



Amending College Bylaws

Office of the Executive Vice Chancellor and Chief Academic Officer
Faculty Affairs

This document is based on the NU Administration April 4, 2022 memo titled “Process to Amend Student/Faculty Senate and College Bylaws”, with additional items added to ensure awareness and consistency at the campus level.

Please note that college and department bylaws are supplemental to the UNL Bylaws, which are supplemental to the Regents Bylaws. Information from the UNL Bylaws and/or the Regents Bylaws should not be replicated in college bylaws; instead, appropriate links and references should be given. College bylaws should include a statement modeled after Section 6, “Relations to Other Bylaws and Rules” of the UNL Bylaws, which reads: “Nothing in these UNL Bylaws shall be construed to be in conflict with any applicable law or with the Regents Bylaws. Where anything in these UNL Bylaws conflicts with any Bylaws or Rules of any Institute, College, School, Department, or other subunit of UNL possessing power to enact Bylaws or Rules, the provisions of these UNL Bylaws shall govern anything in any Bylaws or Rules of such Institute, College, School, Department, or other subunit to the contrary notwithstanding.”

To amend college bylaws, please follow these steps:

Step 1: Preliminary Review

Share a copy of the current college bylaws as a Word document and a second Word document using track changes for the proposed changes (i.e. amendments) with the Associate Vice Chancellor for Faculty Affairs. The AVC will review the changes and consult with the Office of General Counsel to ensure the proposed changes are acceptable at the campus and system levels before they are voted on by the faculty. Please understand that this step could take several weeks or longer. The AVC will confirm in writing that you are authorized to move forward with the next step.

Date shared: _____

Date preliminary approval was received: _____

Step 2: Notice of Public Hearing

Give notice of a public hearing on the amendments. Provide a copy of the notice to the AVC with the following information: when the public hearing notice was sent, who it was sent to, and how the public hearing notice was advertised and/or distributed.

Public hearing notice was sent:

How: _____

When: _____

Recipients: _____

Step 3: Public Hearing

Hold the public hearing that includes a vote by college faculty on the amendments. Provide a record of the faculty votes to the AVC with documentation of when and where the public hearing took place.

Public hearing was held:

Date: _____

Location: _____

Faculty Vote: _____

Step 4: Final Review

Provide a final packet of all items referenced above, a copy of this form as a PDF, the Word document of the college bylaws with track changes, and the requested effective date for the amendments to the AVC for transmission to General Counsel's Office.

Requested Effective Date:

Date: _____

Step 5: Implement Approved Amendments

Once approval is received from UNCA, proceed with implementation of amendments. Send a clean PDF copy of the updated college bylaws for posting on the EVC webpage to the AVC, notify the college, update college web pages and faculty handbook, etc.

UNCA Approval Received:

Date: _____



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