|  |  |  |
| --- | --- | --- |
| Roles | Members in Attendance | Members Absent |
| EC OFFICERS AND VOTING MEMBERS | Chair Name, Assistant Chair Name, Secretary Name, Member, Member, etc. |  |
| EX-OFFICIO, VOTING MEMBERS |  |  |
| EX-OFFICIO, NONVOTING MEMBERS |  |  |
| GUESTS |  | |
| PARLIAMENTARIAN |  |  |
| SENATE STAFF |  |  |
| LEGEND | V - Virtual | |

There being a quorum, [Name,] Faculty Senate Chair, called the Executive Committee meeting to order at approximately [time].

1. Approval of Agenda: Motion to approve agenda as circulated – **MSAP[[1]](#footnote-1)** or other designator
2. Approval of Minutes:

|  |  |  |
| --- | --- | --- |
| **Date** | **Discussion** | **Votes** |
| **EC [Minutes Date]** |  | **MSAP** or other designator |

1. Informational/Procedural Items: [Chair Name]—

|  |  |  |
| --- | --- | --- |
| Srl. | Items | Specifics & Discussion |
| a) | Announcements | 1:  2:  3: |
| b) (if needed) |  |  |

1. Recommendations/Resolutions:

|  |  |  |
| --- | --- | --- |
| Items | Reports & Discussion | Approval |
| a. Recommendation Number and Title [Ex. SR 01-02-03 EC Recommends…] |  | **MSAP** or other designator |
| b. Recommendation Number and Title |  |  |
| c. Continue as needed |  |  |

1. Set agenda for the Faculty Senate Meeting on [Date]:

[List any motions or votes to amend agenda here, along with if the motion is MSAP].

Ex: **MOTION:** John Doe – Moves to amend the agenda to remove X report – **MSAP.**

**MOTION:** Chair – Approve the agenda as amended. – **MSAP.**

|  |  |  |  |
| --- | --- | --- | --- |
| Srl. | Items | Specifics | |
| a. | **Approval of Proposed Agenda** |  | |
| b. | Approval of Minutes |  | |
| c. | Announcements | Chair Name | |
| d. | Recommendations/Resolutions |  | |
| e. REPORTS | | | |
| i. | Report 1 | Name and duration | |
| ii. | Report 2 | Name and duration | |
|  |  |  | |
|  |  |  | |
| Continue as needed |  |  | |
| f. STANDING COMMITTEE REPORTS | | | |
| i. | Committee Name | | Liaison Name and duration |
|  |  | |  |
|  |  | |  |
| Continue as needed |  | |  |
| g. Other Requests to Speak | | | |
|  |  | |  |
|  |  | |  |

1. Adjournment – The meeting was adjourned at approximately [time].

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name], [Role], Faculty Senate

**MINUTES APPROVED BY EXECUTIVE COMMITTEE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name], Chair Date Signed

Faculty Senate

**MINUTES READ :**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name], President Date Signed

Marshall University

1. MSAP: Motion seconded and passed. [↑](#footnote-ref-1)