

## 2013-2014 ECUS OPERATING PROCEDURES

### Adopted 8/14/13

#### 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
- Insuring committee motions proposed for University Senate consideration are entered into the online motion database
- Advertising committee meeting times and meeting agenda to the university community
- 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@list.gcsu.edu](mailto: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 ([lyndall.muschell@gcsu.edu](mailto:lyndall.muschell@gcsu.edu)) and secretary ([craig.turner@gcsu.edu](mailto: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 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)
- Each of the ECUS 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

- 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.