Conduct of Departmental Meetings

Approval Date: 2/1/2013
Effective Date: 2/1/2013
Source of Authority: Department chair
Governing Document(s): None

1.0 Purpose

This policy establishes rules for the conduct of business handled within departmental meetings.

2.0 Definitions

2.1 Working days: days in which classes or exams are in session (including the reading day).

3.0 Persons Affected

3.1 All full-time faculty.

4.0 Policy

It is the policy of the Department of Mathematics and Statistics to ensure that departmental meetings are well-organized and efficient means for exploration of issues and decision making.

Therefore, the department:

4.1 Establishes guidelines for the form for the meeting agenda. (See Section 7.1)
4.2 Follows Robert’s Rules of Order, with the following modifications/clarifications:
   4.2.1 A session is defined as an academic year.
   4.2.2 A member may raise their hand to gain recognition of the chair (standing is not required).
   4.2.3 A member may speak for 3 minutes each time they are granted the floor.
   4.2.4 New items under “Business” may be permitted informal consideration at their outset at the chair’s discretion. Such consideration will be limited to 15 minutes.
4.3 Establishes procedures for the construction and dissemination of meeting agendas and minutes.

5.0 Rights and Responsibilities

5.1 The department chair is responsible for construction and distribution of the meeting agendas.
5.2 The department chair is responsible for conduct of the meetings in accordance with the rules of order.
5.3 The department chair is responsible for the construction and distribution of meeting minutes.
5.4 Full-time faculty are responsible for learning the rules of order and adhering to them in departmental meetings.
5.5 All full-time faculty in attendance at the meeting have the right to vote on each motion presented unless departmental policy dictates otherwise.

6.0 Procedures

6.1 At least 8 working days prior to the next meeting, the department chair solicits the department for items they may wish to be included on the next meeting agenda.
6.2 At least 6 working days prior to the next meeting, the department chair convenes a meeting of the steering committee. In this meeting:
   6.2.1 The chair informs the committee of items collected as per 6.1.
   6.2.2 Committee members provide motions and other items, along with all supporting documents, from their committee or interest group that are ready for departmental consideration.
   6.2.3 The members of the committee discuss prioritization of items presented.
6.3 The department chair constructs the agenda, based on the advice gathered under 6.2, and distributes it to the department at least 4 working days prior to the meeting.
6.4 It is expected, whenever practical, that any faculty member(s) intending to make a substantial amendment to an item under consideration will distribute the proposed amendment at least 2 working days prior to the meeting.
6.5 The department chair conducts the meeting in accordance with the rules of order.
6.6 Within 5 working days, the department chair provides minutes of the previous meeting to the faculty.

7.0 Supplemental Information

7.1 Agenda template
   Call to Order
   Approval of the Minutes
   Report of the Chair
      - As needed, limited to 15 minutes
   Report of the Senate Delegates
      - As needed, limited to 10 minutes total
   Committee/Interest Group Reports
      - As needed, limited to 3 minutes per report
   Business
      - Items under informal consideration should be noted as such
   Announcements

7.2 (Useful links for Robert’s Rules)

8.0 Revision History

1/19/2013 Initial Proposal