CONSTITUTION OF THE CAMPUS ASSEMBLY FOR THE UNIVERSITY OF
ARKANSAS FOR MEDICAL SCIENCES (Board Policy 1210.1, 1977; revised April 30,

PREAMBLE
IN ADOPTING THIS POLICY FOR ARTICLES OF LOCAL CAMPUS GOVERNMENT
FOR THE UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES CAMPUS, THE
BOARD OF TRUSTEES, ON ITS OWN MOTION, MAY AT ANY TIME REVIEW,
AMEND, REVISE, OVERRULE, OR AFFIRM ANY MATTER, POLICY,
RESOLUTION, OR LEGISLATION THAT MAY BE ADOPTED BY ANY GROUP
REFERRED TO HEREINAFTER

ARTICLE I: Purposes
The purposes of the University of Arkansas for Medical Sciences
Campus Assembly are to:

1. To provide an organization that will permit a broad base for campus governance
   through a participating involvement of students, faculty and staff in the development of
   guidelines and regulations for campus affairs in relation to those matters that affect the
   quality of campus life as well as to those matters that enhance and sustain an environment
   of academic excellence.
2. To generate and promote understandings, collaboration and a sense of community on
   this campus.
3. To provide a representative forum for the communication and exchange of ideas as the
   basis for a deliberative synthesis of recommendations to the Chancellor and, through the
   Chancellor’s office, to the President of the University on matters of concern to members
   of the Assembly.

ARTICLE II: Definitions
Throughout this governance document, the following definitions will be used:

Section 1.
Faculty: Those individuals holding academic rank as follows: Distinguished Professor,
Professor, Associate Professor, Assistant Professor, Instructor and Assistant Instructor.

Persons holding a primary, full-time faculty appointment within any UAMS College, ‘primary’
to be defined by each College.

Students: Those individuals enrolled in undergraduate, graduate, postdoctoral, or trainee
programs.
Staff: Those individuals employed by the campus in one of the following categories (as defined by the document titled “UAMS Job Titles as Assigned by the DHEW Affirmative Action Code” in Appendix 1):

- Professional Non-Faculty
- Executive, Administrative, Managerial
- Technical and Paraprofessional
- Clerical and Secretarial
- Skilled Crafts
- Service and Maintenance

ARTICLE III: Composition of the Campus Assembly

Section 1. The Campus Assembly is composed of two deliberative bodies (see Appendix II):

- The Academic Senate
- The House of Delegates

Section 2. The Academic Senate will be composed of:

- All faculty as defined in Article II.
- Professors emeriti, adjunct professors and visiting professors, lecturers, and volunteer faculty members shall have voice, but no vote in the Academic Senate.
- The Academic Senate Council, a representative body of the Academic Senate, will be composed of:
  - Two faculty elected from each College
  - One faculty elected from faculty campus-wide appointments
  - Elected officers of the Academic Senate, and
- The President of Associated Student Government and the Chairperson of the House of Delegates are members of the Academic Senate Council with voice but no vote.

Section 3. The House of Delegates will be composed of:

- Officers: Chairperson, Chairperson-elect, Secretary, Parliamentarian, and Immediate Past Chairperson;
- Faculty: two from each college
- Students: two from each college;
- The President of Associated Student Government and the Chairperson of the House of Delegates are members of the House of Delegates Executive Council with voice but no vote.
- Two percent (2%) of the total number of employees in the following groups:
  - Executive, Administrative, and Managerial
  - Professional Non-Faculty
  - Skilled Crafts
  - Service & Maintenance
  - Technical & Paraprofessional
  - Clerical & Secretarial
Fifty percent (50%) of the delegates from the six preceding groups are to be elected annually between April and September for two year terms.

e. d. Alternates: There will be eight six alternates. One shall be selected from each of the following groups:

(1) Faculty
(2) Students
(1) Executive, Administrative and Managerial
(2) Professional Non-Faculty
(3) Skilled Crafts
(4) Service and Maintenance
(5) Technical & Paraprofessional
(6) Clerical & Secretarial

(The candidate in each of these groups who received the next highest number of votes after the elected delegate shall be designated as an alternate for a one-year term for his or her respective group)

Section 4. The Chancellor’s Advisory Committee shall consist of the Vice Chancellors, Deans, and such others as the Chancellor deems appropriate.

Section 4. Each body of the Assembly may, at its discretion, create By-laws which pertain to that body. Amendments/Changes to each set of By-laws will be made by the body. The By-laws cannot contravene any section of the constitution.

ARTICLE IV: Functions of the Campus Assembly

Section 1. The UAMS Campus Assembly is responsible for the determination of guidelines and policies for campus affairs.

Section 2. In keeping with the Rules and Regulations of the Board of Trustees, the Academic Senate shall, under the Board of Trustees, be the legislative body responsible for developing reviewing and recommending changes to educational policies and programs on the UAMS campus. Among other matters, this responsibility includes such areas as:

a. Admission requirements
b. Curriculum and courses
c. Degrees and requirements for degrees
d. Calendar and schedules
e. Academic honors and honorary degrees
f. Student academic affairs
g. Interpretation of its own legislation

The Academic Senate is not the primary body for the formulation of specific professional programs within the colleges of the UAMS Campus. The individual colleges, as dictated by
their various accrediting agencies, retain the rights and responsibilities for formulation of
curricula, new programs and admission requirements. The Academic Senate may formulate
specific recommendations relating to inter-college and intercampus programs; however,
individual colleges, as dictated by their various accrediting agencies, retain the primary rights
and responsibilities for formulation of curricula, new programs and admission requirements. The
Academic Senate does have the responsibility to guarantee, through review, deliberation and
legislative action, the purposes of the Assembly as stated in Article I of this document.

Section 3. In addition, The Academic Senate shall have the authority to make recommendations
to the Chancellor on any matter of general faculty or campus-wide concern, including such
matters as but not limited to

   a. Research facilitation
   b. Appointment, Non-reappointment, Dismissal
   c. Promotion, Tenure
   d. Academic freedom
   e. Safety, traffic and security
   f. Fringe benefits and health services
   g. Job evaluation, grievances and appeals

Section 4. The Academic Senate Council shall exercise general legislative powers and conduct
the general business of the Academic Senate. The Academic Senate Council shall submit a
yearly written report of activities to the Academic Senate to be placed on reserve in the library.

Section 3 5. The House of Delegates shall have the authority to make recommendations to the
Chancellor on any matter of general campus-wide concern, including such matters as but not
limited to

   a. Safety, traffic and security
   b. Fringe benefits and health services
   c. Salaries, work schedules and working conditions
   d. Job evaluation, grievances and appeals
   e. Other non-academic affairs

Each group that sends elected representatives to the House of Delegates will have the prerogative
of meeting by themselves and sending a statement of their interests through the House of
Delegates to the Chancellor. In its passage through the House of Delegates, this elected body
could forward the statement “with approval”, “without action” or “without approval for the
following reasons...”. The House of Delegates can also draft its own proposal regarding the same
subject matter. In all instances, however, the proposal from the originating group will be
forwarded to the Chancellor. These recommendations will be implemented as described in
Section 7.

Section 4 6. All legislative actions of the Academic Senate Council or the Academic Senate
shall be sent to the Chancellor. The Chancellor will respond in writing to such actions within two
weeks following receipt of a written record of the legislative action. The Chancellor’s response
approving or disapproving the legislative action shall be returned to the Academic Senate Council or the Academic Senate. If, after consideration of the points of disapproval, the Academic Senate Council or the Academic Senate and Chancellor are unable to reconcile their differences, the Academic Senate Council or the Academic Senate may vote to appeal for resolution of these differences. By a three-fifths (3/5) vote of those present and voting, provided that thirty (30) percent of the membership a quorum is present (see Article V Section 5.), the Academic Senate Council or the Academic Senate may appeal those differences requiring resolution to the appropriate system-wide University authority and the President; such appeals shall be presented by the Chancellor (or the Chancellor’s designee) and a representative elected by the Academic Senate Council or the Academic Senate. These recommendations will be implemented as described in Section 7.

Section 5.7. All recommendations regarding matters of general faculty or “campus-wide” concern shall be sent by either the Academic Senate Council or the Campus House of Delegates to the Chancellor, referred by the originating body to its complement for concurrence or acknowledgement. The originating body will then forward the recommendations to the Chancellor. The Chancellor shall respond in writing to the originating body within two weeks after receiving a written record of the recommendations.

ARTICLE V: Meetings of the Academic Senate

Section 1. Unless otherwise indicated herein, meetings of the Academic Senate or the Academic Senate Council, and its committees are open to all persons. The Chairperson of the Academic Senate and its committees may extend floor privileges to those persons who are not members.

Section 2. The Academic Senate shall meet on call of the Chairperson of the Academic Senate at least two times per year. Joint meetings of the two Assembly bodies are not precluded but would be held in addition to the two regular meetings. The Academic Senate may also be convened at the initiative of the Chancellor, or on formal petition to the Chairperson of the Academic Senate by ten (10) percent of the members of the Academic Senate; such meeting shall be held within fifteen (15) calendar days of the presentation of the petition. At any meeting the Chairperson shall preside or in his/her absence, the Chairperson-Elect, or in the absence of both, the Chairperson’s designee.

Section 3. The Academic Senate Council shall meet on call of the Chairperson at least every two months to conduct general business of the Academic Senate. Meetings will be conducted according to the Academic Senate By-laws.

The Academic Senate Council shall compile an agenda for all meetings and forward it to the Chairperson-Elect who shall distribute it to all members of the Academic Senate through the campus mail not later than one week before the time of the meeting. All items to be considered by the Academic Senate or the Academic Senate Council must be submitted to the Chairperson of the Academic Senate Council. A request to the Academic Senate Council for the inclusion of any item of business, if bearing the names of ten (10) or more of the members of the Academic Senate, or the Academic Senate Council, and if submitted not later than two weeks before the
next regular meeting of the Academic Senate or Academic Senate Council, shall require that this
item of business be included on the agenda. Decisions regarding inclusion of requests bearing
less than the ten (10) required names shall be left to the discretion of the Academic Senate
Council. At any meeting, the Academic Senate or Academic Senate Council shall take no final
action on any business that is not on the agenda for that meeting.

Section 4. The secretary of the Academic Senate shall promptly prepare minutes of each meeting
and shall forward them to the Chairperson-Elect of the Academic Senate. The Chairperson-Elect
shall thereupon promptly duplicate the minutes and send them to all members of the Academic
Senate. In addition, once these minutes are approved by the appropriate body, a copy of these
minutes shall be made publicly available in the UAMS Library, on the UAMS website and a
copy will be provided to the president of the Associated Student Government and the
Chairperson of the House of Delegates.

Section 5. Fifty (50) Thirty-five (35) members of the Academic Senate or nine (9) seven (7)
members of the Academic Senate Council shall constitute a quorum unless otherwise specified.
In the event that a quorum is not present, discussion of items on the agenda may occur, but
voting must be done at the next meeting unless the majority of those present ask for a mail ballot
for such voting. In such mail voting, a majority vote of at least twenty percent (20%) of the
Academic Senate membership is necessary. Mail balloting will be conducted according to the
Academic Senate By-laws.

Section 6. Unless specified otherwise, matters placed before the Academic Senate and Academic
Senate Council for a vote shall be decided by a majority vote of those present and voting,
providing a quorum is present. Voting shall ordinarily be by voice (except Academic Senate
elections) but in cases of doubt, any member may request a hand count vote. In Academic Senate
and Academic Senate Council meetings with a quorum present, other methods of voting may be
required by request of twenty-five (25) percent of the members present. There is no provision for
proxy or cumulative voting.

Section 6 7. Except as otherwise noted, all members of the Academic Senate shall be governed
by the parliamentary procedures in the latest edition of Robert’s Rules of Order.

ARTICLE VI: Meetings of the House of Delegates

Section 1. Unless otherwise indicated herein, meetings of the House of Delegates and its
committees are open to all persons. The Chairperson of the House of Delegates and its
committees may extend floor privileges to those persons who are not members.

Section 2. The House of Delegates shall meet on call of the Chairperson of the House of
Delegates at least two (2) times per year. Joint meetings of the two Assembly bodies are not
precluded but would be held in addition to the five (5) regular meetings. The House of
Delegates may also be convened at the initiative of the Chancellor, or on formal petition to the
Chairperson of the House of Delegates by ten (10) percent of the members of the House of
Delegates; such meeting shall be held within fifteen (15) calendar days of the presentation of the
petition. At any meeting the Chairperson shall preside or in his/her absence, the Chairperson-Elect, or in the absence of both, the Chairperson’s designee.

Section 3. The Agenda Committee shall compile an agenda for all meetings and forward it to the Chairperson-Elect who shall distribute it to all members of the House of Delegates through the campus mail not later than one week before the time of the meeting. All items to be considered by the House of Delegates must be submitted to the Chairperson of the Agenda Committee. A request to the Agenda Committee for the inclusion of any item of business, if bearing the names of three (3) or more members of the House of Delegates, and if submitted not later than two weeks before the next regular meeting of the House of Delegates, shall require that this item of business be included on the agenda. Decisions regarding inclusion of requests bearing less than the three (3) required names shall be left to the discretion of the Agenda Committee. At any meeting, the House of Delegates shall take no final action on any business that is not on the agenda for that meeting.

Section 4. The secretary of the House of Delegates shall promptly prepare minutes of each meeting and shall forward them to all members of the House of Delegates. Once these minutes are approved, a copy of these minutes shall be made publicly available in the UAMS Library, on the UAMS website and a copy will be provided to the president of the Associated Student Government and the Chairperson of the Academic Senate Council.

Section 5. Forty percent (40%) of the voting members of the House of Delegates shall constitute a quorum unless otherwise specified. In the event that a quorum is not present, discussion of items on the agenda may occur, but voting must be done at the next meeting unless the majority of those present ask for a mail ballot for such voting. Mail balloting will be conducted according to the House of Delegates By-laws.

Section 6. Unless specified otherwise, matters placed before the House of Delegates for a vote shall be decided by a majority vote of those present and voting, providing a quorum is present. Voting shall ordinarily be by voice, (except House of Delegates elections) but in cases of doubt, any member may request a hand count vote. In House of Delegates meetings with a quorum present, other methods of voting may be required by request of twenty-five (25) percent of members present. There is no provision for proxy or cumulative voting.

Section 7. If a House of Delegates member misses three consecutive House meetings without justifiable cause, the House Chairperson will determine if there is cause for removal. If a member is removed from the House, the Chairperson shall appoint and present to the House for ratification the respective alternate to fulfill the member’s term.

Section 8. If a Committee member misses three (3) consecutive committee meetings without justifiable cause, the Committee Chairperson will determine if there is cause for removal. If a committee member is removed from a committee, the House Chairperson will appoint another House member to the committee.

Section 9. Except as otherwise noted, all meetings of the House of Delegates shall be governed by the parliamentary procedures in the latest edition of Robert’s Rules of Order.
ARTICLE VII: Officers of the Academic Senate and Members of the Academic Senate Council

Section 1. Officers of the Academic Senate are the Chairperson, the Chairperson-Elect, the Immediate Past-Chairperson (all of whom must be faculty), the Secretary and the Parliamentarian. The Chairperson-Elect is elected annually by the Academic Senate. The Secretary and the Parliamentarian are elected by the Academic Senate for staggered two-year terms. (See the Academic Senate elections By-laws).

Section 2. Duties of the Chairperson are to preside at meetings of the House of Delegates and its Agenda Committee. Officers are listed in detail in the By-laws of the Academic Senate.

Section 3. The Chairperson-Elect is the presiding officer at Academic Senate, Academic Senate Council, and Agenda Committee meetings in the absence of the Chairperson. The Chairperson-Elect serves as a member of the Agenda Committee and is responsible for the collection of agenda items and the duplication and distribution of the agenda and the minutes for meetings of the Academic Senate, the Academic Senate Council, and the Agenda Committee.

Section 4. The Secretary is responsible for taking the minutes of the meetings and submitting the minutes to the Chairperson-Elect for duplication and distribution. The Secretary will publish annually a list of all Academic Senate officers and a list of the membership of all Academic Senate Committees for distribution by the Chairperson-Elect.

Unless otherwise limited herein, the Secretary is responsible for maintaining a copy of the minutes of the Academic Senate and committees thereof, as well as a list of committee membership on reserve in the library. The Secretary is also responsible for providing copies of the minutes of all Academic Senate meetings to the Chancellor’s Office. The Secretary will also maintain in the library and Chancellor’s Office, minutes of all system-wide committees and councils.

Section 5. The Parliamentarian will advise the Chairperson on questions of procedure in transacting the business of the Academic Senate and the Academic Senate Council.

Section 6. Persons newly elected or appointed as officers of the Academic Senate assume their offices immediately after the election meeting (see Academic Senate elections By-laws) except that an outgoing Chairperson-elect or Secretary remains responsible for his or her duties in connection with the minutes of that election meeting.

Section 7. Members of the Academic Senate Council are the elected officers of the Academic Senate, the elected president of the Associated Student Government, two faculty elected by and from each College and one faculty elected from campus-wide appointments. The elected president of the Associated Student Government and the elected Chairperson of the House of Delegates serve as members with voice but no vote. The officers from the Academic Senate will serve their terms as previously specified in Section 1. The president of the Associated Student
Government will serve a one-year term. The elected faculty representatives will serve two years. The president of the Associated Student Government and the Chairperson of the House of Delegates will serve a one-year term.

Section 8.5. In the event of a vacancy in the office of Chairperson-Elect, Secretary, or Parliamentarian, a special election will be held to fill the Office. (See Article IX, Section 2).

ARTICLE VIII: Officers of the House of Delegates

Section 1. Officers of the House of Delegates are the Chairperson, Chairperson-Elect, Secretary, and Parliamentarian. The Chairperson will serve one year. The Chairperson-Elect will serve two years: one year as Chairperson-Elect and the second year as Chairperson. The Secretary and Parliamentarian will be elected for one year. Any of the above may serve two successive terms except the Chairperson.

Section 2. Duties of the Chairperson are to preside at meetings of the House of Delegates and its Agenda Committee. Officers are listed in detail in the By-laws of the House of Delegates.

Section 3. The Chairperson-Elect is the presiding officer at the House of Delegates meetings in the absence of the Chairperson or in the event of a vacancy of the office of Chairperson. The Chairperson-Elect serves as a member of the Agenda Committee and is responsible for the collection of agenda items.

Section 4. The Secretary is responsible for taking the minutes of the meetings and duplication and distribution of the minutes, and also serves as a member of the Agenda Committee. The Secretary will publish annually a list of all House of Delegates officers and a list of the membership of all House of Delegates committees. Unless otherwise limited herein, the Secretary is responsible for maintaining a copy of the minutes of the House of Delegates and committees thereof, as well as a list of membership on reserve in the library. The Secretary is also responsible for providing copies of minutes of all meetings to the Chancellor’s Office where they will be retained. The Secretary will also maintain in the library and Chancellor’s Office, minutes of all system-wide committees and councils.

Section 5. The Parliamentarian will advise the Chairperson on questions of procedure in transacting the business of the House of Delegates and will also serve as a member of the Agenda Committee and will ensure that all employee suggestions are submitted to the Agenda Committee.

Section 6.3. Persons newly elected as officers of the House of Delegates assume their offices immediately after the election meeting (See House of Delegates Elections) except that an outgoing Chairperson-Elect or Secretary remains responsible for his or her duties in connection with the minutes of that election meeting.

Section 7.4. In the event of a vacancy in any office other than Chairperson, a special election will be held to fill the office.
ARTICLE IX: Elections of the Academic Senate

Section 1: Each year during April the Academic Senate will hold an election to fill the posts of those elective Academic Senate officers whose terms of office are about to expire. The Nominations Committee will prepare a slate of at least two and no more than three members for each office to be filled. The proposed slate will be representative of each college and the campus-wide appointments. This slate of nominees will be listed on the agenda for the last Academic Senate meeting prior to the election; at this meeting of the Academic Senate, nominations may be made from the floor provided that approval of the person nominated is secured. Following this meeting, the Nominations Committee will prepare and mail ballots to the membership by April 15. Members shall return ballots by May 1 to be counted by the Nominations Committee. To be elected, a nominee must receive votes from a majority of those casting ballots. In the event no nominee receives a majority of the votes cast for an office, a runoff, with comparable time constraints, by mail ballot between the two nominees receiving the most votes will be immediately conducted by the Academic Senate.

Section 2: In the event of a vacancy in the office of Chairperson-Elect, Secretary, or Parliamentarian, a special election will be held to fill the office. The Nominations Committee prepares a slate of nominees for the vacant position allowing for write-in nominations. This slate is submitted to the Academic Senate officers for approval. Following approval of this slate, the Nominations Committee will prepare and mail ballots to the membership. Members shall return ballots within two weeks to be counted by the Nominations Committee. To be elected, a nominee must receive votes from a majority of those casting ballots. In the event no nominee receives a majority of the votes cast for an office, a runoff, with comparable time restraints, by mail votes will be immediately conducted by the Academic Senate.

Section 3: Persons newly elected or appointed as officers of the Academic Senate assume their offices immediately after the election meeting except that an outgoing Chairperson-elect or Secretary remains responsible for his or her duties in connection with the minutes of that election meeting.

ARTICLE X: Elections of the House of Delegates

Each year during April the House of Delegates will elect its officers. The Nominations Committee will prepare a slate of at least two and no more than three members for each office to be filled. This slate of nominees will be listed on the agenda for the House of Delegates meeting prior to the election; at this meeting of the House of Delegates, nominations may be made from the floor provided that approval of the person nominated is obtained. Following this meeting, the House of Delegates’ officers will prepare and mail ballots to the membership by April 15. Members shall return ballots by May 1 to be counted. To be elected, a nominee must receive votes from a majority of those casting ballots. In the event no nominee receives a majority of the votes cast for an office, a runoff between the two nominees receiving the most votes, will be
conducted immediately by mail with two weeks allowed for return of ballot. All nominees for office must be members of the House of Delegates. However, if any elected officer is not re-elected in September for another term as representative, he/she will remain a member of the House of Delegates for his/her term of office.

Section 1. Each year during April the House of Delegates will hold an election to fill the posts of those elective House of Delegates officers whose terms of office are about to expire.

Section 2. In the event of a vacancy in the office of Chairperson-Elect, Secretary, or Parliamentarian the House of Delegates before April of each year, a special election will be held to fill that office.

Section 3. Persons newly elected or appointed as officers of the House of Delegates assume their offices immediately after the election meeting except that an outgoing Chairperson-elect or Secretary remains responsible for his or her duties in connection with the minutes of that election meeting.

ARTICLE XI: UAMS Representatives to System-wide Committees and Councils

All UAMS representatives to system-wide committees and councils will be appointed by and from the appropriate Campus Assembly body or official. These representatives are responsible for maintaining communications between the Campus Assembly and System-wide committees and councils, and ensuring they represent both the viewpoints of the full Campus Assembly. All System-wide committee and council actions will be reported by the UAMS representative(s) at the next regular meeting of the Academic Senate Council and/or House of Delegates Executive Committee, and the minutes of such system-wide meetings will be kept on reserve in the library and retained in the Chancellor’s Office.

ARTICLE XII: Committees of the Academic Senate

Section 1. Elected Standing Committees:
   a. Academic Senate Council
      The Council consists of the Chairperson, the Immediate Past-Chairperson, the Chairperson-Elect, the Secretary, and the Parliamentarian of the Academic Senate; two faculty elected by and from each college, one faculty elected from campus-wide appointments, and the president of the Associated Student Government and the Chairperson of the House of Delegates. The Chairperson of the Academic Senate serves as Chairperson of the Academic Senate Council.
   
b. Nominations Committee:
      The Nominations Committee will prepare a slate of nominees for each Academic Senate office to be filled, and as needed, as vacancies occur. The committee will prepare this slate according to the procedure outlined in Article IX. The Committee is responsible for preparing the ballot, mailing and counting the votes. The Nominations Committee is composed of: two faculty members from each college, elected annually by the faculty of
that college; the president of the Associated Student Government, and one faculty from
the campus-wide appointments.

c. Agenda Committee: The Agenda Committee is responsible for the preparation and
distribution of the agenda for meetings of the Academic Senate and the Academic Senate
Council. The Committee consists of the Chairperson, Chairperson-Elect, Secretary, and
Parliamentarian. The Agenda Committee will meet two weeks before each scheduled
Academic Senate meeting to prepare the agenda.

Section 2. Appointed Standing Committees and Ad Hoc Committees

a. The officers of the Academic Senate may appoint the members from the Academic
Senate and define the duties of such Standing and Ad Hoc Committees as may be
necessary or useful in the conduct of Senate business and/or to handle issues of
concern to the Academic Senate membership. All such committees shall have a
membership that is representative of the Academic Senate and, furthermore, the
faculty members shall be representative of the colleges of the UAMS campus. (See
Academic Senate By-laws).

b. Nominations Committee

The Nominations Committee will prepare a slate of nominees for each Academic
Senate office to be filled, and as needed, as vacancies occur. The committee will
prepare this slate according to the procedure outlined in the Academic Senate By-
laws. The Committee is responsible for preparing the ballot, (e)mailing and counting
the votes.

c. Honors Committee

The Honors Committee will review suggestions for and make recommendations to
the Chancellor for individuals to receive honorary doctoral degrees. The Honors
Committee meets in executive session and reports directly to the Chancellor.

Membership on appointed Standing and Ad Hoc Committees shall be for a one year term or less.
The following shall be specified for each committee:

—— a. Purpose
—— b. Charge
—— c. Objectives
—— d. Number of members
—— e. Chairperson

All committees have the authority to call and conduct such meetings as are necessary to obtain
information necessary for the formulation of committee recommendations to the Academic
Senate. All committees except the Honors Committee are responsible to the Academic Senate
Council and shall submit recommendations and reports to that body for action. All committee
recommendations are to be given to the Chairperson of the Agenda Committee for inclusion in
the agenda of the next Academic Senate meeting.
Section 3. Committee Meetings:

All committee meetings are open; and the date, time and location of committee meetings must be published at least one week in advance of the meeting. Minutes of committee meetings shall be given to each member of the committee, the Secretary of the Academic Senate and shall be made available for inspection by anyone upon request to the committee chairperson.

ARTICLE XIII: Committees of the House of Delegates

Section 1. Elected Standing Committees:

a. Agenda Committee: The Agenda Committee is responsible for the preparation and distribution of the agenda for meetings of the House of Delegates. The committee is composed of the Chairperson, the Chairperson-Elect, Secretary, Parliamentarian and Past Chairperson of the House of Delegates, and two at-large members to be elected annually by and from the membership of the House of Delegates. The Chairperson of the House of Delegates serves as Chairperson of the Agenda Committee. The Agenda Committee will meet two weeks before each scheduled House of Delegates meeting to prepare the agenda.

b. Executive Committee

The Executive Committee consists of the Chairperson, the Immediate Past-Chairperson, the Chairperson-Elect, the Secretary, and the Parliamentarian of the House of Delegates and the Chairpersons of all elected and Appointed Committees. The Chairperson of the House of Delegates serves as Chairperson of the Executive Committee. The elected president of the Associated Student Government and the elected Chairperson of the Academic Senate Council serve as members with voice but no vote.

b. Nominations Committee: The Nominations Committee will meet each Spring to prepare a slate of nominees for each House of Delegates’ office to be filled. The committee will prepare this slate according to the procedure outlined in Article X, Elections of the House of Delegates. The Nominations Committee is composed of one representative from each group in the House of Delegates as defined in Article III. The elected representatives from each group will, in turn, elect their member for this committee.

b. Elections and Membership Committee

The Elections and Membership Committee will prepare a slate of nominees for each House of Delegates office to be filled, and as needed, as vacancies occur. The committee will prepare this slate according to the procedure outlined in the House of Delegates By-laws. The Committee is responsible for preparing the ballot, mailing and counting the votes. The Nominations Committee is composed of a minimum of the Committee Chairperson and one other House of Delegates member. Other House of Delegates members may serve as needed.
Section 2. Appointed Standing Committees and Ad Hoc Committees:

The officers of the House of Delegates may, with the approval of the House of Delegates, appoint members and define the duties of such Standing and Ad Hoc Committees as may be necessary or useful in the conduct of its business. Membership on appointed Standing and Ad Hoc Committees shall be for a one-year term or less.

The following shall be specified for each committee:

a. Purpose
b. Charge
c. Objectives
d. Number of members
e. Chairperson

All committees have the authority to call and conduct such meetings as are necessary to obtain information necessary for the formulation of committee recommendations to the House of Delegates. All committees are responsible to the House of Delegates and shall submit recommendations and reports to that body for action. All committee recommendations are to be given to the Chairperson of the Agenda Committee for inclusion in the agenda of the next House of Delegates meeting.

The chairperson of the House of Delegates may appoint the members from the House of Delegates and define the duties of such Standing and Ad Hoc Committees as may be necessary or useful in the conduct of House business and/or to handle issues of concern to the House of Delegates membership. All such committees shall have a membership that is representative House of Delegates. (See House of Delegates By-laws)

Section 3. Committee Meetings:

All committee meetings are open and the date, time, and location of committee meetings must be published at least one week in advance of the meeting. Minutes of committee meetings shall be given to each member of the committee and the Secretary of the House of Delegates. In addition, the minutes shall be made available for inspection by anyone upon request to the committee chairperson.

All committee meetings are open; and the date, time and location of committee meetings must be published at least one week in advance of the meeting. Minutes of committee meetings shall be given to each member of the committee, the Secretary of the House of Delegates and shall be made available for inspection by anyone upon request to the committee chairperson.

ARTICLE XIV: Amendments

Amendments to the Constitution of the Campus Assembly must be considered in both the Academic Senate and the House of Delegates and require an affirmative vote of two-thirds (2/3) of the members present and voting, providing that a quorum is present in both the Academic
Senate and the House of Delegates. A proposed amendment may be offered by any member of
the Academic Senate or House of Delegates, or by any committees of these bodies. Proposed
amendments will be considered only during the regular nine month academic year (September
through May). No vote can be taken upon a proposed amendment until it has been submitted to
the Agenda Committees of both the Academic Senate and the House of Delegates and published
as part of the agenda for two consecutive meetings of these bodies. All proposed amendments
must be in written form when placed on the agendas. Any amendment approved by the Assembly
as specified above shall become effective when approved by the Board of Trustees of the
University, or after approval by the Board of Trustees, on a day specified therein.

1 Rules and Regulations of the Board of Trustees of the University of Arkansas for the
Governance of the University of Arkansas, 1975