

FACULTY SENATE COUNCIL/COMMITTEE OVERVIEW

1. Council/committee organization:

- a. Permanent and/or Advisory members
- b. Ex Officio member (Executive Board Liaison, i.e. Faculty Senate president or his/her designee; other administrative office designees)
- c. Senate-elected faculty members (specific distribution required for some council/committees)
- d. Student members, undergraduate students appointed during fall semester by Western Student Association

2. Council/committee structure:

- a. **Elected Officers** – Each council/committee shall elect from its membership annually at least:
 - i. Chairperson – Provides organization of work, prepares agenda in coordination with the agenda setting committee, and presides at council/committee meetings.
 - ii. Vice chairperson – Serves in absence of chairperson and as assigned.
 - iii. Secretary – Records and prepares minutes.

NOTE: According to Article VI, Section 8, of the Faculty Senate bylaws, council/committee chairperson may be elected for a maximum of three consecutive one-year terms. After serving three consecutive terms, the person relinquishing the chairperson may not be elected again as chairperson of the council/committee for an interval of two years.

- b. **Members** – attend meetings, participate in deliberations, propose and vote on motions. They also serve on subcommittees of the council/committee, although non-members of the council/committees may be appointed as well.

NOTE: It is the responsibility of the chairperson to orient new members. This should occur as soon as possible after the new member has been elected/appointed and begins attending meetings. In the case of student members, the chairperson should be especially sensitive to making them feel valued as fully contributing members. To that end, a mentor ought to be assigned to each student, not only to orient him/her, but to incorporate the student in the council/committee.

- c. **Subcommittees** – Each council/committee may establish subcommittees as necessary to carry out its role statement and charges. The composition of subcommittees is not restricted to council/committee members. However, in some cases, the composition is prescribed by University policies that have a direct bearing on the council/committee's authority, as in the case of specific University-level curriculum committees.
Council/committees should establish an agenda setting committee comprised of the officers, Ex Officio member, and the pertinent administrator or his/her representative.
- d. **Ad Hoc Committees** – A council/committee may appoint special committees to perform specific tasks. An ad hoc committee automatically ceases to exist when its final report is issued. If a council/committee votes to delegate additional work to an ad hoc committee, it continues until the new assignment is completed and another report is submitted. The composition of an ad hoc committee is not restricted to council/committee members.

3. Council/committee duties:

- a. Receive and carry out charges of the Faculty Senate Executive Board
- b. Determine and carry out own agendas in context of the council/committee role statement
- c. Periodically reconsider, review and rewrite, if necessary, role statement (submit to Executive Board for consideration)
- d. Periodically review structure and activities of subcommittees and ad hoc committees and receive reports from them
- e. Submit council/committee charge-based reports and policy recommendations to Executive Board for consideration

NOTE: Council/committees do not make policy. Council/committees make recommendations to the Faculty Senate Executive Board, which then makes recommendations to the administration for consideration to establish policy and/or procedures.

4. **Council/committee action** – Council/committee recommendations are submitted to the Executive Board in the form of a report or a Memorandum of Action. The Executive Board may invite the council/committee chairperson to represent the report or MOA. Recommendations should be succinct and convey the specific action(s) a council/committee has endorsed. Any draft MOAs requested by the Executive Board should be submitted using the draft MOA template and should be sent via e-mail attachment to the Faculty Senate Office for distribution to the Executive Board.
5. **Council/committee Minutes** – The actions and proceedings of each council/committee meeting shall be recorded in minutes. The secretary should prepare the minutes within at least 10 days before the council/committee's next meeting. Ensuring the accuracy of the minutes is a duty the secretary cannot delegate. A staff member may prepare the minutes under the secretary's direction, but cannot sign them. Minutes should be sent via e-mail attachment to the Faculty Senate Office for distribution.
6. **Council/committee Handouts** – A copy of each handout distributed to council/committee members also should be forwarded to the Faculty Senate Office for its files (e.g., slides, reports, charts, etc.).
7. **Council/committee Annual Review** – Each council/committee chairperson should assess progress in March to determine if action which required follow-up has been completed. This review should be provided in a report form to the Executive Board by June 30 as well as to the new council/committee chairperson at her/his first meeting.

PROCEDURES FOR INTERACTING WITH THE FACULTY SENATE OFFICE

The Faculty Senate Office is available to assist with clerical support requests **if given adequate lead time**. The office can only meet last-minute requests as time permits.

Agendas

Council/committee agendas should be **disseminated** to council/committee members **one week prior** to the scheduled meeting date. Therefore, requests for the Faculty Senate Office to prepare and distribute any materials for council/committee meetings should be received **10 business days before the date of the meeting**. All agendas should be sent via e-mail to faculty-senate@wmich.edu.

Minutes

Council/committee minutes are to be sent out within a reasonable time period after the date of the council/committee meeting, as the Faculty Senate Office staff reviews all meeting minutes prior to being sent to members with the agenda for the next meeting. The Faculty Senate Office facilitates distribution of these minutes. Submit drafts of minutes via e-mail to faculty-senate@wmich.edu.

Notices

Please notify the Faculty Senate Office of any change in location, date, time, or cancelations of council/committee meetings so that notification can be provided to the council/committee members as soon as possible and room arrangements confirmed. Again, as with agendas and minutes, we request adequate lead time to accomplish these tasks.

For specifics on councils/committees view Constitution Article VIII and Bylaws Article VI. The Faculty Senate and its councils/committees uses the *American Institute of Parliamentarians: Standard Code of Parliamentary Procedure*.

All communication directed to Faculty Senate President, Amy Naugle, must be copied to the Faculty Senate office as well, at: faculty-senate@wmich.edu.

FACULTY SENATE OFFICE STAFF

Administrator

Sue Brodasky (7-3312)
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Administrative Assistant

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TECHNOLOGY NOTES

Meeting Medium

- All virtual council/committee meetings have been established as a Webex meeting by the Faculty Senate Office.
- Any in-person council/committee meeting locations have been established and scheduled by the council/committee chair.
- Councils/committees should not convene in faculty personal Webex rooms.

Process:

- Meeting notices will be distributed via email approximately one week prior to the meeting date. The meeting notice will include the Webex meeting link. The Webex links may also be found on the council/committee schedule page of the Faculty Senate website as well as on the [Faculty Senate Academic-Year Meeting Calendar](#).
- Council/committee Executive Board Ex Officios (liaison) or the presiding officer will open the Webex meeting room at least 5 to 15 minutes prior to the meeting start time.
- The presiding officer should call the meeting to order at the established start time.

Start on Time!

CONDUCTING MEETINGS

Quorum:

- Before proceeding with the acceptance of the agenda, quorum must be observed and recorded in the minutes.
- The presiding officer must explicitly take a roll call to establish quorum of **voting** council/committee members.

Tip: prepare an alphabetized list of all council/committee voting member to use when polling members votes on all motions.

- At any time if quorum is broken (i.e., there are no longer enough voting council/committee members participating in the meeting) **action cannot** be taken, no further motions may be made. However, discussion may continue.
- If there are technical difficulties during a virtual council/committee meeting and members are dropped from the connection, they are considered having left the meeting and no longer count toward quorum. The minutes should indicate the name and time the member left the meeting.
- Late arrival or early exit of council/committee members must be recorded in the minutes with their name and the time entering or leaving the meeting.

Conduct:

- If it is not clear who is speaking, members or guest should be asked to state their name before addressing the council/committee.
- The presiding officer should monitor participation to acknowledge who may make comments.
- Discussion should take place on a rotating basis.
- Council/committee members and guests are encouraged to raise their hand to be recognized by the presiding officer to be acknowledged in addressing the council/committee.
- The presiding officer should facilitate the order of speakers.
- Motions must be clearly made and seconded with the identity of those making and seconding motions being recorded in the minutes. **Only voting council/committee members may make and/or second motions.**
- The presiding officer must call for a vote on any motion by asking for all council/committee voting members in favor to state "aye", then ask for any that are opposed to state "nay" and finally ask for any that wish to abstain to state "abstain". The count of those opposed and/or abstained must be recorded in the minutes as part of the motions action. (i.e., "with one opposed, and two abstentions, the motion carried.")
- If a council/committee member was not present at a meeting they must abstain from the motion to approve the minutes of that meeting.
- Voting may be conducted in a transparent fashion through a roll call or by secret ballot in writing.
- According to the Standard Code of Parliamentary Procedures, a conflict of interest occurs when an individual has a personal, financial, or professional interest that may interfere with their ability

to act impartially and in the best interest of the group. This could involve direct financial benefits, professional advantages, or relationships that could unduly influence decision-making. To ensure transparency, fairness, and trust in the processes, please adhere to the following principles:

1. **Disclosure:** If a conflict of interest exists or may arise, it is the responsibility of the individual to disclose it promptly to the council/committee.
 2. **Recusal:** If participation in discussion or voting may compromise impartiality, individuals should recuse themselves from that specific agenda item.
 3. **Committee Oversight:** If there is uncertainty about whether a conflict exists, the committee may discuss and determine the appropriate course of action with Senate Parliamentarian Decker Hains at decker.hains@wmich.edu
- Following a vote, the presiding officer should clearly articulate the motion and the result.