

# LAFAYETTE COLLEGE

*Clerk of the Faculty*

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## Faculty Meetings Procedures

### Order of Business for a Regular Meeting

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. Report of the Provost
6. Old Business
7. Reports of Committees and other Officers
  - a. Standing Committees of the Faculty with motions
  - b. Other Reports with motions
  - c. Standing Committees without motions
  - d. Other Reports without motions
8. New Business
9. Announcements
10. Adjournment

**Call to the Meeting:** The Clerk distributes to the call to each Tuesday Faculty meeting on the Thursday prior. Persons intending to bring business at 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” (*Faculty Handbook* Section 5.3.2), then distribution of the motion to voting members of the Faculty needs to occur one week before the meeting (normally, 4 p.m. the Tuesday one week before the meeting).

**Minutes of the Meeting:** Minutes of the previous Faculty meeting are distributed with the call to each upcoming Faculty meeting. The Clerk will be grateful for prompt notice of errors or omissions.