

1 **THE COLLEGE OF EDUCATION (COE)**
2 **CONGRESS AND SENATE**
3 **BYLAWS**

4 **1. General**

5 **1.1 Meetings.**

6 The Senate Chair shall schedule meetings of the Congress, the Senate, and the Senate
7 Executive Committee (SEC).

8 Notice of regular meetings shall be distributed prior to the beginning of each semester but may be
9 changed for cause during the semester with at least a week's notice.

10 Special meetings of the Congress or Senate may be called with advance notice of at least one
11 week. Special meetings of the SEC may be called with advance notice of at least one day.

12 All regular meetings of the Congress or Senate shall be open to any member of the Congress.

13 Elected members of the Senate, or their alternates, and SEC members are expected to attend all
14 meetings and to remain until the meetings are officially adjourned.

15 **1.2 Agenda.**

16 The Senate Chair is responsible for the preparation and distribution of agenda for meetings of the
17 Senate and the Congress.

18 Agenda will be distributed to Senate and Congress members as appropriate at least three
19 working days prior to the meeting dates.

20 Items for the agenda may be submitted in writing or email by any member of the Congress to the
21 Senate Chair for consideration at least six days prior to the meeting date.

22 Any member submitting an item for the agenda must include enough detail to enable the Senate
23 Chair to decide whether the topic is appropriate for Congress/Senate discussion, and must
24 include contact information so the Senate Chair can clarify the topic if necessary. Any member (or
25 a delegated representative of the member) submitting a topic is expected to attend the
26 Congress/Senate meeting for which it is scheduled, so that clarification can be obtained by the
27 full Congress/Senate if needed.

28 If the item discussion or documentation is extensive, it must be submitted to the Senate
29 electronically to facilitate expeditious dissemination to members of the Congress/Senators

30 **1.3 Voting.**

31 Voting is determined by a majority of the votes cast with a quorum present.

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32 Abstentions shall not be considered as votes cast.

33 Voting shall be by show of hands unless secret ballot is called for by any voting member.

34 **1.4 Minutes.**

35 Minutes of any meeting of the Congress, the Senate, and its committees shall normally be posted
36 on a COE accessible electronic space as agreed to by the SEC within ten working days of the
37 meeting.

38 **1.5 Rules of Order.**

39 The business of the Congress the Senate and the SEC shall be conducted according to
40 guidelines of common sense and accepted practices of past Senate operations.

41 Should any controversy arise about the conduct of business, Robert's Rules of Order will be
42 utilized.

43 **2. CONGRESS**

44 **2.1 Meetings.**

45 The Congress shall convene at least once during the academic year.

46 Special meetings may be held at any time called by the Senate Chair or by a vote of the Senate
47 members present and voting at a regular meeting of the Senate.

48 **2.2 Quorum.**

49 The members present at any meeting shall constitute a quorum for the conduct of official
50 business involving decision-making by the Congress. Any resolution or motion before the
51 Congress shall be adopted or passed if it receives an affirmative vote of a majority of the votes
52 cast by members present except as specifically noted in these Bylaws.

53 **2.3 Agenda.**

54 The agenda shall be set by the SEC and shall include, but not be limited to, any or all of the
55 following items depending on the time of the year when the meeting is held: the introduction of
56 new faculty and staff of the College; the presentation of personnel actions deserving public
57 recognition; the reporting by the Senate Chairperson on the status of Senate matters; the
58 reporting by the Treasurer on Senate finances; the reporting of Senate Committee Chairs
59 summarizing the activities of their respective committees; and/or special items prepared by the
60 SEC.

61 **2.4 Actions.**

62 Decisions by the Congress shall override decisions by the Senate and the SEC.

63 **2.5 Officers.**

64 Senate officers shall serve as officers of the Congress.

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65 **3. SENATE**

66 **3.1 Meetings.**

67 During the academic year, the Senate shall normally meet at least once a month. Special
68 meetings may be called by the Chair or by a majority vote of the SEC.

69 Notice of all meetings shall be distributed to all members of the Congress. Meetings shall begin
70 no later than ten minutes after the scheduled start of the meeting and shall end on time.

71 **3.2 Quorum.**

72 One-half of the elected Senators (or their alternates) shall constitute a quorum for the conduct of
73 official business requiring decision-making.

74 Proxy votes are not permitted.

75 **3.3 Agenda.**

76 The Senate Chair in consultation with the SEC shall determine the items to be included, the order
77 of presentation, and the time limitations (if any) on item discussion, except that items previously
78 tabled for continuation at the following meeting shall have precedence.

79 The agenda for each meeting shall include opportunity for Senate consideration of items not
80 specified on the agenda; the Chair should protect some time near the end of each Senate
81 meeting for this "new business," even if this limits discussion on agenda items.

82 **3.4 Actions.**

83 Any motion proposed and seconded shall be adopted if it receives the affirmative vote of a
84 majority of votes cast by members present.

85 Senate actions should be communicated by the Chair to the Dean of the College and/or other
86 person(s) with cognizance over the matter acted upon.

87 Senate decisions may be challenged within ten working days of the posting of such decisions in
88 Senate minutes via a petition signed by at least ten (10) regular members of the Congress,
89 specifying the particulars of such objections and requesting referral of the issue to the Congress
90 for their consideration and decision.

91 Depending upon the urgency of the matter, the Chair shall either call a special meeting of the
92 Congress or present the matter at a regularly scheduled meeting.

93 **3.5 Terms of Office.**

94 All elected Senators, officers and standing committee Chairs, shall commence service at the first
95 meeting of the Congress or Senate during the year for which they are elected to office.

96 Senators shall serve for two years.

97 The immediate Past Chair shall serve for one (1) additional year as an "off-ratio", non-voting
98 Senator beyond the term of office of Chair to ensure continuity between administrations and

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99 ongoing Senate activities. "Off-ratio" means that the service of the Past Chair in the Senate is not
100 included in the number of Senators representing his or her department or Center.

101 Where two or more Senators represent a single College unit their periods of service shall be
102 staggered so that about one-half of the unit's representatives are holdover Senators.

103 Officers and standing committee chairs shall be elected for one year.

104 **3.6 Election of Senators.**

105 Prior to 1 February of each year, the Vice-chair shall inform each department and division in the
106 College of the number of Senate seats allocated to that unit, of the vacancies that need to be
107 filled, and of the names of holdover Senators.

108 By March 1, each unit will conduct an election within that unit to fill existing vacancies and to
109 identify alternates for elected Senators.

110 Any member of the Senate may be re-elected by the unit represented.

111 Alternates should be identified in order of votes cast, and should be called upon in that order for
112 service, substituting for an elected Senator unable to attend. When it is confirmed by the unit that
113 one of its regular Senators will no longer serve out the term for which elected, the unit will
114 designate the first alternate as Senator to fill the unexpired term of office. Alternate Senators shall
115 have the same vote and privileges as the elected Senator temporarily replaced.

116 Faculty and APT members of the Congress are eligible to serve as Senators after completing
117 their first year of service in the College, but are encouraged to serve as members of Senate
118 committees during their first year of service.

119 Should the immediate past Chair of the Committee on Curriculum and Program Planning not be a
120 member of the Senate, that Chair serves as an ex-officio, non-voting member. A complete roster
121 of Senators-elect and holdover Senators shall be prepared by the Vice Chair and posted on the
122 COE Senate website and distributed to members of the Congress before the first meeting of the
123 Senate in each academic year, and if and whenever changes in membership are sufficient to
124 warrant.

125 Members of the College whose place of assignment is not on Oahu may be elected to serve as a
126 Senator. The SEC will establish an electronic process for ensuring the participation of such a
127 Senator in regular meetings of the Senate. Such a Senator is not eligible to serve as an officer.

128 **3.7 Officers.**

129 Senate officers shall include a Chair, Past-Chair, Vice-chair (who shall be Chair-elect), and
130 Secretary-Treasurer.

131 They shall also be the officers of the Congress and the SEC.

132 **3.7.1 Election of Officers.**

133 Prior to 1 April, the Vice-chair shall canvass holdover Senators and Senators-elect to determine
134 willingness to serve and to suggest nominees to the offices of Vice-chair and Secretary-
135 Treasurer.

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136 During the April meeting, a Vice-chair and Secretary-Treasurer will be elected to serve for the
137 following academic year. Should the current Vice-chair not be able to serve as Chair for the
138 following year, a new Chair will also be elected during the April meeting.

139 The Chair's term expires at the beginning of the first regularly scheduled meeting of the academic
140 year, and at that meeting the former Vice-chair assumes the office of Chair.

141 The term for the office of the Vice-chair shall commence on the date of the first regularly
142 scheduled meeting of the Senate in the first year of a two-year term. To permit accession to the
143 role of Chair in the second year the Senator elected to serve as Vice-chair must agree to serve as
144 Chair during his/her second year in office.

145 The Secretary-Treasurer is eligible for re-election providing service continues as Senator.

146 In the event the Chair is vacated, the Vice-chair shall assume the office; if the Vice-chair is
147 vacated, a new Vice-chair shall be elected.

148 If the Secretary-Treasurer vacates, a new officer shall be elected from among either the first or
149 second year Senators.

150 **3.7.2 Duties of the Chair.**

151 The Chair shall preside at all meetings of the Senate, the Congress, and the SEC, and shall have
152 general responsibility to see that the functions of each organization are carried out efficiently and
153 effectively.

154 The Chair shall have the power to establish ad hoc committees, to state goals and time frames
155 for such committees, and to appoint members and Chairs to accomplish those charges; the
156 power to appoint Chairs to fill non-elected member seats on standing committees; and the power
157 to appoint pro tem officers and standing committee Chairs when vacated until such time as new
158 elections can be held.

159 The Chair shall serve as liaison with the College Dean.

160 The Chair will establish and disseminate agenda for Senate meetings, and submit appropriate
161 reference background or documentation to prepare Senators for informed discussion on each
162 topic.

163 To accomplish these duties and others specified or implied elsewhere in these Bylaws, the Chair,
164 if a teaching faculty member, shall devote and be credited with one-fourth of a full time load (an
165 equivalent of a 3-credit teaching load each semester) to the work of the Senate. If the Chair is not
166 a teaching faculty member, the Dean and the division/department in which the Chair is employed
167 shall make every effort to provide some recognition of the commitment required by service as
168 Senate Chair, up to compensation equivalent to one-fourth of the Chair's salary. This support can
169 be used only for two purposes: 1) to pay one-fourth of the Chair's salary or 2) to pay for additional
170 clerical, research or other staff to assist the Chair with his or her current professional activities.
171 The Chair and the director/chair of the Chair's unit shall determine which use of these funds is
172 most appropriate.

173 **3.7.3 Duties of the Vice-chair.**

174 In the absence of the Chair, the Vice-chair shall serve in all duties. The Vice-chair shall conduct
175 all elections within the Senate, and coordinate all elections of Senators in the College. The Vice-

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176 chair will maintain a current roster of Senators on the COE accessible electronic space. Within
177 two weeks of the beginning of the academic year, the Vice-chair will post a calendar of the
178 regularly scheduled meetings of the Congress, Senate, and SEC on the publicly accessible
179 electronic space.

180 The Vice-chair shall be responsible for liaising with the Mānoa Faculty Senate (MFS). If the Vice-
181 chair is not an elected COE MFS Senator, the Vice-chair shall attend the meetings or solicit a
182 COE MFS Senator who is willing to serve as a liaison and report at each meeting of the COE
183 Senate. Solicitation should first be of a COE MFS Senator who is also a COE Senator.

184 The Vice-chair shall also determine matters of representation of college departments/divisions in
185 the Senate in accordance with Charter paragraph 3.1; coordinate the elections of Senators by
186 departments and divisions; recommend the nomination of candidates for Vice-chair, Secretary-
187 Treasurer, and each of the standing committee Chairs.

188 In April of each year, the Vice-chair (Chair-elect) shall submit to the SEC for approval, a budget
189 outlining the business costs of operating the Senate during the next year beginning 1 June. The
190 Vice Chair shall consult with the Dean in April about prospective funding for the Senate, and
191 develop draft procedures, (e.g. dues) to accommodate any anticipated budget shortfall. These
192 procedures shall be submitted to the Senate for discussion and approval at its first meeting of the
193 next academic year.

194 **3.7.4 Duties of the Past Chair.**

195 The immediate past Chair shall serve as a member of the Senate Executive Committee and the
196 Senate during the period 1 June to 30 June of the subsequent year to provide continuity and
197 guidance.

198 **3.7.5 Duties of the Secretary -Treasurer.**

199 The Secretary-Treasurer shall be responsible for recording, duplicating and distributing all
200 minutes of the Congress, the Senate and SEC.

201 The Secretary-Treasurer shall be responsible for the deposit, disbursement, and accounting for
202 any funds acquired for use by the Senate.

203 **3.8 Finances.**

204 **3.8.1 Operating Budget.**

205 The SEC shall establish a budget in April of each year. The amounts requested shall be
206 submitted to the Dean in April for allocation of funds as s/he may deem available.

207 Budgeted funds may be expended by the Chair for the stated purposes, or as approved by the
208 Senate, through regular means of obligation against a fiscal account. All expenditures from the
209 Senate budget must be co-signed by the Secretary-Treasurer.

210 **3.8.2 Non-Business Costs.**

211 To provide for costs inherent in the non-business operations of the Senate and Congress (aloha
212 functions, personnel recognitions) annual "dues" may be assessed each member of Congress, to
213 be collected by the Senator(s) from their respective departments or divisions and deposited with
214 the Senate Secretary-Treasurer in the Senate account.

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215 Withdrawal of funds from this account for non-business functions of the Senate shall be approved
216 by the Chair and the Secretary-Treasurer.

217 **3.9 Standing Committees.**

218 Except for the SEC, any Senate committee with a continuing charge shall be designated a
219 "standing committee" by the Senate; all other committees shall be ad hoc.

220 **3.9.1 Operations and Rules.**

221 All committee actions on Senate matters are recommendations to the Senate for their approval,
222 rejection, or modification.

223 The committee shall provide the Senate with a clear statement of resolution or motion on each
224 issue, accompanied by a brief summary of committee research, documentation, and discussion
225 as appropriate, and alternative options, if available.

226 Each committee may establish its own rules for methods of receiving suggested topics for
227 discussion/action, responding to such requests, and other committee matters, consistent with
228 Senate rules.

229 **3.9.2. Membership and Quorum.**

230 Each standing committee - with the exceptions of the Committee on Curriculum and Program
231 Planning and the Committee on Personnel - shall have a minimum of three (3) members selected
232 from faculty or APT members of the Congress.

233 Those committees noted as exceptions above shall have a minimum of five (5) members selected
234 from tenured faculty members of the Congress in the case of the Committee on Curriculum and
235 Program Planning, and at least three (3) members, the majority of which are tenured faculty, in
236 the case of the Personnel Committee.

237 It is recommended that each committee—with the exclusion of the Personnel Committee and the
238 Governance Committee—include one (1) student member with full rights and responsibilities of
239 participation including a vote.

240 A majority of members present shall constitute a quorum.

241 **3.9.3 Selection of Members and Terms of Office.**

242 Committee members shall be recruited by Committee Chairs and appointed by the Senate Chair
243 and confirmed by the Senate.

244 Committee members shall serve for a period of twelve months commencing at the Senate
245 meeting at which they are approved. Committee members may be reappointed for consecutive
246 terms.

247 **3.9.4 Election of Chairs and Term of Office.**

248 Each standing committee, with the exception of the Committee on College Fellowship, shall be
249 chaired by a Senator, elected by the Senate at its first regularly scheduled Senate meeting of the

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250 academic year, to serve for one year commencing the date of that meeting. The chair of the
251 Committee on College Fellowship may be any regular member of the Congress.

252 The committee Chair shall initiate action to provide for necessary and sufficient membership and
253 leadership on each of the Senate committees and for department/division alternate
254 representatives to the Senate; ensure the continuity and guidance of standing committees by the
255 selection of the immediate past Chair to serve as a committee member.

256 Chairs are eligible for re-election providing they continue as Senators.

257 **3.9.5 Duties of the Committee Chair.**

258 It is the responsibility of each committee Chair to obtain from these Bylaws, the Senate Chair,
259 previous minutes of the Senate and past practices of the committee, a clear and unambiguous
260 charge for the committee and to communicate that charge to committee members. The Chair
261 shall also recruit, select, and recommend to the Senate for appointment, non-elected members of
262 standing and ad hoc committees.

263 The committee Chair shall call meetings of the committee as needed, but normally at least twice
264 a semester, and shall report the status of committee matters to the Senate at least once each
265 semester.

266 At the May meeting of the Congress, each committee Chair shall summarize the activities of the
267 standing committee.

268 The Chair of each committee shall serve as a member of the SEC for a period of fifteen (15)
269 months, extending three (3) months beyond the term of office as Chair, thus providing a liaison
270 between the SEC and the standing committee represented by the Chair, and continuity to the
271 SEC.

272 **3.9.6 Committee on Curriculum and Program Planning (CCPP).**

273 Functions of this standing committee shall include, but not be limited to, the following: reviewing
274 proposals for College course additions or deletions, for the establishment of new programs or the
275 disestablishment of old programs, or for major changes in existing College courses or programs,
276 i.e., those which change the goals, intent, character, prerequisites, degree requirements,
277 necessary faculty and/or fiscal resources of the course or program, or which impact on other
278 courses or programs; developing or assisting in periodic reviews and evaluations of existing
279 programs and curricula; recommending the appointment of ad hoc committees to carry out such
280 reviews and evaluations; examining and refining academic goals and standards, professional
281 ethics and policies reflecting such goals and standards; suggesting ways of improving faculty
282 performance and planning for desired changes in academic programs and goals in accordance
283 with the Academic Development Plan of the College.

284 With regard to the review of graduate programs and curriculum, the committee shall consist of
285 one tenured member from each unit in the college having graduate faculty members. It is
286 recommended that this member be the graduate Chair or his or her designee. The role of this
287 committee shall include the study and recommendation of policies and procedures relative to
288 graduate student admission criteria, qualifications for faculty appointment to graduate faculty
289 status, and articulation among the college graduate programs, and articulation with the Graduate
290 Division. The Associate Dean for Academic Affairs in the college shall serve as an ex-officio
291 member of the committee.

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292 **3.9.7 Committee on Personnel.**

293 This committee shall consist of a majority of tenured faculty. Functions of this standing committee
294 shall include, but not be limited to, the following: reviewing matters relating to personnel policies
295 of the College and their effect on members of the Congress in particular; developing new policies
296 or policy changes affecting College personnel; determining the impact of proposed program or
297 curriculum changes on personnel resource allocations in the College; investigating complaints of
298 members of the Congress concerning personnel policies and practices not within the jurisdiction
299 of collective bargaining agencies, except where such complaints reflect shared governance or
300 intra-faculty governance. (See Governance Committee, below).

301 **3.9.8 Committee on Budget and Facilities.**

302 Functions of this standing committee shall include, but not be limited to, the following: reviewing
303 matters relating to the College budget allocations and use of College facilities; developing new
304 policies or policy changes affecting budget or facilities; determining the impact of proposed
305 program or curriculum changes on College budget allocations or use of College facilities;
306 investigating problems which arise in connection with policies affecting budget or facilities.

307 **3.9.9 Committee on Student-Faculty Relations.**

308 Functions of this standing committee shall include, but not be limited to, the following: reviewing
309 matters relating to student admission and retention in College programs, and student relations
310 with faculty and with other students; developing new policies or policy changes relating to
311 student-faculty relations; determining ways of improving student-faculty relations and of
312 increasing student participation in affairs of the College and in the activities of the Senate and its
313 committees; investigating student complaints and grievances concerning College policies and
314 practices which affect students, not including individual student grievances against individual
315 faculty.

316 **3.9.10 Committee on Diversity**

317 Functions of this standing committee shall include, but not be limited to, the following: providing
318 leadership in promoting the understanding of diversity, and providing assistance, in matters of
319 diversity, in the recruitment, retention, and professional development of faculty and students.

320 **3.9.11 Committee on College Fellowship.**

321 Functions of this standing committee shall include, but not be limited to, the following: arranging
322 and conducting social activities and events to promote fellowship among the faculty and staff of
323 the College of Education; and determining ways of improving and building faculty relations with
324 alumni and the community.

325 **3.9.12 Committee on Governance.**

326 Duties of this committee include the following:
327 (1) Publish and edit the College of Education Charter and Bylaws;
328 (2) Review new legislation for conformity with the Charter and Bylaws;
329 (3) Advise the Senate as to whether legislation and resolutions are of College of Education
330 concern solely;
331 (4) Make non-substantive changes in the Charter and Bylaws;
332 (5) Advise the Congress and the Senate, its officers, committees, and members in all matters of
333 organization and jurisdiction in the College of Education, in general, and the Senate, in particular,

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334 on decisions and actions involving shared governance and intra-faculty governance.
335 (6) Issue, upon a formal request from a member of the Congress, legislative rulings interpreting
336 the Charter and Bylaws of the College of Education Congress and Senate. Such rulings shall
337 have the status of legislation until modified by Senate or Congress legislation. Rulings of the
338 committee must be published in the Agenda for the first regular meeting of the Senate or
339 Congress next following the committee's decision. All rulings of the Committee on Governance
340 not superseded by legislative action shall appear in an Appendix to the Charter and Bylaws of the
341 Congress and Senate of the College of Education.
342 (7) Supervise and render opinions on the procedural fairness of all College of Education
343 elections.
344 (8) Establish and oversee a process for the annual evaluation of the Dean and any Associate
345 Deans.

346 **3.10 Ad Hoc Committees.**

347 **3.10.1 Operations and Rules.**

348 These shall be the same as for standing committees. (See 3.8.1).

349 **3.10.2 Establishment.**

350 The Senate Chair shall establish ad hoc committees as necessary to accomplish the work of the
351 Senate as it evolves.

352 Senate vote shall not be necessary, but the Senate may challenge the need for any committee or
353 its charge, in which case a vote of the Senate shall be necessary to confirm the establishment.

354 The Chair must supply the committee with a statement of specific charge and a deadline for
355 completion of its work.

356 **3.10.3 Membership and Quorum.**

357 Committee size shall be a function of its charge, but in no case shall be fewer than three (3)
358 members, none of whom need be Senators. Whenever the charge to an ad hoc committee
359 concerns a vested interest of any department or division (as determined by the Chair),
360 membership shall include a member of that unit.

361 A majority of the membership shall constitute a quorum for business.

362 **3.10.4 Selection of Members and Chairs.**

363 The Chair and all members of ad hoc committees shall be appointed by the Senate Chair with
364 recommendations from the Vice-chair when time permits.

365 Appointment confirmations by the Senate are not necessary, but the Senate can challenge the
366 appointment of committee members or the lack of representation of College units with vested
367 interests (as determined by the Senate), or of various points of view on the purpose for which the
368 committee is established. In this case, all members of this ad hoc committee shall be subject to
369 Senate confirmation.

370 **4. SENATE EXECUTIVE COMMITTEE (SEC)**

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371 **4.1 Meetings.**

372 During the academic year, the SEC shall meet as needed and may discuss agenda and make
373 decisions via email.

374 During the summer recess, it shall meet whenever Senate action is needed as determined by the
375 Chair.

376 **4.2 Quorum.**

377 One-half of the total number of SEC members shall constitute a quorum for the conduct of
378 business.

379 **4.3 Agenda.**

380 The business of the SEC shall be a shared responsibility by all SEC members, but the Chair shall
381 be responsible for seeing to it that current matters of concern to the members of the Congress,
382 the Senate, and the College administration are brought before the SEC for their consideration.

383 **4.4 Duties and Actions.**

384 The SEC shall identify and arrange for Senate consideration or committee study, the issues and
385 interests surrounding an agenda item concerning any of the functions of the Congress or Senate
386 identified in the Charter.

387 (See "Preamble" and paragraphs 2.3 and 3.3 of the Charter).

388 During the summer recess the SEC may make decisions in the name of the Senate affecting any
389 area of Senate interest, if it is determined by the Chair that a quorum of Senators would be
390 impossible to achieve at a special meeting of the Senate, and if the decisions need to be made
391 prior to the start of the new academic year. Immediately, upon making such a decision, the Chair
392 will communicate that information electronically to all members of the Senate.

393 Such actions shall be reported by the Chair to the Senate at its first meeting of the academic
394 year, and to the Congress in its September meeting.

395 **4.5 Membership and Term in Office.**

396 Membership on the SEC shall consist of Senate officers and the standing committee Chairs, or
397 their designated alternates.

398 Members shall serve for a period of fifteen (15) months commencing at the first regularly
399 scheduled Senate meeting of the academic year.

400 During the summer recess, members shall serve to provide continuity and guidance.

401 **5. AMENDMENTS TO THESE BYLAWS**

402 Procedures for proposing and voting on amendments to these Bylaws shall be determined by the
403 jurisdiction of the amendments to be made.

404 **5.1 Bylaws of the Congress.**

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405 Amendments to those Bylaws concerned with the Congress and its operations shall be proposed
406 and voted on in the same manner as amendments to the Charter.

407 (See Charter paragraphs [5.1 and 5.2](#)).

408 **5.2 Bylaws of the Senate.**

409 An amendment to those Bylaws concerned with the Senate shall be proposed by written petition
410 signed by at least three (3) elected Senators.

411 It shall be submitted to the Chair who shall place it on the Senate agenda of the next regular
412 meeting. The Governance Committee shall report to the Senate on the impact of the amendment
413 on current policy and practice.

414 A vote of the Senate on any amendment shall be held on the first meeting following the meeting
415 at which the amendment was introduced and read.

416 An affirmative vote of a majority of votes cast by the Senate is sufficient to amend those Bylaws
417 concerned with the Senate or the SEC.