

2012-2013 ECUS OPERATING PROCEDURES

DRAFT – 9/7/12

1. The Executive Committee of the University Senate
 - is a faculty advisory body to the University President,
 - sets the agenda for regular meetings of the University Senate,
 - is the steering committee of the University Senate,
 - reviews motions and resolutions submitted for University Senate consideration,
 - is responsible for initiating and maintaining the nomination and election process for senators, appointees, and volunteers,
 - is responsible for the maintenance and dissemination of meeting minutes,
 - ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
 - archives records in coordination with the University Senate Archivist.
2. The Executive Committee members will work cooperatively as a team for the good of the University, the Senate and the Committee. To realize this objective, members should
 - attend and participate in all scheduled meetings,
 - communicate respectfully, openly, and candidly with each other,
 - seek out and identify agenda items for discussion, and
 - resist communicating *on behalf of the committee* without consultation with the senate officers.
3. Committee Officer Responsibilities
 - Chair (Presiding Officer)
 - Drafts the tentative agenda for committee meetings
 - Distributes each tentative agenda to the committee via email prior to the committee meeting
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Presides at committee meetings
 - Entering committee motions proposed for University Senate consideration into the online motion database
 - Advertising committee meeting times and meeting agenda to the university community
 - Others as defined/assigned by the committee
 - Vice-Chair (Presiding Officer Elect)
 - Assumes all duties and responsibilities of the chair in the absence of the chair
 - Others as defined/assigned by the committee
 - Secretary
 - Be contacted by committee members extending regrets prior to a scheduled committee meeting
 - Record minutes for committee meetings
 - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
 - Others as defined/assigned by the committee
4. Communication
 - Communicate via the ecus@list.gcsu.edu email list with the 72-hour rule – a member of the Executive Committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions.
 - Notify the committee chair (catherine.whelan@gcsu.edu) and secretary (craig.turner@gcsu.edu) to extend regrets prior to scheduled committee meetings.
5. Duration of Meetings
 - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration.

6. Agenda

- A tentative agenda for the next meeting of ECUS is drafted by the Chair. This agenda is briefly reviewed by the entire committee just before adjournment whenever possible.
- Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
- The tentative agenda is distributed by the P.O. on the senate website as early in the week as possible and is finalized in consultation with the other members of ECUS
- Drafts of supporting documentation for agenda items are provided prior to the meeting whenever possible to encourage and facilitate review prior to the meeting. Unless requested of the Presiding Officer or in the case where the document has not been previously distributed, members will bring their own copies of materials to the meeting.

7. Deliberation and Parliamentary Authority

- Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Faculty Affairs Policy Committee may adopt.

8. Quorum & Voting

- A majority of the Executive Committee membership shall constitute a quorum. (Article V, Section 1.B)
- Each of the eight members listed in the University Senate bylaws is a voting member of the committee.
- Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
- In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote *assuming the presence of quorum*.

9. Minutes

- Drafts of ECUS minutes are provided to members. The minutes will then be sent out for final review or brought to the next ECUS meeting for final approval and posted as soon as possible.
- ECUS members review the initial draft of the minutes of the University Senate meetings prior to distribution to the University Senate.