Faculty Senate Resolution 07-08-05
Minute-Taking at Executive Council Meetings

WHEREAS the duties of the Membership Secretary are long and arduous, and

WHEREAS the duties of the Vice-President are the shortest for the officers at the Executive Council meetings:

Be it therefore resolved that role of taking minutes at the Executive Council meetings shall be moved to the Vice-President, and

NOW BE IT THEREFORE RESOLVED THAT Article II Section 2 of the By-Laws shall read as follows—

2. The Vice President shall
   A. Serve as a member of the Executive Council,
   B. Keep clear and concise minutes of the meetings of the Executive Council. [Amended December 2007]
   C. Assume, in the absence of the President, the duties of the President, and
   D. Become the President should the position become vacant.
   E. Serve directly or through a designee as one of two voting delegates representing the Senate to the Association of Louisiana Faculty Senates. [Amended November 2007]

and

BE IT FURTHER RESOLVED THAT Article II Section 4 of the By-Laws shall read thus—

4. The Membership Secretary shall
   A. Serve as a member of the Executive Council,
   B. Keep a current list of all members of the General Faculty eligible for membership in the Senate in accordance with Article IV Section 2 of the Constitution.
   C. Keep a current list of the members of the Senate,
   D. Record the names of the members present at each meeting of the Senate and inform the President when excessive absences occur,
   E. Provide an agenda for the Senate meetings one week ahead of the meeting [Amended February 1983],
   F. Serve as an ex officio member of the Nominations and Elections Committee [Amended September 2005]