I. General Procedures

- 1. Meetings of the Faculty Senate generally will be held on the second and fourth Monday of each month during the fall and spring semesters.
- 2. Senate meetings, except for executive sessions, shall be open to all members of the community.
- 3.

can be made by any member, shall be announced during the meeting, and recorded in the minutes.

- f. Assignment of the floor To seek recognition by the Faculty Senate President, a participant shall activate the raised hand feature on the Internet meeting service or its equivalent for other platforms. The Faculty Senate President or their delegate will monitor order in the case of multiple participants seeking recognition.
- g. Interrupting a member A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the raised hand feature on the internet meeting service, its equivalent for other platforms, or communicate the intent for motion in the chat feature; and shall thereafter wait a reasonable time for the Faculty Senate President instructions before attempting to interrupt the speaker by voice.
- h. Motions submitted in writing A member intending to make a main motion, to offer an amendment, or to propose instructions, shall, before or after being recognized, post the motion in writing as designated by the Recording Secretary for this purpose.
- i. Display of motions Motions coming before the Faculty Senate will be e-mailed to the Faculty Senate President prior to the meeting for electronic display. The Recording Secretary shall communicate any amendments, or revisions to the motion, via the Internet meeting service chat feature.
- j. Video display The Faculty Senate President and any participant recognized to speak shall activate their camera while speaking whenever possible.
- 21. Electronic Voting Votes shall be taken by the voting feature of the Internet meeting service, using the anonymous feature when secret ballot is called, unless a different method is ordered by the Faculty Senate Executive Committee or required by the rules. When appropriate, other permissible methods of voting are by electronic roll call or by audible roll call. The Faculty Senate President announcement of the voting result shall include the number of members voting on each side of the question. When necessary, secure ballots will be distributed via the designated secure tool to Senators who attended meetings where discussions or presentations were made regarding the voting issue. Electronic proxy vote is prohibited.

24.22. Dual mode meetings (simultaneous in-person and electronic) may be held when appropriate, at the discretion of the Faculty Senate President. The Faculty Senate Past President, or designee of the Faculty Senate President, shall co-chair the meeting-t

election; May attend COFSP meetings during the Spring semester; Serve on KBOR transfer articulation council.

Vice President: Oversee elections to the Faculty Senate, determining eligibility of nominees and confirming their willingness to serve; Preside

- a. Once the nominees have been selected, a link to an electronic ballot will be distributed to eligible faculty. Nominees will be listed on the ballot in alphabetical order, and the communication will show the deadline for return.
- b. Ballots submitted after the deadline will not be counted.
- c. The Vice President will validate the vote count and announce the winners. A plurality is sufficient for election.
- d. In case of tie votes, a run-off election will be held if requested by one or more of the nominees who are tied. If agreeable to all tied nominees, other methods of breaking the tie may be used; random choice (a coin flip, for example), nominee(s) withdrawal, or any other process agreeable to the nominees and the Rules Committee.
- e. The names of those elected to the Faculty Senate will be disseminated campus wide.

VI. Senate Committees

Much of the work of the Senate is done through its committees. In addition to the Senate's standing committees, ad hoc committees may be formed to address major issues arising at the University. Working with committee chairs and members, the Senate President coordinates the work of standing and ad hoc committees of the Senate.

- 1. Executive Committee
 - a. Executive Committee members are selected from members of the Faculty Senate.
 - b. Nominations for President-elect, Vice President, Secretary, and two at-large positions are open 13 days before the May electoral meeting. The incoming President may present a full slate of officers to the Faculty Senate for a vote. Each position will be confirmed individually. Nominations are allowed from the floor.
- 2. Standard Charges of the Standing Committees
 - a. Review, modify, and initiate policies and related procedures relevant to their specific charges.
 - b. Forward recommendations and/ or motions to the Senate
 - c. Report to the Senate at least once a year, and at any other times they and/ or the Senate deem appropriate, the specific recommendations they made, to whom they made them, and what actions have been taken by those responsible for taking action.
 - d. Report to the Senate at least once a year, and at any other times they and/or the Senate deem appropriate, the specific recommendations they made, to whom they made them, and what actions have been taken by those responsible for taking action.
- 3. Eligibility
 - a. Eligibility requirements are the same as those for the Faculty Senate. No faculty shall be a member of more than two standing committees of the Senate, unless by reason of office or election. With the exception of ex officio members and membership determined by general faculty policy,

membership of a given person is restricted to two consecutive three year terms. Such faculty may be reelected after a service break of one term.

- b. Eligibility for student membership is established by the Student Government Association.
- 4. Selection
 - a. Early in the spring semester, prior to making its nominations to fill vacancies, the Rules Committee shall communicate open committee seats to all eligible faculty from each corresponding unit and request that nominations be made for these positions.
 - b. With the exception of the Tenure and Promotion Committee, in making nominations the Rules Committee shall make certain that no more than one member of a committee comes from any one of the nine Senate divisions. All nominations shall reflect the need for continuity, interest, and expertise.
 - c. The Rules Committee shall nominate members for standing committees, subject to Senate ratification.
 - d. In the absence of the chair of the Rules Committee, the President of the Senate shall make temporary appointments to committees as needed.
 - e. Committee appointments shall be completed by the end of the spring semester for the coming academic year.
 - f. Student members are appointed by the Student Government Association (SGA) President upon notice by the Faculty Senate Executive Committee of a vacancy.
- 5. Terms
 - a. All standing committees of the Senate will meet at the end of the spring semester, after appointments have been completed, to elect chairs for the following year. Those selecting the chair should be those members serving in the coming year.
 - b. Chairs serve for one year, beginning June 1. One year prior g0 Q[g June)-5(1. One)7(y)4(e)-3(a)-3(r)4(p)-3(r)4(ior g0 Q[g June)-5(4/2) + (ior g0 Q[g June)-5(4/2)) +

Revision Date