

Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint Committees and Councils

Whereas, vacancies and replacements for Senators and Senate committee members are specified in Article II.C. of the Constitution, resulting in replacements completing the remaining term; and

Whereas, Joint Committees and Councils do not specify committee member replacements; and

Whereas, nine Joint Committees have voting and ex officio members with continuing terms by virtue of the committee members position; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Constitution* be amended as follows to specify replacement members, ensure committee terms remain staggered, and to define a continuing committee member:

SECTION VIII.

Joint Committees and Councils

Joint committees and councils have a broad range of responsibilities at the university level but do not report to the full Faculty Senate at each meeting. It is the responsibility of the joint committees and councils to report any policy change recommendations to the Faculty Senate Steering Committee for consideration and to comply with the relevant provisions of Article IV of this *Constitution*. All joint committees and councils will hold meetings at least once a semester during the regular academic year. The first meeting of the academic year will be held upon the call of the administrator(s) to whom the committee reports. Subsequent meetings will be held upon the call of the committee chair. If a meeting is not scheduled by the second month in the semester, the Faculty Senate chair will, upon the request of any member of the committee, arrange for a meeting location and time, and notify members. No action can be taken at committee meetings unless a majority of the voting membership is present.

Even though there is no voting by proxy for Senate meetings, joint committees and councils may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting. If a non-elected committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term. If a committee member is appointed a member by virtue of the position held which will not change over multiple committee terms, those members may be listed as continuing members. When the continuing member ceases to hold the position that entitles him/her to such membership, membership on the committee ends.

Each committee will maintain minutes of its meetings and the chair of each committee shall forward (except for University Athletics Committee, and the University Promotion and Tenure Committee), in a timely manner, copies of meeting agendas and minutes to the chair of the Faculty Senate. By the end of the spring semester, each committee will submit a brief written annual report of its activities to the chair of the Faculty Senate.

Approved by the Faculty Senate Steering Committee August 11, 2016.

Approved by the Faculty Senate on October 20, 2016.