February 13, 2015 – Attachment A

Motion to revise the Faculty Bylaws, allowing the Faculty Secretary and the Chair of the Governance Committee to jointly certify faculty election results – Pauline Shanks Kaurin (Philosophy), Governance Committee. SECOND READING.

Whereas, the current Faculty Handbook language is unclear; and

Whereas, confirming election results ought to be handled by more than any one individual to ensure transparency;

Resolved, that Article III, Section 2.C., of the Faculty Bylaws be revised as presented in Attachment A.

Changes to the Faculty Handbook are indicated using **bold** to signify additions or changes and **strike-through** to indicate deletion.

SECTION 2. FACULTY OFFICERS

C. Faculty Secretary

1. The faculty secretary shall perform the following duties:
   a. To oversee the preparation and maintenance of 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 ensure that thorough documentation of the business conducted by all aspects of faculty governance is maintained, and to communicate the activities of faculty governance system to the faculty, the administration and the Board of Regents. This shall be accomplished by working closely with all standing committees and the members of the Faculty Executive Committee. Activities shall include:
      i. The codification and custody of all faculty legislation, amendments to the Faculty Constitution and Bylaws, and Rules of Order.
      ii. The solicitation of a written report from every standing committee at the end of the year. A copy of each report will be maintained in the permanent records.
      iii. Informing the Board of Regents of any amendment to the Bylaws or Rules of Order which has been approved by the Faculty Assembly.
      iv. Maintaining a record of the outcomes of any disputes concerning the interpretation of the Constitution, Bylaws, and faculty legislation.
      v. Ensuring that all electronic and hardcopy resources and records for faculty governance are up-to-date and that the appropriate files be transferred to the permanent file in archives when they are no longer active.
      vi. To assist the Governance Committee with the oversight of the faculty election process, keeping a record of the election results and serving as jointly with the Chair of the Governance Committee an official notary for the faculty to certify faculty regarding election results.
      vii. To serve as a voting member of the Faculty Executive Committee.