



MEMORANDUM

IN/OUT KL RH (F) C

To: Donna E. Shalala, President

From: Stephen Sapp
Chair, Faculty Senate

Date: December 08, 2006

Subject: Faculty Senate Legislation #2006-13(D) – Clarification of Nominating Committee procedures and timing of Faculty Senate officer and General Welfare Committee elections

On November 29, 2006, the Faculty Senate voted to clarify in the *Faculty Manual* that the Nominating Committee will submit its list of nominees for Senate officers one week prior to the meeting at which the election will be held and that the election, as well as the election of the General Welfare Committee, shall take place at a meeting one week after the April meeting of the Senate. For your reference, the additions to the *Faculty Manual* are underlined below and will become effective immediately.

B3.6 At the March meeting of the Senate, a Nominating Committee for the Chair and the Vice-Chairs shall be formed, elected by the Senate or appointed by the Chair, as determined by vote of the Senate. The Nominating Committee shall, no later than one week prior to the meeting at which the election will be held, submit its list of nominees to the Senate office, which shall promptly distribute it to the senators.

Elections for the new Senate officers and General Welfare Committee members shall take place at a meeting one week after the April meeting of the Senate.

This legislation is now forwarded to you for your information.

SS/kl

cc: Thomas LeBlanc, Executive Vice President and Provost