System Administration Faculty Senate Bylaws
Revised August 18, 2026

Section 1 - Definitions

As used in the System Administration Faculty Senate Bylaws, the terms below have the meanings stated herein:

a. "Unit" refers to the individual offices of System Administration, which are the Chancellor's Office and System Computing Services.
b. "System Administration" refers collectively to the units.
c. "System Administration Bylaws" describes the current faculty organization, policies, and procedures for implementing policies for all of the units. The System Administration Bylaws can be found on the System Administration Faculty Senate website
d. "Nevada System of Higher Education Code", hereafter known as the NSHE Code, establishes the primary organizational structure of the System and the personnel policies for its faculty. The NSHE Code can be found in the Board of Regents Handbook, Title 2.

Section 2 - Function and Authority of the System Administration Faculty Senate

2.1 The System Administration Faculty Senate (hereafter "the Senate") serves as the primary representative and advisory body for the System Administration faculty. Its function is to advocate for faculty interests and act upon issues brought before or initiated by the Senate. All actions of the Senate shall be in accordance with the provisions of these bylaws and consistent with the provisions of the System Administration Bylaws, specifically Chapter 1, and with the procedures as outlined in the NSHE Code.

2.2 Any official action of the Senate shall require a majority of the votes cast by the Senate members.

Section 3 - Senate Elections and Membership

3.1 Any member of the unit's faculty, as defined in the System Administration Bylaws, Chapter 1, Section 1.3.2, shall be eligible for membership in the Senate. Each unit shall be represented in the Senate according to the System Administration Bylaws, Chapter 1, Section 1.4.1.

3.2 Representatives, hereafter known as senators, shall be elected to the Senate under procedures established within each unit and at specific times as provided for in these bylaws.

3.3 Prior to the first regular Faculty Senate meeting of the calendar year, the chair will request a list of current faculty members from the Director of Human Resources and provide this list to the Senate secretary. At the first regular meeting of the calendar year these lists will be used by the Senate to determine the representation quota from each unit. Once the quota is determined, the number of senators shall remain constant throughout the year. The secretary shall provide a written list of all of the senators whose terms will expire. The Senate will determine how many vacancies will be filled from each unit to meet the representation quotas.

3.4 Prior to the second regular Board of Regents meeting of the calendar year the Senate shall hold nominations for two weeks followed by elections for one week. At the close of the elections the Senate secretary shall oversee the counting of the votes and distribute a list of the new and continuing senators to the System Administration staff.

3.5 Senators shall be elected for a two-year term, with terms of office beginning at a special meeting held prior to July 1st. Terms of office shall be staggered for those units having more than one elected senator.

3.6 If a senator resigns, the position shall be filled by appointment or election at the earliest possible date by the faculty of the unit involved.

Section 4 - Officers

4.1 Officers of the Senate shall consist of Chair, Vice-Chair, Chair-Elect, and Secretary.

4.2 The Senate shall elect officers from among its current Senate members. The Vice-Chair and, Secretary shall be elected prior to July 1st. The Chair-elect shall be elected prior to the first regular Board of Regents meeting of the following calendar year. Officers shall be elected for a one-year term. The outgoing officers shall continue their duties June 30th. In the event the Chair and Vice-Chair are unavailable, Senate members in attendance shall chose a temporary chair.

4.3 Duties of officers:

4.3.1 Chair: Preside over all meetings, prepare agenda, give notice of meetings, make committee appointments, and attend all meetings of the Board of Regents, unless arrangements have been made beforehand for alternate representation.

4.3.2 Vice Chair: Perform duties of the chair in the event the chair is absent from a meeting, represent the Senate at meetings of the Board of Regents or other committees at the request of the chair, serve as chair for the ad-hoc System Administration Appeals Committee, represent the System Administration as primary representative on the Joint NSHE Committees, and provide information on the purpose and function of the Senate to new professional employees.

4.3.3 Secretary: Keep and maintain an accurate record of all Senate proceedings, disseminate actions of the Senate to all unit faculty members for approval or for informational purposes when necessary, oversee elections, and provide reports as required by the chair. One week prior to meetings, distributes agendas and draft minutes to senators and posts agenda and draft minutes on the Senate website. Posts approved minutes to web site within fifteen days of approval, and notifies all System Administration offices that the minutes are posted on the web.

4.3.4 Chair-Elect: Become chair upon completion of current chair's term. At current chair's discretion attend one or more meetings to gain familiarity with ongoing senate and Board of Regents issues and meet with other institution faculty senate chairs-elect. This position may be held by the Chair, Vice-Chair, Secretary, or any other Senate member.

Section 5 - Committees

5.1 The chair may appoint senators to ad hoc committees or to any other committee deemed necessary by the Senate. The chair shall also have the authority to refer items requiring Senate action to the appropriate committee for consideration and recommendation.

5.1.1 The past chair shall serve as second representative of System Administration on Joint NSHE Committees. In the event the past chair cannot serve, the chair will serve in place of the past chair.

5.2 Committee members may be requested to submit oral or written reports at any Senate meeting.

Section 6 - Meetings

6.1 The Senate shall meet monthly. The Chair may reschedule regular meetings as needed. Special meetings may be convened at any time by the chair or upon petition by a majority of the Senate.

6.2 A senator who anticipates being absent from a meeting may designate a substitute representative or extend a proxy to another senator to act on his/her behalf. Either action shall be valid for all voting matters. Written notification from the senator must be given to the chair prior to the meeting in which the substitute will be attending or the proxy will be used. Each senator can only use one proxy at any meeting.

6.3 Quorum: A simple majority of the membership of the Senate (exclusive of substitutes or proxies) shall constitute a quorum for the transaction of business at any meeting.

6.4 All Senate meetings shall be open to the public.

Section 7 - Parliamentary Procedure

7.1 The latest edition of Robert's Rules of Order shall govern the Senate in all cases to the extent that the rules are consistent with the procedures as established in these bylaws, the System Administration Bylaws, or as outlined in the NSHE Code.

7.2 The chair may appoint a parliamentarian to serve a one-year term. The parliamentarian does not have to be a member of the Senate or System Administration faculty. At the request of the chair, the parliamentarian shall act as an advisor and rule on matters of procedure. In all other instances, the parliamentarian will participate as a member of the public.

Section 8 - Amendment Procedures

8.1 Amendments to the Senate Bylaws may be proposed by any of the following: 20 percent of the faculty members of System Administration, an affirmative vote of the majority of the Senate membership, a committee appointed by the Senate for that purpose, the Board of Regents, or the Chancellor.

8.2 Proposed amendments shall be sent to each Senate member at least one week prior to the Senate meeting in which the proposals are to be discussed.

8.3 Amendments to these bylaws must be ratified by a majority vote of the Senate membership in attendance at the meeting where the proposals are discussed.