

## **Article I: Name**

This committee shall be known as the “Senate Agenda Committee” and hereinafter also referred to as the “Agenda Committee.” This committee shall serve as a standing committee of the Faculty Senate.

## **Article II: Purpose**

It shall be the duty of the Committee on Agenda to prepare the agenda for all regular meetings, and as may be required, additional meetings of the Senate. It shall consider all requests for action by the Senate coming from single members of the College Community or from bodies belonging to the Community, and as may be appropriate, it shall either decline consideration to such requests, or refer them to other appropriate bodies for consideration, or refer them to the Senate. However, it may dispose of matters coming before it, but must give full and timely notice of that disposition.

## **Article III: Members**

### ***1. Composition of the Committee***

The Agenda Committee shall consist of the Senate President, the Vice President, the Secretary (who shall act as Chair), and the Treasurer, plus one Senator, elected by the Senate

***2. Eligibility for Membership*** Members must be Senate officers plus one Senator.

### ***3. Membership Terms***

A faculty member’s term on the Committee shall begin on September 1 in the year of his or her selection and shall be for the duration of one year. A faculty member may serve until his or her Faculty Senate service has ended.

### ***4. Removal of Members***

Regular participation is expected, and the Committee reserves the right to subsequent action when participation is less than desirable.

## **Article IV: Officers**

### ***1. Officers***

The officers of the Faculty Senate shall be the Senate President, the Vice-President, the Secretary, the Treasurer, plus one Senator, each elected for a one-year term by the membership.

### ***2. Election of Officers***

The Committee shall elect its officers from among its membership by majority vote.

### ***3. Duties of the Chair***

The responsibilities of the Chair:

- Coordinate the work of the committee, including call meetings, set agendas, ensure the subsequent election of officers, and report to the Senate.

## ***4. Duties of the Secretary***

The responsibilities of the Secretary:

- To record minutes at each meeting, share with the Agenda Committee members, and make accessible to the larger College community.
- In the event the Chair is absent from a meeting, the President or Vice-President shall lead the meeting.

## ***5. Vacancies***

In the event of a vacancy of the Chair, the President or Vice-President assumes the role of Chair until an election is held.

## **Article V: Meetings 1. Regular**

### ***Meetings***

The Committee shall meet a minimum of once a month each semester, and as needed.

### ***2. Quorum***

A quorum is required to conduct committee business. Quorum is defined as half (50%) of the total number of members, plus one.

### ***3. Special meetings, as needed***

In order to allow the Committee to conduct additional business outside of its regular meetings, special meetings may be called as needed.

### ***4. Order of Business***

There shall be an agenda for each meeting provided to members at least one week in advance of the meeting whenever possible.

The normal order of business at meetings:

- Approval or Correction of Minutes
- Chair's Report
- Special Reports
- New Business

### ***5. Cancellation of Meetings***

Meetings of the Committee may be canceled in cases where there is a lack of quorum or due to any other exigency.

### ***6. Other Meeting Modalities***

Members may participate in person or via other modes as agreed upon by the Committee.

### ***7. Minutes***

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any Senate member. The Secretary is responsible for archiving the minutes.

### ***8. Rules Regarding Non-Members at Membership Meetings***

Non-member participation in committee meetings must be approved by vote of the Committee.

## **Article VI: Subcommittees**

The Committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or ad hoc basis. Normally, subcommittee members must also be members of the full committee.

## **Article VII: Parliamentary Authority**

In questions of parliamentary procedure, the Committee shall refer to the current edition of Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and not inconsistent with the rules and bylaws of the Faculty Senate or the Constitution for Faculty Participation in the Governance of Mercy College.

## **Article VIII: Reports**

The Committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the Committee must be reported to the Senate, and the Committee shall submit an annual report of Committee business to the Senate.

## **Article IX: Transfer of Records**

Each year, the outgoing Secretary of the Committee shall deliver to the incoming Secretary, all records of the Committee including, but not limited to bylaws, minutes, and standing rules and procedures. In the event that the incoming secretary is not yet elected, the outgoing Secretary shall deliver the Committee's records to the Secretary of the Faculty Senate.

## **Article X: Amendment of Bylaws**

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the Committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.