

STANDING RULES OF THE FACULTY SENATE

1. The Senate encourages all committees of this body to hold open hearings in the conduct of their business whenever appropriate, and directs that following committee elections each year the Chair of the Senate shall remind newly elected committees of the policy this resolution reflects. (3/19/75)
2. The Secretary of the Senate shall distribute to the General Faculty as an attachment to the minutes of the first Senate meeting of the academic year a list of all Senate standing committees and their membership, with an accompanying invitation to all members of the faculty to communicate to any such committee or member their views on any item of business which a committee may consider. (3/19/75)
3. At the beginning of the academic year it shall be the responsibility of the chairs of the Senate standing committees and the chairs of university faculty standing committees to verify the continuing presence on the George Mason University faculty of all members of each committee. In event of a vacancy, the chair shall bring the need to fill it to the attention of the Chair of Senate Committee on Nominations not later than the end of the first week of classes of the fall semester. Similarly, committee chairs shall be responsible for notifying the Chair of the Senate Committee on Nominations of any vacancies that occur during the course of the academic year. (12/10/75)
4. It shall be the responsibility of the Secretary of the Senate to supply Bylaws, committee charges, the Senate Charter, and other critical prior actions to new senators before the first meeting of the Senate each academic year. (12/10/75)
5. The Chair of each standing committee of the Senate is to report items of business remaining unfinished at the end of an academic year to the Chair of the Senate, who will refer them to the Committee on Organization & Operations for disposition. (10/20/76)
6. Each elected Senate standing committee shall include members from more than one college. Membership in University faculty standing committees should contain at least five and at most seven voting members of the General Faculty; membership shall include one senator, representatives from more than one college, at most one non-voting *ex officio* member. (5/11/77)
7. The Senate requires that “at least once during the second semester, each University faculty standing committee shall report in person to the Faculty Senate.” (9/26/79)
8. The rules of the Senate are to be interpreted rigorously: that all committees have members from two or more schools or colleges, and that the library not be considered for this purpose as a school or college. (10/28/81)

9. All business to come before the Senate should first be submitted to the Organization & Operations Committee, which shall refer items requiring study and action to the approximate committee(s) or collegial faculties. The Organization & Operations Committee shall report its referrals to the next regular meeting of the Senate. (10/6/82)

10. An Executive Committee of the Senate is established, composed of the chair of the Senate and the chairs of its standing committees [Academic Policies, Budget and Resources, Faculty Matters, Nominations, and Organization & Operations]. (4/18/90) The secretary of the Senate is added to the membership of the Executive Committee. (10/27/93) The responsibilities of the Executive Committee are to act for the Senate during the summer months, when the full Senate does not normally meet; to meet regularly with the Provost and with other members of the central administration as needed for discussion and resolution of the types of matters specified in Section 1 of the *Faculty Handbook*; and to provide definitive interpretations of the *Faculty Handbook* in conferral with the Provost.

11. When conducting elections by the General Faculty, the Faculty Senate may use electronic voting, provided that the method for voting (a) allows votes to be cast anonymously and (b) provides a means for ensuring that only members of the General Faculty are able to vote. (2/7/2018).

12. File copies of the minutes of Senate committees are to be available in the Senate office. (10/27/93)

13. The meetings of Senate committees should be scheduled and announced far enough in advance that committee members and other interested senators can adjust their schedules and arrange to attend. Beginning with the academic year 1994-95 the committees of the Senate are asked to include in their annual [May] reports a record of the participation of committee members. (4/6/94)