

# 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, Graduation Motions 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 and other Officers
  - a. Short Reports
  - b. Standing Committees of the Faculty with motions
  - c. Other Reports with motions
  - d. Standing Committees without motions
  - e. Other Reports without motions
7. Unfinished Business
8. New Business
9. Announcements
10. Adjournment

**Agenda and minutes:** The clerk prepares each meeting's agenda for distribution via email on Thursday. 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. Reports 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  
September 2, 2019