

FACULTY SENATE STANDING COMMITTEES PROCEDURES FOR RECORDING SECRETARY

- The recording secretary prepares an email distribution list of the committee membership (voting and non-voting) to utilize for communicating with the committee.
- The recording secretary is responsible for assisting the chair in selecting an appropriate meeting time and for securing an appropriate room in which to hold the meetings. It is recommended that a room be selected that is convenient, centrally located and has video conferencing capabilities.
- The recording secretary provides the membership of the committee with current rosters by distributing at meetings or via e-mail. The Faculty Senate office will provide rosters (new or revised).
- The recording secretary distributes a meeting schedule to all listed on the committee roster.
- The secretary is responsible for distributing a copy of the Standing Committee Report Schedule and the document entitled “Responsibilities of Liaison’s Serving on Faculty Senate Standing Committees” (See template: Responsibilities – Liaison) to the committee’s Liaison.
- The secretary is responsible for distributing a copy of the document entitled “Responsibilities of Members Serving on Faculty Senate Standing Committees” (See template: Responsibilities – Members) to all members of the committee.
- The recording secretary prepares a sign-in sheet for each meeting of the committee.
- The recording secretary maintains a record of member’s meeting attendance and reports excessive absences (more than 3) to the committee chair.
- The recording secretary is responsible for taking accurate minutes at each meeting and for forwarding the minutes to the Faculty Senate office within five working days after the committee’s meeting. The minutes do not contain discussions but are to reflect action taken.

Minutes (See template – Minutes) should contain the following information:

Date, time, and place of the meeting.

Name of the Standing Committee.

Names of voting members present. Use first and last names.

Names of voting members absent. Use first and last names.

Names of ex-officio members present. Use first and last names.

Names of ex-officio members absent. Use first and last names.

Names of guests present. Use first and last names.

Approval or corrections of the previous meetings’ minutes.

Following the agenda items, a brief description of the actions taken or business transacted.

The time the meeting was adjourned.

Typed and written signature of the recording secretary (if sending minutes via email, use a script font to simulate a signature).

An area specified “Minutes Read” for the signature of the Senate Chair and the date.

NOTES: When the minutes contain recommendations the instructions in “Recommendations” should be followed. Recommendations are sent as a separate attachment when sent to the Faculty Senate office.

Do not hold committee minutes for approval at a subsequent meeting. This may result in unnecessary delays or inaccurate distribution of information. Any corrections may be reflected in the next meeting’s minutes.

It is recommended that a draft of the minutes be proofed by the committee chair before the final document is sent to the Faculty Senate office for signature by the Chair.

After the Faculty Senate Chair signs the minutes and a copy has been returned, the secretary should distribute copies to all members listed on the committee roster.

- The secretary is responsible for preparing the committee’s Recommendations, which should be received in the Faculty Senate Office by the established deadline.

Recommendations (See template – Recommendations) should contain the following information:

In the heading—the name of the Standing Committee.

The number of the recommendation will be inserted at the Faculty Senate office.

Introductory paragraph stating the purpose/body of the recommendation.

Appropriate rationale.

Signature space for approval or disapproval by the Faculty Senate.

Signature space for approval or disapproval by the University President.

Comment area

The recommendation, in final format, and any supporting material/attachment(s) should be emailed to the Faculty Senate office.

- The recording secretary assists the chair in the preparation of the End-Of-Year Report which summarizes the committee’s actions. This report is prepared before the end of the academic year and sent to the Faculty Senate Chair (See template – EOY Report). Each report is organized in the following format:
 - A. Number of meetings held.
 - B. Summary of action taken by the committee on request. (committee charges)
 - C. Summary of action initiated by the committee.
 - D. Recommendations sent to the Faculty Senate. (list by number and description)
 - E. Summary and status of unfinished business.
 - F. Election of officers for the **next** academic year