**Faculty Senate**

**NAME OF COUNCIL / COMMITTEE**

**Minutes of (date)**

**Call to Order**

The regular meeting of the Western Michigan University Faculty Senate (name of council/committee) was called to order at (time) on (date), (location) by (chair’s full name), chair.

**Roll Call**

**Members in Attendance**: full names of members present (if a substitute is present, indicate for whom)

**Member Absent**: full name of members absent (a member is not listed as absent if a substitute for him/her is present)

**Advisory Members Present**: full names of members present

**Advisory Members Absent**: full name of members absent

**Ex Officio**: full name of Executive Board representative

**Guest(s)**: full name and title of each guest

**Quorum**

A quorum was present/not present. (if a quorum is not present the meeting can continue but no action may be voted on. Discussion may take place.)

**Agenda**

A motion and second are needed to accept the agenda. Indicate if the agenda was accepted as proposed or modified and underline the motion. If modified, ***indicate changes***. Note if the motion carried. (motions should be underlined)

**SAMPLE:** It was moved by Smith, seconded by Jones, to accept the agenda as presented. The motion carried unanimously.

**Minutes**

A motion and second are needed to approve the minutes. Indicate if the minutes of (date) were approved as distributed or corrected and underline the motion. If corrected, ***indicate corrections***. Note if the motion carried. (motions should be underlined)

**SAMPLE:** It was moved by Smith, seconded by Jones, to approve the (date) minutes as amended. With one abstention the motion carried.

(indicate if member(s) joined or left the meeting after the start of the meeting)

**SAMPLE:** Doe joined the meeting at 10:33 a.m. or Doe left the meeting at 10:33 a.m.

**Reports of Officers**

Chair (last name) report included…summarize in a single paragraph the announcements of the council/committee chair. There should not be discussion or action during the report, however, if it occurs record as it happened.

Ex Officio (last name) report included…summarize in a single paragraph the announcements of the Executive Board Ex Officio.

**Reports of Council/Committee Standing Committees** (if any exist)

(standing committee representative’s last name) provided the report of the (standing committee name) that included…summarize in a single paragraph the report provided. There should not be discussion of action during the report, however, if it occurs record as it happened.

**Reports of University Representatives**

(administrators full name and title) provided a report that included…summarize in a single paragraph the report provided. There should not be discussion of action during the report, however, if it occurs record as it happened.

**Unfinished Business**

From this point forward the minutes should be recorded to reflect the topics on the agenda. Minutes should be a record of all action and proceedings but not a record of discussion. The minutes must include a record of all motions or resolutions, whether passed or defeated, with the names of the proposer and the seconder, and the way in which each motion was disposed of. Motions should be underlined. The exact wording of all motions should be recorded. (only voting members or substitutes may propose motions, second, and vote.)

**New Business**

Minutes should not contain the recorder’s personal comments. In addition, descriptive or judgmental phrases such as “an able report” or “a heated discussion” should be avoided. Neither adverse criticism nor praise of members should appear in the minutes, except in the form of a motion reprimanding a member or in the form of officially adopted votes of gratitude or commendation

**Announcements**

Just prior to the meeting being adjourned the chair may ask for, or provide, any other discussion to be brought before the council/committee that had not been on the agenda. It should be recorded what the topic was, who raised the topic, and all action and proceedings but not a record of discussion.

**Adjournment**

A motion and second are needed to adjourn the meeting. If quorum is no longer present the chair may declare the meeting adjourned. (motions should be underlined)

**SAMPLE:** It was moved by Smith, seconded by Jones, to adjourn the meeting at 2:37 p.m. The motion carried unanimously. The (council/committee name) will meet next on (date) (location) at (start time)

**Approval**

Submitted by (full name), Secretary

Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_ 2021.