

Faculty Senate Bylaws and Faculty Code Committee: Procedures Manual

1. Stated purpose of the committee as defined by the Faculty Senate Bylaws: “The Faculty Senate Bylaws and Faculty Code Committee shall be concerned with the continuing study and improvement of the Faculty Senate Bylaws and Faculty Code. It shall receive, review, initiate, and make recommendations or proposals for amendments to both documents to the Senate via the Executive Committee, coordinating its efforts with other individuals, groups or committees as necessary or appropriate. It shall prepare drafts of such amendments and present such drafts to the Senate together with the rationale for such amendments, and do such other similar things as charged by the Senate Executive Committee.”
2. Responsibilities of the committee:
 - 2.1. The committee receives its charges from the Executive Committee.
 - 2.2. When requested by the Executive Committee, the committee reports to the Faculty Senate and/or to the Executive Committee.
3. Process for election of the committee chair:
 - 3.1. Each year the committee shall elect a chair from among its members. Any committee member may be nominated for the position by any other member, including by themselves.
 - 3.2. The election shall occur at the committee’s first meeting. If the vote is tied (due to there being an even number of members at that time), the Faculty Senate Chair shall be asked, as soon as is practicable, to cast a deciding vote.
4. Responsibilities of the committee chair:
 - 4.1. Ensure that the committee’s responsibilities, outlined in Section 2, are fulfilled.
 - 4.2. Determine committee meeting days and times (in discussion with committee members).
 - 4.3. Manage committee meetings.
 - 4.3.1. Call meetings.
 - 4.3.2. Set agenda for meetings.
 - 4.3.3. Preside over meetings.
 - 4.4. Manage committee workload.
 - 4.5. Ensure that meeting minutes are taken and handled appropriately.
 - 4.5.1. Ensure that minutes are taken either by the secretary or administrative assistant; or, if neither of these is present, assign a committee member to take minutes.

- 4.5.2. Review draft minutes submitted by the secretary or administrative assistant (or the assigned committee member), and suggest revisions as necessary.
 - 4.5.3. Forward the revised draft minutes to the committee members for review and approval.
 - 4.5.4. Ensure that committee-approved minutes are forwarded to the Faculty Senate Office.
 - 4.6. Liaise between the committee and the Faculty Senate.
 - 4.6.1. Report to the Senate on the work of the committee, as required by the Executive Committee.
 - 4.6.2. Report to the committee on any Senate work relevant to the committee.
 - 4.7. Liaise between the committee and the Faculty Senate Executive Committee.
 - 4.7.1. Provide the Executive Committee with timely written and oral communications as needed regarding the committee's work.
 - 4.7.2. Report to the Executive Committee any cases of persistent non-attendance or non-participation by committee members.
 - 4.7.3. Prepare and present motions to the Executive Committee for Senate consideration.
 - 4.7.4. Prepare and present the committee's annual report to the Executive Committee, including suggested charges for the following year.
 - 4.8. Collaborate with other Senate and University committee chairs (as needed).
 - 4.9. Prepare an evaluative letter for each committee member regarding their participation, to include a statement of their attendance record; and send a copy to the Executive Committee and to the member's department chair.
5. Responsibilities of the committee secretary or administrative assistant:
 - 5.1. Prepare meeting minutes, which should include meeting date and time, start and end times, names of attending and absent members, and motions as approved by the committee.
 - 5.2. Forward draft minutes to the committee chair for review, and make revisions as appropriate.
 - 5.3. Forward electronic copy of committee-approved minutes to the Faculty Senate Office.
 - 5.4. Arrange location of meetings, and any equipment needed for telephone connections or presentations.
6. Responsibilities of the committee members:
 - 6.1. Attend committee meetings.
 - 6.2. Participate actively in carrying out the committee's responsibilities, outlined in Section 2.

- 6.3. Prepare reports and lead discussions on specific topics assigned at committee meetings by the committee chair.