

**Motion to Amend Senate Bylaws**  
**Regarding Protocols Governing**  
**Policy Making Process**  
**(Proposed text changes in bold, italicized, underlined print.)**

**Article II. Relationships among Faculty Senate ~~and~~ Senate Standing Committees  
and the Administration.**

**Section 4.**

The Senate shall coordinate Faculty participation in University governance and facilitate communication between the Faculty and the other University constituencies.

**Section 7.**

The President of the Senate shall formally and promptly notify in writing the Faculty and the appropriate administrator(s) of Senate and Faculty decisions. ***The understanding is that a written, authoritative administrative response will then be forthcoming within a reasonable period of time, affirming the Senate's recommendation; rejecting it; or sending it back for further consideration. Once a recommendation has been affirmed, it becomes University policy and will be published in the appropriate University publications.***

**Article III. The Faculty Senate and its Officers.**

**Section 2. Officers of the Senate:**

**A. The President of the Senate shall:**

- iii. Formally, promptly, and in writing notify the Faculty and appropriate administrators of decisions of the Senate and of the Faculty. ***Upon receipt of the Administration's formal written response to Senate or Faculty recommendations, the President of the Senate shall communicate those responses to the Senate and the Faculty;*** and
- iv. Perform such other duties as the Senate shall direct.

**C. The Secretary of the Senate shall:**

- i. Prepare and distribute to the Faculty agendas and minutes of all meetings of the Faculty and of the Senate;
- ii. Maintain records of all actions of the Faculty and of the Senate;
- iii. Ensure that policies recommended by the Senate and authorized by the Administration are published in The Faculty Handbook;***

and

iii. Perform such other duties as the Senate shall direct.

**D. The Webmaster of the Senate shall:**

i. Maintain and update the Senate's web page;

**ii. Post all Senate policy recommendations and formal written Administrative responses;**

ii. Maintain a complete, accurate, and public listing of Faculty;

iii. Post all the approved minutes of the Senate;

iv. Serve as the Designated Senator on the Membership and Elections Committee;

v. Make Changes/Corrections approved by the president of the Senate; and

vi. Post all the approved minutes and/or reports from senate standing committees.