

- c) Secretary of the Faculty
 - 1) The faculty secretary shall perform the following duties:
 - a. To prepare and maintain a list of voting members of the faculty.
 - b. To keep accurate records of all meetings of the Faculty Assembly and the Faculty Executive Committee and distribute to faculty members a copy of the minutes within one week after each meeting.
 - c. To be responsible for codification and custody of all faculty legislation, amendments to the Faculty Constitution and Bylaws, and Rules of Order.
 - d. To be responsible for the transmission of the current file to the permanent file.
 - e. To serve as a voting member of the Faculty Executive Committee.
 - 2) Election and Term
 - a. The term of office of the faculty secretary shall be two years. The secretary shall be ineligible for a second consecutive term except as provided in subsections b) and c).
 - b. The faculty shall elect a faculty secretary during the regular committee elections in the spring of each year in which the term of office expires. The faculty secretary's term of office begins on July 1 and expires on June 30. Nominations for the faculty secretary shall be made by the Governance Committee subject to established procedures.
 - c. If a faculty secretary is elected to fill an unexpired term and if one year or less than one year remains in the unexpired term, the new secretary may be elected to the subsequent full term.
 - d. The faculty secretary first elected after the adoption of these amendments shall serve a one-year term only, but shall be eligible to serve the subsequent full two-year term.

SECTION 3. Faculty Executive Committee

- a) The Faculty Executive Committee shall consist of the chair, vice-chair, and secretary of the faculty, **the representative to the Board of Regents**, the chairs of the faculty standing committees, the president, and the provost.
- b) The Faculty Executive Committee shall perform the following duties:
 - 1) To coordinate the work of standing committees and to assist the chair of the faculty in preparing agendas for meetings of the Faculty Assembly.
 - 2) To oversee the implementation of faculty legislation.
 - 3) To review and make recommendations to the faculty regarding all proposals for the establishment of *ad hoc* faculty committees and other *ad hoc* committees involving faculty membership and which transcend division or school lines, including joint faculty-student or faculty-administration committees. Such recommendations may include conditions regarding duration and membership as the executive committee finds appropriate.
 - 4) To consider and to refer to appropriate faculty organs such matters of faculty interest and importance as it deems proper.

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