

3.1.1. Procedures of the Faculty Senate

- 3.1.1.1. The Chairperson of the Faculty Senate will preside at meetings of the Faculty Senate. In the absence of the Chairperson, the Vice Chairperson will preside.
- 3.1.1.2. The quorum for conducting the business of the Faculty Senate is 50 percent of its voting membership plus one.
- 3.1.1.3. The Faculty Senate shall normally meet at least once each month during the academic year.
- 3.1.1.4. The Steering Committee shall prepare the agenda for each Faculty Senate meeting. The agenda will be publicly available and circulated at least one week prior to the meeting to which it relates. Each meeting agenda will include an item enabling new business to be introduced from the floor. The Steering Committee may cancel a Faculty Senate meeting if there are no agenda items that must be considered.
- 3.1.1.5. A special meeting (“called meeting”) of the Faculty Senate to address urgent matters that should not await a regularly scheduled meeting may be called by the President, by The Steering Committee, or by a two-thirds vote of the membership of the Faculty Senate meeting in regular session.
 - 3.1.1.5.1. In exceptional circumstances, between meetings of the Faculty Senate, one-third of the voting membership of the Faculty Senate may request a special meeting on a stated issue by written or electronic appeal to an at-large member of The Steering Committee. The appeal shall immediately prompt an electronic vote by the full voting membership of the Faculty Senate on whether to hold the special meeting on the stated issue. A two-thirds approval shall be required to call the special meeting.
 - 3.1.1.5.2. Calls for a special meeting shall specify the purpose of the meeting. The only business that can be transacted at the special meeting is that which has been specified in the call for the meeting. The statement of purpose need not give the exact content of individual motions to be considered, if any. Motions from the floor shall be allowed.
 - 3.1.1.5.3. Notice of a special meeting shall be publicized to members of the Faculty Senate at least forty-eight hours in advance of the called meeting and shall include date, time, venue, and agenda.
 - 3.1.1.5.4. The Steering Committee and the Secretary for Academic Governance shall facilitate the convening of the special meeting.
- 3.1.1.6. Meetings of the Faculty Senate shall be open. Observers shall be seated separately.