

UNIVERSITY SENATE of LOYOLA UNIVERSITY CHICAGO

~ BYLAWS ~

I. MISSION

The University Senate (“the Senate”) *is a coordinating body composed of leaders of shared governance groups at Loyola University Chicago; the Senate provides a forum for information sharing, collaboration, and advisory input to University Leadership.*

II. PURPOSE

- A. The Senate is the coordinating organization for shared governance within the University and serves in an advisory capacity to the President and University Leadership.
- B. In this venue, members represent the voices and interests of *their constituencies and provide institutional coordination across faculty, staff, and student governance bodies.*

III. MEMBERSHIP

- A. The Senate is a representative body of faculty, students, staff, and administrators that represents the three main campuses: Lake Shore Campus (“LSC”), Health Sciences Campus (“HSC”), and Water Tower Campus (“WTC”), as well as University personnel affiliated with other University campuses or centers (e.g., Rome, Italy).
- B. Membership of the Senate shall consist of 6 Senators and 3 *Ex Officio* Members, and shall be structured as follows. Additionally, the President has the option to appoint an additional member of the Senate.
 - 1. Students
 - a. 1 Senator selected according to procedures of the Student Government of Loyola Chicago (“SGLC”);
 - b. 1 Senator selected according to procedures of the Student Government of Arrupe College (“SGAC”)
 - c. 1 Senator selected according to procedures of the Graduate, Professional, and Adult Student Council (“GPAC”);
 - d. 1 Senator selected according to procedures of the Graduate Student Advisory Council (“GSAC”)
 - 2. Staff
 - a. 1 Senator selected according to the procedures of Staff Council (could be the Chair of Staff Council, or delegate)
 - 3. Faculty
 - a. 1 Senator selected according to the procedures of Faculty Council (could be the Chair of Faculty Council, or delegate)
 - 4. *Ex Officio* Members: (3 members; designated by University role)
 - a. Provost and Chief Academic Officer.
 - b. Vice President of Human Resources/Chief Human Resources Officer
 - c. Vice President of Student Development

5. Optional President's Designee (any faculty, staff, student, or Jesuit member of the Loyola community)
- C. Quorum, which shall be required for purposes of convening a meeting and conducting regular business as the Senate shall be a simple majority of the total of all filled Senator seats at the time of the proposed business (i.e., when all Senator positions are filled, quorum shall require 5 Senators and/or *ex-officio* members to be present).
 - D. Terms of Membership
 1. Senators shall be selected according to procedures established by their respective shared governance body.
 2. Members on leave or otherwise unavailable for one semester may be replaced for that period of time by a substitute Senator who shall be selected according to the procedures established by their respective shared governance body.
 3. If a Senator is unable to fulfill their duties for longer than one semester, that Senator's seat on the Senate shall be considered vacated. Vacancies shall be filled to complete the remainder of the vacating Senator's term according to the procedures established by their respective shared governance body.
 - E. Election Procedures for Faculty, Student, and Staff Senators.
 1. Timing of Elections
 - a. In accordance with Article III. B, each year, each shared governance body shall elect their representative to Senate.

IV. OFFICERS

- A. There shall be an Executive Committee in charge of organizing Senate meetings. The Executive Committee consists of the Chairperson and Secretary.
- B. Except as may be modified by the Executive Committee, at the September meeting, Senators for the current academic year shall elect the following Officers to serve for one-year terms:
 1. Chairperson (shall be a Faculty or Staff Senator)
 2. Secretary
- C. Nomination of Officers shall be presented from the floor of the Senate.
- D. Officers shall be elected by a simple majority vote and may be conducted by secret ballot of Senators present. All installed senators (including *ex-officio*) may vote in the elections.

V. MEETINGS

- A. The Senate shall meet at least four times per year (usually in September, December, February, and April). Additional meetings may be called by the Executive Committee.
- B. Newly elected shared governance representatives shall attend the September meeting of the Senate; a vote for Senate officers will take place in the September meeting each year.
- C. Meetings of the Senate should be announced at least seven days prior to the scheduled meeting date; a preliminary agenda should also be provided seven days prior to the scheduled meeting.
- D. Meetings of the Senate are open to all faculty, students, staff, and administrators of the University community.
- E. The business of the Senate and of its Committees shall be conducted in general accordance with *Robert's Rules of Order*, unless indicated otherwise in these Bylaws.
- F. Minutes of Senate meetings shall be publicly posted in a timely manner after approval by the Senate.

VI. COMMITTEES

A. *Ad hoc* committees may be created by resolution by the members of Senate.

VII. AGENDA AND MATTERS FOR CONSIDERATION

A. An agenda for the business meetings of the Senate shall be the responsibility of the Executive Committee, and shall generally align with the following format:

1. Call to Order
2. Adoption of Agenda (after Call for Motions to Amend)
3. Review and Approval of Minutes (from previous meeting)
4. Reports from Shared Governance Bodies and/or Committees (as needed)
5. Unfinished Business
6. New Business

B. Any member of the Senate (including *ex-officio*) may propose an item to the Executive Committee for potential inclusion on the agenda.

C. Other advisory bodies of the University's shared governance system (e.g., Faculty Council and Staff Council) may also propose items to the Executive Committee for potential inclusion on the agenda.

D. A preliminary agenda shall be posted in advance of Senate meetings for interested members of the University community.

E. At the beginning of each Senate meeting, the Chairperson shall ask Senators if there are any motions to amend the agenda. A motion to amend the agenda by a Senator shall pass upon a simple majority vote of the Senators present. All installed senators (including *ex-officio*) may vote in to amend the agenda.

VIII. RECOMMENDATIONS

A. Each of the 6 non-*ex officio* Senators shall have rights to put forward recommendations to University leadership.

- a. Senators must reach out to their constituencies to make sure their voice is being represented.

IX. AMENDMENTS TO SENATE BYLAWS

A. Amendments to the Senate Bylaws may be proposed by any member of the Senate.

B. The leaders of shared governance bodies constituting Senate shall bring proposed amendments back to their constituents prior to a vote.

C. Proposed amendments must be approved by the majority of the Senate.

D. Bylaws and approved amendments thereto require final approval by the President of the University.

X. PERIODIC REVIEW

A. Periodically, the Senate shall review the Bylaws, considering the following issues:

1. Fair representation of faculty, students, staff, and administrators including proportions of Senators representing each constituency and possible reallocation of representation in light of changes to constituencies or other issues.

Ratified by the Senate October 31, 2014;

January 20, 2017;

March 2, 2018;

February 22, 2019;

April 24, 2020;

November 20, 2020;

March 25, 2022;

April 21, 2022

July 29, 2022

Approved by the President of Loyola University Chicago



Dr. Mark C. Reed, President

10/9/25

Date