**Article 3: Officers**

**Section 1. Senate Officers:** The officers of the Senate shall be the chair, chair-elect, secretary, secretary-elect, and immediate past chair.

**Section 2. Election of Officers:** The officers shall be those elected in accordance with Article 3 of the Constitution of the University Faculty.

**Section 3. Duties of Officers:**

**Chair:** The chair shall be the presiding officer of the Senate and may designate a parliamentarian to assist in this responsibility and shall be responsible for the agenda for each meeting in accordance with the Senate Constitution. The chair shall be the chair of the Steering Committee, shall be an ex officio member of all other Senate committees, and shall be a member of the University president’s cabinet.

**Chair-Elect:** The chair-elect shall act for the chair in the chair’s absence. The chair-elect shall be a member of the Rules Committee and the Steering Committee and shall assume the duties of chair if the chair is vacated, either for expiration of term or for other reasons.

**Secretary:** The secretary shall keep the minutes of each meeting of the Senate, shall maintain the official roster of the Senate and shall distribute to the membership minutes of the Senate and other materials as directed by the chair. The secretary and the provost shall be responsible for maintaining the official archive of Acts of the Senate, both the electronic archive posted on the Senate website and the paper copy deposited in the library. This archive shall contain all committee reports (exclusive of confidential material), documents, and resolutions passed by the Senate during an administrative year. In addition, the secretary shall maintain the permanent files of the Senate, which shall be turned over to the succeeding secretary. The secretary shall be the chair of the Rules Committee and a member of the Steering Committee.

**Secretary-Elect:** The secretary-elect shall act for the secretary in the secretary’s absence. The secretary-elect shall be a member of the Rules Committee and the Steering Committee and shall become secretary when the secretary’s term expires.

**Immediate Past Chair:** The immediate past chair shall be a member of the Rules Committee and the Steering Committee.

**Article 4: Senate Committees**

Nominations for membership to all standing committees shall be made by the Rules Committee and approved by the Senate, for a period of three years, unless otherwise specified in these Articles. Committee appointments shall become effective at the beginning of the fall semester and shall expire at the end of the summer term. Students serving on committees shall serve one-year terms; staff members shall serve three-year terms unless otherwise specified in these Articles. Deliberations of committees dealing with grievance; student or faculty dismissal; discipline; promotion and tenure; and other personnel matters must remain confidential.