**Annual Report**

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

**Academic Year: 2021-2022**

**Committee Charge:**

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 effect 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.A4, 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 |
| --- | --- | --- |
| 9/3/21 | Webex meeting | 2:00 pm |
| 10/1/21 | Webex meeting | 2:00 pm |
| 11/5/21 | Webex meeting | 2:00 pm |
| 1/7/22 | Webex meeting | 2:00 pm |
| 2/11/22 | Webex meeting | 2:00 pm |
| 3/4/22 | Webex meeting | 2:00 pm |
| 4/8/22 | Webex meeting | 2:00 pm |

Regularly scheduled meetings of ECUS with Standing Committee Chairs

| Date | Location | Time |
| --- | --- | --- |
| 9/3/21 | Webex meeting | 3:30 pm |
| 10/1/21 | Webex meeting | 3:30 pm |
| 11/5/21 | Webex meeting | 3:30 pm |
| 1/7/22 | Webex meeting | 3:30 pm |
| 2/11/22 | Webex meeting | 3:30 pm |
| 3/4/22 | Webex meeting | 3:30 pm |
| 4/8/22 | Webex meeting | 3:30 pm |

**Executive Summary**:

| Recurring Activities of ECUS | ECUS Accomplishments | Tasks Requiring Follow-up |
|---|---|---|
| • Held organizational meetings to elect committee officers at the August governance retreat | • Operated in a COVID restrained environment for most .of 2021-2022 Overcame several challenges associated with online facilitated Webex meeting. Despite challenges maintained normal Senate operations for this academic year. | • Continue to review efficiency and the effectiveness of the electronic presence of the university senate. |
| • Named Stephanie Jett as Parliamentarian for the 2021-2022 university senate. | | • Continue to advocate for University Senate represent-tation on search committees, task forces, and other advisory groups. |
| • Assistance provided by Academic Affairs: Shea Council | | |
| • Held an officer orientation for the standing committee officers on August 9, 2021, at 9 am-4pm via Webex | • Continued the recent practice of sending a second, non-voting representative to participate in the University System of Georgia Faculty Council (USGFC) fall and spring meetings. | • Monitor annual budget situations. |
| • This year due to COVID no retreat took place, the meeting was held via webex for all senators & senate volunteers. | • Continued the recent practice of releasing the President's and Provost's university senate reports by email to the university community prior to the distribution of minutes. | • Consult with Legal Affairs about creating different kinds of compliance statements for different kinds of policies. |
| • Named Jennifer Flory chair of Sub-committee on Nominations (SCoN) and designated entire ECUS membership, standing committee chairs, SGA President, and Staff Council Chair as the membership of the SCoN. | | • Follow up with implementation of 8.3 BOR ploicies.. |
| • Received and posted operating procedures for standing  committees of the University Senate. | • Continued the recent practice of identifying, nominating, and approving University Senate repre-sentatives on about 20 task forces and campus wide committees. | • Review current practices of and recommend best 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 no-tations regarding who, when, and why updates to the manual are made. |
| • Prepared and disseminated agendas for ECUS, ECUS with SCC, and University Senate meetings. | • Continued the recent practice of identifying and inviting guest speakers to address campus community issues at 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. | • As part of an effort to find potential efficiencies in university-wide represent-tation, identified several committees (Academic Technology Advisory Com-mittee, Admin Systems & banner Advisory Com-mittee, Parking Appeals Committee, Public Art Committee, the Information Technology Council) that require a faculty volunteer appointed by senate, but not necessarily a faculty senator. | • Continue to review and assess the governance retreat format and venue. |
| • 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 | | |

| Recurring Activities of ECUS | ECUS Accomplishments | Tasks Requiring Follow-up |
|---|---|---|
| communicated to Deans of each college. <br><br> • Provided oversight to elected faculty senator elections of all academic units (colleges, library) as well as at-large. <br><br> • Prepared the 2022-2023 Governance Calendar with input from the standing committee chairs, university senate members, Academic Leadership Team, Deans, and Chairs. <br><br> • Continuously edited the 2021-2022 Governance Calendar to adapt it for COVID driven related changes. <br><br> • Prepared and disseminated recognition certificates for outgoing senators , volunteers and leaders. <br><br> • Purchased and disseminated Redbooks to university senate leaders (committee chairs and ECUS members)- did not do this year <br><br> • In consultation with the Standing Committee Chairs, identified May 2, 2022 as the due date for committee annual reports and approved continued use of the annual report template used in previous academic years. <br><br> • Received and archived annual reports. <br><br> • Jennifer Flory facilitated the organizational meeting for the incoming university senate. <br><br> • Appointed Jennifer Flory as Chair of the governance retreat planning committee with Alex Blazer <br><br> • Presiding Officer represented university senate at the Academic Leadership Team meetings held by the Provost. <br><br> • Presiding Officer represented university senate at the President's Commission on Diversity meetings. | • Conducted on a regular basis each University Senate meeting via video conference (Webex). The March and April meetings were held face to face. This involved disseminating senate reports in advance to allow for questions and concerns to be addressed, as well as facilitating electronic voting through Webex or Qualtrics. <br><br> • Two candidates nominated for POE for 22-23. Elected Dr. Robert Sumowski as senate POE. | |

**Committee Membership and Record of Attendance:**

*Aggregate Attendance at ECUS Meetings*

"EFS" denotes Elected Faculty Senator

"APC" denotes Academic Policy Committee, "ECUS" denotes Executive Committee of University Senate, "FAPC" denotes Faculty Affairs Policy Committee, "RPIPC" denotes Resources, Planning, and Institutional Policy Committee, and "SAPC" denotes Student Affairs Policy Committee.

 "CoAS" denotes College of Arts & Sciences, "CoB" denotes College of Business, "CoE" denotes College of Education, "CoHS" denotes College of Health Sciences

"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

| Meeting Dates | 9/3/21 | 10/1/21 | 11/5/21 | 1/7/22 | 2/11/22 | 3/4/22 | 4/8/22 | Present | Regrets | Absent |
|---|---|---|---|---|---|---|---|---|---|---|
| Alex Blazer (EFS, CoAS, ECUS Secretary) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Catherine Fowler (EFS, CoAS, ECUS Chair) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Steve Dorman (University President) | R | | | | | | | 0 | 1 | 0 |
| Cathy Cox University President as od Oct. 2021 | - | R | R | R | R | R | R | 0 | 6 | 0 |
| Lamonica Sanford (Library, ECUS Member) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Jennifer Flory (EFS, CoHS, ECUS Vice-Chair) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Hauke Busch (EFS, CoAS, ECUS Chair Emeritus) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Lyndall Muschell (EFS, CoE, ECUS Member) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Costas Spirou (Provost) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Karl Manrodt (EFS, CoB, ECUS Member) | P | A | P | P | P | P | R | 5 | 1 | 1 |

*Aggregate Attendance at ECUS Meetings with Standing Committee Chairs*

| Meeting Dates | 9/3/20 | 10/1/20 | 11/5/20 | 1/7/22 | 2/11/22 | 3/4/22 | 4/8/22 | Present | Regrets | Absent |
|---|---|---|---|---|---|---|---|---|---|---|
| Alex Blazer (EFS, CoAS, ECUS Secretary) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Catherine Fowler (EFS, CoAS, ECUS Chair) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Steve Dorman (University President) | P | | | | | | | 1 | 0 | 0 |
| Cathy Cox- president as of Oct. 2021 | - | R | R | R | R | R | R | 0 | 6 | 0 |

| Name | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Lamonica Sanford (Library, ECUS Member) | A | P | P | P | P | P | P | 6 | 0 | 1 |
| Jennifer Flory (EFS, CoHS, ECUS Vice-Chair) | P | P | P | R | P | P | P | 6 | 1 | 0 |
| Hauke Busch (EFS, CoAS, ECUS Chair Emeritus) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Lyndall Muschell (EFS, CoE, ECUS Member) | P | P | P | P | P | P | P | 7 | 0 | 0 |
| Costas Spirou (Provost) | P | P | P | P | P | P | R | 6 | 1 | 0 |
| Karl Manrodt (EFS, CoB, ECUS Member) | P | R | P | P | P | P | R | 5 | 2 | 0 |
| Nicholas Creel (EFS, CoB, APC Chair) | P | R | P | P | P | P | P | 6 | 1 | 0 |
| Sabrina Hom (EFS, CoAS, FAPC Chair) | R | P | P | P | P | P | P | 6 | 1 | 0 |
| Damian Francis (EFS, CoHS RPIPC Chair) | P | P | P | R | P | P | P | 6 | 1 | 0 |
| Gail Godwin (EFS,, CoHS SAPC Chair) | P | P | P | R | R | P | P | 5 | 2 | 0 |
| Linda Bradley (EFS, DEIPC Chair | P | P | P | P | P | P | P | 7 | 0 | 0 |

**Motions brought to the Senate floor:**

| | |
|---|---|
| **Motion Number** | 2122.ECUS.001.R |
| **Motion Title** | A Call for Increased Local Control of Campus Health and Safety Measures, Including Measures Necessary to Address COVID-19 |
| **Motion Text** | WHEREAS the prevalence of COVID-19 in our community is at a level to cause deep concern; and<br>WHEREAS the Georgia College University Senate notes that operational constraints imposed by the University System of Georgia and Board of Regents prevent our institution from implementing an appropriate response to maintain the health and safety of our campus; therefore<br>BE IT RESOLVED, the Georgia College University Senate requests that the Chancellor, University System of Georgia, and Board of Regents immediately release public health control of our campus to local administrators and shared governance so that the institution may adopt appropriate and necessary mitigation measures, including but not limited to rules related to masking, asymptomatic and symptomatic testing, and temporary course mode changes, to mitigate the spread of COVID-19 on our campus. |
| **ECUS Deliberation** | ECUS members agreed to sponsor the motion calling for local control of health and safety measures. |
| **Senate Deliberation** | Approved by Webex vote with one question regarding President Cox's thoughts on the resolutions (24 Yay, 8 Nay, 5 Abstain). Motion was sent to University President for approval. |
| **Presidential Action** | Acknowledge by President Cox on November 9, 2021. |

| | |
|---|---|
| **Link to motion** | https://senate.gcsu.edu/motions/motion-approve-revised-university-senate-handbook-11062021 |

| | |
|---|---|
| **Motion Number** | 2122.ECUS.002.R |
| **Motion Title** | To Revise the University Senate Handbook |
| **Motion Text** | Motion to approve the revised, updated university senate handbook. |
| **ECUS Deliberation** | ECUS members agreed to sponsor the motion recommending to amend the University Senate Handbook to include information about DEICP. |
| **Senate Deliberation** | Approved by Webex vote with no discussion and with no dissenting voice all voting members of the university senate eligible to vote. Motion was sent to University President for approval. |
| **Presidential Action** | Acknowledge by President Cox on January 18, 2022. |
| **Link to motion** | https://senate.gcsu.edu/motions/motion-approve-revised-university-senate-handbook-11062021 |

**Other Significant Deliberation (Non-Motions):**

- *Reviewing University-Wide Committees with Senate Representation*: One of the changes to the University-Wide Committees was the addition of the Information Technology Council and associated advisory committees. This committee would require the following designees from the University Senate for the following positions:
    - One person to sit on the main Information Technology Council
    - One person to sit on the Academic Technology Advisory Committee
    - One person to sit on the Infrastructure and Security Advisory Committee
  (All positions are rotating appointees with 2-year terms.)

**Ad hoc committees and other groups:**

- *The 2022 Governance Retreat Planning Committee*
    - Members: Jennifer Flory (chair), Alex Blazer, Catherine Fowler,
    - Work: Originally the committee reserved The Club at Lake Sinclair, surveyed the University Senate community regarding dietary preferences and possible retreat topics, ordered food. But due to COVID-19 the retreat could not take place F2F and was held online via WebEx. Other work included the compilation of materials for pdf dissemination and informational binders, and drafting of the retreat agenda.
    - Complete: The committee completed its work.
    - Follow Up: A committee will be needed to plan the 2021 Governance Retreat.
- *The Governance Calendar Work Group*
    - Members: Hauke Busch, Alex Blazer, Catherine Fowler
    - Work: Drafted the 2022-23 governance calendar; solicited feedback from the President's Office, Academic Affairs, Student Affairs, Deans, Chairs, ECUS, SCC, and University Senate; revised the calendar based on feedback; endorsed the calendar; and archived the calendar. A concern was raised about the University Curriculum Committee time at 1:00 when faculty are teaching.
    - Complete: The work group completed its task.
    - Follow Up: A work group will be needed to draft the 2022-23 Governance Calendar.
- *The Diversity Equity and Inclusive Policy Committee (DEIPC) Work Group*
    - Members: David Johnson, Alex Blazer and Catherine Fowler
    - Work: Proposed the bylaws changes that would establish the creation of a new "*Diversity Equity and Inclusive Policy Committee (DEIPC)*" standing committee, adjusted committee compositions and amended
    - Complete: The work group completed its task.
    - Follow Up: The bylaw changes will have to be reviewed next year to assess if some adjustments or corrections will have to be made.

**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.
- *ECUS/SCC Meetings by Webex:* Due to COVID-19 all the meeting for this annual year took place via Webex. This posed new challenges that had to be overcome.

**Committee Recommendations:**

Recurring Items: These are well established for ECUS and include but are not necessarily limited to
- Name University Senate Parliamentarian
- Standing Committee Officer Orientation (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 articulated in university senate bylaws)
- Elections Oversight of Elected Faculty Senators: Deans Letters, Election Procedures, Results
- At-Large Election: Procedure, Ballot, Results
- Selections Oversight with Staff Council, Student Government Association, Presidential Appointees
- Governance Calendar: draft, circulate for review and feedback, finalize, endorse, disseminate
- Governance Retreat Planning
- Oversight of Committee Organizational Meetings: Name Facilitators, Voting Proxies (if necessary)
- 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 outgoing university senators, outgoing 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

Continuing Consideration Topics:
- 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 electronically (.pdf), and not physically with 3-ring binders
- Breakout session by committee for committee officer elections and time to set tentative agenda, operating procedures
- Mock university senate meeting session is a good orientation to how a university senate meeting is conducted
- Continue to invite all members of the university senate committees, not exclusively university senators
- Continue online registration
- Venue: The Club at Lake Sinclair proved to be a useful and accommodating venue for the retreat for the pre COVID-19 environment. During COVID-19 Webex was a good tool to facilitate the retreat. The Club will be closed on Mondays in 2022. The venue selected is the Methodist Church, and there is no charge for use.
- Half Day: The shortened retreat length made more efficient use of senate members' time, without compromising on the needed orientation, planning, and deliberation.

- Try to minimize or eliminate possible conflicts with other events (schedule around assessment, common book meetings, department and college meetings, etc.)

# 2021-2022 ECUS OPERATING PROCEDURES

*Endorsed by ECUS at its August 9, 2021 meeting (by email)*

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 ensuring the implementation of the nomination and (s)election processes for senators, appointees, volunteers, and standing committee officers,
   - 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 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
   - attend and participate in all scheduled meetings,
   - communicate respectfully, openly, and candidly with each other,
   - seek out and identify agenda items for discussion,
   - resist communicating on behalf of the committee without consultation with the ECUS officers, and
   - copy the committee when communicating on its behalf

3. Committee Officer Responsibilities

Chair (Presiding Officer)
   - Drafts, in consultation with the committee, 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.
   - Ensuring committee motions proposed for University Senate consideration are entered into the online motion database.
   - Ensures committee meeting times and meeting agenda are advertised on the University Senate website.
   - Presents the ECUS report to University Senate at scheduled University Senate meetings.
   - 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.
   - Drafts, in consultation with the committee, the 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 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 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 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.
   - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
   - 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.
   - 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
   - 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 Executive Committee may adopt.

8. Quorum & Voting
   - A majority of the Executive Committee membership shall constitute a quorum. (Article V, Section 1.B)
   - The voting status of each member of ECUS is articulated in the University Senate Bylaws.
   - 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

- ECUS members review the initial draft of the minutes of the University Senate meetings prior to distribution to the University Senate.
- 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.
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
- The minutes are posted as soon as possible after the review process concludes.
- 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.