

STANDING RULES

1. At the organizational meeting in May, the Chair of the Senate shall distribute to the members of the Senate:
 - (a) A compendium of Robert's Rules of Order Newly Revised, which governs the conduct of the meetings of the Faculty Senate.
 - (b) A copy of the Organization of the Faculty and the Special Rules of Order and Standing Rules of the Faculty Senate.
 - (c) A list of the current standing committees and ad hoc committees.
 - (d) Notification of the location of Faculty Senate files, indexes, and minutes.
2. The Secretary of the Senate shall prepare a seating chart of the Senate each fall, and members of the Senate shall be assigned permanent seats alphabetically.
3. The hour of regular Senate meetings shall be 3:30 p.m. and meetings of the Senate shall adjourn by 5:30 p.m.

Changes pending approval by Faculty Senate:

1. At the organizational meeting in May, the Chair of the Senate shall ~~distribute to the~~ inform the members of the Senate of:
 - (a) The web location of an electronic copy of a ~~A~~ compendium of Robert's Rules of Order Newly Revised, which governs the conduct of the meetings of the Faculty Senate.
 - (b) The web location of an electronic copy of a ~~A~~ copy of the Organization of the Faculty and the Special Rules of Order and Standing Rules of the Faculty Senate.
 - (c) The web location of an electronic copy of a ~~A~~ list of the current standing committees and ad hoc committees.
 - (d) ~~Notification of t~~The location of Faculty Senate files, indexes, and minutes.