[Policy Manual](http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual)  /  [Academic Affairs](http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs)  /  [Governance](http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/Governance)  /  Development Review Revision and Archiving of University Policy

**Bylaws Revision Name:** University Senate Bylaws Revision (Officer Vacancies)

**Bylaws Revision:** The proposed bylaws revisions regarding replacement of officer vacancies are highlighted below.

II.Section4.A. *Presiding Officer and Presiding Officer Elect*. The University Senate shall have a Presiding Officer, who presides at all meetings of the University Senate, and a Presiding Officer Elect, who shall assume the position of Presiding Officer the following year. Only elected faculty senators are eligible to serve as Presiding Officer or Presiding Officer Elect. The election of the Presiding Officer Elect shall proceed as follows. At the spring organizational meeting of the University Senate, the outgoing Subcommittee on Nominations shall nominate one elected faculty senator from the incoming University Senate. The Presiding Officer at the spring organizational meeting shall then call for other nominations from the floor. Should this result in more than one nominee for Presiding Officer Elect, all members of the incoming University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Presiding Officer Elect. The terms of service for the Presiding Officer and Presiding Officer Elect shall begin with the adjournment of this spring organizational meeting, and shall end when a successor assumes office. Should a vacancy in the Presiding Officer Elect position occur between spring organizational meetings of the University Senate, a replacement Presiding Officer Elect, who is an elected faculty senator from the current University Senate, shall be nominated by the current Subcommittee on Nominations. The Presiding Officer at the next meeting of University Senate shall then call for other nominations from the floor. Should this result in more than one nominee for Presiding Officer Elect, all members of the current University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Presiding Officer Elect. The term of service for the replacement Presiding Officer Elect shall begin at the conclusion of the University Senate meeting and shall end when a successor assumes office.

II.Section4.B. *Secretary*. The University Senate shall elect a Secretary at its spring organizational meeting who shall be responsible for keeping minutes at all meetings of the University Senate. Only elected faculty senators are eligible to serve as Secretary. The election of the Secretary of the University Senate shall proceed as follows. At the spring organizational meeting of the University Senate, the outgoing Subcommittee on Nominations shall nominate one elected faculty senator from the incoming University Senate. The Presiding Officer at the spring organizational meeting shall then call for other nominations from the floor. Should this result in more than one nominee for Secretary, all members of the incoming University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Secretary. The term of service of the Secretary shall begin at the call to order of the first meeting of the University Senate following the spring organizational meeting at which the Secretary is elected, and shall end when a successor assumes office. Should a vacancy in the Secretary position occur between spring organizational meetings of the University Senate, a replacement Secretary, who is an elected faculty senator from the current University Senate, shall be nominated by the current Subcommittee on Nominations. The Presiding Officer at the next meeting of University Senate shall then call for other nominations from the floor. Should this result in more than one nominee for Secretary, all members of the current University Senate shall vote by secret ballot. The nominee receiving the most votes shall be the Secretary. The term of service for the replacement Secretary shall begin at the conclusion of the University Senate meeting and shall end when a successor assumes office.

**Definitions:** No definitions are needed.

**Keywords:** Bylaws; Vacancy

**Reason for the Revision:** According to *Robert’s Rules of Order New Revised 11th Edition*, “It is also customary to provide in the bylaws for some method to fill a vacancy in the office of president-elect, should one occur between elections” (457).

**Proposed Outcome:** The bylaws will provide a method to fill the role of Presiding Office Elect and Secretary should a vacancy necessitate replacement.

**Applicability of the Revision:** The bylaws revision applies to vacancies of University Senate leadership roles.

**Related Bylaws:** The replacement policy for Presiding Officer Elect and Secretary apply the spring organizational meeting process of electing leadership positions to regular meetings of University Senate within the regular term.

**Procedures:** The Subcommittee on Nominations and Presiding Officer will follow the nomination procedure for Presiding Officer Elect and Secretary outlined in the policy.

**Non-Compliance:**

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies and may result in prosecution in accordance with state and federal law.

Creation Date: Month, Year for new policies

Revision Date: March, 2024

Last Reviewed Date: March, 2024

Next Review Date: March, 2026

Responsible Department: University Senate

Cabinet Approval Date:

Effective Date: