

FACULTY SENATE STANDING RULES

Rule 1: Distribution of Minutes

- The minutes of all Senate meetings, including all motions to be considered at the upcoming meeting, shall be submitted by the secretary who will make them accessible to Senate members and faculty-at-large at least three (3) days prior to the next regular meeting.

Rule 2: Meetings/Conduct of Business

- Regular monthly meetings are held Fridays at 3:00pm on dates stipulated at the beginning of each academic year.
- Business shall be conducted in accordance with bylaws and standing rules.

Rule 3: Order of Business The order of business in the Faculty Senate shall be as follows:

- Corrections to and approval of minutes
- Reports of Officers, Boards, and Standing committees
- Reports of Special (Select and Ad-Hoc) committees
- Unfinished business
- New business
- Announcements/Good of the Order
- Adjournment

Rule 4: Agenda and Reports

- Any committee or individual official voting member may place an item on an agenda by notifying the chair in writing at least five (5) days prior to the meeting. Emergency items may be brought before the Senate without prior written distribution with the permission of the chair.
- Written reports from all committees must be submitted to the Faculty Senate secretary at least five (5) days prior to the meeting and made available to the faculty-at-large at least three (3) days prior to the meeting. All motions from committees must be written and made available to members of the Senate and faculty-at-large three (3) days in advance of the Senate meeting as well as in paper format for distribution at the beginning of the meeting. A written agenda shall be prepared by the chair and make it accessible to Senate members and faculty-at-large at least three (3) days prior to the meeting. Non-members of the Senate who wish the Senate to consider a matter which would otherwise not appear on the published agenda shall notify the chair who shall list the matter as a request for consideration.
- The Senate shall not give final consideration to any substantive legislative matters not included on the published agenda of the meeting at which it was introduced, unless the Senate agrees to consider such matters by a two-thirds vote.

Rule 5: Elections

- Elections shall be conducted in the manner provided in the Bylaws of the Faculty Senate.
- Voting shall be by secret ballot or by acclamation if no opposition exists; a majority is required for election. No absentee balloting is allowed. Alternates will serve in the place of members unable to participate in an election. If no candidate receives a majority vote on the first ballot, candidates receiving the two highest numbers of votes shall be the nominees for the second ballot. The secretary and parliamentarian shall serve as election tellers.

Rule 6: Voting

- In accordance with Robert's Rules of Order, voting shall be carried out by voice vote or, upon request of the chair, by a show of hands. Any member of the Senate may request a written ballot at any time, and this request shall be honored.
- Per Article IV, Section 6, of the bylaws, proxy votes are not permitted. Alternates will serve in the place of members unable to participate in voting

Rule 7: Executive Sessions

- The Senate may, in extraordinary circumstances, by majority vote go into Executive Session for the conduct of any business. While in Executive Session only members of the Senate and special invitees may be present.

Rule 8: Committees

- In addition to preparing a record of the Faculty Senate proceedings, the secretary of the Senate is responsible for keeping on file (on the USCB Faculty Senate Blackboard page) a record of the proceedings of standing and ad hoc committees established by the Senate.
- Standing committees are required to provide a report prior to all regular Senate meetings.
- Ad Hoc committees provide a report based on their charge, the request of the Senate Chair, and/or as deemed necessary by the committee.

Rule 9: Visitors

- Except for Executive Sessions, members of the faculty-at-large who are not elected members of the Senate are welcome to attend any Faculty Senate meeting.
- The Senate may, by majority vote, permit any person to attend and address the Senate during part or all of any Senate meeting.