



**THE UNIVERSITY OF MICHIGAN  
RULES OF THE UNIVERSITY SENATE, THE SENATE ASSEMBLY  
AND THE SENATE ADVISORY COMMITTEE ON UNIVERSITY AFFAIRS  
Last revised November 2011**

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\*Supersedes Rules of the University Senate, Senate Assembly, and  
Senate Advisory Committee on University Affairs, dated December 1989.

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## TABLE OF CONTENTS

### ARTICLE 1. THE UNIVERSITY SENATE

	<b>1-3</b>
Section 1. Membership	1
Section 2. Authority	1
Section 3. Officers <u>and</u> <u>Parliamentarian</u>	1
(1) Presiding Officer	1
(2) Secretary	1
(3) <u>Parliamentarian</u>	2
Section 4. Meetings	2
(1) When Held	2
(2) Disclosure of Proceedings	2
(3) Quorum	2
(4) <u>Place of Meetings</u>	2
Section 5. Agenda; Motions and Resolutions	2
(1) Who May Propose	2
(2) Form of Proposals	2
(3) Time of Submission and Distribution	2-3
(4) Motions Not in Agenda	3
Section 6. Voting	3
(1) Who May Vote	3
(2) Form of Vote	3
Section 7. Nominations and Elections	3
(1) When Held	3
(2) Nominations	3
(3) Manner of Voting	3
(4) Interim Appointments	3
Section 8. Rules	3
(1) Adoption	3
(2) Amendment	3-4
(3) Cases Not Covered	4
<b>ARTICLE II. THE SENATE ASSEMBLY</b>	<b>4-6</b>
Section 1. Composition	4
(1) Elected Members	4
(2) Ex Officio Members	4
(3) Two non-voting retired Senate members	4
Section 2. Powers and Duties	4-5
Section 3. Election of Members and Alternates	5

Section 4. Organization	5-6
(1) Meetings	5
(2) Rules	5
(3) Committees	6
(4) Officers	6
Section 5. Convocation of Meetings	6
(1) Who May Call	6
(2) Notice of Meetings	6
(3) <u>Place of Meetings</u>	6
(4) Emergency Meetings	6
<b>ARTICLE III. THE SENATE ADVISORY COMMITTEE ON UNIVERSITY AFFAIRS</b>	<b>7-8</b>
Section 1. Composition	7
Section 2. Terms	7
Section 3. Powers and Responsibilities	7
Section 4. Election	7-8
(1) Procedure	7
(2) Notification of Regents	8
Section 5. Meetings	8
(1) When Held	8
(2) How Called	8
(3) <u>Place of Meetings</u>	8
(4) Procedure	8
<b>APPENDIX</b>	<b>9</b>
Algorithm for Hill's Apportionment Method	9

## ARTICLE 1. THE UNIVERSITY SENATE<sup>1</sup>

### Section 1. Membership (Revised December 2008)

The University Senate shall consist of all members of the professorial staff, the executive officers of the University, the dean of each school or college, such members of the research and library staff as may be designated in accordance with standards and procedures approved by the Senate Assembly, and such other major officers as may be designated by the Board of Regents from time to time.

Research personnel who hold Primary Research rank (Assistant Research Scientist, Associate Research Scientist, Research Scientist, Senior Associate Research Scientist, Senior Research Scientist, Distinguished Senior Research Scientist) and have a full-time appointment as a regular staff member shall be designated as members of the University Senate.

Librarians of any rank who have full-time appointments as regular staff members shall be designated as members of the University Senate.

Visiting, Adjunct or Clinical Professors, acting or interim appointees to executive or Dean positions are not entitled to Senate membership in the absence of a regular professorial appointment. Directors of centers or institutes who do not hold professorial rank are not entitled to Senate membership unless they qualify under the preceding three paragraphs.

### Section 2. Authority

The University Senate is authorized to consider any subject pertaining to the interests of the University, and to make recommendations to the Board of Regents in regard thereto. Decisions of the Senate with respect to matters within its jurisdiction shall constitute the binding action of the University faculties. Jurisdiction over academic policies shall reside in the faculties of the various schools and colleges, but insofar as actions by the several faculties affect University policy as a whole, or schools and colleges other than the one in which they originate, they shall be brought before the Senate.

### Section 3. Officers and Parliamentarian

The officers of the Assembly shall be the Chair, the Vice Chair and the Secretary of the Senate, who shall also serve as the Secretary of the Assembly.

(1) Presiding Officer. The Chair of the Assembly shall preside at meetings of the University Senate. If the Chair is absent, the Vice Chair of the Assembly shall preside.

(2) Secretary. The University Senate shall elect a Secretary from current or retired Senate members. The Secretary shall serve for a term of three years. A Secretary who has served a full three-year term will not be immediately eligible for reelection.

It shall be the responsibility of the Secretary to assist the Chair of the Assembly in the construction of an agenda; to receive reports, motions, or resolutions to be presented at Senate meetings; to issue the call for meetings both regular and called; to compile and keep up to date the official list of Senate members; to keep and distribute minutes of all Senate meetings; to issue releases in accordance with Article 1.4(2); to

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<sup>1</sup> In this document the term Senate refers to the University Senate, Assembly refers to Senate Assembly, and SACUA refers to the Senate Advisory Committee on University Affairs.

keep current copies of "Rules of the University Senate, the Senate Assembly, and the Senate Advisory Committee on University Affairs" and to distribute copies to members of the Senate at appropriate intervals; and to conduct mail or electronic ballots. Execution of some of these responsibilities may be delegated to the staff of the Faculty Senate Office, with the approval of SACUA.

(3) **Parliamentarian.** The University Senate shall elect a Parliamentarian from current or retired Senate members. The Parliamentarian shall serve for a term of three years. A Parliamentarian who has served a full three-year term is eligible to serve consecutive terms if elected.

#### Section 4. Meetings

(1) **When Held.** A regular meeting of the University Senate shall be held either in the Fall term or in the Winter term. Special meetings shall be called by the Chair of the Assembly on the request of the President and may be called by the Senate Assembly, by SACUA, or by petition of not less than fifty members of the Senate.

(2) **Disclosure of Proceedings.** University Senate meetings shall be open to the public except when the Senate, the Senate Assembly or SACUA deems an executive session advisable.

(3) **Quorum.** One hundred members of the University Senate shall constitute a quorum. Members of the University Senate shall be counted as present if present through electronic means or in person.

(4) **Place of Meetings.** Any meeting (whether regular or special) of the University Senate may be held in person or by telephone conference, electronic video screen communication or other electronic communication; provided all members participating in the meeting are able to concurrently communicate with the other members. Meetings of the University Senate shall be held in a hybrid format allowing both electronic and in-person participation with electronic participation receiving priority. SACUA may adopt policies and procedures for the conduct of University Senate meetings with Senate Assembly approval.

#### Section 5. Agenda; Motions and Resolutions

(1) **Who May Propose.** Items may be placed on the agenda by the President, by the Senate Assembly, by SACUA, by standing or special committees of the University Senate, or by any member of the Senate provided that the motion or resolution be supported by two other members of the Senate. The President shall have the right at all reasonable times to address the Senate on such matters as the President deems appropriate.

(2) **Form of Proposals.** Except for motions of a procedural nature, all motions or resolutions, in order to be included on the agenda, proposing University Senate action, must be in writing. A motion or resolution introduced by SACUA must be certified by the respective chair. A motion or resolution introduced by a special or standing committee of the Senate must be certified by the chair of the committee involved. A motion or resolution introduced by a member of the Senate must bear the signatures of the movant and of the two supporting members. A motion to overrule an action of the Senate Assembly must be announced prior to the meeting as a specific agenda item. An agenda item that merely proposes consideration of an Assembly action, or of a subject on which the Assembly has acted, is not a proposal to overrule the action of the Assembly.

(3) **Time of Submission and Distribution.** All motions or resolutions, in order to be included on the agenda, must be submitted to the Secretary of the Senate, at least fourteen days before the meeting at

which they are to be introduced. They must be delivered electronically by the Secretary to the ~~Campus Mail Room~~ Faculty Senate Office for distribution to all members of the Senate at least ten days before they are to be voted on.

(4) Motions Not in Agenda. Except for motions of a procedural nature, motions or resolutions proposing Senate action may be introduced from the floor without previous inclusion on the agenda only by consent of two-thirds of the members present.

## Section 6. Voting

(1) Who May Vote. Only members of the University Senate as defined in Article I, Sec. 1 shall be entitled to vote at Senate meetings.

Emeriti/ae professors shall be entitled to attend Senate meetings without vote.

(2) Form of Vote. Unless otherwise specifically provided for in these rules or in the Regental Bylaws, all questions put to the University Senate shall be decided by majority vote of those voting. Voting shall ordinarily be by electronic means approved by SACUA. Electronic voting shall be completed within seventy-two hours following the end of a University Senate meeting during which the matter being considered for a vote was discussed. ~~voice but a standing vote shall be ordered by the chair if requested by any member of the Senate. A vote by secret written ballot may be called for by a concurring vote of any twenty five members. A mail vote by Senate members on any issue on which the Senate is competent to act may be authorized at any Senate meeting by a majority vote of those voting. Any such mail votes shall be conducted in such manner as to ensure secrecy and shall be administered by the Secretary of the Senate. By default, University Senate meetings will not be recorded, but meetings will be livestreamed. SACUA may request statements presenting multiple perspectives on an issue and make them available to members of the University Senate within twenty-four hours after the end of the meeting.~~

## Section 7. Nominations and Elections

(1) When Held. Election of the Secretary shall be conducted at or subsequent to the regular meeting of the Senate during the last year of the incumbent's term. Any other election by the Senate may be held at a regular meeting when conducted in accordance with these rules.

(2) Nominations. SACUA shall appoint a committee to nominate a Secretary and any officer to be elected by the Senate. The report of the nominating committee must be submitted with the call for the meeting of the Senate at which its nomination is to be made. Nominations may also be made from the floor at such meetings.

(3) Manner of Voting. Elections shall be conducted in accordance with the procedures prescribed in Section 6.

(4) Interim Appointments. SACUA may make an interim appointment to fill any vacancy in the office of the Secretary or any other officer or position elected by the Senate, including Parliamentarian. Such appointment shall continue until a successor is elected at a regular meeting of the Senate.

## Section 8. Rules

(1) Adoption. The University Senate may adopt rules concerning its own government and procedure and concerning its officers and committees.

(2) Amendment. Rules adopted by the Senate may be changed or amended by a majority vote. A

motion to amend the Rules is not a procedural matter for purposes of Section 5 (Agenda).

(3) Cases Not Covered. In all cases not covered by rules adopted by the Senate, the procedure in Robert's Rules of Order shall be followed.

## ARTICLE II. THE SENATE ASSEMBLY

### Section 1. Composition (Revised January 2009)

(1) Elected Members. There shall be a Senate Assembly that shall consist of seventy-four Senate members apportioned among the various schools and colleges according to the number of Senate members in each unit whose total appointment is at least 50%, and those members of SACUA whose terms on Senate Assembly are expired (See Article 11.5(l)). In any school or college this count would include fulltime Senate members, those with a fractional appointment in only that unit, and those with fractional appointments in two or more units whose largest fractional appointment occurs in that unit. Senate members with equal fractional appointments in two or more schools or colleges (and with no larger fractional appointment in any other unit) shall choose one of the units for voting in an election and shall be counted with that unit for the purpose of determining representation. The Assembly shall make a reapportionment every three years. The members of the Assembly shall serve for terms of three years (or longer in accordance with the following paragraph) so adjusted that the terms of approximately one-third of the members shall expire each year. A member who has served one term will not immediately be eligible for reelection. The reapportionment shall be made the basis of the headcount described above using the Hill method (as used by the US House of Representatives, see Appendix) so that each unit shall have at least two members, except for units that have fewer than twenty eligible Senate members; such units shall be allocated one member each. The apportionment shall be recorded in the minutes of the Senate Assembly meeting at which it is approved.

Members of the Senate Advisory Committee on University Affairs whose terms on SACUA extend beyond their Assembly terms shall be voting members of the Assembly during their terms on SACUA.

(2) Ex Officio Members. The Secretary of the Senate shall be a member of the Assembly, ex officio, and without vote.

(3) Two non-voting retired Senate members. Two retired Senate members shall be chosen as non-voting members of the Senate Assembly. They shall be appointed by SACUA, with approval of the Senate Assembly and in consultation with The University of Michigan Annuitants Association. They shall serve staggered two-year terms, beginning at the same time as those elected members of the Senate Assembly.

### Section 2. Powers and Duties

The Senate Assembly shall serve as the legislative arm of the Senate. An action of the Assembly shall have the effect of an action of the Senate unless and until it is revoked by the Senate, except when the Assembly recommends an amendment to the "Rules of the University Senate, the Senate Assembly, and the Senate Advisory Committee on University Affairs" that requires a change in the Bylaws of the Board of Regents. Notice of any such proposed amendment to the Rules shall be communicated to the members of the Senate by publication in the *University Record* or by other appropriate means. No action thereon by the Board of Regents shall be requested without Senate approval if, within thirty days following such publication, a meeting of the Senate is called in accordance with its Rules to consider the Assembly recommendation. The areas of concern of the Assembly shall be those of the Senate. The Assembly shall have power to consider and advise regarding all matters within the jurisdiction of the

University Senate that affect the functioning of the University as an institution of higher learning, that concern its obligations to the community at large, and that related to its internal organization involve general questions of educational policy. The Assembly shall advise and consult with the President on any matters of University policy that the President may place before it. The Assembly may request information from any member of the University Staff, and may invite any such person to sit with it for the purpose of consultation and advice. Standing and special committees that are required to report to the Senate shall present such reports to the Assembly for study and transmittal to the Senate with such recommendations for action as the Assembly shall deem proper. The Assembly shall communicate its opinions and recommendations to the University Senate from time to time, and at the meeting of the Senate in each academic year, shall present a formal report of its activities.

### Section 3. Election of Members and Alternates

The members of the Assembly apportioned to each school or college shall be elected by the members of the Senate in such school or college within time limits determined by SACUA. Whatever nomination procedure is used, at least twice the number of nominations per vacancy shall be made. A permanent vacancy shall also be filled by election, this not to exclude naming the candidate receiving the next highest vote at the most recent election. The members of the Senate in any school or college may provide for the designation of one or more alternates to serve at any meeting or meetings of the Assembly in place of any member of that school or college who is unable to attend. Any such alternates so provided shall be ~~elected~~ members of the Senate. Any alternate attending a meeting of the Assembly shall inform the Secretary prior to the meeting. Such alternate may vote during the meeting and participate in the meeting to the same extent as any regular member. In the event that a vote is held after a Senate Assembly meeting, ordinarily Senate Assembly members shall be the electors. Assembly members take office on September 1.

### Section 4. Organization

(1) Meetings. Meetings of the Assembly shall be held at such times as the Assembly shall determine. Periodically, but not less than once each year, the Assembly shall meet with the principal administrative officers of the University. The Assembly meetings shall be open to all University Senate members. The Assembly meetings shall also be open to the public except when the Assembly or SACUA deems an executive session advisable.

A majority of the members of the Assembly shall constitute a quorum. Members of Senate Assembly and Alternates as described in Section 3 shall be counted as present if present through electronic means or in person. If a member of the Assembly is absent from 3 consecutive Assembly meetings without requesting an alternate, the seat shall not count against quorum.

Items may be placed on the agenda by the Chair of the Assembly, by SACUA, by any committee of the Assembly, or by any two members of the Assembly. All matters for inclusion on the agenda of an Assembly meeting shall be submitted at least ten days before the meeting to the Secretary of the Assembly. Any matter not included on the agenda distributed in advance of a meeting may nevertheless be acted on by the Assembly unless objected to by a vote of one-third of the members present.

(2) Rules. The Assembly may adopt rules for the transaction of its business. In appropriate cases not covered by rules of the Assembly, the rules of the University Senate shall apply. An action of the Assembly shall have the effect of an action of the Senate unless and until it is revoked by the Senate.



(3) Committees. The Assembly shall establish standing committees to advise and consult with the vice presidents of the University on matters within the areas of their respective responsibilities. The number of persons on each committee and the terms of its members shall be determined by the Assembly. The committees shall be nominated by SACUA. The Assembly may create other standing and special committees to assist it with its work. It may define the qualifications for membership of such committees, provide for the number of members thereof, provide how they are to be appointed and their terms of office, and define their duties and obligations. The Assembly shall provide for the appointment of all committees created by the Senate, and except when otherwise provided by Senate action, such committees shall be considered as committees of the Assembly. Committees established in accordance with this section shall report through SACUA to the Assembly and to the Senate as directed by the Assembly.

(4) Officers. The officers of the Assembly shall be the Chair and the Vice Chair, chosen by SACUA from among the members of SACUA, and the Secretary of the Senate, who shall also serve as Secretary of the Assembly. The Chair and the Vice Chair shall be elected annually. A Chair or Vice Chair who served a full year shall not be eligible for immediate reelection.

#### Section 5. Convocation of Meetings.

(1) Who May Call. A meeting of the Senate Assembly may be called by the chair, by SACUA, by fifteen members of the Assembly, or by vote of the Assembly in a prior meeting.

(2) Notice of Meetings. Each meeting shall be announced by a notice in writing addressed to each member and ~~deposited in the campus mail~~ transmitted via email not more than thirty days and not less than ten days before the day of the meeting. The notice need not state the business of the meeting, except for emergency meetings, but shall state the hour and the place and the connection details for remote participation.

(3) Place of Meetings. Meetings may be called to meet on the central or north campus at Ann Arbor, or at any other reasonable location, including the Flint or Dearborn campus. Any meeting (whether regular or special) of Senate Assembly may be held by telephone conference, electronic video screen communication or other electronic communication; provided all members participating in the meeting are able to concurrently communicate with the other members. Meetings of the Assembly shall be held in a hybrid format allowing both electronic and in-person participation with in-person participation receiving priority. Senate Assembly may adopt policies and procedures for the conduct of meetings.

(4) Emergency Meetings. A meeting may be called on less notice in case of emergency, of which the meeting itself, if a quorum is present, shall be the judge. The notice of an emergency meeting shall state the subject of the meeting, and no business shall be transacted on any other subject.

## ARTICLE III. THE SENATE ADVISORY COMMITTEE ON UNIVERSITY AFFAIRS

### Section 1. Composition

The Senate Advisory Committee on University Affairs shall consist of nine members of the Senate elected by the Assembly from its membership, or former membership as detailed in Article III.4(l), for three-year terms. No more than three members of SACUA shall be from the College of Literature, Science and the Arts, two from the College of Engineering, two from the School of Medicine, and one from any other school or college.

A temporary or permanent vacancy shall be filled by any method approved by the Assembly.

The Secretary of the University Senate shall be a member of SACUA ex officio and without vote.

### Section 2. Terms

The members shall serve for terms of three years, so adjusted that the terms of approximately one-third of the committee shall expire each year. A member may not be elected for consecutive three-year terms.

### Section 3. Powers and Responsibilities

The Senate Advisory Committee on University Affairs on behalf of the Assembly shall advise and consult with the President of the University on matters of University policy and shall serve as an instrument for effecting the actions of the Senate and the Assembly. It shall elect the officers of the Assembly, nominate and supervise the committees of the Assembly and shall perform other functions delegated to it by these rules or by the Assembly. This election shall take place in the Winter term, not later than the final SACUA meeting in April. SACUA may, by a two-thirds vote of its members, authorize a poll ~~by mail~~ of Senate members for any purpose relevant to the exercise of the Committee's authority.

### Section 4. Election (Revised January 2009)

(1) Procedure. The Assembly shall organize for the ensuing year by choosing the Senate members to serve on SACUA. Eligibility for membership on SACUA shall be limited to voting members of the University Senate who are currently or were previously members (including alternates) of the Senate Assembly or its standing committees.

Members of SACUA shall be elected by the Assembly from a slate listing nominees submitted by a Nominating Committee composed of two outgoing members of SACUA and four outgoing members of the Assembly elected by the Assembly, plus nominations from the floor. The names of the nominees chosen by the Nominating Committee must be transmitted to Assembly members at least two weeks before the meeting at which the vote is to take place.

The election shall take place at the March meeting, and the new SACUA members and Assembly officers shall assume office on May 1.

(2) Notification of Regents. The Secretary of the Senate shall inform the Board of Regents of the membership of SACUA at the time of the election.

#### Section 5. Meetings

(1) When Held. SACUA shall meet as frequently as it deems desirable.

(2) How Called. Meetings of SACUA may be called by the chair, or by three members, who shall make reasonable efforts by letter, telephone, or electronic mail to notify each member.

(3) Place of Meetings. Any meeting may be held in person or by telephone conference, electronic video screen communication or other electronic communication; provided all members participating in the meeting are able to concurrently communicate with the other members. SACUA may adopt policies and procedures for the conduct of meetings.

(4) Procedure. A majority of the members of the committee shall constitute a quorum. The committee shall act by a majority of those voting, provided a quorum is present. The committee may adopt rules for the transaction of its business.

## APPENDIX

### Algorithm for Hill's Apportionment Method

This describes the core of Hill's method\* (specified in Article 11. 1 (1) for apportionment of Senate Assembly membership) as a computer algorithm. It does not describe data input and output. Numbers applying to the 1996-1999 apportionment are mentioned parenthetically, but are not built into the algorithm, so it remains general.

Members are assigned by Hill's Method as follows. Let:

- h** = number of members of the assembly (74 for Senate Assembly).
- n** = number of units (19 for Senate Assembly, - the School of Public policy declined representation because of its very small number of Senate members).
- floor(unit)** = minimum number of members to be assigned to a unit (`floor = 2` for units with at least 20 Senate members, otherwise `floor = 1`).
- unit** = an integer between 1 and n identifying a particular unit.
- p(unit)** = number of Senate Members in the unit (the assignment of these values is not shown).

After carrying out the algorithm below:

- pop** = total population to be represented ( total number of Senate Members)
- divisor** = approximate average number of Senate Members represented by each Senate Assembly Member (however, it is really an internal variable and should not be interpreted strictly in this way). **hill**
- (unit)** = the apportionment to the unit
- f (unit) , a, z, intsum** are used for internal manipulation.

The algorithm which follows is in BASIC but is easily converted to other languages such as FORTRAN, Pascal or C. The function `SQR(x)` computes the square-root of x, the function `INT(x)` computes the largest integer which is less than or equal to x. The variables `pop, p, f, unit, n, h, intsum, a, hill` are integers; `divisor` and `z` are floating point numbers. `p, f, floor` and `hill` are arrays.

```
DIM p(n), f(n), floor(n), hill(n)
pop = 0
FOR unit = 1 TO n
    pop = pop + p (unit)
    f(unit) = floor(unit)
NEXT unit
divisor = pop/h
intsum = 0
WHILE (intsum <> h)
    intsum = 0 FOR unit = 1 TO n
        z = p(unit)/divisor
        a = INT(z)
        IF (z<SQR(a*(a+1))) THEN hill(unit)=a ELSE hill(unit)=a+1 IF
            (hill(unit)<f(unit)) THEN hill(unit) = f(unit)
        intsum = intsum+hill(unit)
    NEXT unit
    divisor = divisor* intsum/h
WEND
```

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\* M. L. Balinski and H. P. Young, "The Apportionment of Representation", *Proceedings of Symposia in Applied Mathematics*, American Mathematical Society, vol. 33, pp. 1-29, 1985