CHE Faculty Meeting Procedures

2.2 Procedures Relating to Faculty Meetings

 The presiding officer is the dean or the dean’s designee. One of the Staff Assistants to the dean or associate deans carries out the responsibilities of secretary to the faculty.

Meetings of the faculty of the College of Human Ecology are scheduled by the dean during the academic year. The purpose of these meetings is to present and discuss short- and long-range aspects of academic policy. The format is determined by the nature of the topic.

Notices of meetings and agenda are sent by the dean’s office to all members of the voting faculty of the College of Human Ecology. Reports that require action generally are attached to the agenda and distributed prior to the faculty meeting. A quorum consists of five percent of the voting membership of the faculty. Minutes of faculty meetings and appended committee reports are indexed and kept in the office of the dean.

It is the consensus of the faculty that no formal rules of procedure are adopted, but in general Robert's Rules of Order are followed. The faculty may not vote on proposals for new legislation or change in legislation at the same meeting as they are brought before the faculty unless two-thirds of the voting members present vote to take action.