

4 April 2000

TO: Members, University Senate

FROM: University Senate Council

RE: AGENDA ITEM: University Senate Meeting, Monday 10 April 2000  
Proposal to Amend the Senate Rules to Reassign the Responsibilities of the  
Registrar as Secretary to the Senate to the University Senate Council

Change SR 1.2.4.2

From: 1.2.4.2 Secretary – The University System Registrar shall serve as Secretary

To: 1.2.4.2 Secretary – The Secretary shall be the Vice Chair of the Senate Council,  
as provided in SR 1.3.1.3B (“Officers”)

Change SR 1.3.1.3 Officers

From: B. The Senate Council shall also elect a vice-chair at its December meeting from among the six faculty members whose terms do not expire at the end of that month. The vice-chair's duties are to preside at any meeting of the Senate or the Senate Council at which the chair is not present, and to introduce the Senate Council motions and resolutions at Senate meetings. The vice chair shall become chair of the Senate Council for the remainder of the chair's term if for any reason the chair is no longer able to serve in that capacity.

To: Same as above but add:  
The Vice Chair shall also serve as Secretary of the Senate.

Add as H.

An assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities essential to the functioning of the University Senate such as scheduling meeting rooms; taking minutes, word processing and distributing Senate agenda, memos and other correspondence; assisting the Chair of the Rules Committee in conducting nominations and elections and other activities.

Proposed implementation date: Upon approval. Note that the proposal will be forwarded to the Administration for the appropriate GRs to be revised to reflect the changes.

Rationale: The Registrar's Office is willing to transfer a half-time administrative staff position to assume the functions currently performed for the Senate by the Registrar's Office. This should provide for more integration of routine functions of the University Senate with those of the Senate Council by incorporating their responsibilities and activities under one office.

RLM Folder: Reassign Secretary of the Senate.doc