Procedures Committee of the Faculty Senate
Meeting Minutes
November 20, 2014

Present: Lea Ann Alexander; Daniel Fitzroy, Chair; Travis Langley; Janice O’Donnell

Absent: Peggy Woodall

CALL TO ORDER
The meeting was called to order at 11:01 a.m. by Daniel Fitzroy, Chair.

OLD BUSINESS
1. Both the departmental and at-large elections are now complete. The elected senators have been notified and alternates have been selected. See Addendum I for the results.
2. The Faculty Excellence Award Committee elections are currently underway and will end on December 2, 2014. The committees will be finalized shortly after that date.
3. The proposed Constitutional Amendments approved by the Faculty Senate are now being voted on by the faculty-at-large. If they are approved with at least a two thirds approval, the By-Laws will need to be revised to align them with the newly amended Constitution.

NEW BUSINESS
1. By-Laws Election Procedures. The initial ballot for the at-large election was made incorrectly and the election was conducted again with a new ballot. The confusion arose from the wording of the by-laws that does not fully describe which faculty members are eligible. The by-laws mention only that At-Large senators are not allowed to serve consecutive At-Large terms; however, the Constitutions states that no senator may serve in an At-Large position if they are just ending an official term. After some discussion, the committee agreed on a new by-law to clarify this point. In addition, there is no mention of alternates’ eligibility. The committee discussed this topic and composed a new by-law clarifying this point. Please see Addendum II for the proposed changes.
2. By-Laws Email Committee Meetings. The Committee was asked to consider developing by-laws to act as a guideline for committees holding meeting via email. The committee used temporary guidelines developed by Lea Ann Alexander as a starting point. After some discussion and revisions, the committee agreed on a number of by-laws that can serve as a guideline for holding committee meetings by email. Please see Addendum II for the proposed changes.
3. Constitutional Amendments and By-Laws changes. As noted previously, the proposed Constitutional Amendments approved by the Faculty Senate are now being voted on by the faculty-at-large. If they are approved with at least a two thirds approval, the by-laws will need to be revised to align them with the newly amended Constitution. The Procedures Committee developed By-Law changes that passage of the Constitutional amendments would necessitate so that the Faculty Senate could vote on by-laws in the December meeting. If the Constitutional Amendments do not pass, the By-Law changes will not be voted on. Please see Addendum II for the proposed changes.

ADJOURN
The meeting adjourned at 11:57 a.m.

Respectfully submitted,
Daniel Fitzroy, Chair
Addendum I
2014 Faculty Senate Election Results

**Departmental Election**

<table>
<thead>
<tr>
<th>Department</th>
<th>Senator</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Business</td>
<td>Alan Blaylock</td>
<td>Edward Akoto</td>
</tr>
<tr>
<td>Sociology</td>
<td>Joyce Shepherd</td>
<td>Allison Vetter</td>
</tr>
<tr>
<td>Math &amp; CS</td>
<td>Debra Coventry</td>
<td>Fred Worth</td>
</tr>
<tr>
<td>Counselor Ed</td>
<td>Franc Hudspeth</td>
<td>Rochelle Moss</td>
</tr>
<tr>
<td>Biology</td>
<td>Kristen Benjamin</td>
<td>Sally Crain</td>
</tr>
<tr>
<td>Curriculum &amp; Inst</td>
<td>Charlotte White-Wright</td>
<td>Teresa Holsclaw</td>
</tr>
<tr>
<td>FCS</td>
<td>Dana Horn</td>
<td>Patti Miley</td>
</tr>
<tr>
<td>CTA</td>
<td>Jana Jones</td>
<td>Douglas Gilpin</td>
</tr>
<tr>
<td>HPERAT</td>
<td>Maggie Tudor</td>
<td>Kevin Riley</td>
</tr>
<tr>
<td>Library</td>
<td>Lea Ann Alexander</td>
<td>Linda Evans</td>
</tr>
</tbody>
</table>

**At-Large Election**

<table>
<thead>
<tr>
<th>Rank</th>
<th>Senator</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>Vincent Dunlap</td>
<td>Beth Wyatt</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Shannon Clardy</td>
<td>Catherine Leach</td>
</tr>
<tr>
<td>Instructor</td>
<td>Meredith Wright</td>
<td>Jill Batson</td>
</tr>
<tr>
<td>Professor</td>
<td>Victor Claar</td>
<td>Lynn Glover-Stanley</td>
</tr>
</tbody>
</table>
Addendum II

Proposed By-Laws Amendments
Composed by the Procedures Committee on November 20, 2014.

Issue #1:
While most committee meetings should and will be conducted in person or simultaneously via audio- or video-conferencing, there may still be the occasional need to hold committee meetings via email. In order to ensure the effectiveness of these meetings, the Procedures Committee proposes to insert the following section into the by-laws.

Current:
None

Proposed:
Section C. II. General Procedures and Guidelines

B – Committee Meetings
While Senate committees should make every effort to meet in person or simultaneously via audio- or video-conferencing, those committees meeting via email should, at a minimum, follow the steps below:

- The Committee Chair should notify all members of the issue being discussed.
- For an e-mail message to be part of a meeting, it must be sent to all committee members via “Reply All.” Other messages may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting.
- To conduct an e-mail vote, a ballot should be sent to the voting membership. It should state exactly what is to be voted on and contain a clearly designated place for the member to mark a vote. The subject line should contain the term “BALLOT”. The ballot should provide a reasonable deadline for voting.
- Minutes should include actions taken by the committee and should be emailed to the full committee.

Issue #2
There is a need to ensure that elections are held in a similar manner from year to year. In order to work toward this, two by-laws are proposed to clarify the eligibility for the at-large election and the eligibility of current alternates. These additions accurately and clearly reflect the eligibility of faculty to serve on Faculty Senate as described in the Faculty Senate Constitution (Articles V and VI).

Current:
Section C. I. Membership

C - Servitude: Regulations and Guidelines

1. The term length for Faculty Senate representation and servitude is two years; each elected senator serves a two-year term (replacement senators only serve out the remainder of the term of the individual that they replaced).
2. One-half of the senators should rotate off of the Faculty Senate each year (the Faculty Senate will always have one-half of its members newly elected, beginning the first year of their two-year term, and one-half of its members in the second year of their two-year term).
3. At-large senators may not be re-elected for a second, consecutive term as at-large representatives without first taking at least a one year leave from the Senate in an at-large capacity; however, at-large senators may be re-elected as departmental representatives for a consecutive term.

4. Departmental representatives may succeed themselves multiple times (there is no limitation on consecutive term servitude for departmental representatives).

5. New Senate officers are elected during the first regularly scheduled meeting of the official Faculty Senate year and continue in their respective offices until the completion of the official Senate year.

6. Senators may not succeed themselves in any office in consecutive years (there must be at least one year between servitude by a single senator in a single office); however senators may hold different offices in consecutive years, for example, Secretary in their first year, followed by Representative to the Board of Trustees during their second year.

7. The offices of President-Elect and Webmaster-Elect must come from the newly elected senators (representatives in their first year of service); all other offices may be held by either newly elected senators or senators in their second term of service.

Proposed:
Section C. I. Membership

C - Servitude: Regulations and Guidelines

1. The term length for Faculty Senate representation and servitude is two years; each elected senator serves a two-year term (replacement senators only serve out the remainder of the term of the individual that they replaced).

2. One-half of the senators should rotate off of the Faculty Senate each year (the Faculty Senate will always have one-half of its members newly elected, beginning the first year of their two-year term, and one-half of its members in the second year of their two-year term).

3. At-large senators may not be re-elected for a second, consecutive term as at-large representatives without first taking at least a one year leave from the Senate in an at-large capacity; however, at-large senators may be re-elected as departmental representatives for a consecutive term.

4. Any senator who has just completed an official two year term is not eligible for the at-large elections until one year has passed.

5. Departmental representatives may succeed themselves multiple times (there is no limitation on consecutive term servitude for departmental representatives).

6. Designated Alternates are eligible for the Faculty Senate membership elections.

7. New Senate officers are elected during the first regularly scheduled meeting of the official Faculty Senate year and continue in their respective offices until the completion of the official Senate year.

8. Senators may not succeed themselves in any office in consecutive years (there must be at least one year between servitude by a single senator in a single office); however senators may hold different offices in consecutive years, for example, Secretary in their first year, followed by Representative to the Board of Trustees during their second year.

9. The offices of President-Elect and Webmaster-Elect must come from the newly elected senators (representatives in their first year of service); all other offices may be held by either newly elected senators or senators in their second term of service.

Issue #3
A number of changes to the Faculty Senate Constitution were just approved by the faculty at-large, so the by-laws need to be updated to align them with the Constitution.

3.A
The Constitutional amendment to Article VII. Section 3. passed, so the Webmaster will now serve as the chair of the Procedures Committee. The Secretary section in the By-Laws did not need a change. The Webmaster responsibilities in the By-Laws need to be revised.

Current:
Section A. V. Webmaster
A - Responsibilities
1. Maintenance of the Faculty Senate webpage, including uploading, formatting, and updating of all materials to be placed on the webpage (must contact the Office of Public Relations at the beginning of term in order to acquire editing privileges for the Faculty Senate web pages).
2. Is a member of the Executive Committee.
3. Is a member of the Procedures Committee.

Proposed:
Section A. V. Webmaster
A - Responsibilities
1. Maintenance of the Faculty Senate webpage, including uploading, formatting, and updating of all materials to be placed on the webpage (must contact the Office of Public Relations at the beginning of term in order to acquire editing privileges for the Faculty Senate web pages).
2. Is a member of the Executive Committee.
3. Is the chair of the Procedures Committee.

3.B
The Constitutional amendment to Article X. Quorums passed, so a quorum for the Executive Committee will now be defined as half the members of the committee. The Executive Committee section needs to be revised. Since the Constitution is clear on this matter, the simplest fix is to simply delete the by-law that sets the quorum at three members.

Current:
Section B. I. Executive Committee
A - Constitutional Provisions and Composition
1. The Executive Committee is a permanent (standing) committee of the Faculty Senate.
2. The President-Elect shall be chairman of the Executive Committee.
3. The Executive Committee of the Faculty Senate shall consist of the President, the President-Elect, the Secretary, the Representative to the Board of Trustees, the Webmaster, the Webmaster-Elect, and the Parliamentarian, if one has been appointed.
4. The Executive Committee shall be charged with the formulation and review of the agenda and the distribution of the agenda to faculty at-large prior to each Senate meeting (responsibility of committee chair). Copies of the agenda shall be distributed to the President of the University, members of the faculty Senate, and to all other members of the faculty and administration prior to the meetings of the Faculty Senate.
5. The preparation and presentation of a report concerning the effectiveness of the Faculty Senate – with its recommendation – during the final (December) meeting of the official year of the Faculty Senate.”
6. Determination of Senate committee (Academics, Buildings and Grounds, Finance, Operations, and Procedures) assignments and acting chairs of those committees. This will occur at the end of the first meeting of the scheduled Senate year (January or February).

7. In meetings of the Executive Committee of the Faculty Senate, three members shall constitute a quorum.

Proposed:
Section B. I. Executive Committee

A - Constitutional Provisions and Composition
1. The Executive Committee is a permanent (standing) committee of the Faculty Senate.
2. The President-Elect shall be chairman of the Executive Committee.
3. The Executive Committee of the Faculty Senate shall consist of the President, the President-Elect, the Secretary, the Representative to the Board of Trustees, the Webmaster, the Webmaster-Elect, and the Parliamentarian, if one has been appointed.
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6. Determination of Senate committee (Academics, Buildings and Grounds, Finance, Operations, and Procedures) assignments and acting chairs of those committees. This will occur at the end of the first meeting of the scheduled Senate year (January or February).

7. In meetings of the Executive Committee of the Faculty Senate, three members shall constitute a quorum.

3.C
The Constitutional amendment to Article VII. Section 3. passed, so the Webmaster will now serve as the chair of the Procedures Committee. The Procedures Committee section needs to be revised.

Current:
Section B. VI. Procedures Committee

A - Selected Constitutional Provisions and Composition
1. The Procedures Committee is a permanent (standing) committee of the Faculty Senate.
2. The Secretary has traditionally been chairman of the Procedures Committee, but this is no longer required.

Proposed:
Section B. VI. Procedures Committee

A - Selected Constitutional Provisions and Composition
1. The Procedures Committee is a permanent (standing) committee of the Faculty Senate.
2. The Webmaster is the chair of the Procedures Committee, but this is no longer required.