



Procedures for the First Meetings of Faculty Senate Councils/Committees

These procedures establish the process for conducting the first academic-year meetings of Faculty Senate councils and committees. The purpose of these meetings is to ensure timely election of officers, provide training for council and committee members, and distribute annual charges.

Scheduling

1. The Faculty Senate office shall schedule one-hour first meetings of each council and committee during the first/second week of September each academic year.
2. Meeting dates, times, and Webex links shall be distributed to all council/committee members during the summer preceding the fall semester.
3. All first meetings shall be one hour and conducted virtually using Webex unless otherwise authorized by the Faculty Senate Executive Board.

Meeting Facilitation

1. The meeting shall be facilitated by the Faculty Senate Executive Board liaison.
2. The Faculty Senate President will give the annual charges and facilitate discussion
3. The liaison shall oversee officer elections
4. The Faculty Senate Administrator will provide training materials

Agenda

The agenda for the first meeting shall be limited to the following items:

1. Acceptance of the Agenda
2. Officer and Member Training
3. Election of Officers
4. Council/Committee Charges

No additional business shall be conducted unless approved by the Faculty Senate Executive Board.

Officer Elections

1. Elections shall be conducted as outlined in the [Council/Committee Leadership Election Procedures](#).
2. Elections shall be conducted in the following order:
 - Chair
 - Vice Chair
 - Secretary
3. Nominations may be accepted from the floor during the meeting.
4. Elections shall be conducted by voice vote, secret ballot using private chat within Webex, or other method determined by the liaison.
5. A simple majority of voting members present shall be required for election.
6. Newly elected officers shall assume their duties at the first regularly scheduled council/committee meeting.

Officer and Member Training

1. Training shall be provided by the Faculty Senate President, Parliamentarian, and Administrator.

Training topics include:

- Duties and responsibilities of officers and members – President
- Development and revisions of charges – President
- Meeting procedures and parliamentary practice – Parliamentarian
- Faculty Senate office procedures – Admin
- Reporting requirements – Admin

Distribution of Charges

1. The annual charges, approved by vote of the Faculty Senate Executive Board, shall be presented and reviewed.
2. Members shall be provided with copies of all assigned charges and supporting materials.
3. Discussion shall be limited to clarification of the charges and expectations for the academic year.

4. Councils/committees can recommend amendments to charges at subsequent meeting(s). Any recommended amendments shall be conveyed to the Executive Board through the liaison for consideration and action at a future Executive Board meeting.

Subsequent Meetings

Following completion of the required first September meeting, councils/committees shall conduct regular meetings according to established schedules.