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## ABSTRACT

These By-Laws, drafted by the faculty of Franklin and Marshall College, establishes a College Senate that will be responsible for "(1) the consideration and disposition of matters affecting the welfare of the College, and (2) preserving and advancing the well-being of the College as a whole." The Senate will consist of 20 members: 12 regular and three at-large faculty members who will serve three-year terms; three student representatives who will serve one-year terms; and the President and Dean of the College, who will serve as long as they hold those offices. The By-Laws present a detailed explanation of how faculty and student members would be nominated and elected. The Senate, which would be empowered to discuss, examine, and establish policies related to the academic life of the College, is granted the powers and prerogatives that reside in the faculty as a whole with the exception of elective powers and the final right of review and referendum. It would meet once a month, at least, with a quorum of 14 members required for the conduct of business. These meetings will be open to members of the college community, but the Senate has the power to hold closed meetings. Senate decisions are to be regularly reported in writing to the faculty and also made known to the rest of the college community. Questions, proposals, or comments concerning the general welfare of the college may also be made during meetings of the full faculty, which are to be held at least once a semester. (WM)

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FRANKLIN AND MARSHALL COLLEGE  
Lancaster, Pennsylvania

As revised  
11/26/69

THE COLLEGE SENATE

By-Laws

Preamble: In order to permit more efficient and effective participation in the governance of the institution, the faculty of Franklin and Marshall College hereby establishes a Senate in accordance with the following plan and charges the Senate with the responsibility of: (1) the consideration and disposition of matters affecting the welfare of the College, and (2) preserving and advancing the well-being of the College as a whole.

1. Size: The Senate shall consist of 20 members: fifteen members to be elected by the faculty as prescribed below, plus the President and the Dean of the College, and three student representatives to be elected by the student body as prescribed below.
2. Basis of Representation: The elected faculty members of the Senate shall consist of three members from each of the three divisions now recognized in the faculty handbook, and six selected at large. The student members shall be elected from full-time members of the Freshman, Sophomore, and Junior classes by the members of said classes to serve in the succeeding year.
3. Tenure: (a) The terms of the President and the Dean shall continue so long as they occupy those offices. (b) A faculty senator's term shall be for three years, except in the case of some initial members. No faculty senator shall succeed himself. (c) A student senator's term shall be for one year. He may choose to run again and may succeed himself. A member of the Senate who, for any reason, cannot perform his duties for a period of as long as a semester, must resign, and the remainder of his term will be completed by an elected replacement.
4. Method of Nomination for Faculty Members of the Senate:
  - a. Initial Election: For the initial election, nominees, from the Faculty, shall be selected by the Committee on Professional Standards. Further nominations may be made as described in 4d below. In the case of all nominations, the consent of the nominee must be secured prior to formal nomination.
  - b. Method of Nomination After Initial Election for Faculty Members of the Senate: After the initial election, nominations for regular elections shall be made by a committee of those members of the Senate who are serving their last year in office and are, therefore, unable to seek re-election. Further nominations may be made as described in 4d below.
  - c. Presentation of Slates: For the first and following elections, the nominating committee shall present to the faculty at least one week prior to the election a written slate for each of the three divisions of the College as presently defined in the faculty handbook. For the initial election the slate shall contain at least seven names for each division. Thereafter for each regular election, a slate shall contain at least three names for each division.
  - d. Other Nominations: For all elections, a faculty member with one seconder (neither being a first-year instructor) may make a nomination in writing to the nominating committee. All such nominations must be made at least three days before election. The nominating committee shall present all such additional nominations to the faculty at least two days before the election.

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e. Nominations for Unexpired Terms: When a vacancy is created on the Senate prior to the expiration of a term, nominations to fill that vacancy shall be made in accordance with the procedures for regular nominations as described above.

f. Eligibility: Any full-time member of the faculty other than a first year instructor is eligible to be nominated for office.

5. Method of Nomination for Student Members of the Senate: Nominations for student members shall be made by petitions presented to the Secretary of the Senate (for the initial election the nominations will be presented to the Secretary of the Faculty) at least two weeks before the date of the election and signed by at least 10% of the appropriate class.

6. Method of Election for Faculty Members of the Senate:

a. Initial Election: For the initial election, nine members will be elected by the full faculty in the following manner. First, ballots will be cast by faculty members for three candidates from each divisional slate. Thereafter, those nominees who failed to be elected in the divisional elections will comprise an at large list. When all fifteen have been elected they shall draw straws to decide which from each category shall serve one, two, and three years respectively.

b. Regular Elections: In following regular elections, five members will be elected each year, one from each division and two at large. The manner will follow the pattern of the first election. One person from each division will be elected first and the runnerup will then be placed into an at large pool.

c. Time of Elections: Regular elections shall be held three weeks before the end of classes in the spring semester of each year.

d. Eligibility: Any full-time member of the faculty other than a first year instructor may vote in Senate elections.

e. Balloting: Regular elections and elections to fill unexpired terms shall be by mail ballot and shall be administered by the Office of the Dean. Ballots must be returned to the Office of the Dean within 72 hours after the date of the election in order to be valid. Immediately after the divisional members are elected, mail ballots listing the candidates for at large members will be distributed by the Office of the Dean. These ballots also must be returned to the Office of the Dean within 72 hours in order to be valid.

f. Term of Office: Terms of office shall begin and end on July 1.

7. Method of Election for Student Members: Elections shall be held not more than four nor less than three weeks before the last day of classes in the Spring semester. They shall be conducted by such group or individuals as the Senate may provide. In the event that in one or more classes no student receives a majority of the votes cast, a runoff shall be held not more than two nor less than one week later between the top two contenders. In both the original and runoff elections all full-time members of the Freshman, Sophomore and Junior classes may vote by secret ballot for one representative from the slate for their class. The Senate shall be responsible for interpretation of the election regulations in case of dispute. In the event that the total votes cast in the

original election for the Freshman, Sophomore or Junior slates comprise less than 50% of the members of the respective class, that position shall be declared vacant until the next general election.

8. Powers of Senate: The Senate shall possess at least those powers and prerogatives which now reside in the faculty as a whole, with exceptions noted below in sections 10 and 11. It shall be empowered to discuss, examine, and establish policies related to the academic life of Franklin and Marshall College. It shall be empowered to continue, to abolish, or to redefine the powers of any of the present committees or substructures which may include non-Senate members as it sees fit, subject to the provisions in sections 10 and 11 below.
9. Meeting of the Senate: The Senate shall meet at least once a month. Though its meetings will usually be open to members of the College Community, the Senate shall have the power to hold closed meetings. Other meetings may be called at the request of the President, or the Dean, or any three members of the Senate. Each year the Senate shall elect a presiding officer and a secretary from the elected representatives. A quorum of 14 members is required to conduct business.

Agendas of all open Senate meetings together with all supporting documents for the items on the agenda, shall be distributed to members of the Senate at least seven days prior to the meeting of the Senate. The Senate will take action, except in extraordinary circumstances (to be determined by the Senate) only on items on the agenda. The agenda for any Senate meeting shall be available to the College Community at the time of its distribution to members of the Senate. Members of the College Community who wish to have an item placed on the agenda of the Senate shall submit the item in writing to the Secretary of the Senate.

Members of the College Community who wish to be heard by the Senate on a matter on the agenda shall submit to the Secretary of the Senate at least twenty-four hours before the scheduled meeting a written request to be heard. The Senate shall regularly report its decisions in writing to the Faculty, and such decisions shall be made known to the College Community.

Student Petitions: While one of the functions of the student representatives will ordinarily be to determine whether a student petition should be considered by the Senate, all petitions directed to the Senate and signed by 10% or more of the student body will automatically be subject to consideration by the Senate and the point of view presented in the petition may be represented by up to three students associated with its formulation during consideration of the issues raised by the petition.

10. Elective Powers of the Faculty: The Faculty shall elect the faculty members of the Senate, the Committee on Professional Standards, the Judicial Committee, and the Secretary of the Faculty.
11. Other Faculty Powers: The final right of review and referendum resides in the full faculty. Matters considered by the Senate may be reviewed by, overruled by, or otherwise considered by the faculty in one of two ways: (1) through submission to the faculty for its consideration by a majority vote of the Senate, or (2) through a petition for a full faculty meeting signed by at least fifteen percent of the faculty. This petition shall explicitly state the matter(s) to be the subject of the petitioned meeting. It shall be sent to the President, or an appropriate authority, who shall then call the meeting.

12. General Faculty Meetings: There shall be at least one meeting of the full faculty per semester at which officials of the College shall make their reports, and at which questions, proposals or comments concerning the general welfare of the College may be made.