

## A. General Faculty Meeting Procedures

### 1. Call of the Meeting

The President or the President's designee shall preside at all meetings of the General Faculty called in accordance with the Faculty Constitution.

### 2. Preparation of the Agenda

The Chair of CUPP shall, in consultation with the President and Provost/Dean, prepare the agenda for General and Special Meetings of the faculty. The Chair of CUPP may recommend deviation from the order indicated in (3) below to facilitate faculty elections or lengthy deliberations leading to votes, or inclusion of a question for faculty discussion. The Associate Provosts, Associate Deans, chairs of elected councils and committees, chairs of appointed committees and taskforces, and members of the faculty may submit items to appear on the agenda. The agenda and other documents deemed appropriate shall be ~~printed and distributed~~ posted online to the General Faculty Meeting website at least two business days in advance of any General or Special Meeting.

### 3. Order of the Agenda

The order of business for General and Special Meetings of the faculty shall be as follows:

- Call to order
- Approval of minutes of previous meeting
- Consent agenda
- Reports and motions

Discussion of Faculty Question

Council on University Programs and Policy

Curriculum Council

Promotion and Tenure Committee

Faculty Development Committee

Nominating Committee

Other committees

- Old business
- New business
- Administrative Reports

President

Provost/Dean  
Associate Provosts  
Associate Deans

- Adjournment

#### 4. Conduct of the Discussion

Discussion at General and Special Meetings of the faculty shall be free and open. The President or the President's designee shall recognize any faculty member desiring to speak on the matter under consideration. Individuals having once spoken will not be allowed to speak again until all others wishing to speak on the matter have been called on.

#### 5. Consent Agenda

Any items of a routine or repetitious nature may be placed on the consent agenda by any council or committee. An item on the consent agenda may be removed upon the oral request of any member of the faculty prior to the vote. Any item removed from the consent agenda shall be considered at the time of the report of the council or committee to which it pertains. The consent agenda shall be approved by **general consent** ~~voice vote of the faculty~~.

#### 6. Voting Procedures

Except where secret ballots are called for or are requested by any member, voting shall be by a show of hands.

#### 7. Postponing a Motion

Any member may postpone the vote on a motion to the next meeting simply by making this request. This request requires no second and no vote. No member may use this request to postpone the vote of the same motion at any later meeting.

### B. Procedures and Policies for Standing Committees

#### 1. Council on University Programs and Policy Procedures (CUPP)

- *Procedures for Conducting Elections.* The out-going CUPP representative shall call for nominations by February 1. This call will be repeated to the general faculty by the CUPP Chair at the February faculty meeting. Nominations will be accepted until the second Monday of February; all nominated candidates will be included on the ballot once the CUPP representative verifies that the candidates are willing to serve. ~~By the second Tuesday of February, when the nominations are closed, the outgoing Council representative will activate the Council Representative Election Web Site.~~ Members of the academic unit will have until the third Monday of February to cast their votes **online**. If only one individual is