**3.04 BY-LAWS OF THE FACULTY SENATE**

The By-laws of the Faculty Senate are written by authority of Article II, Section 9.3 of the Faculty Constitution.

I. MEETINGS OF THE FACULTY SENATE

A. Potential faculty matters to be addressed by the Senate are developed (identified) in faculty caucuses and forums. Caucuses are called by the Chair of the Faculty at the beginning of each semester. Forums are called as needed by the Chair of the Faculty or the Chancellor or designee.

B. Meetings of the Faculty Senate shall be conducted in accordance with the most recent edition of Robert's Rules of Order unless a 2/3 majority of senators agree to suspend the Rules.

C. The number, dates, and announcement of meetings shall conform to the provisions of Article II, Section 7, of the Faculty Constitution.

D. A meeting notice, which includes a draft of the agenda, shall be prepared by the Senate Planning Team and sent to the faculty by the Secretary or designee on the Friday prior to the Senate meeting. A final version of the agenda shall be sent to the faculty on the Monday prior to the Senate meeting.

E. Minutes of meetings shall be prepared and maintained by the Secretary of the Senate. Copies of the minutes shall be distributed to Senators for approval and made available to the university community prior to the next Senate meeting. Approval of the minutes requires a simple majority vote.

F. A Senator who cannot attend a meeting of the Faculty Senate may designate another Senator as a proxy. Prior to the meeting, the Senator must send written notification to the Secretary of the Faculty Senate copying the Senator serving as proxy.

II. COMMITTEES, COUNCILS AND OTHER FACULTY GROUPS

A. Senate Planning Team of the Faculty Senate

1. Membership of the Senate Planning Team shall include

* Chair of the Faculty (facilitator)
* Vice Chair of the Faculty