

**May 2, 2023**

**Faculty Senate meetings and attendance: Towards a clarification of Faculty Senate principles, procedural rules, and implementation.**

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This proposal has three parts:

1. Principles
2. Procedural rules related to the conduct of electronic meetings (based upon the University Netiquette guidelines)
3. Proposed amendments to the Faculty Senate Bylaws

**Part 1. Principles**

1. Attendance at Faculty Senate meetings will be held in-person as the default. It is for this reason that exceptions to in-person attendance will be made at the discretion of the Chair of the Faculty Senate.
2. All reasonable efforts will be made to address these two requirements currently in effect for Special Meetings, which allow for discretionary remote attendance, as described in the Faculty Senate Bylaws:

*The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.*

*Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Executive Committee, subject to review by the Senate, and held by the Secretary of the Faculty Senate.*

2. Scheduling of Senate meetings

- The Chair of the Faculty Senate and the Secretary will work with the senior administration to set Senate and Executive Committee meeting dates for AY 2023-2024 as soon as practicable, with announcement of these dates to the community (in both email, on the Senate website, and in emailed Google Calendar formats) no later than July 1, or earlier, if possible.
- As per the Faculty Senate Bylaws, *“the dates of regular meetings shall be determined by the Executive Committee in consultation with the Secretary.”*
- Regularly scheduled Faculty Senate meetings shall be held no later than 5 pm.

3. Notice and agenda of Senate Meetings

- The Chair of the Faculty Senate and the Secretary will work with the incoming Executive Committee to regularly message to all voting members of the Senate the critical importance of attendance at Senate meetings in order to deliberate thoughtfully and conduct the core business of the faculty.
- The Chair of the Faculty Senate and the Secretary will regularly message all committee chairs the critical importance of attendance at Senate meetings in order to deliberate thoughtfully and conduct the core business of the faculty.

- Agenda for all meetings will be posted 7 days in advance, as per Faculty Senate Bylaws.

#### 4. Faculty Senate meeting records and attendance expectation

- The Secretary shall include in the minutes for each ExCom and Faculty Senate meeting the information on the mode of attendance for each member (present in the room, attending remotely, absent).
- The Secretary shall work to quickly identify Senators who miss two consecutive meetings without unavoidable conflicts and work with them and their schools to see if they would prefer not to serve in the Senate at this time and instead have their respective faculties provide an alternate.
- As per FS Bylaws, *“The Secretary shall keep a cumulative record of attendance at meetings of the Faculty Senate and, in February 1 of each year, shall submit to the Executive Committee the names of those elected faculty members of the Faculty Senate who have been absent from more than one-half of all regular and special meetings within the current academic year. Upon receipt of such report, the Chair shall designate a member of the Executive Committee to inquire of each member so listed as to the member’s desire to continue membership in the Faculty Senate for the remainder of the term.”*

#### 5. Accommodation made with the full retention of rights.

- The Executive Committee supports the principle that Senators who request either specific or standing accommodations be allowed to participate fully in the meeting; i.e., to attend remotely, to count towards quorum, and to vote.
- Conditions may include:
  - a. reasons of illness,
  - b. specific concern of illness for themselves or close associates,
  - c. caregiving for dependents,
  - d. physical mobility limitations,
  - e. Physical disabilities.
- Such approvals *do not* require any specific disclosure of personal health information and rely on the rectitude of Senators to invoke such accommodations only under these specific circumstances without having to explain which category applies.
- Recognizing that these constraints on physical attendance may only emerge close to a specific meeting, such requests must be made as early as practicable on the part of the Senator requesting them.

#### 6. Proposed amendments to the Faculty Senate Bylaws and their review by the Committee on Bylaws.

- The Executive Committee shall charge the Bylaws Committee to review the amended language for Senate Bylaws attached to this proposal (Part 3, Amendments to Faculty Senate Bylaws).

#### 7. Additional considerations:

- All members of the Faculty Senate are encouraged to devise any other creative method of encouraging attendance.

- The Faculty Senate will undertake a full review of these policies in March 2024. Data will include detailed monthly attendance at Faculty Senate meetings.

**Part 2. Procedural rules related to the conduct of electronic meetings  
(as required by Faculty Senate Bylaws, and based upon “university netiquette policies”)**

*Faculty Senate Bylaws: 3. Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Executive Committee, subject to review by the Senate, and held by the Secretary of the Faculty Senate.*

**Faculty Senate Meeting are closed meetings.**

Do remotely attend Faculty Senate meetings from a private location.

Don't allow others (visitors, family, friends or other distractions) near your work area during the Faculty Senate meeting.

**Attending:**

Do recognize that the Faculty Senate has agreed to expectations regarding meeting attendance and non-attendance.

Do ALWAYS log on prior to the beginning of meeting to allow time to troubleshoot potential connection issues.

Do stay connected to the meeting during the entire Zoom session. Cameras must be turned on to be considered present.

Do always have video camera on so everyone is visible; turn camera off only during breaks.

Do mute your microphones when others are talking to eliminate background noise.

**Engagement, participation, and deliberation:**

Do remain attentive to the meeting proceedings.

Do raise your hand electronically if you want to speak (as this advances you to the front of the virtual cue), and act as though you are in an in-person meeting

Do call out to the Chair of the Faculty Senate if you want to speak, and act as though you are in an in-person meeting.

Do identify yourself to the Chair and the assembly.

**Technical issues:**

Do contact the Secretary of the Faculty Senate or the UTech helpdesk for technical difficulties.

Do email Secretary of the Faculty Senate or the UTech helpdesk immediately if you have technical difficulties during the meeting.

**Self-reporting on matters of attendance:**

Do let Secretary of the Faculty Senate know well in advance if you may need to be late or miss a meeting or need to leave the meeting early.

**Other:**

No private chats will be supported during the Faculty Senate meeting. This is to recreate an environment of deliberative and open discussion without distracting side conversations.

The Secretary of the Faculty Senate is the only individual permitted to make recordings of Faculty Senate meetings. These are used to create accurate minutes.

Green additions

Red deletions

**Part 3. Proposed Amendments to the Bylaws**

"BY-LAW III. MEETINGS

Item a. Regular Meetings.

Pursuant to the Constitution, Article V, Section B, during each academic year the Faculty Senate shall hold at least three regular meetings within the period from September to December, inclusive, and at least three within the period from January to May, inclusive. The period between any two successive regular meetings shall not normally be less than approximately one month. The dates of regular meetings shall be determined by the Executive Committee in consultation with the Secretary.

Attendance at regular Faculty Senate meetings will be held in-person as the default. It is for this reason that exceptions to in-person attendance will be made at the discretion of the Chair of the Faculty Senate.

A quorum will be determined at the beginning of the meeting by counting the voting members present in the room as well as the voting members who ~~at the discretion of the chair,~~ are attending remotely.

Remote vote counting procedures shall be determined by the Executive Committee on an annual basis.

Item b. Special Meetings.

Special meetings of the Faculty Senate may be called by the President, by the Chair, by majority vote of the Executive Committee, or upon written petition, stating the purpose of the proposed meeting and signed by not less than twenty percent of the membership of the Faculty Senate.

Such petition shall be delivered to the Secretary who shall certify it to the Chair, who, in turn, shall call the special meeting. Special meetings of the Faculty Senate may, at the discretion of the Executive Committee, allow for electronic attendance and voting. **The following rules shall apply.**

**1.** A quorum will be determined at the beginning of the meeting by counting the Senators present in the room as well as the Senators attending remotely.

A majority of the votes cast, or a greater proportion as indicated by the adopted Parliamentary Authority, shall be necessary for the adoption of motions.

Item c. Technology to support electronic meetings and procedural rules

1. 2. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.

2. 3. Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Executive Committee, subject to review by the Senate, and held by the Secretary of the Faculty Senate."

And here:

"Item m. Quorum and Adoption of Motions.

At any meeting of the Faculty Senate, fifty percent of the voting membership shall constitute a quorum.

The quorum at regular meetings of the Faculty Senate is determined by a count of the voting members physically present physically in the room and voting members attending remotely, ~~at the discretion of the chair.~~

The quorum at Special Meetings of the Faculty Senate is determined by a count of the voting members physically present and voting members attending remotely.

Except where as indicated by the adopted Parliamentary Authority, the affirmative vote of the majority of the voting members in attendance shall be required for the adoption of any motion at all Faculty Senate meetings."