

Standing Committee Roles and Responsibilities

Member Responsibilities

- Members are responsible for arranging time in their schedules to attend the committee's meeting.
- Members are responsible for verifying their information on the committee roster and for notifying the Faculty Senate office, ext. 6-4376, of any needed corrections.
- Members are responsible for knowing the meeting attendance policy as written in By-law #3 of *The Constitution of the Marshall University Faculty*.
- If a member finds that there is a conflict with the established meeting dates/times of the standing committee that will prohibit them from adhering to the attendance policy they should contact the committee chair and the Faculty Senate office which will initiate a request to have a temporary substitute obtained from their college.
- Members should carefully study any materials sent to them prior to the scheduled meetings. They should take this time to check with their colleagues to determine if there are any questions or areas of concern about topic(s) to be discussed.
- Members should attend each meeting prepared for discussion.
- If a member cannot attend a meeting, he/she should contact the chair or secretary in advance. Note that the faculty constitution does not provide for a substitute to attend in your absence (unless they are a temporary semester/year substitute) or allow proxy voting.

Liaison Responsibilities

General Responsibilities

- Liaisons are appointed by the Faculty Senate Chair to serve a two-year term, which may be renewed for one additional consecutive term.
- Liaisons may not serve on another Faculty Senate standing committee at the same time.

Standing Committee Meetings

- Liaisons have full voting rights.
- Liaisons are responsible for arranging time in their schedules to attend committee meetings.
- Liaisons should carefully study any materials sent to them prior to the scheduled meetings.
- Liaisons should attend each meeting prepared for discussion. They can assist the committee by providing necessary background information as well as the viewpoints and/or concerns of the Faculty Senate.

Faculty Senate Meetings

- Liaisons are responsible for preparing a written report about the committee's actions, which must be sent to the Faculty Senate office one week prior to their scheduled presentation before the Faculty Senate. The written report should include the following information:
 - The date/time of the meeting.
 - A recap of discussed topics, votes, and other key events.
 - Information about the next scheduled meeting.
 - Liaisons are responsible for presenting this report to the Faculty Senate according to the [established schedule](#).

Procedures for Standing Committee Chairs

- The chair prepares an email distribution list of the committee membership (voting and non-voting) to utilize for communicating with the committee.
- The chair utilizes MU Bert to extract faculty teaching schedules and consults with the recording secretary to determine the best appropriate meeting time for each semester or for the academic year and sends notification of the committee's meeting times to the committee members and the Faculty Senate office. (Please note that according to [SR-16-17-28 CC](#), the University Curriculum Committee has standardized meeting dates.)
- The chair prepares and sends an Agenda (See template – [Agenda](#)) to the committee membership and the Faculty Senate office in advance of all committee meetings. A standing committee may take up any matter over which it has jurisdiction as described in The Constitution of the Marshall University Faculty. Items may also be sent to a standing committee from the Faculty Senate, the Executive Committee, or the Provost.
- The chair should determine that a quorum is present before calling to order any committee meeting in which business is to be conducted. A quorum shall consist of a simple majority (50% plus one) of the filled voting seats. If a quorum does not exist a meeting or business may not be conducted; however, discussion can ensue.
- The chair is to maintain order in meetings and to conduct procedures according to the latest version of Robert's Rules of Order. A copy of which is available in the Faculty Senate office.
- If necessary, an electronic (email) vote may be conducted to finalize urgent business. The chair should ensure that a quorum of responses is received before announcing the result of the electronic vote. It should never be presumed that the committee can conduct all business electronically; this action is for urgent business when a physical quorum is unattainable.
- The chair should immediately notify the Faculty Senate office in writing of any changes in regular or ex-officio committee membership (e.g. resignation, sabbatical leave). The Faculty Senate office will send notification to the appropriate college, department, or organization requesting replacement on the committee.

- The chair should be aware of member attendance to monitor for excessive absences and may invoke By-Law #3: “If a member of a standing committee misses more than three (3) regular meetings in any academic year, his/her seat may be declared vacant by the chairperson of the committee, who will immediately report the vacancy to the Senate Chair and the Dean or Director of the appropriate unit. Within two weeks the Dean or Director shall call for nominations and the election of a faculty member to fill the vacated seat.” The chair should notify the Faculty Senate office so appropriate action can be taken.
- Before the end of each academic year, the chair submits a summary of the committee’s actions to the Faculty Senate office (See template – [EOY-Report](#)). Either the chair or the secretary may compile the report, but it is the chair’s responsibility to submit it by the established deadline. Each report is organized in the following format:
 - Number of meetings held.
 - Summary of action taken by the committee on request. (committee charges)
 - Summary of action initiated by the committee.
 - Recommendations sent to the Faculty Senate. (list by number and description)
 - Summary and status of unfinished business.
 - Election of officers for the next academic year

Procedures for Standing Committee Recording Secretaries

- The recording secretary prepares an email distribution list of the committee membership (voting and non-voting) to utilize for communicating with the committee.
- The recording secretary is responsible for assisting the chair in selecting an appropriate meeting time and for securing an appropriate room in which to hold the meetings. It is recommended that a room be selected that is convenient, centrally located and has video conferencing capabilities. (Please note that according to [SR-16-17-28 CC](#), the University Curriculum Committee has standardized meeting dates.)
- The recording secretary provides the membership of the committee with current rosters by distributing at meetings or via e-mail. The Faculty Senate office will provide rosters (new or revised).
- The recording secretary distributes a meeting schedule to all listed on the committee roster.
- The secretary is responsible for distributing a copy of the [Standing Committee Report Schedule](#) and this document (Standing Committee Roles and Responsibilities) to the members of the committee, including the liaison appointed by the Senate.
- The recording secretary prepares a sign-in sheet for each meeting of the committee.
- The recording secretary maintains a record of member’s meeting attendance and reports excessive absences (more than 3) to the committee chair.
- The recording secretary is responsible for taking accurate minutes at each meeting and for forwarding the minutes to the Faculty Senate office within five working days after the

committee's meeting. The minutes do not contain discussions but are to reflect action taken. Minutes (See template: [Minutes](#)) should contain the following information:

- Date, time, and place of the meeting.
- Name of the Standing Committee.
- Names of voting members present. Use first and last names.
- Names of voting members absent. Use first and last names.
- Names of ex-officio members present. Use first and last names.
- Names of ex-officio members absent. Use first and last names.
- Names of guests present. Use first and last names.
- Approval or corrections of the previous meetings' minutes.
- Following the agenda items, a brief description of the actions taken or business transacted.
- The time the meeting was adjourned.
- Typed and written signature of the recording secretary (if sending minutes via email, use a script font to simulate a signature).
- An area specified "Minutes Read" for the signature of the Senate Chair and the date.