Addendum to the Faculty Senate Meeting Agenda  
Friday September 10, 2010  
2:30pm Wall 317

New Business:

*ad hoc* Faculty Manual Rewrite Committee

**Motion 1:**

The ad hoc Faculty Manual Rewrite Committee moves that the following elaborations of the duties of the Faculty Senate Executive Committee and those working with that committee replace those found in the 2010-2011 Faculty Manual (page 11):

a. The Chair of Faculty Senate is elected by the Faculty Senate to a two-year term and has the following duties:
   1. to oversee all senate business and to preside over the meetings of the Faculty Senate and the Executive Committee;
   2. to monitor and coordinate senate committee progress and reporting (See #7 Committee Reports in this section);
   3. to forward Senate actions, recommendations, and resolutions to the appropriate administrative office and to notify Senators of all Administrative Actions taken on Senate actions, recommendations, and resolutions;
   4. to be a representative of the Faculty, and as such may not serve on any regular (standing) faculty committees or college promotion and tenure committees;
   5. to serve as an honorary, non-voting member of the Board of Trustees.

b. The Vice Chair of Faculty Senate is elected by the Faculty Senate to a two-year term and has the following duties:
   1. to manage and update the contents of Faculty Senate Website in conjunction with the Faculty Senate Recorder;
   2. to collect and compile minutes and agenda of regular (standing) faculty committees for posting on the website;
   3. to preside over meetings of the Senate in the absence of the chair;
   4. to succeed and to complete the term of the Chair of the Faculty Senate if a chair is unable to complete the term of office. In such cases a new Vice Chair of Faculty Senate will be elected to serve the remainder of the term.

c. The Secretary of Faculty Senate is elected by the Faculty Senate to a two-year term and has the following duties:
   1. to maintain the current senate list, to take roll call at each Faculty Senate meeting and verify a quorum;
   2. to approve the transcribed minutes of Faculty Senate meetings for distribution to all faculty within fourteen (14) calendar days of the meeting;
   3. to receive, sign, and notify the Chair of Faculty Senate of all Administrative Actions received from administration;
   4. to report multiple absences of senators to the Executive Committee of Faculty Senate beginning with the third absence;
   5. to distribute notice of special meetings (as specified below under 3.b. Special Meetings).
d. The Parliamentarian is appointed by the Chair of Faculty Senate from the membership of the Faculty and has the following duties:
   1. to maintain a familiarity with Robert’s Rules of Order and the Faculty Manual;
   2. to assist in ensuring that parliamentary procedure is followed at senate meetings;
   3. to meet with the Executive Committee of the Faculty Senate.

e. The Faculty Senate Recorder is appointed by the Provost and has the following duties:
   1. to establish and meet all senate deadlines in consultation with the Chair of the Faculty Senate;
   2. to call for, compile & distribute agenda items and supporting materials to all faculty, the President, and the Provost by the deadline;
   3. to tape and accurately transcribe the minutes of the Senate and the general faculty meetings for the Secretary’s and Provost’s approval, and to distribute them to all Faculty once approved at the direction of the Chair of the Faculty Senate;
   4. to prepare the Administrative Actions related to senate business (with the exception of those from the Graduate Council), to submit them for approval signatures to Faculty Senate Secretary, then the Provost, and then the President, and to inform the Faculty Senate Chair and the Office of the Registrar once all approval signatures have been obtained;
   5. to update (monthly) and maintain the accuracy of the administrative action index, the Faculty Senate Website, and the senate computer including the posting/saving of the current list of Senators and members of regular (standing) faculty committees, agenda, and minutes at the direction of the Vice Chair;
   6. to archive paper copies in the senate office of all minutes, agenda, the senate and regular (standing) committee lists, administrative actions, and resolutions from regular/special meetings of both the Faculty Senate and the General Faculty.