

Faculty Senate Resolution 07-08-05

Minute-Taking at Executive Council Meetings

WHEREAS the duties of the Membership Secretary are long and arduous, and

WHEREAS the duties of the Vice-President are the shortest for the officers at the Executive Council meetings:

Be it therefore resolved that role of taking minutes at the Executive Council meetings shall be moved to the Vice-President, and

NOW BE IT THEREFORE RESOLVED THAT Article II Section 2 of the *By-Laws* shall read as follows—

2. The Vice President shall
 - A. Serve as a member of the Executive Council,
 - B. Keep clear and concise minutes of the meetings of the Executive Council. [Amended December 2007]
 - C. Assume, in the absence of the President, the duties of the President, and
 - D. Become the President should the position become vacant.
 - E. Serve directly or through a designee as one of two voting delegates representing the Senate to the Association of Louisiana Faculty Senates. [Amended November 2007]

and

BE IT FURTHER RESOLVED THAT Article II Section 4 of the *By-Laws* shall read thus—

4. The Membership Secretary shall
 - A. Serve as a member of the Executive Council,
 - B. Keep a current list of all members of the General Faculty eligible for membership in the Senate in accordance with Article IV Section 2 of the *Constitution*.
 - C. Keep a current list of the members of the Senate,
 - D. Record the names of the members present at each meeting of the Senate and inform the President when excessive absences occur,
 - E. Provide an agenda for the Senate meetings one week ahead of the meeting [Amended February 1983],
 - F. Serve as an ex officio member of the Nominations and Elections Committee [Amended September 2005]"