



UMBI Senate By-Laws

(Approved by the UMBI Senate on January 26, 2007 and by the UMBI President on January 29, 2007)

I. AUTHORIZATION

These By-Laws of the UMBI Senate of the University of Maryland Biotechnology Institute (UMBI), hereinafter referred to as the UMBI Senate, or the Senate, are hereby adopted, consistent with provisions of the UMBI Senate Constitution.

II. FUNCTIONS

The functions of the Senate will include, but will not necessarily be limited to, the following:

- A. Participation in the formulation and monitoring of UMBI Policies and Procedures;
- B. Elections of Council of University System Staff (CUSS) and Council of University of System Faculty (CUSF) representatives;
- C. Consideration of any issue relating to UMBI affairs as the Senate deems appropriate;
- D. Consideration of such policies, programs, and other matters as UMBI administration, Research Centers, student organizations, and individual members of the faculty and staff may propose;
- E. Assistance in the creation, maintenance, and protection of a UMBI research environment that is conducive to growth of scholarship, creativity, learning, teaching, research, service, and respect for human dignity and rights;
- F. Acceptance of shared responsibility with administration and the entire UMBI community in an effort to improve the stature and effectiveness of UMBI and the University System of Maryland.

III. RELATIONSHIP TO THE PRESIDENT OF UMBI

- A. The Senate may request reports from the President of UMBI on matters within its purview for distribution either to its committees, the Senate as a whole, or the faculty and staff of UMBI, as the case may require. At least once each calendar year, at either a regular or special meeting of the Senate, the President will be invited to present a report on the state of UMBI and on any matters of future concern.
- B. Recommendations of the Senate will be implemented, if and when approved by the President, and when necessary, by the Chancellor and Board of Regents of the University System of Maryland or any other body. In the event that the President rejects or does not implement recommendations of the Senate, the Senate may choose to request that the decision be communicated in writing to the Senate with reasons for the President's dissent.

IV. SENATE MEMBERSHIP

UMBI Policies and Procedures

- A. Composition: The UMBI Senate will consist of Representative Senators and At-Large Senators, as described in Sections IV-C and IV-D.
- B. Eligibility: With the exceptions of the President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Research Center Directors, full-time faculty and staff members with primary UMBI appointments are eligible to participate in Senate elections and to be elected to the Senate. The Senate Chair, in addition to these qualifications, must be a tenured UMBI faculty member.
- C. Representative Senators: The Representative Senators will consist of two faculty members, one of whom should hold a tenured or tenure-track appointment, and one staff member from each of the UMBI Research Centers, and two staff members from UMBI Central Administration. Each of the Representative Senators will represent the interests of his or her Research Center, or Central Administration.
- D. At-Large Senators: The At-Large Senators will consist of (1) the Senate Chair, (2) a representative of all the UMBI graduate students, and (3) a representative of all Research Associates at UMBI.

V. ELECTION AND TERMS OF OFFICE

- A. Representative Senators: The Representative Senators will be elected by the faculty or staff of their own Unit (Research Center, or Central Administration). For the purposes of Senate representation, faculty Research Assistants are to be considered as staff. They will serve for terms that begin on July 1 and end on June 30 of a subsequent calendar year. All terms which begin on July 1, or later, will be renewable, two-year terms. A Senator elected to fill a vacancy will serve for the remainder of the unexpired term. The election procedures used by each Unit will be at the discretion of its voting members, but with the following requirements:
 - 1. the elections are to be held using a fair and democratic process and will be conducted by secret ballot if requested by any voter or candidate.
 - 2. each constituency (faculty, staff, graduate students, and Research Associates) will conduct elections of its own Senators without outside interference.
 - 3. any voter or candidate who feels that an election was conducted inappropriately may submit a protest to the Senate, in which case the Senate may nullify the results and take whatever steps it deems necessary to conduct a fair election.
- B. Senate Officers: Officers of the Senate will consist of the Chair, Vice Chair and Secretary. The Chair will preside at Senate meetings and be responsible for supervision and execution of its business. The Chair will also serve as the chief Senate liaison to UMBI administration. The Vice Chair will serve as acting Chair in the absence of the Chair and will be responsible for other duties as assigned by the Senate. The Secretary will prepare notes for the minutes of Senate meetings, and assume other duties as assigned by the Chair, acting Chair or the Senate.

Senate officers will be elected by a majority vote of all Senators, not including vacancies. Any member of the Senate may nominate candidates for these offices. In addition, any eligible UMBI employee, as defined in Section IV-B of these By-Laws, may nominate candidates for Senate Chair. The Vice Chair and Secretary must be Representative Senators of their respective Units during the year(s) in which they serve as officers. The Chair must not be a Representative Senator during the term of office as Chair.

The elections of Senate officers will take place annually for terms of office which begin on

the following July 1. All terms which begin on July 1, or later, will be renewable, two-year terms. A Senator elected to fill a vacancy will serve for the remainder of the unexpired term. Any of the elections may be conducted by secret ballot at the discretion of the Chair or at the request of any other Senator. In this case, all Senators, or their alternates, will cast ballots in a manner to be determined by the Senate at the time of the elections, and the results tallied and announced to all Senators. If a Senate officer resigns or is unable to complete a full term, the Senate will devise and carry out procedures for electing a suitable person to fill the remainder of the term.

- C. Graduate Student Representative: Any graduate student whose mentor is a Primary UMBI faculty member may be nominated as a candidate for Graduate Student Representative. This Senator will be elected by a majority vote of all the ballots cast by the graduate students (by mail or email) for a renewable term of one year, running from July 1 to June 30, except that a Senator elected to fill a vacancy will serve for the remainder of the unexpired term.
- D. Research Associate Representative: The term "Research Associate Representative" as used herein includes all UMBI Postdoctoral Fellows and Research Associates whose mentor is a Primary UMBI faculty member. Any full-time individual in the above categories may be nominated as a candidate for Research Associate Representative. This Senator will be elected by a majority vote of all ballots cast by Research Associates in this category for a renewable term of one year, running from July 1 to June 30, except when a Senator is elected to fill a vacancy, in which case they will serve for the remainder of the unexpired term.
- E. CUSS and CUSF Representatives: The Senate will conduct elections for representatives from UMBI to serve on CUSS and CUSF. For election to CUSS, any UMBI staff employee, including Senate members, can stand for elections. The CUSS representative(s) will be elected by majority vote of only Staff Senators, or their alternates. For election to CUSF, any UMBI faculty member, including Senate members, can stand for elections. The CUSF representative(s) will be elected by majority vote of only Faculty Senators, or their alternates. The Chair of the Senate may not vote in these elections. The CUSS and CUSF representatives will be elected by a majority vote of all ballots cast for a two-year term, running from July 1 to June 30, except when these representatives are elected to fill a vacancy, in which case they will serve for the remainder of the unexpired term.

VI. OPERATION OF THE SENATE

- A. The Senate will have such officers, committees, rules, and procedures as may be provided by its By-Laws and in rules and resolutions consistent with its By-Laws.
- B. The Senate may establish standing committees and ad hoc committees and provide for participation in committees as may be appropriate for the performance of their functions. The membership of committees will be determined by the Senate.
- C. There will be a minimum of four meetings of the Senate each year. Special meetings may be called by the Senate Chair, by resolution of the Senate or by the request of three or more Senators.
- D. The agenda for each meeting will be prepared and distributed by the Chair, with input from other Senators. Any Senator may place an item on the agenda.

UMBI Policies and Procedures

- E. Notices of meetings are properly given when announced to the Senators by e-mail. Meeting announcements will normally also be included on the Senate web site.
- F. A quorum will consist of a majority of all current Senators, not including vacancies. Unless otherwise specified in these By-Laws, an affirmative vote by a majority of the Senators present and voting at a meeting will be necessary to adopt any motion, resolution, or other action. The Chair will vote only to break a tie or to establish a quorum.
- G. A Senator may designate a faculty or staff member, who is eligible for election to the Senate but not a current Senator, to attend a Senate meeting, with voice and vote whenever he or she is unable to attend a meeting. If the Chair is absent from a meeting, the Vice Chair will become acting Chair for that meeting. If both the Chair and Vice Chair are absent, another Senator may be selected as Acting Chair or the meeting may be adjourned. If the Secretary is absent from a meeting, another Senator may be selected to take notes for the minutes or the meeting may be adjourned at the discretion of the Chair or by majority vote. Any Senator who is habitually absent from Senate meetings and is not replaced by a designated alternate may, by majority vote of the Senators present at a meeting, be advised that their constituency be notified of their absence so that appropriate measures may be taken to ensure their attendance or, where necessary, be replaced.
- H. The Senate may choose to meet in a closed session by a majority vote of the Senators present and voting. Unless the Senate is meeting in a closed session, all members of the UMBI faculty and staff may attend meetings of the Senate without a vote.
- I. It is the responsibility of the Senators to disseminate or report to their constituents the proceedings of the Senate meetings and other Senate related matters in a timely manner.
- J. Unless otherwise regulated by these By-Laws or procedures adopted by the Senate, the conduct of Senate meetings will be governed by the most recent version of Robert's Rules of Order, Newly Revised.

VII. AMENDMENTS

The UMBI Senate will have the authority to make and amend its By-Laws and regulations so long as they do not contravene Maryland laws, the powers of the Board of Regents, the powers delegated to the Chancellor and to the President of UMBI, USM and UMBI policies, or the UMBI Senate Constitution.

The procedures for amending the Senate By-Laws are as follows:

- A. One or more Senators will present the proposed amendments in writing or by e-mail to the Senate Chair, who will transmit them to members of the Senate at least ten days in advance of any regular or special Senate meeting. The proposed amendments will be provisionally approved by a majority of all elected Senators, not including vacancies.
- B. The faculty and staff of UMBI will be given an opportunity to comment on any provisionally approved amendments prior to a Senate meeting at which a second vote on the amendments will be taken. This second vote will take into consideration any comments that are received regarding the amendments from the faculty and staff of UMBI and will require a majority vote of all elected Senators, not including vacancies for adoption of any amendment. The adoption of the amendment will require the approval of the President of UMBI.