

Annual Report

Committee Name: Executive Committee of the University Senate (ECUS)

Academic Year: 2022-2023

Committee Charge:

V.Section1. THE EXECUTIVE COMMITTEE.

V.Section1.A. Composition. The Executive Committee of the University Senate (or equivalently the Executive Committee) shall have no fewer than seven (7) but no more than ten (10) members distributed as follows: one (1) member who is the University President, one (1) member who is the Chief Academic Officer, one (1) member who is the Presiding Officer of the University Senate, one (1) member who is the Presiding Officer Elect of the University Senate, one (1) member who is the Secretary of the University Senate, and up to five (5) additional members as specified in V.Section1.A.1 and V.Section1.A.2. The Chair of the Executive Committee shall be the Presiding Officer of the University Senate. The Vice-Chair of the Executive Committee shall be the Presiding Officer Elect of the University Senate. The Secretary of the Executive Committee shall be the Secretary of the University Senate.

V.Section1.A.1. Academic Unit Representation. For each college or the library not represented among the three (3) University Senate Officers serving on the committee, the outgoing Subcommittee on Nominations shall nominate an incoming elected faculty senator from that academic unit to serve on the Executive Committee. This process shall never result in more than four additional members to the Executive Committee.

V.Section1.A.2. Chair Emeritus. Should the Chair of the outgoing Executive Committee not be an elected faculty senator on the incoming Executive Committee, the Chair of the outgoing Executive Committee shall serve as an ex-officio non-voting member of the incoming Executive Committee to assist with continuity for the following academic year.

V.Section1.B. Meetings. The Executive Committee shall meet as needed throughout the year to facilitate the functioning of the University Senate. Meetings of the Executive Committee may be called by its Chair, the University President, the Chief Academic Officer, or by written request from a majority of the Executive Committee membership. A majority of the Executive Committee membership shall constitute a quorum.

V.Section1.C. Duties. The duties of the Executive Committee shall include the following:

V.Section1.C.1. Advisory to Administration.

V.Section1.C.1.a. Advisory to President. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the University President.

V.Section1.C.1.b. Advisory to Chief Academic Officer. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the Chief Academic Officer.

V.Section1.C.2. Set Agenda. The Executive Committee shall set the agenda for all meetings of the University Senate in compliance with II.Section3.A.4 and II.Section3.B.3.

V.Section1.C.3. Body of Inquiry. The Executive Committee shall, as the need arises, appoint not fewer than three nor more than five impartial faculty members to serve as the informal body of inquiry (the "body of inquiry"), as described in the Policy Manual of the Board of Regents (8.3.9.2), to mitigate the removal of any tenured or non-tenured faculty member. This body of inquiry shall be responsible for the determination of confidentiality relating to such informal inquiries, especially when sensitive information about particular individuals would be otherwise revealed. Should this body of inquiry fail to affect an adjustment (e.g. be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. This body of inquiry's recommendation shall not be binding on the University President.

V.Section1.C.4. Steering Function. Except when the University Senate gives specific directions, the Executive Committee, in consultation with the standing committee chairs, shall, when consideration is being given to referring any matter to a standing committee, determine the standing committee that shall have jurisdiction; provided, however, that nothing in this responsibility shall challenge the University President's authority and responsibility for interpretation of the Statutes and bylaws or for determining ultimate jurisdiction when conflicts arise.

V.Section1.C.5. Motion Review. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for University Senate consideration. The Executive Committee should apply this responsibility judiciously, noting that the purpose of this review is to improve clarity, remove ambiguity, and identify inconsistencies with superseding policy. Any such editorial suggestions are incorporated only after review and approval by the body submitting the motion.

V.Section1.C.6. Nominations. The Executive Committee shall appoint a Subcommittee on Nominations as specified in V.Section1.D.1.

V.Section1.C.7. Committees. The Executive Committee may recommend to the University Senate for its consideration and approval such standing and/or special committees as it deems necessary.

V.Section1.C.8. Advisory to University Senate. The Executive Committee may consider and recommend to the University Senate any matters that are within the powers of the University Senate.

V.Section1.C.9. Terms of Service. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.

V.Section1.C.10. Governance Documents. The Executive Committee shall ensure that up-to-date versions of any documents (e.g. statutes, bylaws, policy manuals, handbooks) that define or reference the governance structure in any unit of the University are archived in both "hard" and "electronic" format to facilitate access.

V.Section1.C.11. Governance Calendar. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.

V.Section1.C.12. Minutes. The Executive Committee shall ensure that its own minutes as well as those of the University Senate including all standing committees, sub-committees, and ad hoc committees of the University Senate are accessible to all members of the University Community.

V.Section1.C.13. Archivist. The Archivist of the University Senate shall be the University Archivist. In the absence of a University Archivist, the Executive Committee shall appoint an Archivist of the University Senate. The Archivist shall maintain a historical record of University Senate activity both on paper and electronically and make the electronic version of this archive available to the University Community.

V.Section1.C.14. Standing Committee Chairs Coordination. The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.

V.Section1.C.15. Bylaws. The Executive Committee shall ensure that these bylaws are followed.

V.Section1.C.16. Operational Matters. The Executive Committee shall be responsible for operational matters of the University Senate including, but not limited to, consulted for Presidential Appointees (II.Section1.A.5), consulted for consent agenda (II.Section3.A.4.a), receive Corps of Instruction List (II.Section2.A.1), apportion elected faculty senator positions (II.Section2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section2.A.3), Staff Council (II.Section1.A.3), students (II.Section1.A.4), conduct at-large elections (II.Section2.A.4), name a parliamentarian (II.Section3.D.1), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text (II.Section3.A.2), disseminate agenda (II.Section3.A.4) and set and publicize calendar (II.Section3.A.1) for regular meetings of the University Senate, set agenda for all meetings of the University Senate (II.Section3.A.4, II.Section3.B.3), is one source authorized to call special meetings of the University Senate (II.Section3.B.1) or its standing committees (IV.Section6.A), ensure quorum (II.Section3.C.2) and ratification of actions (II.Section3.C.3) for special meetings of the University Senate, receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee officer elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.e), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), receive ad hoc committee charters (V.Section2.A.3.b), facilitate proposed revisions to these bylaws (Article VI).

Committee Calendar:

Regularly scheduled meetings of ECUS:

Date	Location	Time
9/2/22	Meeting	2:00 pm
10/7/22	Meeting	2:00 pm
11/4/22	Meeting	2:00 pm
1/6/23	Zoom meeting	2:00 pm
2/10/23	Meeting	2:00 pm
3/3/23	Meeting	2:00 pm
4/14/23	Meeting	2:00 pm

Regularly scheduled meetings of ECUS with Standing Committee Chairs:

Date	Location	Time
9/2/22	Meeting	3:30 pm
10/7/22	Meeting	3:30 pm
11/4/22	Meeting	3:30 pm
1/6/23	Zoom Meeting	3:30 pm
2/10/23	Meeting	3:30 pm
3/3/23	Meeting	3:30 pm
4/14/23	Meeting	3:30 pm

Executive Summary:

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<ul style="list-style-type: none"> • Provided a one-day retreat at First United Methodist Church for all senators, standing committee members, and committee volunteers. Held organizational meetings to elect committee officers at the August governance retreat. • Named Owen Lovell as Parliamentarian for the 2022-2023 university senate. • Assistance provided by Academic Affairs: Shea Council and Rhonda Griffin • Named Rob Sumowski chair of Subcommittee on Nominations (SCoN) and designated entire ECUS membership, standing committee chairs, SGA President, and Staff Council Chair as the membership of the SCoN. • The presiding officer sent all new senators a packet of orientation materials and asked them to contact with any questions. 	<ul style="list-style-type: none"> • The presiding officer represented University Senate and gave a welcome from the faculty at the Investiture Ceremony for President Cathy Cox. • The presiding officer and presiding officer elect represented GCSU on the USG Faculty Council at the installation of USG Chancellor Sonny Perdue. • Continued the recent practice of appointing a second, non-voting representative to serve on the University System of Georgia Faculty Council (USGFC). Decided to change the two USGFC representatives to the Presiding Officer Elect as the voting member and the Presiding Officer as the non-voting member. • Continued the recent practice of releasing the President's and Provost's university 	<ul style="list-style-type: none"> • Continue to review efficiency and the effectiveness of the electronic presence of the university senate. • Continue to advocate for University Senate representation on search committees, task forces, and other advisory groups. • Monitor annual budget situations. • Consult with Legal Affairs about creating different kinds of compliance statements for different kinds of policies. • Review current practices of and recommend best

Recurring Activities of ECUS	ECUS Accomplishments	Tasks Requiring Follow-up
<ul style="list-style-type: none"> The presiding officer sent a Standing Committee Officer Training packet and PDF of all 2021-2022 standing committee annual reports to all standing committee officers with an offer to do in-person or virtual training with anyone who was interested. Received and posted operating procedures for standing committees of the University Senate. Prepared and disseminated agendas for ECUS, ECUS with SCC, and University Senate meetings. Prepared and disseminated minutes of ECUS, ECUS with SCC and university senate meetings prior to meeting in which approval was on the agenda and archived final approved minutes in University Senate database. Met as scheduled with standing committee chairs and steered issues to the appropriate standing committee in consultation with the committee chairs. Prepared apportionment of elected faculty senators based on the corps of instruction list from the provost's office and communicated to Deans of each college. Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large. Prepared the 2023-2024 Governance Calendar with input from the standing committee chairs, university senate members, Academic Leadership Team, Deans, and Chairs. Prepared and disseminated recognition certificates for senators, volunteers, and officers. In consultation with the Standing Committee Chairs, identified May 10, 2023 as the due date for committee annual reports and approved continued use of the annual report template used in previous academic years. Received and archived annual reports. Rob Sumowski facilitated the organizational meeting for the incoming university senate. Appointed Rob Sumowski as Chair of the governance retreat planning committee The Presiding Officer represented university senate at the Academic Leadership Team meetings held by the Provost. Presiding Officer represented university senate at the President's Commission on Diversity meetings. 	<p>senate reports via FrontPage to the university community prior to the distribution of minutes.</p> <ul style="list-style-type: none"> Continued the recent practice of identifying, nominating, and approving University Senate representatives on close to twenty task forces, councils, and campus wide committees. Continued the recent practice of identifying and inviting guest speakers to address campus community issues at University Senate meetings. Revised the University Senate Handbook to align with University Senate bylaws and to add an additional option for the president to simply acknowledge a University Senate motion in the case where an action is not necessary. Coordinated with the provost and president to provide refreshments in appreciation for University Senate members after the November senate meeting. Purchased the book, <i>Learning with Others: Collaboration as a Pathway to College Student Success</i> by Clifton Conrad and Todd Lundberg, for distribution to 2023-2024 Senators and Standing Committee Members for discussion at the 2023 Governance Retreat. 	<p>practices for the maintenance of the Policies, Procedures and Practices Manual (PPPM), specifically regarding, first, the creation of an annually released and archived pdf version of the manual and, second, incorporating notations regarding who, when, and why updates to the manual are made.</p> <ul style="list-style-type: none"> Continue to review and assess the governance retreat format and venue.

Committee Membership and Record of Attendance:

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:
“P” denotes Present, “R” denotes Regrets, “A” denotes Absent

Acronyms	EFS = Elected Faculty Senator CoAS = College of Arts and Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	9/2	10/7	11/4	1/6	2/10	3/3	4/14	P	R	A

Alex Blazer <i>EFS, CoAS ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
Cathy Cox <i>University President</i>	R	R	R	R	R	R	R	0	7	0
Nicholas Creel <i>EFS, CoBT ECUS Member</i>	P	P	R	P	P	P	P	6	1	0
Jennifer Flory <i>EFS, CoAS ECUS Chair</i>	P	P	P	P	P	P	P	7	0	0
Catherine Fowler <i>EFS, CoHS ECUS Chair Emerita</i>	P	R	P	P	P	P	R	5	2	0
Lamonica Sanford <i>EFS, Library ECUS Member</i>	P	P	P	P	P	P	R	6	1	0
Costas Spirou <i>Provost</i>	P	P	P	P	R	P	P	6	1	0
Rob Sumowski <i>EFS, CoE ECUS Vice-Chair</i>	P	R	P	P	R	R	P	4	3	0

COMMITTEE NAME: EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS (SCC)

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

“P” denotes Present, “R” denotes Regrets, “A” denotes Absent

Acronyms	EFS = Elected Faculty Senator CoAS = College of Arts and Sciences; CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	9/2	10/7	11/4	1/6	2/10	3/3	4/14	P	R	A
Alex Blazer <i>EFS, CoAS ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
Cathy Cox <i>University President</i>	R	R	R	R	R	R	R	0	7	0
Nicholas Creel <i>EFS, CoBT ECUS Member</i>	P	P	P	P	P	P	P	7	0	0
Jennifer Flory <i>EFS, CoAS ECUS Chair</i>	P	P	P	P	P	P	P	7	0	0
Catherine Fowler <i>EFS, CoHS ECUS Chair Emerita</i>	P	R	P	P	P	P	R	5	2	0
Lamonica Sanford <i>EFS, Library ECUS Member</i>	P	P	P	P	P	P	R	6	1	0
Costas Spirou <i>Provost</i>	P	P	P	P	R	P	P	6	1	0
Rob Sumowski <i>EFS, CoE ECUS Vice-Chair</i>	P	R	P	P	R	R	P	4	3	0
Sarah Myers <i>APC Chair</i>	P	R	P	P	R	P	P	5	2	0
Linda Bradley <i>DEIPC Chair</i>	P	P	P	P	P	P	P	7	0	0
Sabrina Hom <i>FAPC Chair</i>	P	P	P	P	P	P	P	7	0	0
Damian Francis <i>RPIPC Chair</i>	P	R	P	P	P	R	R	4	3	0
Greg Glotbecker <i>SAPC Chair</i>	P	P	R	P	P	R	P	5	2	0

Motions brought to the Senate floor:

Motion Number	2223.ECUS.001.O
Motion Title	Revised University Senate Handbook 2022

Motion Text	To endorse the revisions to the University Senate Handbook as proposed in the attached document.
ECUS Deliberation	Submit to University Senate
Senate Deliberation	Recommend to University President to Approve. Motion was sent to University President for approval.
Presidential Action	Approved by President Cox on November 22, 2022.
Link to motion	https://senate.gcsu.edu/motions/revised-university-senate-handbook-2022-11092022

Other Significant Deliberation (Non-Motions):

Ad hoc committees and other groups:

The 2022 Governance Retreat Planning Committee

- Members: Jennifer Flory (chair), Rob Sumowski, Catherine Fowler, Alex Blazer, Ashley Banks
- Work: First United Methodist Church was reserved. Food was ordered from Dunkin Donuts, Kroger, and Stacked. Other work included the compilation of materials for pdf dissemination and drafting of the retreat agenda.
- Complete: The committee completed its work.
- Follow Up: A committee will be needed to plan the 2023 Governance Retreat

Committee Reflections:

- Workgroups: The workgroup model for annual ECUS tasks requiring extensive deliberation is working very well.
- ECUS Meetings: ECUS meetings were consistently efficient this year.
- ECUS/SCC Meetings: ECUS/SCC meetings had robust discussions on issues affecting the campus community. Collaborating and consulting with Standing Committee Chairs on key decisions generated forward momentum.
- Consecutive Meetings: Having ECUS and ECUS/SCC meet consecutively at 2:00 and 3:30 respectively continues to work well. The PO should continue to be conscientious about which agenda topics are for ECUS and which are for ECUS/SCC. The POE report and the SCoN report often overlap as the POE chairs SCoN. In addition, if the agenda for ECUS is light as to what will need to be discussed with just ECUS, the meeting start time could be moved later after 2 pm to avoid a long gap between the end of ECUS and the beginning of ECUS/SCC.
- ECUS Checklist: recommend that past presiding officer/ECUS chair emerita review the ECUS checklist and revise to reflect recent practice.

Committee Recommendations:

Recurring Items: These are well established for ECUS and include but are not necessarily limited to the following.

- Name University Senate Parliamentarian
- Standing Committee Officer Orientation (schedule during retreat and/or offer and implement at request of committee officers)
- Subcommittee on Nominations (SCoN): Appoint Chair (typically Presiding Officer Elect) and Appoint Committee Membership (typically minimal membership as articulated in university senate bylaws)
- Elections Oversight of Elected Faculty Senators: Dean Letters, Election Procedures, Results
- At-Large Election: Procedure, Ballot, Results
- Selections Oversight with Staff Council, Student Government Association, Presidential Appointees (need to adjust timeline in ECUS checklist to reflect recent practice)
- Governance Calendar: draft, circulate for review and feedback, finalize, endorse, disseminate
- Governance Retreat Planning
- Oversight of Committee Organizational Meetings: Name Facilitators, Voting Proxies (do we even do this?)
- Set agenda for university senate meetings including motions from standing committees.
- Review university senate minutes prior to dissemination for review by university senators.
- Set Committee Annual Report Due Date and Template in consultation with standing committee chairs.
- Recognitions (certificates) of university senators, committee members (volunteers, appointees, designees), officers of committees and university senate, ECUS members, Administrative Assistant, and Parliamentarian
- Recognitions (pins) of and welcome to first-time university senators

Topics for Continuing Consideration:

- Electronic Presence of the University Senate – continue test-driving, consider publishing governance calendar to 25Live
- University Senate Budget and Foundation accounts (how they are used)
- Continue how best to receive updates from university senate representatives on task forces and committees.
- Consider how much detail is necessary in standing committee chair reports to ECUS-SCC, highlights or details? Important that these reports are archived in electronic minutes including information items.
- Consult with Legal Affairs/Compliance Officer regarding compliance language on the Policy Template.
- Review current practices of and recommend best practices for the maintenance of the Policies, Procedures and Practices Manual, specifically regarding, first, the creation of an annually released pdf version of the manual and, second, incorporating notations regarding who, when, and why updates to the manual are made.
- Review the new governance retreat format and venue.
- Review University Senate archival processes (senate.gcsu.edu, us.gcsu.edu, and minutes.gcsu.edu), and explore the possibility of consolidation.

Recommend items for consideration at the governance retreat:

- Provide the university senate handbook and other pertinent university senate documents only electronically by PDF.
- Bring printed versions of the Retreat Agenda.
- Two breakout sessions by standing committees for committee officer elections and then tentative agenda setting and operating procedures decisions along with book discussion. These breakout sessions should flank the retreat lunch.
- After the second breakout session, instead of a mock university senate meeting, have a concise debrief of one committee priority for coming year and one take-away from the book.
- Continue to invite all members of the university senate committees, not exclusively university senators.
- Continue online RSVP and dietary information through Qualtrics.
- Venue: First United Methodist Church, no charge for use. Recommend sharing left over food with church staff and other community members through Milly Free Fridge.
- Three Quarter Day: The shortened retreat length last year was not enough to get through what was planned so we had to eliminate parts. Hopefully extending the day by a couple of hours will make ample time for administrative updates and allow the needed orientation, planning, and deliberation.
- Continue to try to minimize or eliminate possible conflicts with other events (schedule around assessment, common book meetings, department and college meetings, etc.)

Appendix: Committee Operating Procedures

2022-2023 ECUS OPERATING PROCEDURES

Endorsed by ECUS at its September 2, 2022 meeting

1. The Executive Committee of the University Senate
 - a. is a faculty advisory body to the University President,
 - b. sets the agenda for regular meetings of the University Senate,
 - c. is the steering committee of the University Senate,
 - d. reviews motions and resolutions submitted for University Senate consideration,
 - e. is responsible for ensuring the implementation of the nomination and (s)election processes for senators, appointees, volunteers, and standing committee officers,
 - f. is responsible for the maintenance and dissemination of meeting minutes,
 - g. ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
 - h. archives records of University Senate activities in coordination with the University Archivist.
2. The Executive Committee members will work cooperatively as a team for the good of the University, the University Senate and the Committee. To realize this objective, members should
 - a. attend and participate in all scheduled meetings,
 - b. communicate respectfully, openly, and candidly with each other,
 - c. seek out and identify agenda items for discussion,
 - d. resist communicating on behalf of the committee without consultation with the ECUS officers, and
 - e. copy the committee when communicating on its behalf
3. Committee Officer Responsibilities
 - a. Chair (Presiding Officer)
 - i. Drafts, in consultation with the committee, the tentative agenda for committee meetings.
 - ii. Distributes each tentative agenda to the committee via email prior to the committee meeting.
 - iii. Be contacted by committee members extending regrets prior to a scheduled committee meeting.
 - iv. Presides at committee meetings.
 - v. Ensuring committee motions proposed for University Senate consideration are entered into the online motion database.
 - vi. Ensures committee meeting times and meeting agenda are advertised on the University Senate website.
 - vii. Presents the ECUS report to University Senate at scheduled University Senate meetings.
 - viii. Others as defined/assigned by the committee.
 - b. Vice-Chair (Presiding Officer Elect)
 - i. Assumes all duties and responsibilities of the chair in the absence of the chair.
 - ii. Others as defined/assigned by the committee.
 - c. Secretary
 - i. Be contacted by committee members extending regrets prior to a scheduled committee meeting.
 - ii. Drafts, in consultation with the committee, the minutes for committee meetings.
 - iii. 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.
 - iv. Others as defined/assigned by the committee.
4. Communication
 - a. Communicate via the ECUS 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.
 - b. Notify the committee chair and secretary 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. A tentative agenda for the next meeting of ECUS is drafted by the ECUS Chair and is informed by consultation with the entire committee just before adjournment of the previous meeting whenever possible.
 - b. Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.

- c. The tentative agenda is distributed to the committee members, and standing committee chairs when appropriate, by the ECUS Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of ECUS.
 - d. Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting. Unless requested of the ECUS Chair or in the case where the document has not been previously distributed, members will bring their own copies of materials (agenda and supporting docs) to the meeting.
7. Deliberation and Parliamentary Authority
 - a. Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
 - b. 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 Executive Committee may adopt.
 8. Quorum & Voting
 - a. A majority of the Executive Committee membership shall constitute a quorum. (Article V, Section 1.B)
 - b. The voting status of each member of ECUS is articulated in the University Senate Bylaws.
 - c. Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
 - d. 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
 - a. ECUS members review the initial draft of the minutes of the University Senate meetings prior to distribution to the University Senate.
 - b. The ECUS secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft. This draft of the minutes is circulated to the committee for review prior to posting.
 - c. If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
 - d. The minutes are posted as soon as possible after the review process concludes.
 - e. Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each ECUS meeting.
 10. Amendment of these operating procedures: These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.