

Meetings

1. Definition of the Voting Faculty

- a. all persons occupying tenured, tenurable, or term appointments
- b. professional librarians
- c. associate provosts who are members of the faculty
- d. provost of the College
- e. president of the College
- f. All persons occupying part-time faculty positions upon initiation of their second consecutive semester of teaching at least four semester hours and during all consecutive semesters thereafter.

2. Meetings of the faculty and faculty senate

a. Rules of Procedure

- 1.) Meetings of all groups formed under these by-laws shall be open to all members of the College community. However, any such group may convene executive sessions subject to the State of Maryland open meeting law.
- 2.) All meetings held under these by-laws shall be governed by the procedures described in Robert's Rules of Order, Revised.

b. Faculty Meetings

- 1.) The faculty shall meet at least once each semester.
- 2.) The president of the faculty senate will coordinate
 - a.) approval of meeting schedules and agendas by the faculty senate
 - b.) communicating the agenda to the faculty so that faculty members shall receive written notice of a faculty meeting and an agenda for the meeting not later than three full working days prior to the day scheduled for the meeting.
 - c.) compilation, in consultation with the department chairs, and approval of the voting list at the first faculty meeting of each semester.
- 3.) Upon the request of at least twenty percent of the voting faculty, the president of the faculty senate shall call a faculty meeting not later than one week from the submission of the petition.
- 4.) A quorum for doing business shall consist of a number of voting faculty exceeding fifty percent of the total number of voting faculty members and shall not include visiting or part-time faculty nor those faculty members on sabbatical leaves or other leaves of absence.
- 5.) By a two-thirds vote, the faculty or the faculty senate may authorize a mail ballot on unresolved motions before the faculty. For a motion to pass on a mail ballot, a simple majority of affirmative votes must be counted from a number of ballots exceeding fifty percent of the total number of faculty counting toward a quorum.

c. Faculty senate meetings

- 1.) Meetings of the faculty senate shall be held regularly and at least once each month during the academic year.
- 2.) There shall be a senate meeting within one week of the beginning of each semester at which the time of the regular senate meetings for the following semester shall be decided. The time of the regular senate meetings shall be announced to the College community well in advance of the semester to allow for planning.

- 3.) Faculty members shall receive written notice of each senate meeting and the agenda of items for that meeting not later than the last working day before the day of the meeting.
- 4.) Special senate meetings shall be held at the request of at least two members of the senate or of twenty percent of the faculty not later than three working days after the submission of the request.
- 5.) A quorum shall consist of two-thirds of the elected members of the senate.
- 6.) A majority of the senate members present and voting shall be required for senate action on all matters.

d. Approval of faculty senate actions by the faculty

- 1.) All matters of major importance shall be brought by the senate before the faculty and decided by the faculty. The senate may refer any of its actions to the faculty as it deems appropriate.
- 2.) The senate may act for the faculty on other matters.
- 3.) When a faculty meeting cannot reasonably be convened, and action by the faculty is urgently required, the senate may act for the faculty. Such senate action shall be reviewed by the faculty as soon as a faculty meeting can be held.
- 4.) Faculty approval of senate actions shall be assumed if no request for faculty review is received by the faculty senate president within five working days of the distribution of the minutes of the faculty senate meeting in which the action was taken. Upon request of at least twenty percent of the faculty or of one third of the members of the faculty senate, the faculty senate action shall be brought before the faculty and decided by the faculty.

