

## **Article VI: Meetings**

1. The Senate shall meet at least once each month during the academic year. The Senate shall hold an end-of-the-year meeting after the spring semester ends but no later than the first working day after grades are due to accept final committee reports for the year. If both the Senate president and the vice president are unable to preside at any meeting, the Senate executive committee shall choose one of its members to preside. The Senate president with the approval of two other officers may call summer meetings as necessary.
2. Special Senate meetings shall be held at the call of the Senate president or a majority of the Senate executive committee or upon petition of one-quarter ( $1/4$ ) of the senators. Notices of special meetings shall be given to senators at least one (1) week in advance and shall include the reason for the meeting. No business shall be transacted at the meeting except that named in the notice.
3. Regular and special Senate meetings shall be open to Senate constituents and others who may be invited under rules established in the bylaws.
4. By majority vote of those present and voting, the Senate may at any meeting go into executive session, at which time all non-Senate members shall leave.
5. Regular meeting agendas shall be distributed to senators at least one (1) week in advance, but this does not prohibit other business from being considered and acted upon.
6. Non-members of the Senate will have the opportunity to speak during the open portion of the meeting. Non-members must ask the Senate president one week prior to the meeting to speak and provide a topic. Procedures for requesting to speak are provided in the By-Laws.
7. Quorum for Senate meetings shall be a majority of the total membership.
8. The number required for any Senate action, except when specified otherwise in this constitution, shall be a majority of those present and voting.
9. Senate proceedings shall be governed by provisions of Robert's Rules of Order, unless otherwise provided in this constitution or bylaws.

10. Senators shall attend Senate meetings, have one Senate assignment, and facilitate two-way communication between their constituencies and the Senate. Published Senate proceedings shall include the names of those present and absent. Senators who miss three (3) consecutive Senate meetings may be recalled by their constituencies or by the Senate by majority vote on a secret ballot.

11. Senate vacancies shall be filled at the earliest possible time by the original constituency and in the same manner as for regular elections of senators as under the provisions of Article III.

12. The Senate may, by majority vote, request that the University president call a meeting of the University Assembled. If the University president refuses to do so, a two-thirds (2/3) vote of the full Senate shall authorize the calling of a meeting of the University Assembled, at which the Senate president shall preside.