Welcome to the Faculty Senate Council/Committee Leadership Training

Friday, 3 September 2021
www.wmich.edu/facultysenate
1. Welcome and Introductions

2. Overview of Duties and Responsibility

3. Agenda and Minutes

4. Technical Assistance on Conducting Meetings

5. Questions and Answers
Mindset

Chair = Leader
Leadership

“Leadership is the process of influencing people by providing purpose, direction, and motivation to accomplish the mission and improve the organization.”

Chairs provide leadership!
For specifics on councils/committees view **Constitution Article VIII** and **Bylaws Article VI**.

The Faculty Senate and its councils/committees uses the **American Institute of Parliamentarians: Standard Code of Parliamentary Procedure**.
Council/committee organization:

a. Permanent and/or advisory members.

b. Ex Officio member (Executive Board Liaison, i.e. Faculty Senate president or her/his designee).

c. Senate-elected faculty members (specific distribution required for some council/committees).

d. Student members, both graduate and undergraduate (appointed during fall semester by Graduate Student Association and Western Student Association).

e. *Must distinguish between voting and non-voting members.*

f. *Guests-must be invited by the chair.*
Council/committee structure:

a. Elected Officers – Each council/committee shall annually elect at least:

   i. Chairperson – Provides organization of work, prepares agenda in coordination with the agenda setting committee, and presides at council/committee meetings.

   ii. Vice chairperson – Serves in absence of chairperson and as assigned.

   iii. Secretary – Records and prepares minutes.

NOTE: Council/committee chairperson may be elected for a maximum of three consecutive one-year terms. After serving three consecutive terms, chair must have two-year break as chair.
WMU FACULTY SENATE COUNCIL/COMMITTEE OVERVIEW

b. Members – (member represent their constituents)
   • Attend meetings, participate in deliberations, propose and vote on motions.
   • Serve on of the council/committee, (non-members may also serve).
   • The chairperson must orient new members to the committee.

c. Standing committees –
   • Each council/committee may establish standing committees as necessary to carry out its role statement and charges.
   • Composition of standing committees is not restricted to council/committee members.
WMU FACULTY SENATE COUNCIL/COMMITTEE OVERVIEW

d. Ad Hoc Committees –

• A council/committee or the Executive Board may appoint special committees to perform specific tasks.

• *An ad hoc committee automatically ceases to exist when its final report is issued.*

• If a council/committee votes to delegate additional work to an ad hoc committee, it continues until the new assignment is completed and another report is submitted.

• The composition of an ad hoc committee is not restricted to council/committee members.
3. Council/committee duties:
   a. Receive and carry out charges of the Faculty Senate Executive Board.
   b. Determine and carry out own agendas in context of the council/committee role statement.
   c. Periodically reconsider, review and rewrite, if necessary, role statement (submit to Executive Board for consideration).
   d. Periodically review structure and activities of standing committees and ad hoc committees and receive reports from them.
   e. Submit council/committee charge-based reports and policy recommendations to Executive Board for consideration.

**NOTE:** Council/committees do not make policy. Council/committees make **recommendations** to the Faculty Senate Executive Board, which then makes recommendations to the administration.
4. Council/committee action –

• Council/committee recommendations are submitted to the Executive Board in the form of a report or a Memorandum of Action.

• After review, the Executive Board may invite the council/committee chairperson to present the report or MOA.

• Recommendations should be succinct and convey the specific action(s) a council/committee has endorsed.

• Any draft MOAs requested by the Executive Board must be submitted using the draft MOA template.
PROCEDURES FOR INTERACTING WITH THE WMU FACULTY SENATE OFFICE

The Faculty Senate Office sends all official council/committee correspondence.

Must allow adequate lead time! Plan ahead!

**Agendas**

- Disseminated to council/committee members one week prior to the scheduled meeting date.
- With lead time, requests for the Faculty Senate Office to prepare and distribute any materials for council/committee meetings must be received **10 business days before the date of the meeting.**
- All agendas should be sent via e-mail to faculty-senate@wmich.edu.
5. Council/committee Minutes –

- The actions and proceedings of each council/committee meeting shall be recorded in minutes.
- The secretary (or designee) must prepare the minutes within at least 10 days before the council/committee’s next meeting.
- Ensuring the accuracy of the minutes is a duty the secretary cannot delegate.
- A staff member may prepare the minutes under the secretary’s direction but cannot sign them.
- Minutes will be submitted via e-mail attachment to the Faculty Senate Office for distribution.

As the leader of the council/committee, the Chair is overall responsible for the minutes.
6. Council/committee additional materials—A copy of additional materials that are distributed to council/committee members **must** also be forwarded to the Faculty Senate Office for its files (e.g., slides, reports, charts, etc.).

7. Council/committee annual report—

- Each council/committee chairperson should assess progress in March to determine if action which required follow-up has been completed.
- This review **must** be provided in a report form to the Executive Board by June 30 as well as to the new council/committee chairperson at her/his first meeting.

As the leader of the council/committee, the Chair is responsible for the annual report
PROCEDURES FOR INTERACTING WITH THE WMU FACULTY SENATE OFFICE

Notices

• Please notify the Faculty Senate Office of any change in location, date or time of council/committee meetings so that notification can be provided to the council/committee members as soon as possible and room arrangements confirmed.

• The Faculty Senate Office needs adequate lead time to process agendas, minutes, notifications, etc.

• Due to elimination of catering services at the Bernhard Center the Faculty Senate is unable to offer refreshments at any meetings.
PROCEDURES FOR INTERACTING WITH
THE WMU FACULTY SENATE OFFICE

FACULTY SENATE OFFICE STAFF

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Specific Guidance on Conducting Virtual or Mixed Modality Meetings

Definitions

Virtual Meetings - meetings involving real-time interaction hosted over the Internet using integrated audio, video, and other digital tools, where participants do not share a physical location.

Remote Participation - simultaneous participation in a meeting which is being held in a physical location by someone who is not at the same location using integrated audio, video, and other digital tools over the Internet.

Mixed Modality (HyFlex): members may choose to participate in-person or virtually.
Specific Guidance on Conducting a Mixed Modality Meeting

**Overall Guiding Principles**

- **Conduct these meetings under the same basic procedures as in-person meetings.**
- Mixed modality meetings include a meeting in real-time where a member may choose to attend in-person or virtually. These meetings feature live, synchronous participation by council and committee members as well as any guests.

*The Executive Board would like all officers to attend the meetings in-person. For the month of September, all meetings will be mixed modality and re-evaluated for subsequent meetings.*
Technical Assistance on Conducting Mixed Modality Meetings

- Step 1: Start laptop computer.
- Step 2: Plug in USB cord into computer.
- Step 3: Open Webex meeting link and go to schedule meeting.
- Step 4: Once in Webex meeting, change three settings.
  
  **Step 4A:** Microphone: Click drop down arrow next to “Mute” and select “Echo Cancelling Speakerphone”.
  
  **Step 4B:** Speaker: Click drop down arrow next to “Mute” and select “Echo Cancelling Speakerphone”.
  
  **Step 4C:** Camera: Click drop down arrow next to “Stop Video” and select “Huddly IQ”.

*Please contact Bernhard Center main office if any troubleshooting issues occur. 269-387-4866. A handout with screenshots is included in your meeting materials and there are directions on the equipment.*
Specific Guidance on Conducting Meetings

**Technology Notes**

**Meeting Medium:**
- Scheduled in Webex by the Faculty Senate Office staff.
- Do not use Webex personal rooms.

**Cameras and Microphones:**
- All members and guests should enable their web cameras to show their face.
- In a physical meeting place, members would be seen, and this is no different.
- If circumstances and/or technology prevent participants from using their camera, they must state their name prior to speaking.
Specific Guidance on Conducting Meetings

Technology Notes

Chat:
- The chat feature is not a substitute for meeting dialogue.
- Chat should **only** be used to alert the presiding officer of an issue, such as a request to speak when participants cameras are not being used, or to provide relevant information, such as a link to website or document, to all of the participants in the meeting.

Recording:
- Council and committee meetings will **not** be recorded.
- In-person meetings are not digitally recorded, so there is no requirement to record virtual meetings.
- The presiding officer will **ensure** minutes are recorded, usually by the secretary, to include the results of all votes.
Specific Guidance on Conducting Virtual Meetings

**Technology Notes**

*Computer Connection Preference:*

- Best practice for reliable connection includes the use of a **desktop or laptop computer** versus other mobile devices such as smart phones or tablets.
Specific Guidance on Conducting Meetings

Process

1) Meeting agenda distributed via email approximately one week prior to the meeting date including the link for the Webex meeting.

2) Executive Board liaison or the presiding officer will open the Webex meeting room at least 5 to 15 minutes prior to the meeting start time allowing participants to log-in.

3) The council/committee vice-chair will set-up video conferencing equipment in the Bernhard room assigned.

4) The presiding officer will call the meeting to order at the meeting start time. [Start on time!]
Specific Guidance on Conducting Meetings

Process

4) Quorum:

• Before proceeding with the acceptance of the agenda, quorum must be observed and recorded.

• Presiding officer must explicitly take a roll call to establish quorum of voting members.

• **TIP:** Prepare an alphabetized list of all voting members and use it for the roll call and when polling members to vote on all motions.
Specific Guidance on Conducting Meetings

**Process**

4) A note on quorum:

- At any time if quorum is broken, i.e. there are no longer enough members participating in the meeting, **action cannot** be taken; however, discussion may continue.

- Quorum must be actively observed.

- If there are technical difficulties and members are dropped from the meeting due to connection issues, they are considered absent from the meeting and do not count toward quorum.

- The late arrival or early exit of members must be recorded in the minutes.
Specific Guidance on Conducting Virtual Meetings

**Process**

5) After quorum has been established, the presiding officer will conduct the meeting according to the agenda.

6) The meeting will end with a motion and vote to adjourn. *If quorum breaks and a vote to adjourn cannot be taken, the presiding officer will declare adjournment. This declaration instead of a vote must be reflected in the minutes.*
Specific Guidance on Conducting Meetings

**Conduct of the Meeting**

- If it is not clear who is speaking, members should state the name before speaking.
- The presiding officer will monitor this and ensure the participants know who is speaking.
- Discussion should take place on a rotating basis.
- Members are encouraged to raise their hand in the video to be recognized and so the presiding officer knows that they would like to address the group.
- Alternatively, use the chat for request to speak in the chat.
- *The presiding officer will facilitate the order of speaking as they would for in-person meetings.*
Specific Guidance on Conducting Meetings

Conduct of the Meeting

• Motions must be clearly made and seconded and the identity of those making motions and seconding, must be recorded in the minutes.

• The presiding officer must call for a vote by asking for all voting members in favor to state “aye”, then ask for any voting members that are opposed to say “nay” and finally ask for any voting members that wish to abstention to state “abstain” (i.e. if a member was not present at the prior meeting they would abstain from approval of the minutes of that meeting).

• Alternatively, voting may be conducted in a transparent fashion by roll call.

• Following a vote, the presiding officer must clearly articulate the results.
Q&A