

ARTICLE II: Officers

- A. The elected officers of the Senate shall consist of a Chair and Vice Chair who shall be elected from among the voting membership of the Senate.
- B. The elected officers of the Senate shall assume office on July 1 following the date of their election and shall serve a period of one year, with terms expiring on June 30 of the subsequent year.
- C. Chair
- a. The Chair of the Senate shall serve for no more than three consecutive one-year terms. A senator may be elected to serve as Chair for additional terms as long as the limit of three consecutive terms is not exceeded.
 - b. The Senate chair ~~is elected and serves as provided in University Policy 50.2.1.E. The chair~~ performs the duties normally associated with this office, including presiding at meetings of the full Senate and Executive Committee, supervising and executing Senate business, and convening regular and special meetings of the Senate.
 - c. The chair also acts as the official liaison of the Senate to the Board of Governors.
 - d. The chair meets at least once each semester with the President of the University and the Senior Executive Vice President for Academic Affairs to discuss upcoming issues of interest to the Senate. Communication between the chair and the president and the president's senior administrators needs to be frequent and meaningful.
 - e. ~~In consultation with the Executive Committee and executive secretary, the chair appoints members and chairs of standing and ad hoc committees.~~
 - f. e. The chair is responsible for initiating appeals filed under University Policy 50.2.2B (2) and presenting the Senate's case to the Educational Policy and Planning Committee of the Board of Governors.
 - f. f. It is a major responsibility of the chair to solicit proactively for the Executive Committee information from the president or the president's representative on upcoming issues or projects that ~~either~~ requires either legislative or advisory action by the Senate. The chair should regularly fully report to the Executive Committee on the chair's ongoing communications with the president.
 - g. g. ~~If there is a vacancy in the office of Chair, the Vice Chair will move immediately into the office and complete the unexpired term. The unexpired term will not count towards the limit of three consecutive terms as Chair.~~
- D. Vice Chair
- a. The vice chair ~~is elected and serves as provided in University Policy 50.2.1.E. The vice chair~~ assumes the responsibilities of the chair when the chair is absent or unable to serve. ~~// In the absence of the chair, the vice chair will assume the responsibilities of the chair.~~
 - b. The vice chair acts as chair of the Appeals Panel if an appeal is being heard.
 - c. The vice chair reports on Executive Committee actions s at Senate meetings.
 - d. If the vice chair is a faculty member, the vice chair ~~also initially~~ convenes ~~and chairs~~ the Faculty Caucus.
 - e. ~~The vice chair also chairs the University Commencement Panel.~~ The vice chair fulfills other obligations as directed by the chair or Executive Committee.

Commented [VH1]: The EC appoints members of standing and ad hoc committees.

Also removed to match new proposal that standing committee co-chairs are elected by committees.

Commented [VH2]: The University Commencement Panel no longer exists.

f. It is a primary responsibility of the vice chair to assist the chair in soliciting proactively for the Executive Committee information from the president or the president's representative on upcoming issues or projects that ~~either~~ require either legislative or advisory action by the Senate. The vice chair should regularly fully report to the Executive Committee on the vice chair's ongoing communications with the president. This report should include a review of possible actions and issues that are expected to play an important role at Rutgers in the short or long term.

f.g. If there is a vacancy in the office of the Vice Chair, the Executive Committee will elect a senator to complete the unexpired term.

- E. ~~In the absence of the vice chair, the Executive Committee can appoint a vice chair pro tem during the period of the chair's absence.~~ Executive Secretary
- a. The executive secretary performs the customary responsibilities of executive secretary and corresponding secretary of the University Senate. These responsibilities include, but are not limited to:
 - i. composing minutes and correspondence;
 - ii. maintaining records of all Senate activities;
 - iii. responding to inquiries; and
 - iv. directing information and materials to the chair, Executive Committee, or committee chairs, as appropriate.
 - b. In addition, the executive secretary shall carry out such other duties as may be delegated by the Senate.
 - c. The executive secretary is the chief staff officer of the Senate, and as such provides continuity and perspective on past Senate actions.
 - d. The executive secretary is not a member of the Senate, but may run for election to the Senate. If an elected senator, the executive secretary shall hold no other Senate leadership or board representative position.
 - e. The executive secretary informs the Senate and its Executive Committee when Senate Bylaws, Senate Handbook policies or practices, or other established Senate protocols or practices are breached or require attention.
 - f. The executive secretary is responsible for organizing records of current and past Senate actions and reports so they may inform the Senate, its committees, and their chairs, and the university and broader community on the Senate's exercise of its legislative authority and advisory responsibilities.
 - g. The executive secretary maintains online resources and records of key Senate activities and public documents, organized by chronology and committee subject area, and in ways that are logical and relevant to the Senate's structure and schedule.
 - h. Normally all communications to the Senate or its Executive Committee should be addressed to the executive secretary of the Senate. Exceptions include confidential communications to the chair, such as evaluations of deans, which can be addressed directly to the chair of the Senate.
- F. Parliamentarian
- a. The parliamentarian is a member of the Senate appointed each year by the chair with the approval of the Executive Committee (typically at its September meeting). The term

of the parliamentary expires on June 30 of the subsequent year following appointment.-

- b. The parliamentary advises the presiding officer on matters pertaining to parliamentary procedure, and ensures that meetings are conducted in accordance with Robert's Rules of Order and Senate practice and standing rules.
- c. ~~In the absence of~~ if there is a vacancy in the office of the parliamentary, the chair can appoint a senator to complete the unexpired term, with the approval of the Executive Committee. ~~can appoint a parliamentary pro tem.~~