Key to proposed changes:

*Text that is italicized and in green is to be moved to Bylaws*

*Text that is strikeout and in red is to be deleted*

*Text that is underlined and in blue is to be added*

CTARH Faculty Senate Charter --- approved by the UH President on Apr. 9, 2001

Currently, our charter contains many elements of our governing rules (our bylaws). The Charter is constructed to be difficult to modify, making our governing rules difficult to change as well.

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 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, it 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

Proposed Revisions to CTAHR Senate Charter 1
Section 1. Membership and Qualifications.
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. All faculty members of the College in the I, R, S, and A classifications who serve the College at least half time shall be eligible for election from their constituent groups, except visiting faculty. The Dean of the College shall serve as ex officio without vote.

Section 2. Constituencies.
Each individual department in the College shall be entitled to elect representatives to the Senate.

Section 3. Representation.
Each constituency as defined in Section 2 shall be entitled to elect one representative for each six faculty or fraction thereof.

Section 4. Elections.
The Elections Committee shall be responsible for making sure that elections are conducted in each constituency. These elections shall be conducted confidentially by paper, electronic, or other appropriate ballot from an official roster of the faculty of that constituency without regard to rank during the month of April such that the spring semester. The new Senate shall be certified by the Executive Committee, and all members of the College notified of the election, at least two weeks prior to the last Senate meeting of the spring semester, first Monday in May and all members of the College notified of the election by that date.

Section 5. 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 or her constituency shall continue to be represented by him or her in the Senate until his or her term on the Committee has expired. The number of seats per constituency shall not be exceeded.

Section 6. Filling Unexpired Terms.
Vacancies in the Senate shall be filled from the constituency in which the vacancy occurs according to the terms of Article VI, Section 3.

Section 7. Attendance at Meetings.
Senators are expected to attend all meetings of the Senate and remain until the meetings are officially adjourned. If Senators are unable to
attend meetings, due to conditions beyond their control, they may extend a written proxy either to another member of the constituency to which they belong 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. Any faculty member may attend Senate meetings; however, only elected Senators or duly designated proxies may vote. If a Senator misses a meeting and does not send a designated substitute with his or her written proxy, a warning will be issued to that Senator by the Senate Secretary. If this happens a second time, the Senator will automatically be removed from office and will be notified of such removal. 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 VI of this Charter.

Section 8. Duties of Senators.
Senators are expected to serve on a Standing Committee or perform other service and participate actively in all meetings of the Senate.

ARTICLE II. ORGANIZATION OF THE EXECUTIVE COMMITTEE

Section 1. Purpose.
The Executive Committee serves as the agent of the Faculty Senate to fulfill the provisions of this charter and its 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 Article I, Section 1 of this charter.

Section 3. Principal Officers.
The Chairperson of the Executive Committee shall also be the presiding officer of the Senate. The Vice-Chairperson of the Executive Committee shall assume all duties of the Chairperson when the latter is absent, incapacitated, or resigns and, additionally, shall perform those duties the Executive Committee deems necessary. The Secretary of the Executive Committee shall keep the minutes of the Executive Committee and Senate meetings, 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 file two copies of the minutes and all official documents of the Senate with the University Library for deposit in the University Archives; place copies in a public repository.

Section 4. Election.
Members of the Executive Committee shall be elected by paper, electronic, or other appropriate secret ballot from and by the Senate at a special meeting of 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 5. 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 in April or May, one of the carry-over members of the previous Committee shall be named as the convenor of the new Executive Committee. This shall be the previous Chairperson, Vice-Chairperson, or Secretary, in that order, if any or all are carry-over members.

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 the physical and academic development of the College, including allocation of financial resources, student enrollment and distribution, quality of research, quality of service, administrative organization and communication, and the relationship between the College and other units of the university system.

2. The Executive Committee shall ensure that the College faculty is informed of issues via electronic mail in Section 7a, above, 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 of this Charter 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 President Chancelor of the University or the Board of Regents, when so designated. Senators and faculty-at-large shall 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 30 percent (including proxies) can be present at the meeting. Such actions of the Committee shall be reported at the next Senate meeting.

7. The Secretary shall issue the call for Senate and Executive Committee meetings as directed by the Executive Committee, and shall maintain records of elections and votes cast and vacancies in the Senate and the Executive Committee, and of attendance at Senate meetings.

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.

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

Section 8. Meetings.
The Executive Committee should ordinarily meet at least once each month throughout the academic year.

Section 9. Quorum.
A simple majority of members of the Executive Committee shall constitute a quorum.

Section 10. Rules and Regulations.
The Executive Committee may adopt such rules and regulations not in conflict with this Charter as it deems necessary for its operation.

ARTICLE III. COMMITTEES RESPONSIBLE TO THE FACULTY SENATE

Section 1. Committees.

1. Standing Committees. There shall be five Standing Committees appointed by and reporting to the Executive Committee: the Personnel Committee, the Elections Committee, the Extension Committee, the Instruction 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.

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

Section 2. Personnel Committee.

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1. Membership. A Personnel Committee of six members shall be appointed by the Executive Committee without regard to grade. 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. Term of Office. The term of office shall normally be for three years, except that initially two members shall be appointed for three-year terms, two members for two-year terms, and two members for a one-year term. A member whose Senate term has expired will complete his or her Committee term as a faculty-at-large.

3. 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.

Section 3. Elections Committee.

1. Membership. An Elections Committee of three 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.

2. Term of Office. The term of office shall normally be for three years, except that initially one member shall be appointed for a three-year term, one member for a two-year term, and one member for a one-year term. A member whose Senate term has expired will complete his or her Committee term as a faculty-at-large.

3. The Elections Committee shall:

   (1) Be responsible for making sure that the election of Senators for the various constituencies are conducted. These elections shall be conducted confidentially and without regard to rank. 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.

   (2) Conduct the election of annual replacements on the Executive Committee by written secret ballot in the Senate. They shall then turn the results of the election to their replacements for any follow-up that may be needed.

   (3) 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.

   (4) At the request of the Manoa Faculty Senate Committee on Selection, in January of each year, hold a nominating election for Representatives to the Manoa Faculty Senate from the College of Tropical Agriculture and Human Resources faculty. (See Article IV). Nominees shall be elected without regard to grade or constituency. The number of nominees elected from within the College shall be at least triple the number of Manoa Faculty Senate seats allotted to the

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College. Names of the nominees shall be forwarded to the Manoa Faculty Senate Committee on Selection by February 14 for the final election of Senators to represent the College. The final election of Senators from the College shall be by written secret ballot. The election shall be conducted by the Manoa Faculty Senate Committee on the first Monday of March. The results of the election shall be printed in the University Bulletin within ten days after the third Monday in March.

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 of the (four) counties and two members from the faculty-at-large.

2. Term of Office. The term of office shall normally be for three years, except that initially two members shall be appointed for three-year terms, two members for two-year terms, and two members for a one-year term. A member whose Senate term has expired will complete his or her Committee term as a faculty-at-large. Following the initial appointment, replacements for those whose terms have expired shall be appointed from the appropriate constituencies.

3. Duties. The Extension Committee shall serve as the reviewing and recommending body on programs and policies relating to the CTAHR Cooperative Extension Service. The committee shall periodically review extension programs and policies. The Committee shall report to the Executive Committee and to the Senate as directed. At the request of the Dean or the Assistant Director for Extension, and with concurrence of the Executive Committee, the Extension Committee may work directly with Administration on affairs relating to extension. However, it shall serve as a committee of the Senate, responsible to the Executive Committee, and its recommendations to the offices of the Dean or Assistant Director for Extension shall be through the Executive Committee, and through the Senate as directed.

Section 5. Instruction Committee

1. Membership. The 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.

2. Term of Office. The term of office shall normally be for three years, except that initially two members shall be appointed for three-year terms, two members for two-year terms, and two members for a one-year term. A member whose Senate term has expired will complete his or her Committee term as a faculty-at-large.

3. Duties. The Instruction Committee shall serve as the reviewing and recommending body for the faculty and Senate on academic programs, courses and curricula and shall continually encourage excellence in teaching. The Instruction Committee shall monitor the curriculum offered in the College of Tropical Agriculture and Human Resources as to adequacy and duplication. The Committee shall report to the Executive Committee and to the Senate as directed. At the request of the Dean and with concurrence of the Executive Committee, the Instruction Committee may work directly with the Dean's Office on courses and curricula. However, it shall serve as a committee of the Senate, responsible to the Executive Committee;

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and its recommendations to the Dean's Office shall be through the Executive Committee, and through the Senate as directed. 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. Research Committee

1. Membership. The 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.

2. Term of Office. The term of office shall normally be for three years, except that initially two members shall be appointed for three-year terms, two members for two-year terms, and two members for a one-year term. A member whose Senate term has expired will complete his or her Committee term as a faculty-at-large.

3. 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 and the adequacy of research facilities and resources. The Committee shall report to the Executive Committee and to the Senate as directed. At the request of the Dean's office and with concurrence of the Executive Committee, the Research Committee may work directly with the Dean's Office on research issues. However, it shall serve as a committee of the Senate, responsible to the Executive Committee, and its recommendations to the Dean's Office shall be through the Executive Committee, and through the Senate as directed.

Section 7. Ad Hoc Committees.
The Executive Committee may appoint ad hoc committees to fulfill specific assignments as needed.

ARTICLE IV. REPRESENTATIVES TO THE UNIVERSITY OF HAWAII AT MANOA SENATE

The representatives of the College of Tropical Agriculture and Human Resources to the University of Hawaii at Manoa Senate shall attend the meetings of the UHM Senate and assure that the welfare of the College of Tropical Agriculture and Human Resources and its faculty are fully protected in the deliberations of that body. The Representatives shall keep the Executive Committee apprised of the deliberations of the

The Manoa Faculty Senate has amended their Bylaws to allow a college senate to appoint a member to the Manoa Senate, if the college senate so chooses. Language to that effect is proposed for the Bylaws under the SEC.
UHM Senate that directly or indirectly affect the College or its members. The Representatives shall be prepared to report to the College Senate upon the deliberations of the UHM Senate as needed:

**ARTICLE V. FUNCTIONING OF THE SENATE**

Section 1. Meetings.

1. Regular Meetings. The Senate shall meet during the last two weeks of September, November, February, and April, 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. 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.

Section 2. Elections.
The Elections Committee shall be responsible for making sure that elections are conducted in each constituency as outlined in Article I, Section 4. The Elections Committee shall conduct election of new officers as outlined in Article II, Section 4.

**ARTICLE VI. FILLING VACANCIES DURING TERM OF OFFICE**

Section 1. Officers.
Vacancies in the positions of officers of any of the committees of the Senate shall be filled from within the committee. In the case of the Executive Committee 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 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.

Section 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.

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Section 3. College Senate.
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.

ARTICLES VII. REMOVAL OF SENATORS

Section 1. Method of Removal.
If any senator shall fail to appear and also fail to submit a proxy for two meetings of the Senate, he or she will automatically be removed from office and will be notified of such removal. 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 VI of this Charter.

ARTICLE VIII. OBTAINING AND TRANSMITTING ADVICE OF THE SENATE

Section 1. Transmittal of Recommendations to the Dean of the College of Tropical Agriculture and Human Resources.
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 President Chancellor of the University of Hawaii, and the Secretary of the University of Hawaii at Manoa Senate at the direction of the Senate.

Section 2. Referral of Policy Matters to the Senate.
The Senate as a partner in shared governance shall advise the Dean. The Dean of the College of Tropical Agriculture and Human Resources, except when an emergency precludes delay, shall seek the advice of the Senate on all policy matters that affect the faculty of the College of Tropical Agriculture and Human Resources. 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.

Section 3. Report to the Senate on the Budget.
Before submitting the budget proposals to the President Chancellor of the University of Hawaii, the Dean shall report to the Senate on the steps that have been taken to implement programs that have been recommended by the Senate since adoption of the last budget. The Senate may advise the Dean on these recommendations when, in the opinion of the Senate, adequate provisions for such programs have not been made in the proposed budget. The Dean of the College shall transmit this opinion

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

ARTICLE IX. AMENDMENT OF 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 the I, R, S, and A faculty position count of the College of Tropical Agriculture and Human Resources. Such proposed amendments shall be transmitted in writing to the Executive Committee, which shall then schedule a reading of the proposal at the next meeting of the Senate. Debate on the proposed amendment shall be at the meeting of the Senate of the College of Tropical Agriculture and Human Resources which follows the first reading of that proposal.

Section 2. Voting on Amendments.
The Elections Committee shall poll the membership of the College faculty by mail within one week of the closing of debate on a proposed amendment. The poll will be closed two weeks after the opening of the poll.

Section 3. Approval of Amendments.
This Charter shall be amended by a two-thirds vote in favor of the amendment by those members of the faculty who return ballots to the Elections Committee. A return of a simple majority of valid ballots shall constitute an effective vote.

Section 4. Approval by the President Chancellor.
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 President Chancellor of the University for official approval. Amendments are effective when officially approved by the President Chancellor.

BYLAWS

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

Section 3. Charter and Bylaws Approval.
This Charter and its Bylaws shall be approved upon two-thirds affirmative vote of the ballots returned within three weeks of the mailing of the revised Charter and Bylaws to all eligible members of the faculty. The changes become effective upon approval of the President Chancellor of the University of Hawaii. 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.

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.