

BYLAWS OF THE ENGINEERING SENATE

**A. JAMES CLARK SCHOOL OF ENGINEERING
THE UNIVERSITY OF MARYLAND COLLEGE PARK**

Adopted by the Engineering Assembly
at its May 12, 2017 meeting

Chris Cadou, Chair of the
Engineering Council

Date

Darryll Pines, Dean of Engineering

Date

Table of Contents

- 1. Authorization..... 3
- 2. Membership..... 3
- 3. Meetings 5
- 4. Faculty Advisory Committee..... 7
- 5. Committees of the Engineering Senate 9
- 6. Standing Committee Specifications..... 12
- 7. Duties of the Executive Secretary 13
- 8. Annual Transition of the Engineering Senate..... 14

1. Authorization

- 1.1. These Bylaws of the Engineering Senate (hereafter referred to as the Bylaws) are adopted according to Article 7 of the Plan of Organization of the A. James Clark School of Engineering at the University of Maryland College Park (hereafter referred to as the Plan), and are subject to amendment as provided for in the Plan.

2. Membership

- 2.1. The members of the Engineering Senate are designated in Article 3 of the Plan. All elected members are subject to the conditions stated in the Plan, including its provisions for expulsion, recall, and impeachment.
- 2.1.1. Staff Senators
For the purpose of Engineering Senate representation, the staff constituency is divided into the following categories. Each category shall elect two Senators from among its ranks.
- Exempt staff
 - Non-exempt staff
- 2.1.2. Any individual within the faculty member voting constituency cannot be included in the staff member voting constituency or nominated for election as a staff Senator. Staff candidates for the Engineering Senate must have been employed at the A. James Clark School of Engineering for twelve months prior to standing as candidates for the Engineering Senate. Staff members may not stand for Engineering Senate elections while in the probationary period of employment.
- 2.1.3. An ex officio member denoted in the Plan (Article 3.6.1) who is not precluded from staff member categories as noted in Article 2.1.2 above may be elected as a voting member of the Engineering Senate by an appropriate constituency. Such ex officio members should also have been employed by the A James Clark School of Engineering for twelve months prior to standing as candidates for the Engineering Senate.
- 2.1.4. The term of each staff Senator shall be three years.
- 2.2. Single-Member Constituencies Senator
- 2.2.1. Eligibility
Any member of the A. James Clark School of Engineering community who is not a member of the Engineering Senate constituencies defined in Article 3 of the

Plan but is a member of at least one of the single-member constituencies listed below is eligible to serve as a Senator in the appropriate category.

2.2.2. Single-Member Constituencies

Each of the categories listed below shall together elect and be represented by one voting member of the Engineering Senate:

- Part-Time Research, Part-Time Teaching, Adjunct, and both Full-Time and Part-Time Visiting Faculty who are not members of the faculty constituency as defined in Section 3.2 of the Plan.
- Emeritus Faculty who are not members of the faculty constituency as defined in section 3.2 of the Plan.
- Members of the Faculty constituency defined in 3.2.1 (2) of the Plan who are not members of the units specified in section 2.3 below.
- Post-Doctoral Scholars, Post-Doctoral Associates (formerly Research Associates), Junior Lecturers, and Faculty Assistants (formerly Faculty Research Assistants) who are not members of any Engineering Senate constituency as defined in Article 3 of the Plan.
- Contingent II staff that have been employed by the A. James Clark School of Engineering for at least twelve months.
- Part-time undergraduate students.
- Part-time graduate students.

2.2.3. Term

Single-member constituencies Senators shall serve for a term of one year, and up to three consecutive terms.

2.2.4. Nominations

Any member of a single-member constituency may nominate another willing member of a single-member constituency to be a single-member constituencies Senator. Nominations shall be made in writing to the Faculty Advisory Committee in the academic year preceding the proposed year of service and at least one week prior to the last Engineering Senate meeting of the spring academic term.

2.2.5. Selection

Single-member constituencies Senators shall be selected by the Faculty Advisory Committee at the last Engineering Senate meeting of the spring academic term from the list of nominees for single-member constituency Senator. If no nominations have been submitted, the Faculty Advisory Committee shall select a representative from the single membership constituency.

- 2.3. Senatorial representation will be apportioned as follows (T/TT Senator / PTK Senator):
- Mechanical Engineering: 4/2
 - Electrical and Computer Engineering: 4/2
 - Aerospace Engineering: 2/1
 - Bioengineering: 2/1
 - Chemical and Biomolecular Engineering: 2/1
 - Civil and Environmental Engineering: 2/1
 - Materials Science and Engineering: 2/1
 - Fire Protection Engineering: 1/1
 - The Institute for Systems Research: 1/1
 - The Institute for Research in Electronics and Applied Physics: 1/1
- 2.4. Elected Senators shall not be absent from two consecutive regularly scheduled meetings of the Engineering Senate without notifying the Executive Secretary that they will require an excused absence. Until the Senator attends a meeting of the Engineering Senate or is expelled, that Senator shall be counted in the total membership when a quorum is defined for a meeting (see 3.4.2 below).
- 2.5. If a Senator is no longer a member of the constituency by which he or she was elected, the seat shall be vacated and the Senator shall be replaced according to the following guidelines:
- 2.5.1. If there was a runner-up in the election in which the Senator was elected, the runner-up shall replace that Senator immediately, provide he or she is still eligible.
 - 2.5.2. If there was no runner-up in the election in which the Senator was elected and the vacancy occurs in the spring semester, that Senator shall serve for the remainder of the Engineering Senate year and shall be replaced in the next election cycle for the remainder of the term.
 - 2.5.3. If there was no runner-up in the election in which the Senator was elected and the vacancy occurs prior to the spring semester, or if the Senator is unable to serve the remainder of the Engineering Senate year, the Engineering Senate Faculty Advisory Committee, in consultation with the appropriate constituency, shall appoint a replacement for that Senator.
 - 2.5.4. Single-member constituencies Senators will be replaced following the same procedures in 2.2.5 above.
- 2.6. If an elected Senator is no longer in satisfactory standing at the University, he or she shall be replaced immediately in accordance with 2.5 above.
- 2.7. All elections shall be completed by the Transition Meeting of the Engineering Senate.

3. Meetings

3.1. Regular Meetings

The Engineering Senate shall schedule at least two regular meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Executive Secretary to the membership no later than one calendar week prior to each regular meeting unless otherwise approved by the Faculty Advisory Committee.

3.2. Special Meetings

- 3.2.1. Special meetings of the Engineering Senate may be called in any of the following ways, with the matter(s) to be considered specified in the call:
 - 3.2.1.1. By the presiding officer of the Engineering Senate;
 - 3.2.1.2. By a majority vote of the Faculty Advisory Committee of the Engineering Senate;
 - 3.2.1.3. By written petition of a majority of the elected members of the Engineering Senate. The petition shall be delivered to the Chair or the Executive Secretary of the Engineering Senate. The Chair shall give notice of arrangements for the meeting within seventy-two hours of receipt of a valid petition; or
 - 3.2.1.4. By resolution of the Engineering Senate.
- 3.2.2. The notice of a special meeting shall include the agenda and shall be sent to the members of the Engineering Senate as far in advance of the meeting as possible. The agenda of a special meeting may specify a scheduled time of adjournment.
- 3.2.3. The scheduling of a special meeting shall reflect the urgency of the matter(s) specified in the call, the requirement of reasonable notice, and the availability of the membership.

3.3. Openness of meetings and Floor Privileges

- 3.3.1. Meetings of the Engineering Senate shall be open to all members of the campus community except when the meetings are being conducted in closed session.
- 3.3.2. Representatives of the news media shall be admitted to all meetings of the Engineering Senate except when the meetings are conducted in closed session. The use of television, video, or recording equipment shall not be permitted except by express consent of the Engineering Senate.
- 3.3.3. When a report of a committee of the Engineering Senate is being considered, members of that committee who are not members of the Engineering Senate may sit with the Engineering Senate and have a voice but not a vote in the deliberations of the Engineering Senate on that report.
- 3.3.4. Any Senator may request the privilege of the floor for any member of the campus community to speak on a subject before the Engineering Senate. The Chair shall rule on such requests.
- 3.3.5. By vote of the Engineering Senate, by ruling of the Chair, or by order of the Faculty Advisory Committee included in the agenda of the meeting the Engineering Senate shall go into closed session. The ruling of the Chair and the order of the Faculty Advisory Committee shall be subject to appeal, but the Chair shall determine whether such appeal shall be considered in open or closed session.
- 3.3.6. While in closed session, the meeting shall be restricted to voting members of the Engineering Senate (Article 3 in the Plan), to members granted a voice but not a vote (Articles 3.6 and 5.5.3 of the Plan), and to the Executive Secretary and Director, to the Parliamentarian and any staff required for keeping minutes, and to other persons expressly invited by the Engineering Senate.

- 3.4. Rules for Procedure
 - 3.4.1. The version of *Robert's Rules of Order* that shall govern the conduct of Engineering Senate meetings shall be *Robert's Rules of Order, Newly Revised*.
 - 3.4.2. A quorum for meeting shall be defined as a majority of elected Senators who have not given prior notification for absence to the Executive Secretary, or eleven Senators, whichever number is higher.
- 3.5. Senators must be physically present in order to participate in meetings.

4. Faculty Advisory Committee

- 4.1. Election
 - 4.1.1. The election of the Faculty Advisory Committee, as described in Article 8 below, shall be scheduled as a special order at the Transition Meeting of the Engineering Senate in the spring semester, but in no case shall it precede the election of the Chair-Elect as provided for in the Plan (Article 5.3 and 5.7.1). In the event of a tie vote in the election for members of the Faculty Advisory Committee, a ballot will be made available to each Senator as soon as the votes are counted and the tie discovered. Ballots are to be returned within one week from the date of distribution.
 - 4.1.2. In the event of a vacancy on the Faculty Advisory Committee, the available candidate who had received the next highest number of votes in the annual election for the Faculty Advisory Committee shall fill the remainder of the unexpired term.
- 4.2. Charge

The Faculty Advisory Committee shall exercise the following functions:

 - 4.2.1. Assist in carrying into effect the actions of the Engineering Senate.
 - 4.2.2. Act for the Engineering Senate as provided by and subject to the limitations stated in Article 4.3 below.
 - 4.2.3. Act as an initiating body suggesting possible action by the Engineering Senate.
 - 4.2.4. Review and report to the Engineering Senate on administrative implementation of policies adopted by the Engineering Senate.
 - 4.2.5. Prepare the agenda for each Engineering Senate meeting as provided for by and subject to limitations stated in Article 4.4 below.
 - 4.2.6. Serve as a channel through which any member of the Engineering community may introduce matters for consideration by the Engineering Senate or its committees.
 - 4.2.7. Prepare and submit reports on the Engineering Senate's work to the Dean and Engineering community.
 - 4.2.8. Review the operations of the Engineering Senate each year, and make recommendations to the Dean or his or her designee for improvements in those operations and for the replacement or continuation of the Executive Secretary.
 - 4.2.9. Serve as the channel through which the Engineering Senate and the Engineering community may participate in the selection of officers of the College.
 - 4.2.10. Perform such other functions as may be given it in other provisions of these Bylaws and the Plan.
 - 4.2.11. Make recommendations on nominees for campus-wide and System-wide committees and councils requiring representatives, when necessary.

- 4.3. Rules governing Faculty Advisory Committee Action for the Engineering Senate
 - 4.3.1. Where time or the availability of the membership precludes a meeting of the Engineering Senate, as, for example, during the summer or between semesters, the Faculty Advisory Committee may act for the Engineering Senate.
 - 4.3.2. A report of all actions taken by the Faculty Advisory Committee when acting for the Engineering Senate, with supporting material, shall be included with the agenda of the next regular meeting of the Engineering Senate. By written request of three Senators, received by the Chair of the Engineering Senate prior to the call to order of that meeting, any Faculty Advisory Committee action on behalf of the Engineering Senate shall be vacated and the item in question placed on the agenda as a special order. If any such item is not petitioned to the floor, it shall stand as an approved action of the Engineering Senate.
- 4.4. Rules Governing Preparation of the Engineering Senate Agenda
 - 4.4.1. The order of business for regular meetings shall be as follows:
 - (1) Call to order;
 - (2) Approval of the minutes of the previous regular meeting and any other intervening special meetings(s);
 - (3) Report of the Chair (including any report from the Faculty Advisory Committee);
 - (4) Special orders of the day;
 - (5) Unfinished business;
 - (6) Reports of committees;
 - (7) Other new business; and
 - (8) Adjournment.
 - 4.4.2. For regular meetings, the Faculty Advisory Committee shall consider all submissions for inclusion on the Engineering Senate agenda. The Faculty Advisory Committee may not alter a submission, but may delay its inclusion, may include it on the agenda of a special meeting, may submit the material directly to a committee of the Engineering Senate, or may refuse to place it on the agenda if the material is inappropriate, incomplete, or unclear. The party making a submission shall be notified of the action taken in this regard by the Faculty Advisory Committee.
 - 4.4.3. The order of business for a special meeting shall be as follows:
 - (1) Call to order;
 - (2) Statement by the Chair of the nature and origin of the call of the meeting;
 - (3) The special order;
 - (4) Other business as determined by the Faculty Advisory Committee; and
 - (5) Adjournment.
 - 4.4.4. For a special meeting the agenda shall include the matter(s) specified in the call of that meeting as the Special Order. Other items may be included on the agenda as the Faculty Advisory Committee deems appropriate.
- 4.5. Meetings of the Faculty Advisory Committee

A quorum of the Faculty Advisory Committee shall be four voting members. Minutes of the meetings shall be kept. The agenda shall be made publicly available prior to each

meeting. The Faculty Advisory Committee shall meet at least once per semester, at the call of the Chair, by petition of four voting members of the Faculty Advisory Committee, or by petition of five voting members of the Engineering Senate.

4.6. Referral of Items to Standing Committees

The Faculty Advisory Committee shall refer items to the standing committees.

4.6.1. The Faculty Advisory Committee shall refer an item to an appropriate committee when instructed by the Engineering Senate or when requested by the Dean, or when petitioned by twenty members of the Engineering Senate electorate.

4.6.2. The Faculty Advisory Committee may also refer any item it deems appropriate, and the standing committee shall give due consideration to such requests from the Faculty Advisory Committee.

4.6.3. The Chair of the Engineering Senate may, as need requires, act for the Faculty Advisory Committee and refer items to standing committees. All such actions shall be reported at the next meeting of the Faculty Advisory Committee.

4.7. To the extent permitted by law and University policy, the records of the Engineering Senate shall be open.

5. Committees of the Engineering Senate

5.1. Standing Committees – Specifications

The specifications of each standing committee of the Engineering Senate shall state its name, its specific charge, and any exceptions or additions to the basic charge to standing committees stated in Article 5.2. The specifications shall list all voting ex officio members and shall define committee composition.

5.1.1. In an appropriate section of Article 6 there shall be specifications for each committee not identified in the Plan.

5.2. Standing Committees – Basic Charge

In its area of responsibility, as defined in its specifications, each committee shall be an arm of the Engineering Senate that formulates and reviews policies within its area of responsibility as defined in its specifications.

5.3. Standing Committees – Committee Operation

5.3.1. Agenda Determination:

(1) A committee shall have principal responsibility for identifying matters of present and potential concern to the A. James Clark School of Engineering community within its area of responsibility. Such matters should be placed on the agenda of the committee.

(2) Nonprocedural items shall be placed on the agenda of a committee by vote of that committee, by referral from the Faculty Advisory Committee (Article 4.6), or by referral of policy recommendations. The committee shall determine the priorities of its agenda items.

5.3.2. Action minutes of the proceedings of each committee meeting shall be kept.

5.3.3. Standing Committees shall determine how advancing technology, such as phone and video conferencing and other electronic methods of participation, can be used for their purposes. Standing Committees may choose to conduct votes via email,

and shall agree on any other mechanisms for conducting business outside of meetings, when necessary.

- 5.3.4. Quorum Requirements of Standing Committees: Unless a quorum number is specified in the membership description of a committee, the quorum shall be a majority of voting members of the committee.

5.4. Standing Committees – Reporting Responsibilities

Each committee shall be responsible through its presiding officer for the timely delivery of the following reports:

- 5.4.1. The Executive Secretary and Chair shall receive an announcement of each meeting of the committee stating the time and place of the meeting with agenda items. It shall be sent as far in advance of the meeting as possible.
- 5.4.2. The committee shall report its progress on agenda items as required by the Chair of the Senate.
- 5.4.3. Reports providing information and/or recommendations to the Engineering Senate shall be submitted to the Faculty Advisory Committee for inclusion on the Engineering Senate agenda.
- 5.4.4. Upon written request of at least three members of a committee, the presiding officer of that committee shall include a minority statement with any committee report. Those requesting inclusion need not support the substance of the minority statement.
- 5.4.5. An annual report shall be presented to the Chair of the Engineering Senate at the end of the academic year, or, if approved by the Chair, no later than August 16, for submission to the Faculty Advisory Committee. The report shall include a list of all items placed on the committee's agenda, noting the disposition of each and a summary of the committee's deliberations. A cover sheet for each annual report, containing an outline of topics considered by the committee and their status, shall be made publicly available. In the case of committees with little activity, the committee may recommend inactive status the ensuing year until charged by the Faculty Advisory Committee to address a specific matter:
- (1) A committee may be placed on inactive status with approval of the Faculty Advisory Committee. No presiding officer or members shall be appointed to the committee while on inactive status.
 - (2) A committee on inactive status may be reactivated by the Faculty Advisory Committee when matters within its purview, as stipulated in Article 6, are brought to the Faculty Advisory Committee for review. Following reactivation, the Faculty Advisory Committee shall solicit volunteers for the committee in its annual volunteer period, and the Nominations and Awards Committee shall select members for the committee, in accordance with the provisions of 5.5 below.
 - (3) A special committee (Article 8.5 of the Plan) may not be appointed to consider matters within standing committee specifications in lieu of reactivating an inactive committee.

5.5. Standing Committees – Selecting Members

Persons shall be named to standing committees in accordance with the procedures below.

- 5.5.1. The Nominations and Awards Committee shall provide information on the charge and membership specifications of each committee.
- 5.5.2. The Nominations and Awards Committee shall solicit volunteers for the Engineering Senate's standing committees on an annual basis and shall develop slates of nominees to fill vacancies. No person shall be nominated for a committee position without consenting to serve on that committee, either through indicated preference or explicit agreement.
- 5.5.3. All Senators are encouraged to serve on at least one standing committee.
- 5.5.4. The departments shall be required to supply lists of nominees to serve on the Engineering Senate's standing committees. The number of nominees shall equal or exceed two times the number of Senators representing the department in the Engineering Senate and must include at least one Assistant Professor, one PTK faculty member, one undergraduate student, and one graduate student. The list must be delivered to the Nominations and Awards Committee by the beginning of the spring term so that slates of candidates for the following academic year may be generated and voted upon by the end of the spring term.
- 5.5.5. The Faculty Advisory Committee may appoint ex officio members with particular expertise or benefit to the committee. Such members shall serve with voice, but without vote. The Faculty Advisory Committee is empowered to make such changes in non-voting ex officio membership as appropriate.
- 5.5.6. The Nominations and Awards Committee shall place the slate of nominees for committee service on the Engineering Senate agenda for approval. Each nominee shall be identified by name and constituency. The notice of nomination shall also include the name and constituency of continuing members of the committee, and the name and office of the ex officio members, listed for information only. The nominations shall be subject to action by the Engineering Senate consistent with the Plan and the specifications of these Bylaws.
- 5.5.7. Terms on standing committees shall be two years for faculty and staff, and one year for students. Terms shall begin on July 1 of the appropriate year.
- 5.5.8. A member of a standing committee whose term is expiring may be appointed to another term, subject to restrictions (1) and (2) below. The Nominations and Awards Committee is particularly charged to consider the reappointment of active student members.
 - (1) No reappointment shall be made that would cause the appointee to serve longer than four consecutive years on the same committee.
 - (2) At most, half of the non-student members of a committee whose terms are expiring in any given year may be reappointed.
- 5.5.9. Terms as presiding officer of a committee shall be one year. A presiding officer may be reappointed if his/her tenure as a Senator is continuing; however, no one shall serve as presiding officer of a committee for longer than two consecutive years.

5.5.10. Appointments of the presiding officers of committees shall be made by the Chair of the Engineering Senate, designated on the annual committee slate, and shall be approved by the Engineering Senate.

6. Standing Committee Specifications

6.1. The Diversity and Inclusion Committee

6.1.1. Membership and Terms

- (1) The Diversity and Inclusion Committee shall be composed of eleven voting members. Three shall be T/TT faculty with one each from the Assistant, Associate, and Full Professor levels; three shall be PTK faculty; two shall be staff (one exempt, one non-exempt); two shall be undergraduate students; and one shall be a graduate student. The Diversity and Inclusion Committee shall elect one of its non-student and non-Assistant Professor voting members to serve as its Chair.
- (2) The A. James Clark School of Engineering's Diversity Officer shall be a non-voting ex officio member of the Diversity and Inclusion Committee.
- (3) The term of each non-student member shall be two years.
- (4) The term of each student member shall be one year.
- (5) A quorum of the Diversity Committee shall be six voting members, with the provision that at least three must be voting faculty representatives.

6.1.2. Charge

- 6.1.2.1. The committee shall consider programs for improving equity, diversity, and inclusiveness in the A. James Clark School of Engineering.

6.1.3. Operation

- 6.1.3.1. The Diversity and Inclusion Committee shall follow the procedures specified for standing committees in Article 5 above.

6.2. Nominations and Awards Committee

6.2.1. Membership and Terms

- 6.2.1.1. The Nominations and Awards Committee shall be composed of eleven voting members. Three shall be T/TT faculty with one each from the Assistant, Associate, and Full Professor levels; three shall be PTK faculty; two shall be staff (one exempt, one non-exempt); two shall be undergraduate students; and one shall be a graduate student. The Full Professor Member shall be appointed by the Faculty Advisory Council and shall Chair the Nominations and Awards Committee.
- 6.2.1.2. The term of each non-student member shall be two years.
- 6.2.1.3. The term of each student member shall be one year.
- 6.2.1.4. A quorum of the Nominations and Awards Committee shall be six voting members with the provision that at least three must be voting faculty representatives.

6.2.2. Charge

- 6.2.2.1. The committee shall identify and recruit individuals for service on Engineering Senate committees.

- 6.2.2.2. The committee shall assemble slates of candidates for approval by the Engineering Senate to populate the Faculty Advisory Committee and other standing committees of the Engineering Senate.
- 6.2.2.3. The committee shall evaluate nominations for the annual awards given by the A. James Clark School of Engineering for teaching, research, and service.
- 6.2.2.4. The committee shall work with the Office of the Dean to create, eliminate, or modify awards.
- 6.2.3. Operation
 - 6.2.3.1. The Nominations and Awards Committee shall follow the procedures specified for standing committees in Article 5 above.

7. Duties of the Executive Secretary

- 7.1. The Executive Secretary of the Engineering Senate shall be responsible for the minutes of all Engineering Senate meetings. The minutes shall include only actions and business transacted. They shall be submitted to the Engineering Senate for approval. Copies of the approved minutes shall be made available to all Department Chairs and Directors of Research Institutes in the College.
- 7.2. The Executive Secretary shall also maintain the following kinds of Engineering Senate records:
 - 7.2.1.1. All material distributed to Engineering Senate members;
 - 7.2.1.2. All material received by or distributed to members of the Faculty Advisory Committee;
 - 7.2.1.3. Any minutes of the Engineering Senate or the Faculty Advisory Committee not otherwise included under 7.2.1.1 and 7.2.1.2;
 - 7.2.1.4. Annual reports of all committees of the Engineering Senate not otherwise included under 7.2.1.1 and 7.2.1.2;
 - 7.2.1.5. The current and all previous versions of the Plan and the Bylaws;
 - 7.2.1.6. Articles concerned with Engineering Senate structure and operation from campus and University publications as they come to the attention of the Executive Secretary; and
 - 7.2.1.7. Other items deemed appropriate by the Executive Secretary or the Chair of the Engineering Senate.
- 7.3. The Executive Secretary shall work with the Faculty Advisory Committee to prepare, as soon as possible after each annual Senatorial election, a directory of the membership of the new Engineering Senate indicating for each member the constituency, term, office or department, and e-mail address. A copy of this directory shall be made available to all members of the Engineering Senate.
- 7.4. The Executive Secretary and Chair shall make available to each Senator, by campus mail or electronic means, a copy of the agenda and supporting material for each meeting. The receipt of the agenda and the supporting material then available shall satisfy the notice requirements of the meeting in question.

- 7.5. The Executive Secretary and Chair shall prepare for the members of the Engineering Senate and its Faculty Advisory Committee, as appropriate, all agendas, minutes, reports, and other documents. The Executive Secretary shall be responsible for the distribution of all items of Engineering Senate business to the members of the Engineering Senate and its Faculty Advisory Committee, and to other such committees as necessary.
- 7.6. The Executive Secretary shall inform the Faculty Advisory Committee of the status of all members of the Engineering Senate in accordance with the Plan
- 7.7. The Executive Secretary shall have the privilege of attending the meetings of all standing and Special Committees of the Engineering Senate to assist in the coordination of Engineering Senate business.

8. Annual Transition of the Engineering Senate

8.1. Preparation for Transition

- 8.1.1. By no later than the first scheduled spring meeting of the Engineering Senate, the Nominations and Awards Committee shall present slates of candidates to fill each upcoming vacant seat on the Faculty Advisory Committee and all other standing committees specified in the Plan and Bylaws. Additional nominees may be proposed from the floor of the Engineering Senate. The Engineering Senate, as a body, shall approve the slates of nominees. The Chair-Elect of the Engineering Senate shall serve as a non-voting, ex officio member of the Nominations and Awards Committee.
- 8.1.2. The slates must contain at least two candidates per upcoming vacant seat (including the Chair-Elect of the Senate) from each constituency. These may include those incumbent elected members who are eligible and willing to stand for reelection. Before reporting to the Chair of the Engineering Senate, the Nominations and Awards Committee shall secure the consent of all candidates in writing.
- 8.1.3. A brief statement of each candidate's qualifications shall be sent to the voting membership of the incoming Engineering Senate ten working days before the Transition Meeting of the Engineering Senate. Any further nominations made by members of the Engineering Senate and accompanied by a brief supporting statement and the consent of the candidate must be received by the Executive Secretary at least twelve working days before the Transition Meeting. These additional nominations shall be sent to the voting membership of the incoming Engineering Senate ten working days before the Transition Meeting.

8.2. Transition Meeting

- 8.2.1. The Transition Meeting will be the last regularly scheduled meeting of the Spring semester, and starts a new Engineering Senate session.
- 8.2.2. Terms of office of newly elected Senators will begin, and the terms of the outgoing Senators will end, with the call to order of the Transition Meeting by the outgoing Chair.
- 8.2.3. Election of the Chair-Elect, as provided for in section 5.7.1 of the Plan, shall be the first order of business of the Transition Meeting, after which the outgoing Chair will pass the gavel to the previous Chair-Elect, who will assume the Chair.

- 8.2.4. The election of the Faculty Advisory Committee shall be scheduled special orders of the Transition Meeting. Nominations may be received from the floor by the Chair, in addition to those provided for in Article 8.1. Any such nomination is contingent on the consent of the candidate, which must have been secured beforehand in writing if the nomination is made in the absence of the candidate. In the event of a tie vote in the election for members of the Faculty Advisory Committee or the Committee on Committees, a ballot will be distributed to each Senator in the appropriate constituency. Ballots are to be returned to the Executive Secretary within one week from the date distributed.
- 8.2.5. The elected members of the outgoing Faculty Advisory Committee and the Nominations and Awards Committee shall continue to serve until the election of new members is held.
- 8.2.6. After the conclusion of the Transition Meeting, any vacancies on standing committees will be filled by the new Nominations and Awards Committee subject to the approval of the Faculty Advisory Committee and pending confirmation by the full Engineering Senate at its next regularly scheduled meeting.