

- 1) In absence of the President, the Vice President acts in the official capacity of the President and performs all the duties of that office.
- C. The duties of the Secretary shall be as follows:
- 1) To record Minutes of all Faculty Senate meetings and prepare copies of the Minutes for distribution to the members of the Faculty Senate.
 - 2) To notify all Senators of meetings.
 - 3) To record Minutes of the Executive Committee meetings.

MEETINGS – QUORUM – VOTING

There shall be a regular meeting of this organization once during each month of the academic year. The Faculty Senate may not meet during the months of December and May.

- A. Special meetings may be called by the President or at the written request of one-third of the Faculty Senate membership.
- B. A special meeting shall be called by a written notice or by telephone in cases of an urgent nature.
- C. A quorum for conduct of Business in the Senate shall consist of a majority of the academic departments represented in the Faculty Senate.
- D. Robert's Rules of Order, Newly Revised, shall be observed in the conduct of business.
- E. Absentee and proxy voting are not permitted.
- F. Disposition of motions shall be determined by majority vote of the members present.
- G. Copies of minutes and action taken by the Faculty Senate shall be deposited in the Office of the Provost and Vice Chancellor for Academic Affairs, and the Reserves Section of the Library.

STANDING COMMITTEES

The Standing Committees of the Faculty Senate shall be the Constitution Committee, Education Policy Committee, Faculty Welfare Committee, Nominating Committee, and the Committee on New Programs and Curricula. All of the standing committees present reports and recommend their committee actions to the Senate for approval. The duties of the standing committees are as follows:

- A. Constitution Committee** - This committee shall review periodically the Constitution and make recommendations for necessary changes.
- B. Education Policy Committee** - This committee shall study and recommend new policies or changes in existing policies relating to the academic programs of the University.
- C. Faculty Welfare Committee** - This committee shall be concerned with matters pertaining to employment, appointments, tenure, benefits, and professional development.
- D. Nominating Committee** - This committee shall consist of one member of the Faculty Senate from each of the colleges/schools and the library. This committee should submit a slate of nominations in April for Senate officers, faculty grievance committee members (Grievance and Hearing and Consideration) school/college representatives, and Faculty Assembly delegates. In conjunction with the Executive Committee of the Senate, the Nominating Committee should identify faculty to be named to various University-wide committees to be appointed by the Chancellor, Provost, or a Vice Chancellor.
- E. Committee on New Programs and Curricula** - This committee shall review, analyze and approve all proposed curricular changes and new programs recommended by academic departments or other representative individuals or groups. The Senators from the School of Graduate Studies and the Library shall serve on the New Programs and Curricula Committee. Additionally, a representative from the Teacher Education Council will serve as an ex officio member of the committee.
- F. Academic Calendar Committee** – This committee shall review the Academic Calendar each year to ascertain accuracy and fairness before the Calendar is officially printed. Its operations will be in accordance with The Code of the Board of Governors of the University of North Carolina (Section 400.1.6) which defined the number of class days per semester and reports the date for approved calendar submission – namely, October 15 for the following academic year.
- G. Faculty Handbook Committee** – This committee shall review the University Faculty Handbook annually and/or deliberate on issues pertaining to the Faculty Handbook as directed by the Senate, and make recommendations to the Senate for approval of any changes deemed necessary to the Faculty Handbook. It is the responsibility of this committee to update the Faculty Handbook with changes approved by the Senate.