Subject: Codification Committee Bylaws-Revisions

Reference to Senate Minutes dated: November 25, 2013

Senate Action:
MOTION: The Codification Committee recommends approval of the proposed amendments to the Codification Committee bylaws (see attachment).
VOTE: The motion passed unanimously.

Response requested:

_____ approval for placement in University Catalog

_____ approval for placement in University Regulations

_____ recommendation to Board for placement in Board Policy Manual

X none (sent as information item)

_____ other action requested/comments:

Faculty Senate Chair

December 2, 2013

Administrative review of Senate action (unnecessary for information items):

_____ reviewed by General Counsel. Check _______ if comments attached

_____ reviewed by VPAA/Provost. Check _______ if comments attached

Presidential action:

_____ approve; _____ reject; _____ return to Senate for discussion/modification (comments attached)

President/Designated Administrative Officer

Date

Date of Board approval (if applicable):

PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, BOX 75.
The Codification Committee proposes amendments to the (Codification Committee) bylaws, as outlined, to clarify purpose, structure and responsibilities.

FACULTY SENATE CODIFICATION COMMITTEE BYLAWS

Article I - Definition of Purpose

A. The Codification Committee (Committee) is a standing committee of the Faculty Senate, which examines existing codification and proposals for change, the Board Policy Manual and the University Regulations, identifies areas of concern, recommends further review, and develops and recommends changes to those documents. The Committee is not the only body authorized to make such recommendations.

B. Recommendation for specific changes will be in codification format. (see IV. A.)

Article II - Membership

A. Members will include three current members of the Faculty Senate.

B. An additional three members will be elected from the faculty at-large.

C. One member of the administration will be appointed annually by the President.

D. Faculty members will serve for three-year terms and may be reappointed or re-elected. with one third of these members rotating (off) each year to ensure continuity.

E. A chair and vice chair of the Committee will be elected annually at the last meeting of the Committee during the school year. At the last meeting of the academic year the Committee will elect its Chair and Vice Chair for the following academic year.

F. All members will be voting members, except that the Chair will vote only in the case of a tie.

Article III - Meetings

A. The meeting schedule will be held regularly, determined at the beginning of each academic year, and subsequently modified as necessary and proper.

Article IV - Communications/Reports Responsibilities

A. The Committee will assure that changes proposed to the Board Policy Manual and the University Regulations are in the appropriate format.

B. The Committee may propose recommended codification changes to the Board Policy Manual and the University Regulations by submitting them to the Faculty Senate for action.

C. The Chair of the Committee will give Committee reports at the regular meetings of the Faculty Senate.

Article V - Amendments

These bylaws may be amended by a simple majority vote of the members present of the Committee.