

Officer Duties for Tennessee Tech University Faculty Senate

Past President

- Serves as mentor and counselor to the seated president
- Meets with the Faculty Senate's Executive Committee
- Attends regularly scheduled meetings of the Faculty Senate
- Serves in the capacity of the Faculty Senate President, if appropriate
- Other as dictated by need of the Faculty Senate

President

- Official representative of the Faculty Senate
- Presides over all Faculty Senate meetings
 - Calls the meeting to order on time
 - Recognizes members entitled to the floor
 - States and puts to a vote all questions that legitimately come before the Senate
 - Announces the results of each vote and the effect of the action
 - Expedites business in every way possible without denying members their rights
 - Responds to relevant questions of members
 - Refrains from voting except when vote is by ballot or when the President's vote would change the results
 - At the proper time, declares meeting adjourned (by general consent or by a vote of Senate members)
- Carries out administrative and executive duties outlined in the Faculty Senate procedures or as directed by the Senate
 - Represents the University at TUFSS (Tennessee University Faculty Senates) and attends bi-annual meetings as the voting member
 - Represents faculty (Faculty Senate) on the President's Cabinet
 - Meets with upper administrators, as appropriate
 - Attends Deans' Council meetings
 - Member of the Budget Advisory Committee
 - Ensures representation of Faculty Senate at Board of Trustees events, as appropriate
 - Ensures representation of Faculty Senate at all commencement ceremonies
 - Leads University faculty meetings
 - Appoints committee members and subcommittees, as appropriate
- Serve in roles as designated by University policy
- Prepares appropriate reports
- Other as dictated by needs of the Faculty Senate

President-Elect

- Prepares and disseminates written agenda in collaboration with the President and Secretary

- Serves in the role of parliamentarian during business meetings
 - Follows *Robert's Rules of Order*
 - Enforces rules of debate, order and decorum
- Official representative of the Faculty Senate at the request of the Faculty Senate President
- Presides at meetings in the absence of the President
- Carries out administrative and executive duties as outlined in the procedures or directed by President or by vote of the Senate
- Serves as chairman of the nominating committee
- Serves on subcommittees of the Faculty Senate, as appropriate
- Represents the University at TUFSS and attends bi-annual TUFSS meetings, if possible
 - Serves as voting representative in absence of the President
- Other as dictated by needs of the Faculty Senate

Secretary

- Determines a quorum at Senate business meetings
- Keeps minutes of the Faculty Senate business meetings and notes of meetings with the President
- Keeps on file all reports and relevant documents, as appropriate
- Keeps the organization's official membership roll
- Calls roll at business meetings when required to do so
- Takes attendance at all Faculty Senate meetings
- Signs all certified copies of acts of the Faculty Senate
- Prepares and disseminates written agenda in collaboration with the President and President-Elect
- Calls the meeting to order and immediately conducts the election for a chairman pro tem in the absence of the President, President-Elect and Past President
- Updates procedures, standing rules, etc. as recorded in the minutes
- Carries out administrative and executive duties outlined in the procedures or in collaboration with the President and/or President-Elect, as appropriate
- Forwards all approved documents (minutes, notes, supporting documents, resolutions, etc.) and annual membership roster to the University Archives
- Maintains Faculty Senate website
- Gives report of Academic and Administrative Council meetings, as appropriate
- Welcomes new Senators and directs them to Faculty Senate website for information
- Sends list of newly elected or appointed Faculty Senators to University committees to the President's Office
- Other as dictated by needs of the Faculty Senate

Submitted by Jeff Roberts, Troy Smith and Billye Foster

Approved by Faculty Senate on February 26, 2018