

# MAYVILLE STATE UNIVERSITY

## FACULTY ASSOCIATION AND SENATE CONSTITUTION

### Article IV. Meetings

#### *Section A. Regular Meetings*

The Faculty Association shall meet in regular session during the week preceding the beginning of regular classes in the fall semester and thereafter during November, February, and April. Special meetings may be called by the President of the Association/Senate, by a majority vote of the Faculty Senate, or by petition containing signatures of ten (10) members. Notice of Association meetings will be distributed two (2) weeks prior to the meeting date. Agenda items will be distributed one (1) week prior to the meeting date. Items to be included in the agenda must be submitted to the Association/Senate President twenty-four (24) hours prior to distribution of the agenda.

Agenda items may be submitted by committee chair, committee members, individual faculty members, or individual administration members.

Meetings shall be conducted according to Robert's Rules of Order, latest edition. A quorum shall consist of fifty percent plus one (1) of the official voting membership of the Association.

#### *Section B. Special Sessions*

1. Special sessions are special meetings of the voting membership of the Faculty Association. Discussion on any Faculty Association agenda item may be moved to a special session by motion, second, and majority vote of the Faculty Association. Assembly of the required special session may be immediate (by motion, second, and majority vote of the Faculty Association), or delayed--but must convene within 7 calendar days of the Faculty Association meeting in which discussion was moved. The date, time, and location of delayed special sessions will be set by the Association/Senate President.
2. The Association/Senate President may call a special session of the Faculty Association at his/her discretion.
3. A minimum of ten (10) voting members of the Faculty Association may file a written request for a special session with the Association/Senate President. The request must include the special session agenda, the latest acceptable special session meeting date, and the signatures of all requesting faculty. The Association/Senate President must make every effort to convene a special session of the Faculty Association prior to the deadline date stated in the written request.
4. Notice and agenda shall be provided to the voting membership of the Faculty Association at least 24 hours prior to a special session whenever possible. Other voting members of the Faculty Association may append items to a special session agenda by notifying the Association/Senate President at least 48 hours prior to a special session.