

ARTICLE V OFFICERS

Section 1. Officers

The officers of the Faculty Senate shall be a President, a Vice President, and a Secretary.

Section 2. Duties

A) President. The President shall:

- (1) Preside at all meetings of the Faculty Senate, the Executive Committee, and Faculty meetings called by the Faculty Senate;
- (2) Act as liaison between the Faculty Senate and the President of the College;
- (3) Represent the Faculty at appropriate College functions;
- (4) Prepare, with the Executive Committee, and distribute the agenda at least five working days prior to meetings of the Faculty Senate, when possible.
- (5) Appoint, with the advice of the Executive Committee and the consent of the Faculty Senate, all chairpersons of Standing Committees of the Faculty Senate;
- (6) Convene and preside over all meetings of the Faculty Senate, the Executive Committee of the Faculty Senate, and the Faculty, except those meetings of the Faculty convened by the President of the College.
- (7) Write an annual informational letter to all voting faculty at the beginning of the Fall Semester.
- (8) Publish dates and times of senate meetings for the school year, September through June by September 1st.

B) Vice President. The Vice President shall:

- (1) Perform the duties of the President in his/her absence;
- (2) Perform other duties as assigned by the President.

C) Secretary. The Secretary shall:

- (1) Keep the minutes of all meetings of the Executive Committee, the Faculty Senate, and general Faculty meetings;
- (2) Carry on the correspondence of the Faculty Senate under the aegis of the President;
- (3) Distribute minutes and notices of meetings;
- (4) Record a list of absent and present Senators at each meeting of the Faculty Senate.
- (5) Distribute a list of respective constituents to senators upon request.

The Secretary may request the services of a notetaker to assist in these duties.

Officers shall perform other duties described by these bylaws and by parliamentary authority contained in the current edition of Robert's Rules of Order, Newly Revised.