

THE FACULTY OF LAFAYETTE COLLEGE

Faculty Meeting Procedures

Order of Business: At a regular meeting it is:

1. Call to Order
2. Special Order of Business (Memorial Resolutions, Motions in Executive Session in May)
3. Report of the Clerk
4. Report of the President
5. Reports of the Provost, other Vice Presidents, and Deans
6. Reports of Committees
 - a. Standing Committees of the Faculty
 - b. Other Committees
7. Academic Calendar, Faculty Athletics Representative's Report, other regular business
8. Unfinished Business
9. New Business
10. Announcements
11. Adjournment

Agenda and minutes: The clerk prepares each meeting's agenda for distribution via email on Thursday and via campus mail on Friday of the week preceding the meeting. Draft minutes and agenda are distributed via email to all those invited to the meeting. The Clerk will be grateful for prompt notice of errors or omissions. The official minutes are distributed according to 5.2.5 of the Faculty Handbook.

How to get on the agenda: Persons intending to bring business before the Faculty Meeting, including committee reports, new business, or announcements, should notify the Clerk before the agenda deadline (normally 11 A.M. the Wednesday preceding the meeting) so that their business can be included in the agenda. If the business involves a motion that "change[s] ... established policy of the Faculty" (FH 5.3.2) then notification of the business needs to be distributed to voting members of the faculty two weeks before the meeting (normally, 4 P.M. the Tuesday two weeks before the meeting).

To distribute reports in the Call to the Meeting: The clerk will distribute reports provided by the agenda deadline. Report should be in one of three file formats in this order of preference: Word (.docx), Rich Text (.rtf), or Portable Document (.pdf). If this poses a problem, contact the Clerk.

Robert G. Root
Clerk of the Faculty
October 7, 2014