

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.

Composition and Charges of Standing Senate Committees

Rules Committee: The Rules Committee shall consist of the secretary of the Senate as chair, the chair, the chair-elect, the immediate past chair, the secretary-elect, and six members elected by the Senate. Elected members shall serve two-year staggered terms. Election of members to two-year terms shall be held by secret ballot at each March meeting of the Senate. Candidates who receive a majority vote shall be elected, and their appointment shall become effective the following August. Nominations shall be made from the floor at the Senate's February meeting. Information about the candidates shall be distributed to all senators with the agenda for the March meeting. All members of the committee must be members of the Senate at the time of their election. Election to fill the unexpired term of an elected member of the Rules Committee shall be held at the first meeting of the Senate after the vacancy occurs. No elected member can succeed himself or herself as an elected member except when he or she is filling an unexpired term. The committee shall serve as the Committee on Committees. All questions concerning Senate procedures shall be referred to this committee, and it shall recommend to the Senate the disposition to be made of any dispute concerning the operation of the Senate. It shall ensure that unit senators are duly elected and that no unit of the University is denied the representation to which it is entitled under these Articles. The committee should make periodic studies of the Senate with respect to its objectives and its role in faculty governance, and should recommend changes that should be made to enable the Senate to better serve the University.