COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
FACULTY SENATE CHARTER
Proposed Revisions - March 2006

PREAMBLE

The Faculty Senate is the policy-recommending body of the College of Tropical Agriculture and Human Resources acting on behalf of the College and its faculty. The Senate will evaluate and debate issues that impact the College. In the spirit of shared governance, the Senate must consider and make recommendations on all changes in the policies of the College of Tropical Agriculture and Human Resources that are proposed by others, and, in addition, may recommend policy changes on its own initiative. The Senate alone is responsible for recommending policy changes to the Dean of the College of Tropical Agriculture and Human Resources for consideration by the University of Hawaii at Manoa Senate, the President of the University and the Board of Regents. Under this Charter, policy is defined as any of the rules or regulations governing the activities of the College of Tropical Agriculture and Human Resources, its faculty, student body, and administration, to the extent that they affect any of the following:

(a) Missions or goals of the College of Tropical Agriculture and Human Resources;
(b) Nature and scope of College curricula and programs;
(c) Standards of scholarship, teaching, research and extension.

On behalf of the faculty, the Senate will assume the responsibility for preserving academic freedom against abuse and misuse. In this respect, the Senate shall consider and make recommendations for correction or adjustment in any cases where the academic freedom of a faculty member is, or is likely to be, in danger from any source or cause whatsoever.

ARTICLE I. COMPOSITION of the SENATE

Section 1. Membership.

The Senate of the College of Tropical Agriculture and Human Resources of the University of Hawaii at Manoa shall be composed of elected representatives of the College. The Dean of the College shall serve as ex officio without vote.

Section 2. Qualifications.

All faculty members of the College in the I, R, S, and A classifications, without regard to rank, who serve the College at least half time shall be eligible for election from their constituent groups. Visiting faculty will not count towards representation and are ineligible to vote.

Section 3. Constituencies.

Each individual department in the College shall be entitled to elect representatives to the Senate.
Section 4. Representation.

Each department in the College shall be entitled to elect one Senator for each six faculty or fraction thereof.

Section 5. Committees.

The Senate shall be organized into an Executive Committee; standing committees for Elections, Extension, Instruction, Personnel, and Research; and ad hoc committees as determined by the Executive Committee.

ARTICLE II. OBTAINING and TRANSMITTING ADVICE of the SENATE

Section 1. Referral of Policy Matters.

The Senate as a partner in shared governance shall advise the Dean on all policy matters that affect the faculty of the College. The Senate may accept such specific responsibilities as the University of Hawaii at Manoa Senate may assign to it, or as requested by the Board of Regents or other administrative body of the State of Hawaii.


The Senate shall consider matters of University-wide policy and make recommendations for consideration and action by the University of Hawaii at Manoa Faculty Senate. Such recommendations shall be transmitted by the Secretary of the Senate to the Chairman of the University of Hawaii at Manoa Faculty Senate with copies to the Chancellor of the University at Manoa.

Section 3. Transmittal of Recommendations.

A recommendation or other formal communication of the Senate shall, upon adoption by the Senate, forthwith be put into writing, signed by the Chairperson and the Secretary of the Senate, and transmitted by the Secretary to the Dean of the College of Tropical Agriculture and Human Resources. Copies shall be forwarded to the Chancellor of the University of Hawaii at Manoa, and the Secretary of the University of Hawaii at Manoa Faculty Senate at the direction of the Senate.

ARTICLE III. AMENDMENT of the CHARTER

Section 1. Proposing of Amendments.

Amendments to this Charter may be proposed by the unanimous action of the Senate Executive Committee or by petition from members representing no less than ten percent of eligible faculty as defined in Article I, Section 2. Amendments proposed by petition shall be transmitted in
writing to the Executive Committee. All proposed amendments shall be read at the next meeting of the Senate. Debate on the proposed amendment shall be at the meeting of the Senate which follows the first reading of that proposal.

Section 2. Faculty Approval of Amendments.

This Charter shall be amended by a two-thirds vote in favor of the amendment by eligible faculty. The Elections Committee shall poll eligible faculty of the College as defined in Article I, Section 2, by paper, electronic or other appropriate methods in a timely manner after the closing of debate on a proposed amendment. The poll will be closed two weeks after the opening of the poll. A return of a simple majority of valid ballots shall constitute an effective vote.

Section 3. Administrative Approval of Amendments.

All amendments of the Charter adopted by the Senate shall be sent to the Dean of the College of Tropical Agriculture and Human Resources for transmittal to the Chancellor of the University for official approval. Amendments are effective when officially approved by the Chancellor.

APPROVED by the:

(1) Faculty Senate on __________

(2) Dean, College of Tropical Agriculture and Human Resources on ______________

(3) Chancellor, University of Hawai'i at Manoa on ______________
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
FACULTY SENATE BYLAWS
Proposed Revisions - November 2005

ARTICLE I. FUNCTIONING of the SENATE

Section 1. Rules of Order.

Robert’s Rules of Order Newly Revised (latest edition) shall be the final authority as to parliamentary procedure for the Senate and all its committees, insofar as they do not conflict with any provisions of the Charter of the College of Tropical Agriculture and Human Resources Faculty Senate and these Bylaws.

Section 2. Meetings of the Senate.

1. Regular Meetings. The Senate shall meet twice during each fall and spring semester at a time and place determined by the Chairperson of the Senate in consultation with the Executive Committee.

2. Special Meetings. Special meetings of the Senate may be initiated by the Chairperson of the Senate or by ten or more members of the Senate in consultation with the Executive Committee.

3. Parliamentarian. The Chairperson of the Senate shall appoint a Senator to serve as Parliamentarian for each meeting of the Senate.

4. Quorum. A quorum at a Senate meeting shall consist of thirty percent of the members of the Senate. The presence of a quorum shall be declared upon a count of Senators in attendance and proxies filed with the Secretary at the start of the meeting.

ARTICLE II. SENATORS

Section 1. Election of Senators.

The Elections Committee shall insure that elections are conducted in each constituency. These elections shall be conducted confidentially from an official roster of eligible faculty of that constituency during the spring semester. The new Senate shall be certified by the Executive Committee, and all members of the College notified, at least two weeks prior to the last Senate meeting of the spring semester.

Section 2. Term of Office.

Senators shall be elected for two-year terms commencing on July 1 of each year. No Senator
shall serve more than two consecutive terms. In each constituency, the fifty percent (or the next higher integer for an odd number of Senators) receiving the highest number of votes in the first election shall serve for two years and the balance for one year. Thereafter all elections shall be for one or two-year terms of office as necessary to maintain overlapping terms within the constituency. When a Senator is serving on the Executive Committee beyond the normal two years of his/her term as Senator, his/her constituency shall continue to be represented by him/her in the Senate until his/her term on the Committee has expired. The number of seats per constituency shall not be exceeded by service to the Executive Committee.

Section 3. Duties of Senators.

1. Attendance. Senators are expected to attend all meetings of the Senate and remain until the meetings are adjourned. Any faculty member may attend Senate meetings; however, only elected Senators or duly designated proxies may vote.

2. Service. Senators will serve on a Standing Committee or perform other service as appointed by the Executive Committee.

3. Proxy Votes. If Senators are unable to attend meetings, due to conditions beyond their control, they may extend a written proxy either to another member of their constituency or to another Senator who will be attending the Senate meeting. Proxy votes shall be recognized and recorded only if the written proxy of the absent Senator has been filed with the Secretary of the Senate at the start of the meeting. Proxies will be valid for only the one meeting and no one may vote more than his/her own and one proxy vote at a meeting.

Section 4. Vacancies during Term of Office.

Vacancies in the position of Senator shall be filled from the constituency in which the vacancy occurs by the person who received the largest number of votes in the most recent election but was not elected. Replacement shall be for the duration of the term of the person replaced unless the vacancy is temporary (due to illness, absence, sabbatical leave, etc.), whereupon the duly elected Senator shall return to his or her seat for the unfilled balance of his term upon return to duty.

Section 5. Removal of Senators.

If any Senator shall fail to appear or fail to submit a proxy for two consecutive meetings of the Senate, he or she can be removed from office by vote of the Executive Committee. The removed Senator shall be notified of such action. The absence of the removed Senator shall be regarded as a vacancy during the term of office and the vacancy shall be filled according to the procedures set forth in Article II, Section 3 of these Bylaws.

ARTICLE III. EXECUTIVE COMMITTEE
Section 1. Purpose.

The Executive Committee serves as the agent of the Faculty Senate to fulfill the provisions of the charter and these bylaws.

Section 2. Membership.

The Executive Committee shall consist of seven members, who shall be members of the Senate. Senators elected to membership on the Executive Committee shall remain members of the Senate through the completion of their term of office on the Executive Committee, provided they meet the requirements of eligibility.

Section 3. Election.

Members of the Executive Committee shall be elected by paper, electronic, or other appropriate secret ballot from and by the Senate following the election of Senators by the constituencies. Nominations shall be presented without reference to nominator. Senators may nominate themselves. Only holdover Senators, and Senators newly elected with terms beginning on July 1 shall be eligible to elect members of the Executive Committee.

Section 4. Election of Officers.

The Executive Committee shall annually elect its own officers from the membership of the Committee. Following the election of new Executive Committee members, the previous Chairperson, Vice-Chairperson, or Secretary, in that order, if any or all are carry-over members will convene the new Executive Committee. If no officer’s term continues, then a carry-over member shall be named as convener.

Section 5. Officers.

The Executive Committee shall consist of a Chairperson, Vice-Chairperson, Secretary, and committee members.

1. Chairperson. The Chairperson of the Executive Committee shall also be the presiding officer of the Senate.

2. Vice-Chairperson. The Vice-Chairperson of the Executive Committee shall assume all duties of the Chairperson when the latter is absent, incapacitated, or resigns. The Vice-Chairperson shall perform those duties the Executive Committee deems necessary.

3. Secretary. The Secretary of the Executive Committee shall issue the call for Senate and Executive Committee meetings as directed by the Executive Committee, keep the minutes of Executive Committee and Senate meetings, maintain records of elections and votes cast and vacancies in the Senate and the Executive Committee, and track
attendance at Senate meetings. The Secretary shall prepare a report of the Senate meeting activities and decisions for distribution to all faculty members of the College following each Senate meeting, and, after Senate approval, shall place copies in a public repository.

4. Manoa Faculty Senate. One member of the Executive Committee shall be appointed to serve as a Senator representing the College to the Manoa Faculty Senate.

5. Liaisons. Members will be appointed as liaisons to the standing and ad hoc committees of the Senate.

Section 6. Term of Office.

Members of the Executive Committee shall serve a term of 24 consecutive months. Executive committee members may serve no more than two consecutive terms. Terms of office shall be staggered so that three shall retire one year and four the next. Carry-over members of the Executive Committee shall continue as members of the Executive Committee and Senate, even though their two-year term as an elected Senator has elapsed. Members of the Executive Committee shall not be eligible for re-election to the Executive Committee until two years after completion of their service on the Committee. A person filling an unexpired term of six months or less on the Executive Committee will be eligible to serve two further two-year terms.

Section 7. Duties.

1. The Executive Committee, acting on behalf of the Faculty Senate, shall identify and arrange for investigation of all issues relating to missions or goals of the College of Tropical Agriculture and Human Resources; the nature and scope of College curricula and programs; standards of scholarship, teaching, research and extension; resources allocation; organization and development of the college.

2. The Executive Committee shall ensure that the College faculty is informed of issues and that the faculty has the opportunity to express their opinion on these issues.

3. The Executive Committee shall be responsible for certifying the results of elections, shall coordinate the work of committees by assigning one of its members to serve as liaison with each of the Standing Committees provided for in Article III and to ad hoc committees as deemed appropriate. It shall prepare the agenda for Senate meetings, submit to the faculty such resolutions as designated by the Senate, and transmit appropriate resolutions to the Dean for information and/or action and for transmittal to the Chancellor of the University of Hawaii at Manoa, President of the University of Hawaii, or the Board of Regents, when so designated. Senators and faculty-at-large shall be appointed by the Executive Committee to the Senate's Standing Committees.

4. Prior to referring matters to the Senate for discussion, the Executive Committee shall arrange for or conduct the necessary inquiries, investigations, or hearings on matters
initiated by or referred to it.

5. Between Senate meetings, the Executive Committee shall report frequently to the Senate members on its activities and to the faculty of the College as necessary.

6. The Executive Committee may act for the Senate when a quorum of the Senate cannot be assembled. That no quorum is available may be certified after the Secretary has polled all Senators and has found that less than thirty percent (including proxies) can be present at the meeting. Such actions of the Committee shall be reported at the next Senate meeting.

Section 8. Filling Vacancies during Term of Office.

1. Officers. If the position of Chairperson becomes vacant, it shall normally be filled by the Vice-Chairperson and a new Vice-Chairperson shall be elected by the members of the Executive Committee. If the Office of Secretary becomes vacant, it shall be filled by the appointment of the available candidate for the office who received the largest number of votes in the most recent election but failed to be elected. If necessary, the Elections Committee may conduct a special election for any replacement officers of the Executive Committee.

2. Committee Members. Vacancies in the Executive Committee shall be filled by the candidate(s) for the Committee who received the largest number of votes in the most recent election but was not elected. Replacements to the Personnel, Elections, Extension, Instruction, and Research Committees shall be appointed by the Executive Committee. The replacement(s) for the various offices shall continue in office for the duration of the term of the committee member(s) replaced.

Section 9. Operating Procedures.

1. Meetings. The Executive Committee shall meet at least once each month throughout the academic year.

2. Quorum. A simple majority of members of the Executive Committee shall constitute a quorum.

3. Rules and Regulations. Robert’s Rules of Order Newly Revised (latest edition) shall be the final authority as to parliamentary procedure for the Executive Committee, insofar as they do not conflict with any provisions of the Charter of the College of Tropical Agriculture and Human Resources Faculty Senate and these Bylaws. The Executive Committee may adopt rules and regulations not in conflict with the Charter and these Bylaws as it deems necessary for its operation.

ARTICLE IV. COMMITTEES RESPONSIBLE to the FACULTY SENATE
Section 1. Standing Committees.

There shall be five Standing Committees appointed by and reporting to the Executive Committee: the Elections Committee, the Extension Committee, the Instruction Committee, the Personnel Committee, and the Research Committee. No member of a Committee shall serve more than two consecutive terms. No member of a Standing Committee may serve on another Standing Committee or the Executive Committee at the same time. Each Committee with more than three members shall annually elect a chairperson and secretary.

Section 2. Operating Procedures.

1. Quorum. A simple majority of the membership of a Committee shall constitute a quorum.

2. Rules and Regulations. Robert’s Rules of Order Newly Revised (latest edition) shall be the final authority as to parliamentary procedure for any Standing Committee, insofar as they do not conflict with any provisions of the Charter of the College of Tropical Agriculture and Human Resources Faculty Senate and these Bylaws. A Committee may adopt rules and regulations not in conflict with the Charter and these Bylaws as it deems necessary for its operation.

3. Term of Office. The term of office shall normally be for three years. A member whose Senate term has expired will complete his or her Committee term as a faculty-at-large.

4. Filling Vacancies during Term of Office. Vacancies in the positions of officers of any of the committees of the Senate shall be filled from within the committee. Replacements to the Personnel, Elections, Extension, Instruction, and Research Committees shall be appointed by the Executive Committee. The replacement(s) for the various offices shall continue in office for the duration of the term of the committee member(s) replaced.

5. At the request of the Dean or an Associate Dean, and with concurrence of the Executive Committee, a committee may work directly with Administration. However, the committee shall serve as a committee of the Senate, responsible to the Executive Committee, and its recommendations to the offices of the Dean or Associate Dean shall be through the Executive Committee, and through the Senate as directed.

Section 3. Elections Committee.

1. Membership. An Elections Committee of three members shall be appointed by the Executive Committee from among eligible faculty as defined in Charter Article I, Section 2.

2. Duties. The Elections Committee will ensure that the election of Senators for the various constituencies are conducted, and other items as charged by the Executive
Committee. These elections shall be conducted by paper, electronic or other appropriate means to ensure confidentially among eligible faculty as defined in Article I, Section 2 of the Charter. This activity may be delegated to department administrators who may want to conduct the elections at a meeting or using a secure communication channel. The Elections Committee shall be responsible for notifying department administrators as to the number of Senators and length of terms. If the elections are conducted by department administrators, the Elections Committee is responsible for collecting the results from administrators including vote tally, electees and alternates. A copy of this record shall be given to the Secretary of the Senate for use in subsequent years. The Committee shall then turn the results of the election to their replacements for any follow-up that may be needed. The Committee will also conduct the election of annual replacements on the Executive Committee by confidential ballot of the Senate.

Section 4. Extension Committee

1. Membership. An Extension Committee of six members shall be appointed by the Executive Committee and shall be composed of one extension representative from each county and two members from the faculty-at-large.

2. Duties. The Extension Committee shall serve as the reviewing and recommending body on programs and policies relating to the College Cooperative Extension Service, and other items as charged by the Executive Committee. The committee shall periodically review extension programs and policies. The Committee shall report to the Executive Committee and to the Senate as directed.

Section 5. Instruction Committee

1. Membership. An Instruction Committee of six members shall be appointed by the Executive Committee. The Committee shall be composed of Senators who express a preference for this Committee and faculty-at-large from among eligible faculty as defined in Article I, Section 2.

2. Duties. The Instruction Committee shall serve as the reviewing and recommending body for the faculty and Senate on college core requirements, college graduation requirements, new courses that cross departments, changes in departmental programs, assessment of learning, opportunities to enhance learning and teaching, student recruitment and retention, and other items as charged by the Executive Committee. The Committee shall report to the Executive Committee and to the Senate as directed.

Section 6. Personnel Committee.

1. Membership. A Personnel Committee of six members shall be appointed by the Executive Committee from among eligible faculty as defined in the Charter Article I, Section 1. The Committee shall be composed of Senators who express a preference for
this Committee and faculty-at-large. Department chairpersons and other administrative officers are not eligible for this Committee.

2. Duties. The Personnel Committee shall review, advise, and make recommendations to the Senate on standards and policies involving personnel and on policy matters relating to personnel, recruitment and employment at all levels of the College, and other items as charged by the Executive Committee. The Committee shall report to the Executive Committee and to the Senate as directed.

Section 7. Research Committee

1. Membership. A Research Committee of six members shall be appointed by the Executive Committee. The Committee shall be composed of Senators who express a preference for this Committee and faculty-at-large from among eligible faculty as defined in Article I, Section 2.

2. Duties. The Research Committee shall serve as the reviewing and recommending body for the faculty and Senate on research programs and policies and shall continually encourage excellence in research. The Research Committee shall periodically monitor research programs and policies and shall initiate studies on the effectiveness of such programs, the adequacy of research facilities and resources, and other items as charged by the Executive Committee. The Committee shall report to the Executive Committee and to the Senate as directed.

Section 8. Ad Hoc Committees.

The Executive Committee may appoint ad hoc committees to fulfill specific assignments as needed.

ARTICLE V. AMENDMENT OF BYLAWS

Section 1. Amendment Proposals.

Amendments to the Bylaws may be proposed by the Executive Committee, any Standing Committee, or by faculty petition. Faculty petitions must be signed by twenty-five members of the eligible faculty in the College. Proposed amendments shall be referred to the Executive Committee which will distribute the proposed amendments one week before presentation and debate at a Senate meeting.

Section 2. Voting on Amendments.

Voting on a proposed amendment to the Bylaws shall take place at the first meeting of the Senate following the reading of the proposed amendment. After approval by a two thirds majority of the Senators present, the amendment shall become effective.