

Motion to change the way minutes are approved and distributed

Current Bylaws:

Section 5.

Minutes shall be kept of every meeting, and the secretary will distribute a draft of the minutes to the Steering Committee for review. After its approval, copies shall be distributed electronically to the members by the secretary no later than three weeks following a meeting.

Section 6.

Minutes will be officially approved at the next meeting of the Faculty Senate but will not be re-distributed to the members unless the Senate votes for re-distribution.

Proposed Revision:

Section 5.

Minutes shall be kept of every meeting, and the secretary will electronically distribute a draft of the minutes to the Senate for review. Members of the Senate will have up to seven days after electronic distribution of the draft Minutes to propose corrections, clarifications, or other revisions, or lodge an objection to the approval of the Minutes. Clerical revisions will be taken under consideration by the Secretary. If an objection is raised, the matter will be addressed at the next meeting of the Senate. After seven days, if no objections have been raised, the Minutes will be deemed to have been approved by the Senate, and will be available for wider distribution without a formal vote.

Section 6.

Officially approved Minutes will be available on the Faculty Senate website, and will also be distributed at the next Senate meeting.