

STANDING COMMITTEE OFFICERS

Last Updated 04-25-2013

Standing Committee Chairs

Eligibility: Elected Faculty Senators who are members of the standing committee (Article V, Sec 2.B.1)

Bylaws Responsibilities:

- Present Committee Report to University Senate at scheduled University Senate meetings (Article II, Sec 3.A.3)
- Submit such reports to University Senate Secretary in appropriate format for minutes (Article II Section 3.I)
- Transfer committee records to the following year's committee (Article IV, Sec 3.B)
- Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Sec 1.C.14)
- Serve on the Subcommittee on Nominations (Article V, Sec 1.D.1.a)
- Be notified by a committee member who is going on extended leave (Article II Section 3.H)
- Be consulted by ECUS on due date and format of comprehensive annual report of committee (Article IV, Sec 2)

Other Responsibilities:

- Be contacted by committee members extending regrets prior to the meeting
- Others as defined by the committee

Standing Committee Vice-Chairs

Eligibility: Any member of the standing committee (Article V, Sec 2.B.1)

Bylaws Responsibilities: None

Other Responsibilities:

- Assumes all duties and responsibilities of the Committee Chair in the absence of the Chair
- To be defined by the committee

Standing Committee Secretaries

Eligibility: Any member of the standing committee (Article V, Sec 2.B.1)

Bylaws Responsibilities: The secretary of the committee shall provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)

Other Responsibilities:

- Be contacted by committee members extending regrets prior to the meeting
- To be defined by the committee

Responsibilities to be assigned or defined by the Committee

- When a vacancy on the committee occurs, a replacement determined in same manner (Article IV, Sec 5)
- Scheduling meeting rooms, times, and dates for committee meetings
- Conducting meetings (preside at meetings)
- Conducting forums
- Supplying an agenda for committee meetings with electronic documentation
- Establishing operating policies/procedures and filing with ECUS (Article III, Sec 1)
- Writing and submitting an annual report (Article IV, Sec 2)
- Entering motions in the online motion database to get a motion on the floor of the University Senate
- Ad hoc committee registry form submission (Article V, Sec 2.A.3.b)
- Advertising Meeting Times and Agenda to the University Community
- Promoting the Governing Concepts of the University Senate in order to increase the university community's capacity for shared governance

Relevant University Senate Bylaws

IV.Section3.A. Organizational Meetings. Within ten (10) calendar days of the Spring organizational meeting of the incoming University Senate for the subsequent academic year, each of the incoming standing committees shall hold a meeting at which they elect committee officers in accordance with V.Section2.B.1. The Executive Committee shall designate a facilitator to both preside at this meeting and conduct the elections of the committee officers. Should there be any unfilled positions on the incoming committee, specifically members not known by name such as SGA appointees, Presidential Appointees named by title, etc., the Executive Committee shall name voting proxies for the elections of the committee officers from the pool of outgoing committee members.

V.Section2.B.1. Officers. The members of a standing committee shall elect a chair, a vice chair, and a secretary by secret ballot in accordance with IV.Section3.A. Only elected faculty senators are eligible to serve as the committee chair, but any member of the committee is eligible to serve as vice chair or secretary. The chair, vice chair, and secretary shall be elected for a period of one year. The chair, vice chair, or the secretary may be reelected.