

Approval of the provost is not required for revisions to Faculty Senate By-laws; this is for information purposes only.

XXI. Committees, Membership and Procedures. (Replaces current section XXI)

1. Senate Committees are reconstituted at the start of each session of the Senate. Between May and June of each year new committee members are recruited and elections are held for committee chairs. Committee members are generally expected to serve for two-year terms, which may be renewed depending on the needs of the committee.

2. The minimum number of members on a Senate Committee shall be equal to the number of Colleges listed in article 1 of the Faculty Guide. No more than sixteen members shall serve on any one committee.

3. Senate Committees are expected to have at least one member from every College under the jurisdiction of the Faculty Guide.

4. Members of Committees are recruited in the following order: 1) Faculty Senators; 2) Senate alternates; 3) Faculty members recruited from colleges not represented on the committee; 4) Faculty volunteers. Only when the committee has recruited members from the first three categories, will a call for volunteers be issued.

5. Elections.

Committee chairs are elected in the first month of each Senate session, no later than the June Senate meeting. The chair is elected by new and continuing members who will be serving on the committee in the coming year. The chair must be a senator. If co-chairs are elected, one of them must be a senator.

6. Committee Procedures.

Committee members are expected to attend all meetings. Chairs shall monitor attendance at meetings. Members who fail to attend more than 50% of meetings over two semesters are deemed inactive and are removed the committee roster at the end of the year. Exceptions may be made for legitimate reasons – illness, professional travel, teaching obligations, etc.

Committees require a quorum to hold meetings and conduct business. A quorum is attained when at least 50% of the members listed on the committee roster are present, unless otherwise specified in the committee bylaws.

Committee shall keep minutes recording attendance and listing matters discussed and actions taken.

Committees shall maintain a repository of materials including minutes and draft resolutions. The repository shall be available to committee members and to the Senate Executive Committee and shall be maintained from year to year.