

## **MVSU Faculty Senate Protocol 2008-2009**

1. The Executive Committee (EC) of the Faculty Senate (FS) will meet 7 days prior to the full Faculty Senate meeting to develop the agenda. Items presented to the President will be reviewed and a recommended disposition made, i.e., either assigned to a committee or placed on the agenda for discussion. Working in committees will allow us to be more effective and efficient in carrying out our duties and responsibilities. Every comment/concern/issue can possibly be assigned to a committee (once we form the committees).
2. As per our Bylaws, any grievance or suggestion to be discussed at a FS meeting must be submitted to the President in writing. If an item is to be included in the agenda for the next meeting, it must be submitted by the EC deadline of Tuesday 11:00 a.m. If it is submitted after the EC meeting, it will be tabled until the next meeting or, if of an urgent nature, it may be accepted by the President for discussion in the next Faculty Senate meeting and/or assigned to a committee for review.
3. The Secretary and Asst. Secretary of the FS will both take notes at our meetings and will collaborate on an unedited version to be submitted to the President. They will also assist the President in editing/proofing and finalizing the minutes for distribution.
4. Members of the FS committees must research and investigate both sides of any issue assigned to them. They must make a written report and recommendation to the full FS, via the President, within 7 days following their committee meeting OR at least 7 days prior to the next FS meeting (EC deadline- #2 above), whichever is closer.
5. Senators representing the FS on various University committees must submit a written report on the committee's activities/meetings within 7 days following their committee meeting OR at least 7 days prior to the next FS meeting (EC deadline- #2 above), whichever is closer.