

Date and Version: February 3, 2026  
Handbook Section: Faculty Senate Bylaws  
Proposed Change: Revising Duties of Chairperson  
Source of Bill: Governance Committee

---

**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 26-A-13**

Approved by the Faculty Senate  
XXXXXX

**BRIEF SUMMARY:** Amending Faculty Senate Bylaws and duties of Faculty Senate Chairperson roles on legislative committees as ex officio, non-voting members.

**ACTION OF BILL: Revising Faculty Senate Resolution 01-2, Section 5 Duties of Chairperson**

**BE IT RESOLVED:** Subject to the passage of this resolution and approval of bill by faculty senate and faculty at large the *Faculty Handbook* Bylaws will be revised.

**DUTIES OF CHAIRPERSON**

- 1      Section 5 – Officers
- 2      5.00 Duties/Responsibilities of the Officers of the Faculty Senate
- 3      5.10 The duties of the chairperson are to:
  - 4      a. Preside over all meetings of the Faculty Senate, including the organizational meeting of the Senate-elect following the spring elections.
  - 5      b. Supervise the functioning of the Faculty Senate.
  - 6      c. With the advice of the Executive Committee, prepare an agenda for each Faculty Senate meeting and mail said agenda to the Senate members and alternates at least two business days prior to the meeting.
  - 7      d. Schedule all meetings of the Faculty Senate.
  - 8      e. Represent the faculty to the administration and to the Board of Governors.
  - 9      f. Serve as a member of the Executive Committee.
  - 10     g. Serve as a non-voting ex officio member of all Senate committees.
  - 11     h. Act as spokesperson for the established policies and positions of the faculty to officers of the administration, to the press, to student leadership representatives, and, consistent with Board policies and regulations, to the Board of Governors.
  - 12     i. In recognition of the considerable time commitment of this position, the administration grants six credit hours reassignment per semester for the academic year in which the individual serves.
- 13
- 14
- 15
- 16
- 17
- 18

Date and Version: February 3, 2026  
Handbook Section: Faculty Senate Bylaws  
Proposed Change: Revising Duties of Chairperson  
Source of Bill: Governance Committee

---

Action	Date	19
Introduced to Senate	Feb 18, 2026	
Second Senate Meeting		
Faculty Senate Vote		
President's Review		
15 Day Review		
Posted to Faculty Handbook		

DRAFT