

# Faculty Meetings

## Summary

A brief explanation of the Procedure for calling faculty meetings and the means by which they are conducted.

## Purpose

To provide guidance to departments on how to convene and conduct faculty meetings.

## Policy

### V. Meetings of the Faculty

A. The faculty shall convene upon call of the chair. The chair shall cause to be circulated among the faculty an agenda of business to be conducted at least five days before the date of the meeting, except for meetings called on an emergency basis. The faculty shall meet at least twice a year and a copy of the minutes of every meeting of the faculty shall be sent within three days after the meeting to the chancellor.

B. The majority of the members of the faculty shall constitute a quorum for the transaction of business.

C. The most recent edition of Robert's Rules of Order shall govern the conduct of meetings of the faculty except when the faculty shall adopt rules otherwise, and the chair may appoint a parliamentarian to assist the presiding officer in questions of parliamentary procedure.

[https://faculty.columbusstate.edu/senate/fs\\_03\\_10\\_2014\\_3.pdf](https://faculty.columbusstate.edu/senate/fs_03_10_2014_3.pdf)

Additional Information: <https://faculty.columbusstate.edu/docs/statutes-of-csu-without-university-council.pdf>

## Related USG Policy

3.2.3 Faculty Meetings

## Last Update

3/10/2014

## Responsible Authority

Associate Provost for Faculty & Judicial Affairs