Executive Committee – A Summary of Committee Tasks

V.Section1.C.16.  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.1),
* 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.B.3),
* receive operating procedures of committees (III.Section1),
* is one source that can initiate standing committee business (IV.Section1),
* receive motion text and disseminate agenda for Senate meetings (IV.Section2),
* receive and archive committee annual reports (IV.Section2),
* name facilitator and necessary voting proxies for standing committee chair elections (IV.Section3.A),
* receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.d),
* receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), and
* receive ad hoc committee charters (V.Section2.A.3.b).

ECUS Checklists

* Calendar
* University Senator Recognition
* University Senate Education
* Governance Calendar
* Standing Committee Officer Orientation
* Ongoing Reminders for Standing Committee Chairs
* Governance Retreat
* University Senate Faculty Elections (including at-large election)

Tasks for which a Point Person might be assigned

* Governance Calendar for following academic year (as soon as possible)
* Governance Retreat Planning Committee (year long)
* Bylaws Updates (year long) – resignation, presidential appointees, elected staff
* Apportionment (Sep 15 – Oct 1)
* School/Library Faculty Elections (Dec 1 / Feb 1)
* Staff Elections (of up to four Senators) for following academic year (Dec 1 / Feb 1)
* Student Selection (of two Senators) for following academic year (Dec 1 / Feb 1)
* Standing Committee Officer Orientation (august/sept)
* Committee on Nominations (Slate of Nominees for Senate Committees) (march/april)
* At-Large Election (Procedure, Nomination, Ballot, Implementation, Results) (feb/march)