WIU FACULTY SENATE EXECUTIVE COMMITTEE DUTIES

OFFICERS OF THE FACULTY SENATE

\*CHAIR:

Serves as presiding officer of the body, conducting meetings using parliamentary procedure (Sturgis). Handles faculty requests for Senate action. Represents the faculty at various meetings and community/university events. Serves as requested by University Administration, to represent faculty on committees, task forces, etc.

VICE CHAIR:

Assumes duties of the Chair in case of absence. May serve temporarily as presiding officer at Faculty Senate meetings, if Chair wishes to enter floor debate. Expected to represent the faculty senate at any meeting or community/university event in which the Chair is unable to attend.

\*SECRETARY:

As chief corresponding officer, takes minutes at Faculty Senate meetings and corroborates/certifies content of minutes and actions of the body with Faculty Senate Recording Secretary. In the event the Chair and Vice Chair are both involved in floor debate on a motion or issue pending before the Senate, may also be asked to temporarily serve as presiding officer.

*\** From Sturgis: *“…the President and Secretary are recognized by the law as the legal representatives of the organization.”*

ADVISOR TO THE FACULTY SENATE

PARLIAMENTARIAN:

Appointed by the Chair. Expected to be a competent authority on parliamentary procedure at meetings. Serves as a resource and offers appropriate procedural advice to officers and members. Assists with setting the agenda at Executive Committee meetings. Counts secret ballots cast during Faculty Senate meetings (along with Recording Secretary) and reports results to presiding officer.

Janna Deitz

Parliamentarian

September, 2015