CHARTER/POLICY PROPOSAL FORMS

Faculty Senate Governance Committee – 04/01/05

REQUIRED CHARTER/POLICY PROPOSAL COVER INFORMATION

In order to facilitate the Faculty Senate Governance Committee in the review of any proposal that comes before it, the Governance Committee requires that proposals be accompanied by the information listed below.

Note: By providing the requested explanatory information there will be little if any need for the Faculty Senate Governance Committee to second-guess the reasoning behind a submitted proposal. As a result, the review process will be expedited, and the likelihood of prompt approval will be increased.

Any proposal sent to the Governance Committee without the required accompanying information will be returned to the sender with a reminder.

1. Name of committee, task force, policy, etc. to be reviewed:

2. Name, position, e-mail address, and phone number of the individual primarily responsible for the proposal:

3. Summary of the proposal (do not include rationale):

4. Rationale for the proposal in general (not specific justifications):

5. Justification for each specific, substantive component of the proposal: (Necessary wherever changes to an existing charter or policy are involved, and for items in a new charter or policy where the reasoning might not be immediately clear, e.g., when a charter component represents a variation from the Sample Charter Template):
SAMPLE CHARTER TEMPLATE

Proposed Charter is: New ___ or Revision ___

Proposal Date: ____________________

NAME OF COMMITTEE OR COUNCIL, TASK FORCE, ETC.
(Insert here)

PURPOSE

(Please provide statement)

(Note: Policies that relate to the work of the Committee/Council should be specified in either the Purpose or Specific Responsibilities section, and the policies should be attached to the Charter.)

SPECIFIC RESPONSIBILITIES

(Please provide numbered list)

MEMBERSHIP REPRESENTATION

(Note: It should always be indicated when a member is ex officio, as well as whether a member is voting or non-voting. The following are examples.)

Four (4) elected faculty members, voting, two (2) from the College of Arts and Sciences, one (1) from the College of Business, and one (1) from the College of Professional Studies. In the College of Arts and Sciences, one member shall be elected either from Arts and Humanities or from Social Sciences, and one member shall be elected either from Natural and Physical Sciences or from Computational Sciences.

(Alternatively, if members will be recommended and appointed, consider the following formats.)

(Provide number) faculty members, voting, recommended by the Provost/Vice President for Academic Affairs, and appointed by the University President in consultation with the Faculty Senate Executive Committee.
(Provide number) student members, voting, recommended by the Student Government Association President to the Vice President for Student Affairs, and appointed by the University President

(Provide number) A&P members, voting, recommended by the Vice President for Administrative Affairs, and appointed by the University President

Associate Vice President for (provide office), non-voting, ex officio

MEMBERSHIP AND MEETING POLICIES

(Note: There are two alternatives. Recommended wording is provided immediately below for the typical situation in which there is a single elected chairperson. See further below for the atypical situation.)

Meetings will be conducted under the most current edition of Robert's Rules of Order, unless specified otherwise below.

Ex officio members shall not serve as committee Chairperson

The Chairperson shall be elected annually, at the beginning of each academic year, by the voting members from among the non-ex officio, voting membership.

The Chairperson shall be responsible for calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and timelines, conducting meetings, and reporting outcomes.

The Chairperson shall vote only in the case of a tie.

Any member who misses in a single academic year, without due cause and without providing written input to deliberations, all or part of any three consecutive, or a total of any five, regularly scheduled meetings, will be considered REMISS in executing his or her service commitment, and a replacement will be sought through the appropriate channels.

The outgoing chairperson, or designee, shall be responsible for calling the first meeting of the next academic year, at which time there shall be election of a chairperson.

(Note: Recommended wording is provided below for the atypical situation in which there are co-chairpersons. Specifically, whenever it is necessary for an ex officio member to serve in a leadership role (such as for reasons of special content expertise and/or coordination), there shall be an ELECTED co-chairperson. The ex officio co-chairperson is to be identified in the Membership.
Representation section by appending after that individual's title: non-voting, ex officio, who serves as co-chairperson.

Meetings will be conducted under the most current edition of Robert's Rules of Order, unless specified otherwise below.

A co-chairperson shall be elected annually, at the beginning of each academic year, by the voting members from among the non-ex officio, voting membership.

The co-chairpersons (ex officio and elected) shall share all major leadership responsibilities, including calling meetings, setting agendas, relaying all necessary information relating to specific responsibilities and time lines, conducting meetings, and reporting outcomes. The co-chairperson who sets a given agenda item shall conduct the meeting during discussion of that item.

Co-chairpersons shall not vote except in the case of a tie, and then only the elected (non-ex officio) co-chairperson may vote.

Any member who misses in a single academic year, without due cause and without providing written input to deliberations, all or part of any three consecutive, or a total of any five, regularly scheduled meetings, will be considered REMISS in executing his or her service commitment, and a replacement will be sought through the appropriate channels.

The ex officio co-chairperson, or the outgoing elected co-chairperson, or designee, shall be responsible for calling the first meeting of the next academic year at which time there shall be election of a co-chairperson from among the non-ex officio, voting membership.

MEETING SCHEDULING, AGENDAS, AND MINUTES

The Committee shall meet a MINIMUM of once each Fall and once each Spring Semester.

Agendas are to be distributed at least three (3) days in advance of meetings, along with all pertinent documents to be considered at the meeting; and written minutes of meetings are to be prepared and distributed within at least three (3) weeks. The Committee must forward to the Faculty Senate Office an electronic copy of all documents, including all meeting schedules, agendas, minutes, and reports. The Faculty Senate Office Secretary will be responsible for posting these documents to Argus for public viewing.
TERMS OF APPOINTMENT

(Examples)
Faculty Members: Three-Year Staggered Terms
USPS, A&P, and Divisional Representatives: Three-Year Staggered Terms
Student Representatives: One-Year Term
Others: Continuous

Terms begin with the next academic year, unless otherwise noted.

REVIEW

The Charter shall be reviewed annually by the Committee, and recommendations for changes submitted to the Faculty Senate.

LEGAL REFERENCES

(Examples)
Florida Statutes
Florida Administrative Code

RECOMMENDATIONS REPORTED TO

(Example)
University President

Dates prepared/Modified by the Governance Committee

(Senate will insert)

Dates Approved by the Faculty Senate

(Senate will insert)

Approved by the Administration

(President will sign and date)

University President ___________________________ Date ___________________________
(Note that when there are co-chairpersons, the ex officio co-chairperson should be identified in the Membership Representation section by appending after that individual's title, non-voting, ex officio, who serves as co-chairperson.)

This new wording was added because of complaints from members of one or more committees.