

Procedure for School/Library Faculty Meetings

adopted April 8, 2014, by the Salisbury University Faculty Senate

The faculty of a particular School—the Library being considered a School for these purposes—may, at times, desire to meet and conduct formal business among themselves, addressing issues pertaining primarily to their School and no other. (When issues involve multiple schools, they are properly dealt with by the Faculty Senate.) When such meetings are conducted in accord with Robert's Rules of Order and the procedures below, the Senate shall accept their decisions as those of that School.

Section 1: Membership

The Faculty of a School includes all faculty (including non-tenure track) who are employed full-time within that School; or full-time faculty more than half of whose teaching load is within that School.

The Senators of a School include those Faculty Senators elected from and by the School, as well as any at-large Senators who are faculty of that School. In the unlikely event that a school has no senators, for the purposes of this policy the faculty of the school may consider the President of the Faculty Senate to be a senator from their school.

Section 2: Convening the School

Faculty members of a School should, when they believe a School meeting is required, so inform their School's senators. If a majority of the School's senators agree, they should meet and determine who will call and preside over the meeting. The senators shall also determine the date and time of the meeting; who will record the minutes for the meeting; and the method of voting (such as a secret ballot) to be used at the meeting. School senators shall also assist the presiding officer with responsibilities such as counting votes.

The President of the Faculty Senate may, at the request of the presiding officer, designate a parliamentarian for the meeting to help the presiding officer conduct the meeting in accordance with Robert's Orders.

Section 3: Quorum and Voting

Only Faculty of the School may attend such a meeting, unless the Faculty of the School, by a majority vote, permit others to attend. Only Faculty of the School shall be eligible to vote.

A quorum of the School shall be one member more than half the total number of its Faculty.

Except as specified in Robert's Rules of Order or the Faculty Senate bylaws, motions in School meetings shall be passed by a majority vote of those in attendance, provided a quorum is present when the vote is taken.

Section 4: Reporting

The presiding officer of a School meeting shall formally, promptly, and in writing notify the Faculty Senate President of decisions of the School, who shall communicate them to the Faculty Senate and, if the Senate approves, to the appropriate administrators.