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# Proposal to Modify Faculty Senate Bylaws

USM Faculty Senate

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## Proposal to Faculty Senate for Modifications to Bylaws

Submitted for Review May 3, 2013

### Issue:

Feedback from Committee on Committees regarding the Faculty Senate Bylaws approved by the Senate:

- A. First, every standing committee needs to submit an annual report to the administrator with oversight over the committee. In the case of the Faculty Senate that would be the President's Office. Annual reports are due on July 1st and the guidelines recommend that bylaws make this obligation specific.
- B. Second, the guidelines also specify that committees should make every effort to be transparent (and, in doing so, comply with state law). Right now the Senate bylaws specify that minutes be taken and that they be distributed to Senate members, but it does not state that they will be made available on the website (although the secretary is tasked with maintaining the website). Ideally, after minutes are approved, the guidelines suggest they should be made public within 30 days and kept available for five years.

### Solution proposed:

In response to this feedback are the following proposed revisions to the Bylaws:

1. **In response to the issue A above, modify Section 3.10.1, Items (4) and (5)**
  - a. Items (4) and (5) as existing:  
(4) serve ex officio on all committees, and  
(5) perform such other duties as are prescribed in these Bylaws.
  - b. Item (4) and (5) as proposed to be modified (changes shown in red):  
(4) serve ex officio on all committees, ~~and~~  
(5) submit an annual report to the President's Office by July 1, and  
~~(5)~~ (6) perform such other duties as are prescribed in these Bylaws.
2. **In response to the issue B above, modify Section 3.10.3, Item (4):**
  - a. Item (4) as existing:  
(4) prepare and sign the official minutes of each meeting (including a statement of members present and absent) and secure the signature of the president of the Senate;
  - b. Item (4) as proposed to be modified (changes shown in red):  
(4) prepare and sign the official minutes of each meeting (including a statement of members present and absent), ~~and~~ secure the signature of the president of the Senate, ~~and post the official minutes to the Senate web site within 30 days and be kept available for five (5) years;~~

Prepared by Desmond Fletcher