

Faculty Senate

Operational Committee Procedure

Committee Governance

All rules and policies of the Senate govern the operation of its committees unless otherwise specified in the Bylaws of the committee. Senate committees may adopt temporary rules and policies necessary to the operation of committees. These temporary rules must be consonant with the constitution and the bylaws and are reported to the Faculty Senate Office (fsenate@ucf.edu) as they are adopted. Such changes are subject to subsequent approval by the Senate. Any Senate committee may formulate its opinion in the form of a resolution in the area of the committee responsibility. All committee resolutions are submitted to the Steering Committee. For a visual understanding of Senate committees, see [Faculty Senate Committees and Councils](#).

About Senate Operational Committees

Senate Operational Committees serve to expedite the efficient functioning of the Senate and its affairs and to address matters relating to faculty interests or concerns. Except for the Steering Committee and subcommittee, Senate operational committees provide a committee update at each Senate meeting and meet in regular session each month during the Fall and Spring semesters. Although anyone may attend meetings as a guest, only the appointed committee member may vote.

The Faculty Senate administrative assistant supports operational committees by reserving the meeting room, distributing agendas, minutes, sending meeting appointments to committee members, and updating the Senate website.

Duties of Committee Members

Committee members are appointed by the Senate Committee on Committees in collaboration with the college dean's office liaison. Committee members:

- continue to serve until their replacements are appointed;
- are expected to review the agenda, previous minutes, and any supporting information prior to the meeting;
- are appointed to the committee to represent a constituency. Members are expected to solicit and vet issues with their constituents (through email, faculty meetings, etc.);
- engage in committee deliberations, representing their constituents;
- assist in the formulation of resolutions. For details, see [Senate Resolution Guidelines](#);
- notify the committee chair if unable to attend a meeting; and
- notify the Faculty Senate Office if unable to serve or in need of an interim replacement due to a lengthy absence.

Duties of a Committee Chair

Committee chairs (must be a faculty senator) are elected annually by the membership. The committee chair is expected to keep order, be fair and impartial, and protect the rights of all the members. The chair:

- calls the meetings to order (if a quorum is present) and moves the members through a pre-distributed agenda;
- ensure a quorum is present prior to calling the meeting to order. If a quorum is not present at the start time, the chair must wait until a quorum is achieved or cancel the meeting. After the meeting starts, a quorum is presumed unless a member calls for a quorum count. If a quorum is not present, the meeting must adjourn;
- designates, rotates, or elects a secretary responsible for taking minutes;

- keeps the order during meetings. If members interject issues off agenda, it's up to the chair to table such discussion until the "Other Business" section on the agenda is reached. It's then up to the chair to schedule new issues and inform the members;
- ensures the rights of the members to debate by allowing each side fair representation. For controversial issues, a time limit on debate may be used;
- does not make motions or enter into debate to ensure fairness and impartiality. The chair can provide information, correct misinformation, and help with parliamentary procedure;
- does not vote unless it's to break a tie vote or create a tie vote;
- provides the Faculty Senate with a monthly update on committee activities; and
- brings policy matters and/or resolutions to the Faculty Senate Steering Committee for consideration. For details, see [Senate Resolution Guidelines](#).

Agenda & Minutes

Every committee should distribute an agenda, previous minutes, and any supporting documents one-week prior to the meeting for review by the committee members. Approved minutes are posted by the Office of the Faculty Senate for the university community to review. A template for a committee agenda and minutes can be found on the Faculty Senate website at www.facultysenate.ucf.edu/resources/index.asp.

Quorum & Voting

Quorum for all committees is the majority of voting members. This means more than half of the voting members must be present to conduct business (for example, if 10 voting members, you must have 6 present to start the meeting). Although anyone may attend meetings as a guest, only the appointed committee member may vote. No action can be taken at committee meetings unless a majority (more than half) of the voting membership is present.

Proxies

Committees may adopt policies at the start of the year to allow voting by proxy. According to Robert's Rules of Order, proxies should be written, be for a specific meeting, and be given to the committee chair before the start of the meeting. Although any faculty member may attend meetings as a guest or to bring back information to the voting member, only the voting member can vote.

Attendance

Any voting member that misses more than half of the regularly scheduled meetings in an academic year is presumed to have resigned. If a committee member is absent or unable to serve for 8 weeks or longer, an interim or permanent replacement will be appointed for the remaining term; contact the Faculty Senate Office.

Rules of Order

In the conduct of its business, the committee shall be guided by the customary rules of [parliamentary procedure](#), insofar as these are not modified by the provisions of the *Constitution* or its bylaws. In cases of dispute recourse shall be to *Robert's Rules of Order* (latest edition).