during the portion of the meeting devoted to new business.
- C. After each proposal is read, the Senate shall consider the question of sending the proposal to a standing committee of the Senate. Debate on the question shall be limited to five minutes for proponents and five minutes for opponents.
- D. If a majority of the Senate present approve, the President shall assign the proposal to the appropriate committee of the Senate. If less than a majority of the Senators present approve, the proposal shall be dropped.

*Article VI. Meetings, Section 8 Procedures on Proposals Other Than Amendments -
continued*

- E. At the next meeting of the Senate, the appropriate committee of the Senate shall make a full report of its studies on the proposal and state any alterations or objections that it feels advisable to make.
- F. After the appropriate committee of the Senate has completed its report, the Senate shall debate the question of adopting the proposed recommendation. Amendments may be submitted from the floor.
- G. The failure of a committee of the Senate to make a report at its appointed time shall not preclude the right of the Senate at that time to move, debate, adopt, or reject the proposed recommendation or a variation of it.
- H. A proposed recommendation shall not be adopted as a recommendation of the Senate unless it receives the vote of a majority of the Senators present.
- I. A minority report may be filed by a Senator(s) who does not vote with the majority.
- J. If the Executive Committee interprets a proposal to be an emergency, the proposal need not be referred to committee, and a recommendation may be introduced, drafted, and adopted during the same meeting at which it was proposed.
- K. The Chancellor, at his discretion, may submit items to the Senate for discussion.

Article VI. Meetings - continued

Section 9. Voting Procedures. Voting shall be by show of hands or without objection at all in-person meetings. For conference call meetings the vote shall be verbal. A roll call vote is required when requested by any Senator. A secret ballot requires a majority vote of the Senate.

Article VII. Amendments.

Section 1. Amendments to this Constitution or its Bylaws shall be made at regular meetings of the Senate.

Section 2. The following procedure shall be used for any proposed amendment to the Constitution:

- A. To propose an amendment, a Senator must notify the Secretary of his/her intentions in writing at least three weeks prior to the next regular meeting. A copy of the proposal shall be included in the call for the next regular meeting and a copy shall be sent to each Faculty Organization at least ten days prior to the next meeting.
- B. At the next regular meeting, the President of the Senate shall read the proposal and call for preliminary debate which shall be limited to five minutes for proponents and five minutes for opponents.
- C. For the proposal to be admitted for further consideration after preliminary debate it must be supported by a simple majority of the Senators present or by a petition in favor of the proposal furnished by the proposer,

Bylaws, Article VII Amendments, Section 2 Procedures for Amendments, Part C -

continued

pursuant to Article X, Section I of the Constitution. Without either type of support, the proposal shall die for lack of support.

D. Upon a proposal's being admitted for further consideration, the President of the Senate shall refer the proposal to the Constitution, Bylaws, and Resolutions Committee of the Senate for study.

E. At the next meeting of the Senate, the Committee shall make a full report of its studies on the proposal and state any alterations or objections that it feels advisable to make.

F. After the Committee has completed its report, the Senate shall debate the question of adopting the proposal. Amendments to the proposal may be submitted from the floor.

G. The failure of the Committee to make its report at the appointed time shall not preclude the right of the Senate at that time to move, debate, adopt, or reject the proposal or a variation of it.

H. After debate, the proposal shall require a two-thirds vote of the total membership.

I. Upon ratification, the amendment shall be submitted to the Chancellor for final approval.

Section 3. A proposed amendment to the Bylaws must receive an absolute majority vote of the Senate.

APPENDIX A

LSU Medical Center

FACULTY SENATE

PROXY FORM : APPOINTMENT OF PROXY SENATOR

I hereby designate and appoint to serve as my alternate and proxy at a meeting of the Faculty Senate of the Louisiana State University Medical Center to be held on _____, 19____, or any adjournment thereof.

(Print name of the designated proxy / alternate)

I certify that the named alternate is a full-time member of the faculty of the Faculty Organization I represent.

Date: _____

School/Faculty Organization: _____

(Signature of Senator granting proxy)

(Print name of Senator granting proxy)