

Marshall University

## Marshall Digital Scholar

---

Recommendations

Faculty Senate

---

10-31-2019

### SR 19-20-02 EC

Marshall University Faculty Senate

Follow this and additional works at: [https://mds.marshall.edu/fs\\_recommendations](https://mds.marshall.edu/fs_recommendations)



Part of the [Higher Education Commons](#), and the [Higher Education Administration Commons](#)

---

# Faculty Senate Executive Committee RECOMMENDATION

SR-19-20-02 EC

## RECOMMENDATION:

Recommends that the Faculty Senate allows for a modification of the Faculty Senate Constitution to authorize members of University Committees to attend meetings electronically.

## RATIONALE:

Allowing members of a standing committee to attend electronically can increase committee efficiency, enable additional members to attend meetings, and decrease travel costs. Electronic attendance is particularly helpful for faculty in South Charleston. Technology for internet and telephone meetings is well established and sufficiently reliable, and electronic meetings have become routine.

Robert's Rules of Order do not permit electronic meetings of standing committees without explicit authorization. The purpose of this amendment is to authorize electronic committee meetings while preserving the privileges that Robert's Rules of Order affords. The amendment also seeks to ensure the ability of guests to attend and participate appropriately in standing committee meetings.

The proposed amendment authorizes electronic meetings while preserving many aspects of the current in-person meetings. The requirement to have a quorum in a single location resolves the issue of how to determine whether the committee has a quorum, and also provides a physical location where guests of the committee can attend the meeting.

## Proposed Amendment

### Faculty Senate Article VI Standing Committees

#### Section 4. D. Electronic Meetings

*Robert's Rules of Order* defines an *electronic meeting* as any meeting in which one or more members participates from a remote location using telephone or internet technology. Faculty Senate standing committees may hold electronic meetings subject to the following restrictions.

1. A quorum of committee members must be physically present in one location.
2. All members of the committee must be able to communicate, at least aurally, with all other members concurrently.
3. The Faculty Senate Executive Committee may approve and revise, from time to time, specific additional procedures that must be followed in electronic meetings of standing committees.

**Faculty Senate Executive Committee  
RECOMMENDATION**

**SR-19-20-02 EC**

**Proposed Motion for the Faculty Senate Executive Committee**

**Rationale**

To establish procedures for electronic meetings of standing committees after electronic meetings are authorized by the Faculty Senate Constitution.

These procedures are intended to preserve the ability of all committee members to participate fully and the ability of guests to observe and participate as appropriate.

**Proposed Motion**

**Procedures for Electronic Meetings**

Standing Committees are authorized to hold electronic meetings by section 4.D of the Faculty Senate Constitution. The following rules apply to electronic meetings.

1. As stated in the constitution, a quorum of committee members must be present in one location. All committee members must have the option to attend in person at this location.
2. The committee chair may announce a method for members to attend remotely. These methods may include telephone conference or internet technology. Information about remote connections should be sent to all committee members by email at least 24 hours before the committee meeting.
3. During the meeting, all members must have the ability, at a minimum, to make comments that all members can hear.
4. Guests of the committee (non-members) may attend the meeting at the physical location where the quorum is located. The committee chair may decide whether guests are permitted to attend electronically, using the same method as committee members. If remote attendance of guests is permitted, it must be permitted equally for all guests.
5. If a committee member's connection to the meeting is lost during a vote, the member must be given five minutes to reconnect and vote before voting is closed, provided that a quorum is present throughout the voting period. If the quorum is lost before the end of this five-minute period, the vote has no effect.
6. Electronic meetings may not go into Executive session.

**Faculty Senate Executive Committee  
RECOMMENDATION**

**SR-19-20-02 EC**

**FACULTY SENATE CHAIR:**

APPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: 10/13/19

DISAPPROVED BY THE  
FACULTY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: 10-13-19

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Recommendations should be sent to the Faculty Senate office via email. Recommendations longer than one page or those with attachments are to be sent in final format with this as a cover page. Any incomplete recommendations or those requiring extensive formatting changes will be returned to the recording secretary/committee.