

STANDING COMMITTEE OFFICERS

Last Updated 03-31-08

Standing Committee Chairs

Eligibility: Elected Faculty Senators who are members of the standing committee (Article V, Section 2.B.1)

Bylaws Responsibilities:

- Present Committee Report to University Senate at scheduled University Senate meetings (Article IV, Sec 2)
- Submit such reports to University Senate Secretary in appropriate format for minutes (Article II Section 3.B.6)
- Transfer committee records to the following year's committee (Article IV, Sec 3.B)
- Meet regularly with the Executive Committee and other chairs to facilitate communication (Article V, Sec 1.C.14)
- Serve on the SubCommittee on Nominations (Article V, Sec 1.D.1.a)
- Be notified by a committee member who is going on extended leave (Article II Section 3.B.5)

Other Responsibilities:

- Be contacted by committee members extending regrets prior to the meeting
- Others as defined by the committee

Standing Committee Vice-Chairs

Eligibility: any member of the standing committee (Article V, Section 2.B.1)

Bylaws Responsibilities: None

Other Responsibilities:

- Assumes all duties and responsibilities of the Committee Chair in the absence of the Chair
- To be defined by the committee

Standing Committee Secretaries

Eligibility: any member of the standing committee (Article V, Section 2.B.1)

Bylaws Responsibilities: The secretary of the committee shall provide minutes of each meeting to the Secretary of the Executive Committee as well as post the minutes electronically within eight (8) calendar days of the meeting. This would include minutes of any subcommittee or ad hoc committee that reports to it. (Article V, Section 2.B.3)

Other Responsibilities:

- Be contacted by committee members extending regrets prior to the meeting
- To be defined by the committee

Responsibilities to be assigned or defined by the Committee

- When a vacancy on the committee occurs, a replacement determined in same manner (Article IV, Sec 5)
- Scheduling meeting rooms, times, and dates for committee meetings
- Conducting meetings (preside at meetings)
- Conducting forums
- Supplying an agenda for committee meetings with electronic documentation
- Establishing operating policies/procedures and filing with ECUS
- Writing and submitting an annual report
- Entering motions in the online motion database to get a motion on the floor of the University Senate
- Ad hoc committee registry form submission
- Advertising Meeting Times and Agenda to the University Community

*2008-2009 Dates on Governance Calendar for Standing Committees (APC, CAPC, FAPC, RPIPC, SAPC) (Time for all: 12:30-1:45)
Organizational: We, Apr 30 (Elect Officers), Regular: Fri, Aug 22, Fri, Sep 5, Fri Oct 3, Fri Nov 7, Fri Dec 5, Fri Jan 16, Fri Feb 6, Fri Mar 6, Fri Apr 3*

Governance Retreat 2008: For 2007-2008 & 2008-2009 University Senates (Th, May 8, 2008 All Day)

Governance Retreat 2009: For 2008-2009 & 2009-2010 University Senates (Th, May 14, 2009- All day)

2008-2009 University Senate Meetings (12:30-1:45, A&S 2-72)

2008-2009 Organizational (Fri, Apr 25, 2008)

Regular (All on Mondays): Aug 25, Sep 29, Oct 27, Nov 24, Jan 26, Feb 23, Mar 30, Apr 20 (Last),

*SCO/ECUS Meeting <SCO = Standing Committee Officers and ECUS = Executive Committee>
Fri Sep 12, 2008 12:30-1:45 (Organizational/Logistical Issues)*

*ECUS Meetings (all meetings are open) --- Standing time **to be determined by the incoming ECUS***