

Utah Tech University Policy Addenda

Faculty Senate Meeting Protocols

I. **Purpose:** Definitions for faculty senate meetings:

- 1.1 *Agenda:* The Parliamentarian is responsible for setting the agenda for meetings of the Faculty Senate. Notice of meetings will be given to Senators at least two (2) days prior to the meeting, including the date, time, place, and agenda.
- 1.2 *Attendance:* Attendance at Faculty Senate meetings is restricted to elected Senators, the Faculty Senate Executive Committee, and to Administrative Members and guests as invited.
- 1.3 *Minutes:* The minutes of each Faculty Senate meeting will be taken by the Secretary-Treasurer and posted online within a reasonable period of time after a meeting. Prior to posting, the minutes require the approval of a majority of the voting members of Faculty Senate.
- 1.4 *Invited guests:* Invited guests have the right to participate in discussion at the presiding officer's discretion.
- 1.5 *Agenda amendment:* If the Executive Committee declines to include an item on the agenda that was requested by a member of Faculty Senate, any member of the Faculty Senate can make a motion to amend the agenda at the beginning of any meeting. Subject to a second and an approval vote by the voting members of the Faculty Senate, the matter will be added to the agenda becoming the first order of business unless otherwise agreed to in the motion to amend.

II. **Procedure for representing absent members in faculty senate meetings**

- 2.1 If a voting member of faculty senate must be absent from any regular or special meeting of the Senate, s/he is encouraged to designate a proxy to attend any meeting, represent the views of the department, and exercise voting privileges.
- 2.2 The Senator must submit the name of the proxy to the designated member of the Executive Committee prior to the meeting in which the proxy will replace the Senator. A proxy may be designated for more than one meeting.
- 2.3 A proxy is designated to attend a meeting and act in the senator's stead.

The proxy's participation may not be limited to specific topic(s) or issue(s).

- 2.4 The proxy's attendance will be considered as official for any vote requiring a quorum.

III. Procedure for enacting parliamentary procedures in faculty senate meetings

- 3.1 Meetings of the Faculty Senate and all its committees, sub-committees and other temporary groups established, as well as meetings of the General Faculty initiated by Faculty Senate, will be governed by Robert's Rules of Order.
- 3.2 Quorum is defined as 50% of the eligible voters, rounded to the next whole person as needed. Majority rule is defined as at least 51% of the votes received.

IV. Motion for a closed session

- 4.1 A General Faculty meeting initiated by the Faculty Senate and any meeting of the Faculty Senate or its committees has the right to go into a closed session for discussion at any time. A closed session requires that only full-time faculty members and any specifically invited guests are present.
- 4.2 A motion to close a meeting must state the specific topic to be discussed and requires the approval of two-thirds of the voting members present.
- 4.3 A motion for closed session takes precedence over any other business on the floor. Closed sessions are conducted under the same Parliamentary rules and authority as other Faculty Senate meetings.
- 4.4 A closed session can only be used for discussion. All voting must take place in regular session, including voting on motions.
- 4.5 Administrative members and guests not included in the closed session will be invited to return to the regular session at the end of discussion on the approved topic.

Policy Owner: Vice President of Academic Affairs and Provost
Policy Steward: Faculty Senate

History:

Approved 0/0/00

Revised 0/0/00

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