

## 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 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 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. 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. 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 require 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. 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 assumes the responsibilities of the chair when the chair is absent or unable to serve.
  - 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 at Senate meetings.
  - d. If the vice chair is a faculty member, the vice chair initially convenes the Faculty Caucus.
  - e. The vice chair fulfills other obligations as directed by the chair or Executive Committee.
  - 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 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.



- d. If the parliamentarian role is filled by a current voting member who wishes to participate in debate, an alternate parliamentarian must be appointed for the remainder of the meeting.
- e. If there is a vacancy in the office of the parliamentarian, the chair can appoint someone to complete the unexpired term, with the approval of the Executive Committee.