

# Constitution for the Faculty Senate of the University of Louisiana

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## **ARTICLE I. NAME AND PURPOSE**

The name of this body shall be the Faculty Senate of the University of Louisiana at Lafayette. As the only authorized, representative body of the faculty under the administration of the University of Louisiana Lafayette, this Faculty Senate is constituted to promote and implement, consistent with the purposes of the University, maximum participation of the faculty in university governance. In this capacity, the Faculty Senate will assist the administration in such matters of particular faculty concern as academic standards, student affairs, faculty welfare, selection of university-wide administrators, and membership of specified university committees. The Faculty Senate will advise the administration in the formulation and execution of policy with respect to the broadly defined goals, priorities, and financial needs of the University. The Faculty Senate will also communicate faculty interests to the public and public officials as deemed appropriate in furthering the purpose of the organization.

## **ARTICLE II. MEMBERSHIP**

### **Section 1. Faculty Units**

For the purposes of the Faculty Senate, the faculty units of the University are taken to be the College of Arts, the B.I. Moody III College of Business Administration, the College of Education, the College of Engineering, the College of Liberal Arts, the Edith Garland Dupre

Library, the College of Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences.

## Section 2. Members

1. Permanent Members.
  1. All faculty members with the rank of professor **not serving in an administrative capacity above the level of department chair or the equivalent** shall be permanent members. Appointment or promotion to the rank of professor confers permanent membership in the Faculty Senate. Permanent members shall be polled prior to the first meeting of each academic year to determine if they wish to be active members (one who states the intention to attend at least one-half of the regularly scheduled Senate meetings) during the year.
  - ~~2. The Dean of the College of General Studies shall be a voting member of the Faculty Senate.~~
2. Elective Members.
  1. Elective members of the Faculty Senate must be associate professors, assistant professors, instructors or adjunct faculty of the general faculty **not serving in an administrative capacity above the level of department chair or the equivalent** who have completed no less than one academic year of full-time employment at the University at the time of taking office.
  2. Associate professors shall be elected in the proportion of one member per five associate professors or fraction thereof in each faculty unit of the University. Associate professor Senate members shall be elected for three-year terms and shall take office at the first meeting following election.
  3. Assistant professors and instructors shall be elected in the proportion of one member per ten assistant professors and instructors or fraction thereof in each faculty unit of the University. Such members shall be elected for two-year terms and shall take office at the first meeting following election.
  4. One adjunct faculty member shall be elected from each faculty unit of the University to serve a one-year term.

## Section 3. Election of Members.

1. Elections shall be held at least two weeks prior to the first Senate meeting of each academic year. In an election to choose elective Senate members, the following persons shall be eligible to vote:
  1. Full-time associate professors, who shall choose representatives of the associate professor rank from the faculty of their respective faculty units.
  2. Full-time assistant professors and instructors, who shall choose representatives of these ranks from among the faculty of their respective faculty units.
  3. Adjunct faculty who shall choose representatives of these ranks from among the adjunct faculty of their respective unit.
2. Prior to the elections each faculty member eligible for elective membership shall be polled to determine if he or she is willing to serve in the Senate as an active member (one who states the intention of attending at least one-half of the regularly scheduled Senate

meetings). Only the names of those who indicate such willingness shall appear on the election ballot.

3. The Senate Secretary shall notify each faculty unit of the number of vacancies to be filled by election. Each faculty unit shall fill its vacancies through election by secret preferential ballot. Three types of ballots are required — one for associate professor elections one for assistant professor and instructor elections, and one for adjunct faculty.
4. All academic departments shall have the right to ask for Senate representation. Following the annual Senate elections, departments without either elective representation or active participation by a full professor from the department may petition the ~~Executive Officer~~ **President of the Faculty Senate** for representation. If a department is not represented, the ~~Executive Officer~~ **President of the Faculty Senate** shall have the authority to appoint a representative from the eligible elective ranks of the department making the petition. The term of appointment shall be for one (1) year. In no case shall the ~~Executive Officer~~ **President of the Faculty Senate** appoint more than one such representative per department. These appointments shall supersede the representation formula in Article II. The appointments shall conform to the membership eligibility requirements as set forth in Article II.
5. The Secretary of the Senate, with the aid of the deans of the faculty units, shall be responsible for ascertaining that the representation called for in this article is maintained.
6. Election irregularities or challenges within a faculty unit shall be referred to the Faculty Senate for arbitration. Election irregularities or challenges for ~~Executive Officer~~ **President of the Faculty Senate** or Secretary shall be referred to the full Senate.

#### **Section 4. Vacancies**

The ~~Executive Officer~~ **President of the Faculty Senate** of the Senate shall fill the unexpired term of an elective Senator by appointment of a faculty member of the faculty unit in which the vacancy occurs.

### **ARTICLE III. OFFICERS**

#### **Section 1. ~~President~~ President of the Faculty Senate**

The ~~President of the Faculty Senate shall be the President of the University of Louisiana Lafayette, who shall preside at all meetings of the Faculty Senate except when delegating that authority to the Executive Officer.~~

#### **~~Section 2. Executive Officer~~**

The ~~Executive Officer shall preside at meetings in the absence of the President or when delegated the presiding authority by the President.~~ **The President of the Faculty Senate or an appointed representative shall preside at all meetings of the Faculty Senate.** Between meetings of the Senate, the ~~Executive Officer~~ **President of the Faculty Senate** shall serve the Senate as its chief administrative officer. The ~~Executive Officer~~ **President of the Faculty Senate** or an appointed representative shall enter into whatever negotiations or take whatever

action is possible to implement the resolutions of the Senate and shall report the outcome of these activities to the Senate. The ~~Executive Officer~~ **President of the Faculty Senate** or a senator designated by the ~~Executive Officer~~ **President of the Faculty Senate** will serve as official representative of the University of Louisiana at Lafayette Faculty Senate to the Association of Louisiana Faculty Senates. The ~~Executive Officer~~ **President of the Faculty Senate** shall appoint a Senate Webmaster whose selection shall be ratified by the Senate.

## **Section 3 2. Secretary**

The Secretary shall keep all records, reports, and minutes of the meetings. One week prior to each meeting, the Secretary shall distribute to each member the minutes of the previous meeting and the new agenda. The Secretary shall also distribute the minutes of each meeting to each Department Head, and, upon written request, to any other faculty members or officer of the administration and ensure that the minutes are on the Faculty Senate Website. The Secretary will keep the constitution and update it as directed by the Senate.

## **Section 4-3. Election of Officers**

1. The ~~Executive Officer~~ **President of the Faculty Senate** shall be elected for a two-year term by the entire membership of the Faculty Senate from among members who hold an academic rank above that of assistant professor. If the elected ~~Executive Officer's~~ **President of the Faculty Senate's** term in the Senate should expire during the ~~Executive Officer's~~ **President of the Faculty Senate's** term of office, membership in the Senate shall be extended to coincide with the term of office without abrogating the right of the ~~Executive Officer's~~ **President of the Faculty Senate's** faculty unit to reelect the ~~Executive Officer~~ **President of the Faculty Senate** to Senate membership or to elect a replacement.
2. The Secretary shall be elected for a two-year term by the entire membership of the Senate. If the Secretary's membership in the Senate should expire during the Secretary's term of office, membership in the Senate shall be extended to coincide with the term of office without abrogating the right of the Secretary's faculty unit to reelect the Secretary to Senate membership or to elect a replacement.
3. At the January meeting of the Senate in each odd-numbered year, a nominating committee of five members shall be elected. It shall be the duty of this committee to prepare a slate of at least two candidates from different faculty units for the position of ~~Executive Officer~~ **President of the Faculty Senate** and at least two candidates from different faculty units for the position of Secretary. The slate shall be presented to the Senate at the March meeting after other nominations have been called for from the floor. The vote shall be taken at the April meeting, and, after other nominations have been called for from the floor, by secret ballot. The Nominating Committee shall prepare the slate of candidates for the March meeting and ballots at the April meeting. The newly elected officers shall assume their duties immediately after the adjournment of the April meeting.

## **Section 5. 4. Vacancies**

Special Electoral Committee to elect an eligible member of the Senate to fill the unexpired term of the ~~Executive Officer~~ **President of the Faculty Senate** or Secretary shall be composed of the chairpersons of the permanent Senate committees. Upon notification of a vacancy in the office of ~~Executive Officer~~ **President of the Faculty Senate** or Secretary, the chairperson of the Committee on Committees shall forthwith convene the Special Electoral Committee and shall preside.

## **ARTICLE IV. SENATE COMMITTEES**

### **Section 1. Committees**

The following shall be the permanent committees of the Senate: the Committee on Committees, the Ways and Means Committee, the Academic Planning and Development Committee, the Governmental Concerns Committee, the Faculty Senate-Faculty Advisory Council Committee, and the Faculty Senate Executive Committee.

1. Special committees are temporary committees to serve the Senate in matters of a special nature or in any other way desired by the Senate for information or action. Such committees and their chairpersons shall be appointed by the ~~Executive Officer~~ **President of the Faculty Senate** to ensure representation from each faculty unit where appropriate. These special committees shall be dissolved immediately upon completion of their charge.

### **Section 2. Committee on Committees**

1. In the event of a vacancy on a permanent Senate committee, the Committee on Committees shall present to the Senators of the unrepresented faculty unit at least two candidates from the respective unit for election to the committee. The Committee on Committees shall prepare slates of nominees for membership on certain University committees as specified in Article V of this constitution and for membership on other University committees as requested by the **President of the University**.
2. The Committee on Committees shall consist of one permanent member of the Senate from each faculty unit and three additional members from the elective members of the Senate. Permanent members shall be elected by the permanent members of the respective faculty units and shall serve three-year staggered terms. Elective members shall be elected by the elective members of the Senate and shall serve one-year terms. No member of the Committee on Committees may serve on another permanent committee of the Senate.
3. C. The chairperson shall be elected by the Committee from among those permanent members who have served on the committee at least one year.

### **Section 3. Ways and Means Committee**

1. The Ways and Means Committee of the Senate shall serve the Senate as liaison committee to University committees. Its function is that of mediator in differences of

opinion in policy between the Senate and the University committees. It shall present to the Senate recommendations for solutions of policy differences. Twice each year (at the January and April meetings) the committee shall report to the Senate on the status of University actions in response to resolutions passed by the Senate during the previous half year or, when appropriate, during the previous year. The committee shall also be assigned those tasks which the ~~Executive Officer~~ **President of the Faculty Senate** deems advisable.

2. The committee shall consist of one Senate member from each faculty unit. Members shall be elected by the Senators from the respective unit. Members shall serve staggered three-year terms.
3. The chairperson shall be elected by committee members from among those members who have served on the committee for at least one year.

#### **Section 4. Academic Planning and Development Committee**

1. The Academic Planning and Development Committee shall present to the Senate for recommendation to the President **of the University** plans for the development of the academic stature, the areas of emphasis, and the direction of the University. These plans should include immediate goals as well as long-range goals.
2. The committee shall consist of one member from each faculty unit. Members shall be elected by the Senators from the respective unit.
3. The chairperson shall be elected by the committee from among those members who have served on the committee for at least one year.

#### **Section 5. Governmental Concerns Committee**

1. The Governmental Concerns Committee shall call to the attention of the Senate issues pending before governmental bodies which affect higher education and shall furnish the Senate with information necessary to understanding such issues.
2. The committee shall consist of one member from each faculty unit. Members shall be elected by the Senators from the respective unit and shall serve staggered three-year terms.
3. The chairperson shall be elected by the committee from among its members.

#### **Section 6. Faculty Senate- Executive Committee**

1. The Faculty Senate-Executive Committee shall meet to plan upcoming meetings. Such meetings will not determine University policy nor shall they undermine the regular processes through which the faculty has input into University affairs. The meetings shall be designed to complement the input through existing channels and to provide an exchange of ideas on broad areas of concern.
2. The committee shall consist of the ~~Executive Officer~~ **President of the Faculty Senate**, who serves as chair, the Secretary, the Senate Webmaster, and the immediate past ~~Executive Officer~~ **President of the Faculty Senate**. Should the immediate past ~~Executive Officer~~ **President of the Faculty Senate** not be available, the final committee member shall be chosen by a majority vote of the Senate.

## **Section 7. Faculty Senate-Faculty Advisory Council Committee**

1. The Faculty Senate-Faculty Advisory Council Committee shall represent the Senate at the Faculty Advisory Council of the University of Louisiana System Board of Supervisors and shall report to the Senate on the activities of the Council.
2. The committee shall consist of two members. One of the members shall be the Senate's official representative to the Council; the other, the alternative representative. The representative shall serve a two-year term in that capacity, at the end of which period the alternate shall become the representative. Thus membership on the committee is for a total term of four years. The alternate representative shall be elected by the Senate at the April meeting of each odd-numbered year from a slate of nominees prepared by the Committee on Committees and take office at the beginning of September.

# **ARTICLE V. UNIVERSITY COMMITTEES**

## **Section 1. Senate Interest**

1. The Faculty Senate has a special interest in the University committees listed in this article. Curriculum, Faculty Grievance, Faculty Benefits and Welfare, Library, Committee on Academic Affairs and Standards, Parking Planning, Student Evaluation of Instruction, Campus Planning, General Education, Distance Learning Leadership Council, Strategic Program Review.
2. The chairperson of Curriculum, Faculty Grievance, Faculty Benefits and Welfare, Library, Committee on Academic Affairs and Standards, Parking Planning, Student Evaluation of Instruction shall be appointed by the President **of the University** from the committee membership for the coming year.
3. Curriculum, Faculty Grievance, Faculty Benefits and Welfare, Library, Committee on Academic Affairs and Standards, Parking Planning, Student Evaluation of Instruction shall meet regularly as required in the performance of its duties. At its first meeting each academic year, each committee shall, in concert with the administration, review its duties and responsibilities and record them with the Secretary of the Senate, who shall then distribute the statement to the members of the Senate. Each of these committees shall, at the April meeting of the Senate, present a comprehensive report of its activities during the previous calendar year.

## **Section 2. Curriculum Committee**

1. The Curriculum Committee shall coordinate the efforts of the several departments and faculty units in implementing the philosophy and objectives of the University with respect to the curriculum.
2. The membership shall consist of one faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms and three upperclass undergraduates (junior or senior classification) with a grade point average of at least 3.2 selected by the Student Government Association. Annually the Committee on Committees shall prepare a slate of nominees for this committee and shall submit it to the



Senate for approval. The slate for this committee shall contain twice as many names as there are vacancies on the committee. Following Senate approval, the slate of nominees shall be forwarded to the President **of the University**, by the end of April. The President **of the University** shall make the appointments from the slate of nominees provided.

3. The Curriculum Committee shall normally meet once a month during the academic year and at such other times as required in the performance of its duties.

### **Section 3. Faculty Grievance Committee**

1. The Faculty Grievance Committee has as its primary purpose the provision of a fair investigation of a faculty grievance for the purpose of ascertaining the facts of the complaint and making a recommendation to the President **of the University**. Also, the committee shall hold a preliminary hearing when charges have been brought by a University Administrator against a faculty member which might result in dismissal or any other major sanction. The committee shall attempt to effect a mutual settlement and, failing that, shall recommend to the Academic Vice President whether or not sufficient reasons exist for a formal hearing.
2. The membership shall consist of one tenured faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms.
3. Annually the Committee on Committees shall prepare a slate of nominees for this committee and shall submit it to the Senate for approval. The slate for this committee shall contain twice as many names as there are vacancies on the committee. Following Senate approval, the slate of nominees shall be forwarded to the President **of the University**, by the end of April. The President **of the University** shall make the appointments from the slate of nominees provided.
4. In any given academic year if cases have not reached resolution the chairperson shall continue to serve as chairperson with regard to such cases until resolution has been achieved, even if that person has not been reappointed for the coming academic year.

### **Section 4. Faculty Benefits and Welfare Committee**

1. The Faculty Benefits and Welfare Committee shall study and make recommendations with regard to faculty retirement, insurance, other fringe benefits, safety, health, and other matters relating to faculty welfare.
2. The membership shall consist of one faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms, plus the chair of the University Insurance Committee (who shall be an ex officio member). Annually the Committee on Committees shall prepare a slate of nominees for this committee and shall submit it to the Senate for approval. The slate for this committee shall contain twice as many names as there are vacancies on the committee. Following Senate approval, the slate of nominees shall be forwarded to the President **of the University**, by the end of April. The President **of the University** shall make the appointments from the slate of nominees provided

### **Section 5. Library Committee**

1. The Library Committee shall serve as an advisory body to the Director of Libraries especially in regard to the establishment of policy in all matters affecting the usefulness and overall operation of the library.
2. The membership shall consist of one faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms, two undergraduates selected by the Student Government Association, and one graduate student selected by the Graduate Student Organization. Annually the Committee on Committees shall prepare a slate of nominees for this committee and shall submit it to the Senate for approval. The slate for this committee shall contain twice as many names as there are vacancies on the committee. Following Senate approval, the slate of nominees shall be forwarded to the President **of the University**, by the end of April. The President **of the University** shall make the appointments from the slate of nominees provided

## **Section 6. Committee on Academic Affairs and Standards**

1. The Committee on Academic Affairs and Standards shall initiate and consider recommendations to the administration concerning the academic standards of the University, study regulations adopted by the various agencies which affect the academic policies of the University and bring them into conformity with such regulations, hear routine appeals for waiver of academic regulations in cases of individual students, and act as a final court of appeal in cases concerning accusations of unfair and capricious grading.
2. The membership shall consist of:
  1. One faculty member from each faculty unit, appointed by the President **of the University** for staggered three-year terms;
  2. One student member from each faculty unit, appointed by the Vice President for Academic Affairs on the recommendation of the Student Government Association;
  3. Three faculty or staff members appointed by the President **of the University**;
  4. The undergraduate deans and directors, ex officio;
  5. The Registrar, ex officio, and serving as the secretary to the committee;
  6. The Director of Academic Planning and Faculty Development, ex officio; and
  7. The Vice President for Academic Affairs, ex officio.

Annually the Committee on Committees shall prepare a slate of nominees for this committee and shall submit it to the Senate for approval. The slate for this committee shall contain twice as many names as there are vacancies on the committee. Following Senate approval, the slate of nominees shall be forwarded to the President **of the University**, by the end of April. The President **of the University** shall make the appointments from the slate of nominees provided.

## **Section 7. Parking Planning**

1. The purpose of the Parking Planning Committee is to review and make recommendations to change regulations in the "Traffic Code," to serve as an advisory board for any changes

in the University Parking Plan, and to review any request for changes to the "Traffic Code."

2. The membership shall consist of eleven members: four regular faculty or staff members appointed by the President **of the University**, two students appointed by the President **of the University**, and two faculty or staff and three students recommended by the SGA President to the President of the University. Faculty will be appointed to staggered four-year terms. The President **of the University** will select the committee chair. Annually the Committee on Committees shall prepare a slate of nominees for this committee and shall submit it to the Senate for approval. The slate for this committee shall contain twice as many names as there are vacancies on the committee. Following Senate approval, the slate of nominees shall be forwarded to the President **of the University**, by the end of April. The President **of the University** shall make the appointments from the slate of nominees provided.
3. The Director of Parking and Transit and Identification Systems will serve as an ex officio chair of the committee.

## **Section 8. Student Evaluation of Instruction**

1. The purpose of the Student Evaluation of Instruction Committee is to provide effective and efficient means for periodic evaluation of instruction by students of the University. Primarily, the committee is concerned with the review and revision, when necessary, of the evaluation form, but can make recommendations for changes in the mechanism of the student evaluation such as who should review the evaluation, when they should be done, etc.
2. The membership shall consist of one faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms and one student selected by the Student Government Association. Annually the Committee on Committees shall prepare a slate of nominees for this committee and shall submit it to the Senate for approval. The slate for this committee shall contain twice as many names as there are vacancies on the committee. Following Senate approval, the slate of nominees shall be forwarded to the President **of the University**, by the end of April. The President **of the University** shall make the appointments from the slate of nominees provided.

## **Section 9. Committees that Report to Senate**

### **Campus Planning**

1. The purpose of the Campus Planning Committee is to develop a plan for the orderly development of the University campus and all university properties with regard to the physical facilities needs, vehicular and pedestrian traffic flow and land use.
2. The membership shall consist of one faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms and as Ex Officio, the President **of the University** or designee, Provost/Vice President for Academic Affairs, Vice President Administration and Finance, and the Director Facility Management.

## **General Education Committee**

1. In broad terms, the General Education Committee exists to review, develop, and recommend policy regarding general education to the CAAS, to recommend inclusion or exclusion of courses in the list of acceptable general education courses, and to participate constructively in assessment of the general education goals.
2. The membership shall consist of one faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms and as Ex Officio Provost/Vice President for Academic Affairs, Assistant Vice President Institutionally Planning and Effectiveness, and the Director of Academic Planning and Faculty Development.

## **Distance Learning Leadership Council**

1. The Distance Learning Leadership Council exists to advise and provide counsel to the Director of the Office of Distance Learning throughout the development and implementation of an action agenda for expanding the institution's distance learning capacity and production.
2. The membership shall consist of one faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms and as Ex Officio Assistant Vice President of Academic Affairs. Chaired by Director of the Office of Distance Learning and members serve on one of four action teams – Planning and Leadership, Infrastructure, Targeted Professional Development, and Program Development, Deployment, and Evaluation (refer to link under A.)

## **Strategic Program Review Committee**

1. The Strategic Program Review Committee makes decisions concerning academic programs while taking quality and effectiveness into account and participates in the decision to recommend program discontinuance.
2. The membership shall consist of one faculty member from each faculty unit appointed by the President **of the University** for staggered three-year terms and as Ex Officio, Provost/Vice President for Academic Affairs, Assistant Vice President of Academic Affairs, and the Assistant Vice President Institutionally Planning and Effectiveness.

# **ARTICLE VI. MEETINGS**

## **Section 1. Regular Meetings**

A regular meeting of the Senate shall be held each month of the year from September through April, with the exception of December; meetings shall be held at the hour and place designated by the ~~Executive Officer~~ **President of the Faculty Senate**. Before the September meeting of each academic year, the ~~Executive Officer~~ **President of the Faculty Senate** shall prepare a schedule of tentative dates for the regular meetings of that year. This schedule shall be included on the agenda circulated before the September meeting and shall become effective after it is accepted by a majority vote of those voting at the September meeting.

## Section 2. Special Meetings

Special meetings of the Senate shall be called by the Senate Secretary (a) at the direction of the President ~~or the Executive Officer~~ **of the Faculty Senate**, (b) on the order of the Senate, or (c) on the written request of ten percent of the members of the Senate.

## Section 3. Quorum

One-quarter of the active membership shall constitute a quorum for the transaction of the business of the Senate.

## Section 4. Order of Business

The order of business to be followed at the meetings of the Senate shall be as follows:

1. Call to Order
2. Approval of Published Minutes
3. Report of ~~Executive Officer~~ **President of the Faculty Senate**
4. Reports of Senate Committees
  1. Permanent Committees
  2. Special Committees
5. Reports of University Committees
6. Unfinished Business
7. New Business
8. Adjournment

## Section 5. Parliamentary Authority.

The conduct of Senate business shall be according to the procedures outlined in the most recent edition of Robert's Rules of Order Newly Revised unless otherwise provided for in this constitution.

## Section 6. Voting

Voting in the following cases shall be by secret written ballot: when requested by at least fifteen members, when requested by the President **of the Faculty Senate** ~~or the Executive Officer~~, when two or more members have been nominated for the same position, when the existence or composition of a Senate committee is involved. Voting in other situations shall be by voice or show of hands. The President ~~and the Executive Officer~~ **of the Faculty Senate**, being a members of the Senate, may vote on all measures.

## Section 7. Visitors

The President ~~or the Executive Officer~~ **of the Faculty Senate** may invite any person to attend a meeting of the Senate. Such guests shall have the privilege of the floor but shall not have the right to vote. Faculty members who are not members of the Senate may attend any meetings but

shall not have voice unless invited by the President or ~~Executive Officer~~ **of the Faculty Senate**; they shall not have the right to vote.

## **ARTICLE VII. AMENDMENTS**

### **Section 1.**

Initiation Amendments to this constitution may be proposed by any member of the Senate.

### **Section 2. Procedure**

A proposed amendment must be submitted in writing to the Senate at a regular meeting.

### **Section 3. Action**

The proposed amendment shall not be acted upon until the next regular meeting of the Senate, and then only if all members have been sent the text of the proposed amendment and special notification that action may be taken at the next meeting. The Secretary shall send this information to all members at least one week prior to the meeting.

### **Section 4. Adoption**

Amendments may be adopted only by action taken at a regular meeting by at least a two-thirds majority of those present and voting.