

Proposed Amendment 3

Article III – Section 2C

C. SECRETARY

The secretary shall keep the official minutes of each Assembly and Executive Committee meeting. The minutes shall be filed in the University Archives. Copies of the Assembly minutes will be distributed to the Assembly members prior to the next meeting. The secretary shall distribute official calls for meetings and other materials as directed by the chair. The secretary will be the Administrative and Professional representative to the University Senate's Calendar and Schedules Committee. This duty can be designated to a member of the Advisor Caucus. If the duty is fulfilled by the secretary, it should involve consultation with the Advisor Caucus on important academic calendar dates.