



MEMORANDUM

DATE: April 4, 2022

TO: Council of Academic Officers
Council of Student Affairs Officers

FROM: Phil Bakken, Corporation Secretary *Phil*

RE: Process to Amend Student/Faculty Senate and College Bylaws

Given recent leadership transitions and multiple proposed bylaw amendments, we wanted to take this opportunity to reshare the process for amending student/faculty senate and college bylaws. Therefore, this memorandum replaces the June 17, 2013, communication issued by the Corporation Secretary.

In January 2010, the Board of Regents amended Bylaw 1.2, which addresses how student government, faculty senate, and college bylaws are updated and amended. In order to implement amended bylaws, the governing body must:

1. **Give notice and hold a public hearing on the amendments.** This notice must be provided to the President and Chancellor. Before January 2010, a public hearing on the proposed amendments would have been held during a Board of Regents meeting. However, in approving the amendment to Bylaw 1.2, the Board of Regents felt it was important to continue requiring a public hearing as part of the amendment process.
2. Once the amendments are adopted following the public hearing, they are to be submitted to the Vice President and General Counsel for review and approval. (Note: It is helpful to involve Legal before the faculty/student vote, so the vote is made on the final version).
3. When steps 1 and 2 are complete, file the amendments with the Corporation Secretary, who will report the changes to the Board of Regents.

Amendments to student/faculty senate and college bylaws are considered “in effect” once all three steps detailed above have been fulfilled. Please share this information with members of your team who may work on bylaw amendments, and if you have any questions, please feel free to contact me.

cc: Jeff Gold, Executive Vice President and Provost
Stacia Palser, Vice President and General Counsel