

**LSU Health Sciences Center in New Orleans  
FACULTY SENATE CONSTITUTION**

**Preamble**

The faculty of the Louisiana State University Health Sciences Center in New Orleans (LSUHSC-NO), within applicable laws and policies of the Chancellor of the LSUHSC-NO, the President of the LSU System, and the Board of Supervisors of the Louisiana State University and A & M College, do hereby effect through this Constitution the Faculty Senate of the LSUHSC-NO.

**Article I. Name.**

Section 1. This organization shall be known as the Faculty Senate of the LSUHSC-NO, hereinafter referred to as the Senate.

**Article II. Purpose.**

Section 1. To serve as a representative voice of the faculty.

Section 2. To provide a means of communication between the faculty and the Chancellor and the Administration staff of the LSUHSC-NO.

A. The Faculty Senate, subject to the powers vested in the Chancellor of LSUHSC-NO, shall:

- i. consider and make recommendations concerning all matters of general interest, as distinguished from those affecting a single school;
- ii. review and approve all changes in existing policies or the establishment of new policies relating to matters of general LSUHSC-NO interest when these policies are brought to the Senate for consideration by the Chancellor of LSUHSC-NO or by its own members or constituencies;
- iii. consider and make recommendations on any matters referred to it by the Chancellor of LSUHSC-NO or by its own members or constituencies.

B. Any recognized group within the LSUHSC-NO community shall possess the privilege of presenting suggestions or raising problems for consideration by the Faculty Senate or by any of the ad hoc committees of the Senate. The "LSUHSC-NO community" shall mean those eligible for membership in the Senate as individuals, as well as, groups whose members are all eligible for membership in the Senate.

Section 3. To accept and share responsibility with administration and students in all efforts to improve the stature and to accomplish the mission of the LSUHSC-NO.

Section 4. To communicate with the faculty assemblies or faculty organizations of the Schools of Medicine, Dentistry, Nursing, Allied Health Sciences, Graduate Studies and Public Health at LSUHSC-NO.

Section 5. To communicate with the faculty senates of the other colleges and universities within the State of Louisiana.

**Article III. Jurisdiction.**

Section 1. The Senate may hear, consider, and advise the Chancellor of the LSUHSC-NO and his/her administration on any matter of concern.

Section 2. The Senate, upon its request, may be furnished by the Chancellor of the LSUHSC-NO information appropriate to its consideration in such a matter.

**Article IV. Membership and Term of Office.**

Section 1. Members of the Senate shall be selected/elected by the respective faculty assembly or faculty organization within each School by whatever procedure they approve, provided that such procedure yields Delegates who comply with faculty representation as set forth in this Constitution and Bylaws.

52 Section 2. For purposes of selecting Senators, eligible faculty are those full-time faculty with academic rank  
53 of Instructor or above as defined by the schools, excluding those administrators, deans, department  
54 heads, and any others whose functions are primarily administrative.

55 Section 3. Membership in the Senate shall be determined by proportional representation, in accordance with  
56 the formula provided in the Bylaws.

57 Section 4. A Senator may be recalled, as determined by the faculty assembly or faculty organization bylaws  
58 of each School.

59 Section 5. The term of office of a Senator shall be three academic years, commencing at the first Senate  
60 meeting following his/her election.

61 Section 6. Senators are eligible to serve no more than two consecutive terms. [Senators elected to an initial  
62 one or two-year partial terms shall be eligible to succeed themselves at the conclusion of their initial  
63 term for one additional term.]

64 Section 7. Approximately one-third of the members of the Senate shall be elected each year. The terms of  
65 office shall be staggered.

66 Section 8. The Senate shall be the sole judge of the qualifications of its members and shall have the power  
67 to review any contested election.

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**Article V. Meetings.**

70 Section 1. The Senate shall meet in regular monthly sessions.

71 Section 2. Special meetings of the Senate may be called as stipulated in the Bylaws.

72 Section 3. Rules governing the conduct of regular and special meetings shall be as stipulated in the Bylaws.

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**Article VI. Officers.**

75 Section 1. All officers of the Senate shall be elected members of the Senate.

76 Section 2. Officers of the Senate shall be the President, the President-elect, the Secretary, an elected Faculty  
77 Representative (see Article VIII, section 2), and an Alternate Faculty Representative.

78 Section 3. The officers of the Senate shall be elected in accordance with the Bylaws.

79 Section 4. The officers of the Senate shall discharge their duties as stipulated in the Bylaws.

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**Article VII. Executive Committee.**

82 Section 1. The Executive Committee of the Senate shall consist of the President, the Past President (ex-  
83 officio), President-elect, Secretary, and the Faculty Representatives to the LSU System.

84 Section 2. The duties and responsibilities of the Executive Committee shall be as stipulated in the Bylaws.

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**Article VIII. Elections.**

87 Section 1. Members of the Senate shall be selected during the first half of June of each year by such means  
88 as the respective faculty assemblies vote to approve.

89 Section 2. Officers of the Senate shall be elected by secret ballot at the June meeting of the Faculty Senate  
90 as the first order of business.

91 Section 3. Two Faculty Representatives to the LSU System will be elected by the Senate to serve two-year  
92 terms (with their terms staggered if possible). The Representatives may be a senator or a past  
93 senator, but should by definition be eligible for election to their respective faculty assemblies. The  
94 maximum service period of the Representatives shall be two consecutive terms. It is encouraged  
95 that these offices of the Senate will rotate among the various Schools representing LSUHSC-NO.

96 Section 4. If a senator in the second year of their current term is elected to the office of President-elect, then  
97 the term of that senator shall be extended to include a fourth year during which they, as President,  
98 will serve as member-at-large. When the President becomes a member at large, his/her original  
99 senate seat will become vacant, at which time the respective faculty assembly will elect a new  
100 senator to serve a 3-year term as stipulated in the Bylaws. Should the President-elect senator be re-  
101 elected to a second 3-year term in the Senate by their respective faculty assembly, that senator will  
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103 serve as President during the first year of their second term and the term will not be extended  
104 beyond 3 years.

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106 **Article IX. Committees.**

107 Section 1. The Chancellor, President, Executive Committee, or any Senator shall have the right to ask for  
108 the formation of an ad hoc committee to address or study any issue that impacts the faculty, staff or  
109 students of the LSUHSC-NO. Examples of committees that have been empaneled in the past, or  
110 served as standing committees, include:

- 111 A. Professional Rights, Responsibilities and Faculty Welfare Committee
- 112 B. Research Committee
- 113 C. Education, Service, and Patient Care Committee
- 114 D. Constitution, Bylaws, Resolutions, Nominations and Elections Committee
- 115 E. Facilities, Safety, and Security Committee
- 116 F. Information Technology Committee

117 Section 2. Ad hoc committees shall:

- 118 A. Formulate and recommend actions and policies for approval by the Senate.
- 119 B. Be available to consult and advise the Chancellor and Administration of the LSUHSC-NO.
- 120 C. Study matters assigned to them by the Senate or the Executive Committee, and consider written  
121 requests of faculty.
- 122 D. Seek factual information and the opinions of interested parties prior to any final action on a  
123 matter, and
- 124 E. Report to the Senate at each regular meeting, if requested.

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126 **Article X. Amendments.**

127 Section 1. Any proposal to amend, alter, or repeal the provisions of this Constitution shall be initially  
128 supported by a simple majority vote of the Senate.

129 Section 2. Any such proposal shall be made at least one regular meeting preceding that at which the vote on  
130 ratification is taken.

131 Section 3. Proposed amendments shall require ratification by a two-thirds vote of the total Senate.

132 Section 4. The procedure for amendments shall be as stipulated in the Bylaws.

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134 **Article XI. Interpretation.**

135 Section 1. Provisions of this Constitution and Bylaws, whenever unclear, ambiguous, or indefinite, shall be  
136 subject to interpretation by a simple majority vote of the total Faculty Senate.

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154 **LSU Health Sciences Center in New Orleans**  
155 **FACULTY SENATE BYLAWS**  
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157 **Article I. Membership.**

158 Section 1. **Eligibility.** Members of the Senate shall be elected from the LSUHSC-NO General Faculty as  
159 defined in Article IV of the Constitution.

160 Section 2. **Formula for Representation.** The Senate shall consist of a total number of 31 members as  
161 determined by the following formula:

- 162 A. There will be eight senators from the LSUHSC-NO Faculty Assembly of the School of  
163 Medicine, the majority of whom should be from clinical departments. Five senators  
164 will be elected by each faculty assembly or faculty organization of the LSUHSC-NO  
165 Schools of Nursing, Allied Health Professions, Dentistry and Public Health. Two  
166 senators will be elected by the LSUHSC-NO School of Graduate Studies. One  
167 senator will also be elected by the LSUHSC-NO library faculty.

168 Section 3. **Vacancies.** In case of resignation, incapacity, change of status, or irregular attendance of any  
169 Senator, the respective faculty assembly or faculty organization shall be responsible for naming a  
170 replacement to serve the term remaining. Irregular attendance shall be defined as failure to attend at  
171 least one-half of the regular Senate meetings during any one six-month period.

172 Section 4. **Proxy Voting.** Any member of the Faculty Senate may designate a member of the full-time  
173 faculty from his/her faculty assembly or faculty organization to serve as his/her alternate at any  
174 specific meeting of the Faculty Senate; provided, however, no person may be designated an alternate  
175 for more than one absent elected senator and no elected senator may serve as his/her alternate. To  
176 designate an alternate a member of the Senate shall execute a proxy form specifying the name of the  
177 alternate, the meeting for which the alternate shall represent the absent senator, and certifying that  
178 the named alternate is a full-time member of a School's faculty assembly or faculty organization.  
179 The executed alternate form (Appendix A) may be presented to the Secretary prior to roll call or  
180 mailed to the Secretary at his/her faculty box at least one week prior to a scheduled meeting.

181 Section 5. **Meetings.** The President will select a location for meetings of the full Senate.  
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183 **Article II. Officers.**

184 Section 1. **Duties of Officers.**

185 A. The President shall:

- 186 i. Preside at meetings of the Executive Committee,  
187 ii. Select the place of meeting of the Senate and notify Senators of any change in regularly  
188 designated times and places,  
189 iii. Preside at meetings of the Senate,  
190 iv. Appoint or solicit members for any ad hoc committees formed by the Senate  
191 v. Assign each new proposal and/or matter to the appropriate ad hoc committee of the  
192 Senate,  
193 vi. Be a voting member of the Senate,  
194 vii. Inform any constituency when it is necessary for it to fill a vacancy in its representation  
195 in the Senate,  
196 viii. State clearly each issue being voted on before the vote is taken and announce to the  
197 Senate the results of the vote,  
198 ix. Appoint a member of the Senate to keep records of any meeting from which the  
199 Secretary is absent,  
200 x. Transmit to the Chancellor of the LSUHSC-NO all recommendations approved by the  
201 Senate,  
202 xi. Serve as a non-voting member of the Executive Committee for one year following the  
203 expiration of his/her term of office.  
204 xii. Serve or appoint one designee to represent the Senate on the Association of

Louisiana Faculty Senates.

xiii. Serve or appoint a designee to represent the Senate at the Conference of Louisiana Colleges and Universities.

xiv. Serve as an ex-officio member of the Chancellor's Executive Committee.

B. The President-elect shall:

i. Serve as a member of the Executive Committee.

ii. Assume, in the absence of the President, the duties of the President, and

iii. Become the President should the position become vacant.

iv. Assume the office of President at the conclusion of the term of the current President.

C. The Secretary shall

i. Serve as a member of the Executive Committee,

ii. Keep clear and accurate records of the transactions of the Senate,

iii. Prepare written Minutes for each Senate meeting for distribution to Senators and guests in order to solicit comments regarding accuracy. Distribute corrected draft to Senators, guests, Chancellor and Vice Chancellor for Academic Affairs prior to the next Senate meeting.

iv. Submit a copy of the approved minutes and other official documents of the Senate for archiving by the LSUHSC-NO Library within one month after each meeting (Medical and Dental libraries).

v. Keep an up-to-date compilation of all Senate Resolutions and the Chancellor's responses to these resolutions,

vi. Preside, in the absence of the President and President-elect, at meetings of the Senate long enough to allow for the election of a temporary chairperson for that meeting,

vii. Carry on any necessary correspondence of the Senate,

viii. Tabulate and record the results of all votes of the Senate,

ix. Keep a current list of the members of the Senate,

x. Record the names of the members present at each meeting of the Senate and inform the President when excessive absences occur,

xi. Distribute an agenda for the Senate meetings at least 4 days before the meeting, and

xii. Keep clear and concise minutes of the meetings of the Executive Committee.

D. The Faculty Representatives shall:

i. Report to the Senate on issues being considered by the Board of Supervisors, particularly those that will have an effect on LSUHSC-NO.

ii. Serve as the faculty's representative to the LSU System Council of Faculty Advisors and report to the Senate on relevant developments and proceedings.

iii. Provide this information in summary form so that it can be disseminated to the presiding officers of each faculty assembly or faculty organization of the LSUHSC-NO.

Section 2. **Term of Office.** The term of office for the senate President, President-elect, and Secretary shall be for one twelve (12) month period, running from July 1 (beginning of the school fiscal year following the June election). The term of office for the Faculty Representatives to the Council of Faculty Advisors shall be two years. The Secretary and Faculty Representatives may serve two consecutive terms.

Article III. **Executive Committee.**

Section 1. **Meetings.** The Executive Committee shall confer prior to each regular meeting of the Senate and prepare an agenda for that meeting.

Section 2. **Duties.** The Executive Committee shall:

A. Make certain that any proposal submitted by a Senator shall be considered by the Senate,

B. Distribute an agenda to all Senators at least 4 days prior to all regular meetings of the Senate, and

C. Prepare a yearly calendar of meetings of the Senate, stipulating the deadlines for submitting proposals to be included in the agendas.

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257 Article IV. **Elections.**

258 Section 1. **Election of Officers.** An ad hoc committee for nominations and elections shall at the May  
259 meeting of the Senate, submit at least one name for each office of the Senate except for the office of  
260 President, and thereafter other nominations may be called for from the floor. The vote for Officers of  
261 the Senate shall be taken at the June meeting of the Faculty Senate in accordance with Article VIII  
262 Section 2 of the Constitution. In the event that an elected officer other than the President leaves  
263 office more than three meetings prior to the scheduled end of their term, the members of the Senate  
264 will be notified of the vacancy, nominations for a replacement will be solicited at the next regular  
265 meeting of the Senate, and a replacement will be elected at the meeting after that. If the vacancy  
266 begins less than three meetings before the scheduled end of the officer's term, a temporary  
267 replacement may be solicited by the President or an ad hoc nominations and elections committee and  
268 presented for election by a majority vote of the Senators present at the next Senate meeting. If the  
269 President leaves office, then the President-elect will become President and serve as President for the  
270 remainder of that year as well as the following year as stipulated in Article II Section 1 of the  
271 Bylaws.

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273 Article V. **Committees.**

274 Section 1. **Formation.** In accordance with Article II Section 1 Subparagraphs D of the Bylaws, the  
275 President of the Senate shall appoint or solicit members for ad hoc committees of the Senate. Each  
276 ad hoc committee of the Senate shall have the authority to appoint non-Senate members of the  
277 LSUHSC- NO General Faculty to serve on its committee. The Senate President will appoint the  
278 chairperson of each committee of the Senate from among the Senate members of the committee.  
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280 Article VI. **Meetings.**

281 Section 1. **Regular Meetings.** The first regular meeting of the Senate shall be held in July unless the Senate  
282 votes to recess until the August meeting. Other regular meetings shall be held pursuant to Article V.  
283 Section 1 of the Constitution.

284 Section 2. **Special Meetings.** Special meetings of the Senate may be called by the Secretary at the request  
285 of the President of the Senate or upon the written request of 25% of the Senators.

286 Section 3. **Quorum.** A simple majority (16) of Senators that includes at least one representative from five  
287 out of the seven faculty assemblies or faculty organizations shall be required to conduct business at  
288 any meeting of the Senate.

289 Section 4. **Minutes.** A complete and permanent set of minutes of each meeting shall be kept by the  
290 Secretary.

291 Section 5. **Guests.** Meetings of the Senate shall be open. The Senate may choose to go into executive  
292 session by a majority vote of the members present for a specific purpose allowed by law. A member  
293 of the General Faculty may "at the request of a Senator" be allowed to address the Senate for a  
294 specific purpose for no more than ten minutes. The Chancellor of LSUHSC-NO, or his/her  
295 designated representative, or any person not a member of the General Faculty, may address the  
296 Senate subject to the approval of a majority of those present.

297 Section 6. **Conduct of Meetings.** The conduct of Senate business shall be in accordance with Robert's  
298 Rules of Order (Revised).

299 Section 7. **Order of Business.** The order of business at Senate meetings shall be as follows:

300 A. Call to Order

301 B. Roll Call

302 C. Approval of Minutes

303 D. Unfinished Business

304 E. New Business

305 F. Reports from any ad hoc committees of the Senate

306 G. Reports from the Faculty Representative and/or Alternate

- 307 H. Announcements  
308 I. Adjournment
- 309 **Section 8. Procedures on Proposals other than Amendments.** The following procedures shall be used  
310 for all proposals to the Senate:
- 311 A. Proposals for consideration by the Senate must be submitted in writing to the Executive  
312 Committee at least two weeks before the next scheduled meeting of the Senate. This  
313 provision may be waived only if the Executive Committee interprets a proposal to be an  
314 emergency.
  - 315 B. Each new proposal shall be read to the Senate during the portion of the meeting devoted to new  
316 business.
  - 317 C. After each proposal is read, the Senate shall consider establishing an ad hoc committee of the  
318 Senate to address it. Debate on the question shall be limited to five minutes for proponents  
319 and five minutes for opponents.
  - 320 D. If a majority of the Senate present approve, the President shall assign the proposal to the  
321 appropriate ad hoc committee of the Senate. If less than a majority of the Senators present  
322 approve, the proposal shall be dropped.
  - 323 E. At the next meeting of the Senate, the ad hoc committee of the Senate shall make a full report of  
324 its studies on the proposal and state any alterations or objections that it feels advisable to  
325 make.
  - 326 F. After the ad hoc committee of the Senate has completed its report, the Senate shall debate the  
327 question of adopting the proposed recommendation. Amendments may be submitted from  
328 the floor.
  - 329 G. The failure of an ad hoc committee of the Senate to make a report at its appointed time shall not  
330 preclude the right of the Senate at that time to move, debate, adopt, or reject the proposed  
331 recommendation or a variation of it.
  - 332 H. A proposed recommendation shall not be adopted as a recommendation of the Senate unless it  
333 receives the vote of a majority of the Senators present.
  - 334 I. A minority report may be filed by a Senator(s) who does not vote with the majority.
  - 335 J. If the Executive Committee interprets a proposal to be an emergency, the proposal need not  
336 be referred to an ad hoc committee, and a recommendation may be introduced, drafted,  
337 and adopted during the same meeting at which it was proposed. If passage before the  
338 next scheduled meeting is critical, the process may proceed electronically (see Section  
339 9).
  - 340 K. The Chancellor or his/her designee, at his/her discretion, may submit items to the Senate for  
341 discussion and/or request to address the Senate.

342 **Section 9. Voting Procedures.** Voting shall be by show of hands or without objection at all in-person  
343 meetings. A roll call vote is required when requested by any Senator. A secret ballot requires a  
344 majority vote of the Senate. If the Executive Committee unanimously deems an issue to be an  
345 emergency, a proposal may be introduced, drafted, discussed, and voted upon electronically  
346 between Senate meetings. At least five business days must be allowed for voting following  
347 circulation of such a proposal, and passage requires a vote in favor by a majority of the total  
348 Senate. In addition, any Senator may table voting on the proposal until the next Senate meeting.  
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#### 350 Article VII. Amendments.

351 Section 1. Amendments to this Constitution or its Bylaws shall be made at regular meetings of the  
352 Senate.

353 Section 2. The following procedure shall be used when an ad hoc committee determines after  
354 due deliberation that an amendment to the Constitution or Bylaws is needed:

- 355 A. The general nature of the proposed amendment shall be announced to the Senate and an  
356 affirmative vote obtained from a majority of the Senators present in order to proceed.

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- 358 B. At the next meeting of the Senate, the ad hoc committee shall present a draft of the proposed  
359 amendment and the rationale behind it, after which the Senate shall debate the proposal.  
360 Amendments to the proposal may be submitted from the floor.  
361 C. A draft incorporating any necessary changes raised in the discussion will be circulated to the  
362 entire Senate and the President of the faculty assembly or faculty organization of each  
363 School at least two weeks prior to the meeting at which any voting on the amendment is  
364 to occur.  
365 D. At the next meeting of the Senate, the Senate shall debate the question of adopting the  
366 amendment. Modifications to the proposal may be submitted from the floor.  
367 E. After debate, the proposal shall require a two-thirds vote of the total Senate membership to be  
368 enacted.

369 Section 3. The following procedure shall be used for any individual Senator to directly propose an  
370 amendment to the Constitution or Bylaws:

- 371 A. To propose an amendment, a Senator must notify the Secretary of his/her intentions in  
372 writing at least three weeks prior to the next regular meeting. A copy of the proposal  
373 shall be included in the call for the next regular meeting and a copy shall be sent to the  
374 President of each School's faculty assembly or faculty organization at least ten days prior  
375 to the next meeting.  
376 B. At the next regular meeting, the President of the Senate shall read the proposal and call for  
377 preliminary debate that shall be limited to five minutes for proponents and five minutes  
378 for opponents.  
379 C. For the proposal to be admitted for further consideration after preliminary debate it must be  
380 supported by a simple majority of the Senators present, pursuant to Article X, Section I  
381 of the Constitution. Without this support, the proposal shall die for lack of support.  
382 D. Upon a proposal's being admitted for further consideration, the President of the Senate shall  
383 refer the proposal to an ad hoc committee of the Senate for further study.  
384 E. At the next meeting of the Senate, the ad hoc committee shall make a full report of its studies  
385 on the proposal and state any alterations or objections that it feels advisable to make.  
386 F. After the ad hoc committee has completed its report, the Senate shall debate the question of  
387 adopting the proposal. Amendments to the proposal may be submitted from the floor.  
388 G. The failure of the Committee to make its report at the appointed time shall not preclude the  
389 right of the Senate at that time to move, debate, adopt, or reject the proposal or a  
390 variation of it.  
391 H. After debate, the proposal shall require a two-thirds vote of the total Senate membership to be  
392 enacted.

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409 APPENDIX A

410 LSU Health Sciences Center in New Orleans  
411 FACULTY SENATE

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413 PROXY FORM: APPOINTMENT OF PROXY SENATOR  
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415 I hereby designate and appoint to serve as my alternate and proxy at a meeting of the Faculty Senate  
416 of the LSUHSC-NO to held on \_\_\_\_\_, 20\_\_\_\_, or any adjournment thereof.

417 \_\_\_\_\_  
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419 (Print name of the designated proxy/alternate)

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421 I certify that the named alternate is a full-time member of the faculty of the assembly or organization that I  
422 represent.

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424 Date: \_\_\_\_\_

425  
426 School/Faculty Assembly or Organization: \_\_\_\_\_  
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429 \_\_\_\_\_ (Signature of Senator granting proxy)

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432 \_\_\_\_\_ (Print name of Senator granting proxy)  
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